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MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer


SUBJECT : Weekly Activities Report #2
20 January - 3 February 1965

1. Film Production


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a. 

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 reported for duty on Monday 1 February, and is presently engaged in familiarizing himself with the script and breaking it down into a shooting version. The Office of Security is arranging for issuance of his badge, which is desirable to have in hand before proceeding to Headquarters for casting activity.

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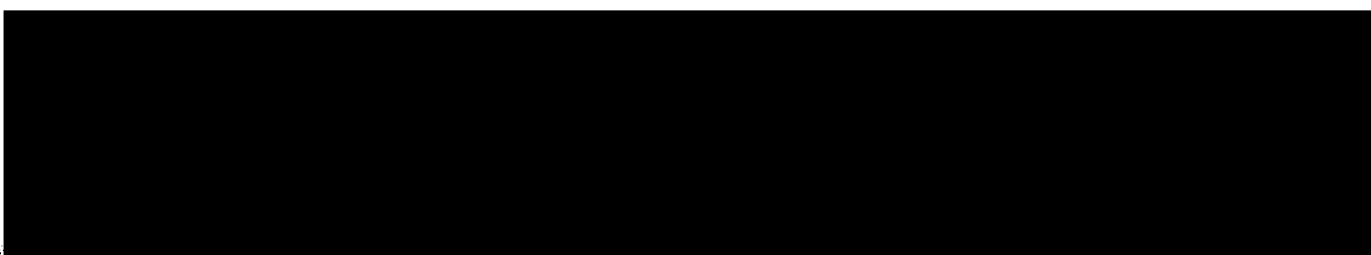
 was in New York City 27 - 29 January, viewing stock footage which was gathered at our request by APC and ~~OSIA~~ (OSIA). Fortunately we were successful in obtaining enough stock to cover approximately 85% of our requirements. Every effort is being made to complete pre-production tasks (and there are many) in time to begin shooting by 1 March.

2. Audio - Aids Section

a. It appears (at last) that the sound problems with the 16mm projectors on the 8th floor have been licked. The vendor installed new Altec amplifiers in the projectors and since then the quality has been very satisfactory. Only a few minor complaints remain and the vendor intends to take care of them immediately.

b. A request was received during the afternoon of 27 January, to install the dazzle curtain, lights, etc., in 1E74 for use by the Operations School the following morning. Fortunately personnel were available to handle the request despite the short notice. More advanced notice in the future would certainly be to everyone's advantage.

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3. Visual Aids Section

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Registrar

1. Title and artwork for "OTR Bulletin," totaling 7 and including 2 illustrated article headings were completed during this period.
2. Four spot drawings (cartoons) were prepared to illustrate article concerned with OTR courses offered.
3. Two large signs were hand lettered for reproduction, with information on GW and AU off campus registration. These were scheduled for door signs and bulletin boards.

Operations School

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1. Two finished charts in color were prepared for [REDACTED] dealing with the organization and functions of CIA, DDP and USIB.

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- k 2. Fourteen polaroid pictures were taken from a cable procedures flip chart for use at [REDACTED]

CIA Orientation/Dependents Briefing

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1. One 30 x 40 chart was prepared for [REDACTED] entitled "Sources of Cultural Traits."

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2. Twelve plaques with hook & loop materials attached were prepared for [REDACTED] as well as 3 large mounted quotations for classroom display in Room 1A13.

School of International Communism

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1. Thirty-five hook & loop plaques with one inch lettering on the subject of Chinese Communist organization were prepared for [REDACTED]

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2. Five organization charts were prepared for reproduction concerning Chinese Communist Party and Government and intelligence organization also for [REDACTED]

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3. One Soviet party organization chart was prepared with blank boxes as handouts to be filled in by students. This will be used by Mr. [REDACTED] as a teaching device.

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Mid-Career and Senior Officers Course

1. Approximately 22 graduation certificates were hand lettered with names and dates during this period.

Intelligence Production Faculty

1. One "Ditto" page was prepared for reproduction on subject of compass, map reading, etc.

Office of Security

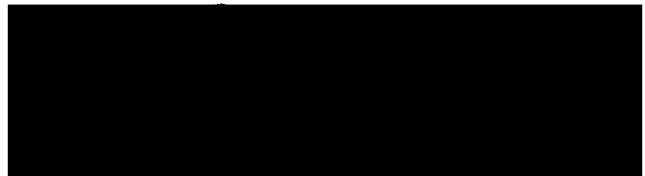
1. Artwork and paste-up was completed for the production of seven color slides which were photographed and developed for OS on subject of CIA Polygraph program.

Assistant to DTR

1. A graph was prepared for reproduction, showing comparative monetary contributions related to annual income and is to be used in conjunction with Educational Aid Fund Drive.

The following was completed on a time available basis for Records Management people:

1. 18 Thermofax slides on PAS and other official agency forms.
2. Two Vu-graph slides showing "Distribution of Agency Forms by Component."



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Chief, Instruction Services Branch

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