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Office Memorandum [redacted] STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 14 May 1953

FROM : Chief, Plans and Policy Staff [25 YEAR RE-REVIEW]

SUBJECT: Weekly Activities Report -- Period - 8-14 May 1953

1. Project 52-37, Collection Manual. Writing continues. Some useful new materials have recently been acquired. Among these, the most valuable is CS Instruction No. [redacted] "Intelligence Requirements and Reports," received through the cooperation of [redacted]. Helpful to the manual and other publications projects was participation by two members of S/PP in a guided tour of the [redacted] reproduction plant, arranged through the Records Management Training Program.

2. Project 52-68, Active Duty Mobilization Training of G-2 Designees With CIA. The four G-2 reserve officers now on duty with CIA will complete their tours of duty tomorrow. They will prepare a written report on the training program in which they participated at CIA. [redacted] will report on Monday, 18 May, for a two-week tour of active duty. Arrangements have been made through [redacted] to have a desk assignment in ONE for Capt. [redacted].

3. Project 53-13, Glossary of Intelligence Terminology. In order to attain as early as possible the objectives of projected conferences between the Chiefs of S/PP/TR(G) and TD/S/TR(S), arrangements are being made for conferences between representatives of each. A reply to a letter from Mr. [redacted] to D/TR expressing interest in the glossary project has been prepared and signed by D/TR.

Project 53-22, Training for Employees of IAC Agencies. The Department of State, the Department of the Air Force, and the Department of the Army have accepted our invitation to participate in the BIC. Procedures for enrolling personnel in the course have been explained to the appropriate officials in each department. The Department of State and the Department of the Army have submitted candidates for the 1 June course. The Department of the Air Force will have a candidate for the course commencing on 6 July. The Department of the Navy has not replied to our invitation as yet.

Project 53-23, Development of New Language and Area Programs. Mr. Howard [redacted] reported that the Far Eastern Program offered by the University of [redacted]

Project 53-25, 1954 Budget. Three meetings have been held this week with Training Officers of DD/P, DD/I, and DD/A, respectively, to clarify the OTR package to be used by the various Offices in the preparation of their statements of training requirements for Fy 1954 and Fy 1955. A number of points of interest were raised by the various TLO's. Memoranda of record and recommendations from S/PP resulting from these meetings are in process of preparation and will be forwarded to the front office shortly.

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7. Project 53-27, OTR Certificate of Completion. This project was presented to the Security Control Staff, I&SO, by [Redacted] OTR Security Officer, to secure their reaction to it. [Redacted] disapproved the project in general, so the project, as originally planned, will be dropped.
8. Project 53-28, Training Policies Related to the Agency Career Service Program. Paper on subject policies approved by Executive Committee of Agency Career Service Board, and will be presented to the CSB at next meeting. After approval by CSB, S/PP will prepare a CIA Regulation setting forth these policies and will call meetings of the DD/P, DD/I, and DD/A TLO's for the purpose of setting forth and clarifying these new policies.
9. Project 53-29, JOT Program. S/PP in process of preparing a statement of the policy objectives of the JOT Program. This statement will be presented to the TLO's in order to clarify the policies and uses of the JOT Program in the Agency.
10. The following projects are in process:

- Project 52-8, National Security Presentations.
- Project 52-19, Revision of CIA Regulation [Redacted]
- Project 52-71, Revision of CIA Regulation [Redacted]
- Project 53-1, CIA Regulation on Language Training.
- Project 53-5, CIA Regulation on Clerical 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.

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