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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 September 1961

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 34, 20 - 26 September 1961

## COURSE ACTIVITIES

### Budget and Finance

The Budget and Finance Course ended Friday, 22 September. Despite the fact that they had done well in the Course, two students elected to take additional instruction to ensure their proficiency in the field. They completed this work on 26 September.

### Operations Support

1. Phase I of Operations Support No. 47 is in the third week. Eight of the fourteen are enrolled in Phase II with one outside enrollment making a total of nine.

2. [REDACTED], acting as interrupters, assisted the Faculty during the personal meeting problem.

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3. A recording was made of several of the personal meetings conducted as part of the [REDACTED]. The instructors selected one recording and, after taking a student vote, the recording was played for the classroom. This is the first time this has been done. It was well received.

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4. [REDACTED] gave the Contact Reporting and Personal Record Questionnaire lectures for the first time.

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## OUTSIDE ACTIVITIES

1. [REDACTED] participated in the Administrative Operations Course for [REDACTED] Officers. In anticipation of the questions usually asked by the group, [REDACTED] checked with [REDACTED]

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