

~~CONFIDENTIAL~~
SECURITY INFORMATION

Executive Registry
2-3512
NOV 14 1951

MEMORANDUM FOR SPECIAL ASSISTANT TO THE DD/A

SUBJECT: Survey by the Office of Training

1. Reference your memorandum dated 6 November 1951, same subject, this is to advise that I&S is conducting a special training and indoctrination course for newly recruited investigators.
2. The objective of the I&S Special Training & Indoctrination Course is to give a brief indoctrination in the functions and responsibilities of CIA and of I&S, and basic training in the techniques of investigation as they apply to work performed by I&S investigators. This is done in order that new men may assume simple investigative tasks immediately upon their assignments. [REDACTED] The duration of the training course is three weeks and it has been given at five week intervals since the middle of May 1951. About 30 persons from I&S and three from other offices are used as lecturers. A total of 87 students or an average of about 17 in each group have attended the course. A copy of the schedule is attached.
3. With respect to the Administrative Officer Program, I&S would like to take advantage of whatever specialized training is conceived for Administrative Officers presently on duty, but is not in a position to offer any support to the program with respect to furnishing of instructors or background material.

25X1A

SHEFFIELD EDWARDS
Colonel, GSC
Security Officer/CIA

Attachment - 1

JOB NO. _____ FILE NO. _____ DOC. NO. 11 NO CHANGE
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ATT. -1

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