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25 YEAR RE-REVIEW

13 August 1953

MEMORANDUM FOR: Deputy Director of Training (General)
FROM : Chief, Plans & Policy Staff
SUBJECT : Weekly Activities Report--Period-- 7 - 13 August 1953

1. Project 52-37, Collection Manual. In temporary suspense except as noted under "JOT Temporarily Assigned."
- 25X1 2. Project 52-51, Registrar Reporting. Memorandum for the record is in process. [redacted] has verbally reported interest in development of records and statistics on external training programs.
- 25X1 3. Project 53-6, CIA Regulation on Management Training. In process.
4. Project 53-13, Glossary of Intelligence Terminology. Further action awaits report from DD/P Training Committee.
5. Project 53-42, O/TR Publications Committee. Redraft of proposed regulation is in process. The publications situation in general has been written up for inclusion in the Survey being prepared for the IG inspection.
6. Project 53-43, IG Inspection of O/TR. The material for the next presentation to the IG, Part II, Activities of the Office of Training and half a dozen supporting appendices, is in the final stages of preparation. Target date is the close of business Monday. The same target date for Parts III, IV, and V has been established, which will complete the series of materials to be presented.
- 25X1 7. JOT Temporarily Assigned. [redacted] a new JOT out of phase for the beginning of the BIC, has been assigned to this staff for most of the time between 11 August and 4 September. He is studying the Collection Manual and the Glossary to determine their effectiveness with a new employee. He has already offered several sound and useful observations and is gaining knowledge that will be helpful to him in the BIC and afterward.
8. Work on the renovation of the Project Files is continuing. The 1951, 1953, and approximately 1/5 of the 1952 files have been completed. One member of the staff has devoted 2 1/2 weeks, full time, to this project; and it is estimated that the work will be completed in another week.

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