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CONFIDENTIAL

23 December 1953

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MEMORANDUM FOR: [REDACTED]

SUBJECT: Training Report for the CIA Career Service Board

1. Attached is a draft of the Office of Training monthly report which you prepared for Mr. Kirkpatrick's consideration. He has reviewed it both with regard to format and content and believes that it would be very useful to the CIA Career Service Board. He feels, however, that it would be more desirable to make it on a quarterly basis than on a monthly basis. If the monthly reports, which I understand you plan to make anyway, could be consolidated quarterly, the Board would be most benefited.

2. In our discussion you indicated that you plan to use a printed, or at least duplicated, form. It has been the experience of the Research Branch of my Staff which prepares monthly statistical personnel tables of a similar nature that a printed form is no time saver. Almost every month there is some minor change in the format necessitated by changes in the organization or functions of the Agency. Accordingly, such personnel statistical tables are always typed on a special typewriter and the master copy is photostated. This provides much cleaner, more legible copy and also permits as many copies as are necessary to be readily made. The facilities of my office where such statistical personnel tables are prepared are, of course, available to you if you desire to use this method of production.

3. Would it be possible for the first quarterly report to be available in January to cover the months October, November and December? If so, it could be placed on the agenda of an appropriate meeting of the Board in January and at that time the Board could consider its instructions to all Career Service Boards concerning their monthly reports. This is something in which Mr. Kirkpatrick is very much interested because it is believed that much time could be saved and duplication of effort eliminated by revised instructions. However, they can not very well be issued unless the Board can be assured of an alternate procedure which fulfills its requirement.

FOR THE CIA CAREER SERVICE BOARD:

15/
[REDACTED]
Executive Secretary

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Attachment - as stated

cc: Chairman, CIA Career Service Board

Distribution:

- Orig & 1 - Addressee
- 1 - Chairman, CIA Career Service Board
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