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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Operations Support Faculty

DATE: 22 October 1957

SUBJECT: Weekly Report No. 43, 15 October - 22 October 1957

1. The tradecraft portion of the current Operations Support was very stimulating for the faculty and the students. Initially, there arose a problem of communication (on the part of the students) stemming from some preconceived notions on tradecraft terminology and a too rigid adherence to the definitions in the Tradecraft Manual. These difficulties were gradually overcome and their grades compared most favorably with previous groups. These students worked hard to comprehend what was apparently an entirely new field for them and for this reason their final comprehension of the material may be more lasting. During the critique of the tradecraft portion, the students were most complimentary and expressed the opinion that they had learned a great deal. At the close of the session one of the students who described himself as "vociferous and voluble" suggested that the class give [redacted] a hand for his patience and excellent handling of their problems. 25X1

2. The handbook material dealing mainly with the personnel aspects of the case officer-agent relationship in the field has been discussed with the Deputy Director of Personnel and the Executive Officer, Office of Personnel. Their reaction to the preliminary draft was that the personnel information is overshadowed by operational considerations; consequently, obtaining DD/P approval to publish the handbook probably would be difficult if not impossible. Also, it was felt that in view of the inescapable personal differences encountered in dealing with wide ranges of agent personnel, e.g., national origin, individual characteristics, etc., a personnel handbook for field case officers would necessarily be so general in content as to be of limited value to most case officers. However, both Office of Personnel representatives agreed that a check list to assist field administrative and personnel officers, as well as case officers, in resolving "crash" cases and taking proper administrative action in emergency situations involving all classes of personnel, would be helpful. [redacted] is exploring this possibility. Also, portions of the handbook manuscript will be incorporated into the lecture on Agent Acquisition. 25X1

3. [redacted] conferred with the Area Logistics Officers for NEA and SE Divisions, [redacted] respectively. Field logistical problems were discussed and suggestions made on the part of the Logistics officers as to how OTR could assist in the training phase of personnel assigned to field stations in concerned areas.

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4. [ ] has been requested to serve in the capacity of technical adviser in the production of the Logistics film entitled "The Other Hat." Production is expected to begin soon after the 12th of November. 25X1

5. [ ] with the assistance of [ ] has developed new visual aids to use in the lecture on the Shipment of Car and Household Effects. 25X1

6. [ ] of the Counter Intelligence Staff requested tutorial training for [ ] handling of book dispatches, [ ] material, code designations, cable format and message writing. [ ] was advised that this could only be done under unusual circumstances as training in the areas mentioned was available. [ ] assured [ ] that he was placing two other secretaries in scheduled training but due to an unexpected resignation, the office was without any experienced secretary. Under these circumstances the requirement was met by the staff. The Registrar was advised. 25X1

7. [ ] is attending Techniques in the Development of Budget Estimates conducted by the Comptroller's Office. This will run for two hours each Tuesday morning for ten weeks. 25X1

8. The film entitled "The Hunted" was reviewed and determined unsuitable for use in Operations Support. 25X1

