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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 4 June 1953

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 29 May - 4 June 1953

1. Project 52-37, Collection Manual. In suspense in deference to Project 53-13 except for preliminary review of Fundamentals of Intelligence Methodology and a pleasant lengthy conference with its author, Captain Leo [redacted] CE coordinator for SR.
2. Project 53-3, Training Bulletin. Revised and edited remarks of DCI at the 10th Agency Orientation Course have been transmitted to [redacted] for review, prior to preparation for issuance as Training Bulletin No. 7. Remarks of DDCI have been prepared in final form for issuance as Training Bulletin No. 6. Because of the new distribution system in the Agency, it will be necessary to route the Bulletins through [redacted] shop, where the number of copies required will be computed. The distribution will be AB, with number of copies determined under the 25 or Training Series of Regulations.
3. Project 53-5, CIA Regulation on Clerical Training. CIA Regulation on Clerical Training forwarded to front office for approval of D/TR.
4. Project 53-13, Glossary of Intelligence Terminology. Review with Chief, S/PP, is about two-thirds completed. It is resulting in numerous refinements. Several of these involve further research and conferences in various components of the Agency.
5. Project 53-25, 1954 Budget. Memorandum to Division Chiefs of TR(G) requesting "Accomplishments and Objectives" statements re the activities of their Divisions in Fy 1953 and plans for Fy 1954-55 approved by DD/TR(G) and transmitted to Division Chiefs. Due date is 11 June. Statements received will be used in preparation of the narrative statement for the TR(G) budget estimates. Most of the Offices and Staff statements of training requirements for Fy 1954 and Fy 1955 have been submitted to S/PP and the rest are due in by close of business Friday. S/PP now in process of collating requirements for budget and planning purposes in OTR. Follow-up on training requirements submitted will also be subject of TLO meetings (Project 52-41).
6. Project 53-28, Policies Governing Training at Non-CIA Facilities. S/PP paper on training policies approved by Executive Committee of CSB on 1 June. Copies of this paper given to all troops at Staff meeting on 3 June, and is on agenda for TLO meetings (Project 52-41). S/PP is in process of revising pertinent regulations in line with these approved training policies (Project 52-19 and Project 52-71).

BOX NO. [redacted] DOC NO. 28 NO CHANGE
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- 7. Project 53-32, Training Evaluation. S/PP recommendations on proposed OTR Regulation on Training Evaluations (prepared by A&E) approved. S/PP now in process of preparing alternate version of proposed Regulation, prior to convening meeting with [redacted] in order to reach working agreement on the proposed Regulation.
- 8. Project 52-41, Training Liaison Officers. Agenda for group meetings of TLO's approved by DD/TR(G) and transmitted to TLO's. Meetings are scheduled for 15 and 16 June to work out procedures for future meetings. Attachments (1) Office of Training Regulation [redacted] and (2) Policies governing training at non-CIA facilities, will be discussed, and there will be a follow-up on statements of training requirements submitted by the various Offices and Staffs.
- 9. The following projects are in process:

- Project 52-19, Revision of CIA Regulation [redacted]
- Project 52-71, Revision of CIA Regulation [redacted]
- Project 52-68, Active Duty Mobilization Training of G-2 Designees With CIA.
- Project 53-1, CIA Regulation on Language Training.
- 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 53-22, Training for Employees of IAC Agencies.
- Project 53-23, Development of New Language and Area Programs.
- Project 53-29, JOT Program.

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