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MEMORANDUM FOR: Chief, Plans and Policy Staff

17 July 1957

SUBJECT : Intelligence School Weekly Report #29  
11 July through 17 July 1957

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By	35

I. SIGNIFICANT ITEMS:

On 13-14 July the newly constituted Editorial Board for the Studies in Intelligence met at [redacted]

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Action was taken on major agenda items. The new statement of aims and objectives of the Studies was read, amended, and approved. It was decided that it would be appropriate to have Mr. Dulles invite members of the intelligence community to participate in the Studies by making contributions to them; not, however, by becoming members of the Editorial Board. It was decided that, security permitting, each issue should be classified and bound in such a way that the unclassified articles could be removed and handled separately. Operating procedures were agreed upon. Finally, eighteen manuscripts were read. Nine of these were accepted, subject to editorial revision; and nine were rejected.

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The logistical arrangements for the Board were excellent, and the entire staff at [redacted] outdid themselves in making the meeting successful and pleasant.

II. OTHER ACTIVITIES

A. OTR Orientation Officer

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(1) The CIA Introduction was conducted on 15 July for [redacted] people.

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(2) On 11 July the FSO Briefing was conducted for 65 people. At the request of the Foreign Service Institute, the June and July classes were combined.

(3) A two-hour lecture and discussion period on "CIA, the IAC, and the NSC Today" was given at the Strategic Intelligence School on 10 July. The audience attending this two-week summer course consisted of reserve military intelligence personnel from all over the country.

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(4) On 12 July an informal lecture and discussion period lasting three hours was conducted on the first day of the NSA Senior Officers' course. The lecture served as an orientation to intelligence and the national security structure, and it related special intelligence with other forms of intelligence. The chief instructor of the course indicated afterwards that this briefing should be a permanent part of the Senior Officers' course.

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(5) On 11 July [ ] attended a two-hour lecture on the mission and organization of the FBI at the Strategic Intelligence School

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(6) Materials on strategic intelligence and the NSC requested by [ ] Executive Officer/FE, have been sent to him.

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B. Intelligence Faculty

(1) The [ ] students enrolled in Writing Workshop #14 finished the course on Thursday, 11 July.

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(2) [ ] retested [ ] members of Reading Improvement #34, which ended in May 1957, this week. This first section of the experimental course showed satisfactory retention of skill gains. A complete report of the experimental course will be made in August, after the second section is retested.

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(3) [ ] completed and gave to [ ] a draft of an outline for the proposed course in Intelligence Research Techniques.

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C. Management Training

The special evening supervision course for night shift supervisors in RI began on Tuesday, 16 July. [ ] supervisors are enrolled for the 3-week, 15-hour course.

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D. Operations Support Faculty

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(1) [ ] has completed the rough draft of the Logistics Handbook, and it is now in the Office of Logistics for suggestions and comment.

(2) Following up contacts made at a State Department briefing, [ ] has asked for charts and organization of a sample State Department Mission abroad for use in Operations Support and Administrative Procedures. The material is promised but not yet delivered.

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- E. Clerical Training 25X1
- (1) During the week of 8 July there were [ ] people in Clerical Induction Training and [ ] people in Clerical Orientation. 25X1
- (2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 8 July were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified. 25X1
- (3) [ ] wrote the shorthand characters for an experimental shorthand test prepared by A & E. This test is intended eventually to be used for examining applicants in the field. 25X1
- (4) On 10 July [ ] instructed [ ] employees from the Office of the Comptroller in the mechanics and operation of the IBM typewriter. The girls showed a great deal of interest and expressed appreciation for this training. 25X1

- F. Orientation Faculty 25X1
- (1) The intelligence phase of Intelligence Orientation #11 began Monday, 15 July, with [ ] students enrolled. This number includes [ ] JOT's. 25X1
- (2) "The History of American Intelligence" was handled in the Intelligence Orientation course on 15 July by [ ] substituting for [ ] 25X1

- G. Visual Aids Staff 25X1
- The weekly report of VAS is attached. 25X1

III. PERSONNEL NOTES

- A. [ ] will be on military leave 15-26 July. 25X1
- B. [ ] returned from annual leave 15 July. 25X1
- C. [ ] is currently enrolled in the CR course. 25X1
- D. [ ] returned from her vacation 15 July. 25X1
- E. [ ] transferred to the NSA Division of DD/P on 15 July in preparation for her assignment to [ ] 25X1
- F. [ ] is on annual leave until 22 July. 25X1

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G. [ ] returned from military leave on 16 July.

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H. The operation on [ ] eye was a complete success.  
He returned to duty 15 July.

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I. A review of leave balances indicates that leave in the Intelligence School is generally being taken in appropriate amounts, except in Clerical Training, where annual leave balances are high for several individuals. In view of the large numbers of clerical trainees on hand, substantial amounts of leave cannot be granted to these staff members before 15 September at the earliest.

[ ]  
Chief, Intelligence School

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