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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 2 July 1953

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 26 June - 2 July 1953

1. Project 51-26, Briefing of Outgoing Attaches. In response to a request from the AD/RR. and in view of certain inquiries made by OSI regarding CIA Regulation [redacted] a meeting has been arranged with the Chief, O&B/D, representatives from ORR and OSI to set up ways and means that will insure that Agency briefing of service attaches effectively meets the requirements of the participating Offices. It should be noted that the OTR in a staff study dated June 1952 strongly recommended that the responsibility for this function be allotted to the DD/I. No support from Offices in the DD/I complex to the OTR position occurred at the time the staff study was prepared. Subsequent events have now persuaded them to a contrary view and it may be possible now to put the original OTR recommendation into effect. This subject will be one of the items on the Agenda for a meeting with the DD/I Training Officers on 8 July.
2. Project 52-37, Collection Manual. Subject to such continued attention to Project 53-13 as is necessary, writing has been resumed.
3. Project 52-41, Training Liaison Officers. The Agenda for the TLO meetings on July 8-9 have been approved by front office and are in process of final preparation.
4. Project 53-13, Glossary of Intelligence Terminology. With the Foreword re-written upon direction of DD/TR(G), the first tentative edition of the Glossary has been sent to Reproduction. Delivery of 250 copies reproduced by photo-offset is promised by 17 July. Meanwhile, [redacted] office is urging issuance as an Agency Handbook. They have recently had correspondence with DD/P which, in their view, presupposes publication on such a basis. In recognition of this and many other requests for an intelligence glossary, [redacted] office is prepared to proceed on a priority basis. They estimate that this process, including full-scale coordination managed by them, could be completed in three months.
5. Project 53-25, 1954 Budget. S/PP completed computation of budget costs for all of the 11 categories of programs for which requirements were submitted by the various Offices for Fy 1954 and Fy 1955. Computations checked out with [redacted] and transmitted to [redacted] 26 June. S/PP now in process of writing the Functions and Activities Statement, Activities Description Statement (Divisions), and the Accomplishments and Objectives Statement for inclusion in the TR(G) budget. Target date for completion 10 July.

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6. Project 53-36, Organizational Planning for OTR. As a result of the decision to merge Programs Division with Language Services Division, this Staff undertook the preparation of a series of organizational plans which suggested certain realignments of various Divisions within the OTR. A decision was reached on the manner in which the above mentioned merger should occur. Action remaining to be done is development of statements of mission and function for each of the merged divisions plus a Table of Organization and classification statements for each new position thus created. This Staff is prepared to review mission and function statements as soon as they are available.
7. The following projects are in process:

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- Project 52-19, Revision of CIA Regulation [Redacted]
- Project 53-1, CIA Regulation on Language Training.
- Project 53-3, Training Bulletin.
- Project 53-6, CIA Regulation on Management Training.
- Project 53-7, CIA Regulation on Junior Officer Program.
- Project 53-11, CIA Regulation on Processing of Personnel into the Armed Forces.
- Project 53-23, Development of New Language and Area Programs.
- Project 53-29, JOT Program.
- Project 53-32, OTR Regulation on Training Evaluation.
- Project 53-34, Management Training.

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