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MEMORANDUM FOR: Chief, Plans and Policy Staff

5 June 1957

SUBJECT : Intelligence School Weekly Report #23  
29 May through 5 June 1957

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Date:	3-10-78
By:	35

I. SIGNIFICANT ITEMS - None.

II. OTHER ACTIVITIES

A. OR Orientation Officer

(1) The CIA Introduction was conducted on 3 June for [ ] people.

[ ]

(3) On 4 June a two-hour lecture and discussion period on "Current Trends in the Agency" was conducted for the [ ] participants in the Clerical/Commo Recruiters' Conference, sponsored by the Personnel Office.

B. Intelligence Orientation

(1) The first week of Intelligence Orientation #10 ended on Friday, 31 May.

(2) [ ] met on 4 June to go over final plans for the special course for Security Officers to be presented 10-21 June. Fifteen case histories are ready for use, and the sixteenth and last is almost complete. The schedule for the course is ready for publication.

(3) [ ] gave a special one-hour briefing for a senior foreign official on Monday, 3 June.

C. Intelligence Training

(1) The [ ] students enrolled in Conference Leadership #5 finished the course on 29 May. Students were enthusiastic in praising the course of instruction.

(2) [ ] JOF's are enrolled for the Intelligence Techniques course to be held 1-26 July.

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(3) At the request of [redacted] has completed a proposal for a program of training in map research consisting of five courses. After Intelligence School review, a proposal will be submitted to O/DIR.

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D. Management Training

Basic Supervision #32 for GS 9-11 supervisors began on 3 June with [redacted] supervisors (the course maximum) enrolled. Components are represented as follows: DD/P, [redacted] DD/I, [redacted] DD/S, [redacted] O/DCI, [redacted]

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E. Administrative Training

(1) Operations Support #26 was completed on 31 May. [redacted] spoke to this group on "Functions of the Audit Staff." This was his first lecture in Operations Support and student critiques showed a favorable response to his presentation.

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(2) Budget and Finance Procedures #2 was completed on 29 May.

(3) Administrative Procedures #73 began on 3 June with a first week's enrollment of [redacted] students.

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(4) The possibility of transferring certain unclassified portions of Administrative Procedures subject matter to Clerical Induction Training is being studied by [redacted]

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[redacted] During the period from January 1956 to March 1957 [redacted] students have taken Administrative Procedures. Only [redacted] students were from the DD/S and DD/I components; the remaining 80% of the students taking these subjects have been from DD/P. The material under consideration has general application in all components, and should be learned as early as possible by clerical personnel.

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(5) [redacted] reviewed the film "The Man Who Never Was" for possible use in the tradecraft portion of Operations Support.

F. Reading Improvement

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[redacted] students are currently enrolled in Reading Improvement #35. One student from OCR dropped out of the course after three days.

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G. Instructor Training

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[redacted] met with [redacted] of the Operations School on 4 June to discuss the current review of OTR training relating to CS records. [redacted] will prepare an analysis of relevant training in IS, and [redacted] will do the same in OS. The consolidated report is aimed for a date of 1 July, and will be cleared through O/DTR.

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H. Clerical Training

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(1) During the week of 27 May there were [redacted] people in Clerical Induction Training and [redacted] in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction Training to entrance-on-duty employees for the week of 27 May were as follows: Of [redacted] people tested in typewriting, [redacted] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher on 3 June were as follows: Of [redacted] people tested in shorthand, [redacted] qualified; of [redacted] people tested in typewriting, [redacted] qualified.

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I. Visual Aids Staff

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The weekly report of VAS is attached.

III. PERSONNEL NOTES

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A. [redacted] will leave the Agency at COB 7 June to return to her home in New Jersey. Her replacement, Miss [redacted] has had 8 days' on-the-job training with [redacted]

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B. [redacted] transferred from Clerical Refresher to Clerical Induction effective 3 June.

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C. [redacted], who joined the Administrative Training Faculty as a Training Assistant on 23 April, has completed Operations Support, where she made a creditable record.

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D. [redacted] is on two weeks' military leave.

E. [redacted] both completed outside training courses in psychological testing at the George Washington University last week.

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F. [redacted] was on sick leave 4 and 5 June

Chief, Intelligence School

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