

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 March 1957

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report #10, 27 February - 5 March 1957

## 1. Significant Items:

Nothing to report.

## 2. Other Activities:

a. The concept of an Intelligence Support Exhibit was accepted at the DDS Staff Meeting on Wednesday, 27 February. We have already been in contact with the Office of Personnel and have taken the first step toward the production of an exhibit for that office.

b. The first man to have been processed under the special arrangement with the Office of Medicine was unable to report for duty on Monday, 4 March because of complications with his parent organization.

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c. [ ] reported for duty as a member of the staff of Introduction to Intelligence on 4 March. He will audit all seminars and most of the lectures during this running of the course. He will also be assigned to assist [ ] in the development of the Intelligence Support Exhibit.

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d. IO#7 began on 4 March with [ ] students in attendance. The Director of Training opened the proceedings with several pointed remarks on Career Development, Competitive Promotion and Training Opportunities.

e. We appreciate the assistance of the Administrative Staff in securing for room 2251 an efficient heater, a new blackboard and an appropriate number of tables and chairs. This plus Mr. [ ] willingness to assist in instruction for IO#7 allows us to conduct six seminar groups.

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f. [ ] attended the Office of Training Secretaries Workshop on Wednesday, 27 February.

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## 3. Personnel Notes:

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[ ] completed the second presentation of the Writing Workshop for the Office of Communications and returned to duty with IO on 4 March.

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