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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
 THRU : Chief, Operations School

FROM : Acting Chief, Headquarters Training

SUBJECT: Weekly Activities Report No. 11  
 15 - 21 March 1962

DATE: 21 March 1962

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

Information Reporting, Reports and Requirements (IRRR): Eight students successfully finished the course on 16 March 1962. [REDACTED] 25X1A9a

[REDACTED], NE, is continuing laboratory work until 21 March to make up time lost to sickness. [REDACTED] WH, is finishing at her desk reports also delayed by sickness. [REDACTED], WE, attended the class 12-16 March in order to make up the final week that she missed from a previous IRRR class. Mr. [REDACTED] reports she did an excellent job. Indications are that by 22 March all 10 students in the class will have completed the course and will have demonstrated the ability to perform on at least the satisfactory level of reporting skill. Since it will be interrupted for a week by the move to the new building and since adequate support in such matters as the showing of training films will be missing for the entire month of April, it is proposed to handle the 38th class in IRRR, 2-20, April as a tutorial group without a formal schedule. Most of the time will be spent in laboratory work. 25X1A9a

Information Reports Familiarization (IRF): [REDACTED] 25X1A9a

NE, reported on 12 March for tutorial training. She was due soon to go on an assignment to a small field station where she would be responsible for producing information reports in finished form, a duty in which she was inexperienced. In such cases a full week's directed practice in matters of format will generally bring passable results. With Miss [REDACTED] however, the week was curtailed by serious processing interruptions and by her taking off 16 March on leave. Therefore the training results were not passable. Her training was insufficient to give her the ability to produce a finished information report. 25X1A9a

[REDACTED], OTR, is in process of doing her final practical reporting problem in tutorial IRF training. After its completion, she will have finished her formal training schedule; but she will continue on-the-job training by checking with the instructor from time to time editorial problems that she may encounter. 25X1A9a

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[REDACTED] is registered for tutorial training in IRF, 19-23 March. She is making excellent progress and has already shown the ability to handle well so far as format is concerned the finished information report, both in the cable and pouch versions.

Counterintelligence Operations Course: Course No. 43 concluded 16 March, a report for which is in preparation. We recently received via the CI Staff a case study [REDACTED] which may prove 25X1A8a useful in the course. Two articles in Studies in Intelligence, one on defectors and the other on double agents, were incorporated in course reading materials and are being considered for use as substitutes in future courses for lectures. This would be in compliance with DTR's request that where possible we get away from excessive reliance on the lecture as a means of instruction. The authors of the articles are now or were speakers in the course and what they have written is very close to what is presently being given in lecture form.

Records Officers Course: Course No. 7, with 14 students, concluded on Thursday, 15 March. In the past, this was a full-time course of three days duration. However, the number of present and prospective records officers who have attended this course fell far below the expectations of the DDP. It has now been decided by representatives of the DDP and OTR to make the ROC a five day, part-time course, commencing with ROC No. 8, scheduled to begin Monday, 26 March. This will be held in an OSI conference room in Headquarters Building. Thereafter future runnings are scheduled to commence 9, 16, 23 and 30 April and 7 May 1962. These classes will be held in OTR classrooms in the Headquarters Building.

Covert Action Operations: Course No. 54 will begin 26 March as scheduled. To date four students are enrolled.

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Scientific and Technical Operations: Mr. [REDACTED] returned 16 March from their trip to Huntsville and Cape Canaveral. I asked Mr. [REDACTED] to report separately on this. The report is attached. Both he and Mr. [REDACTED] are continuing their preparations for Course No. 8 in which five persons have so far been enrolled. Arrangements are going ahead for the appearance of a recently returned military attache from USSR who will speak on the operational experiences he had in collection of information -- emphasis on S&T where possible. Also OSI is going to try to secure a speaker from the R&D or Plans Staff of the Air Force or Army to speak as a consumer or 'utilizer' of S&T intelligence.

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**III. ADMINISTRATION**

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25X1A9a      Mr. ██████ completed the Instructors Training Course at ██████  
16 March.

25X1A9a      Mrs. ██████ took 12 hours annual leave.

25X1A9a      Miss ██████ took three hours annual leave.

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Attachment - as stated above

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