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13 December 1949

TO: Chief, TRD  
FROM: [REDACTED]  
SUBJECT: Cable writing instruction.

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1. In October 1948 the instruction in cable writing was given by [REDACTED] of COMMO. This consisted of lectures, with no exercises. When he left, I was asked to do these lectures because I had had some experience with cables in OSS and the Navy. I gave a lecture in BIC, emphasizing brevity and clarity in drafting messages, and introduced exercises affording practice in same. In AIC, I expanded the lecture, and introduced cable writing as a feature of the comprehensive problem.
2. Message writing has been dropped from the IOC, because there is no room for it in the schedule, and because those who need it will get it in the advanced courses.
3. Present instruction in the OC consists of one lecture, which introduces the students to the official forms used, and which stresses brevity, clarity, and security in connection with the drafting of messages. Formerly, the advanced course had two exercises in cable writing: (a) an operational message; (b) an intelligence message. When the OC was planned, the intelligence cable exercise was dropped, because (a) there was no room in the course; (b) the OC is not planned to include intelligence and reporting procedures. The operational message was retained.

4. OC students are critiqued on these operational messages. They then compose a number of cables in connection with the [REDACTED] problem. A student may compose as many as ten or fifteen cables, according to his own judgment. Formerly, I examined and marked this performance, but I no longer do so, because I no longer have the ten to fifteen hours available that are necessary. The advanced instructors, however, look over all this material.

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5. I have recently conferred with [REDACTED] of COMMO, as indicated in [REDACTED] memo of 28 November. I found that I was already stressing the things they wanted stressed. They gave me some additional ideas and examples. They indicated that they would forward a written memo to me, embodying

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their ideas, and providing examples of what not to do in drafting messages. I have not yet received this memo. I shall incorporate their suggestions in my next lecture. We discussed the matter of teaching paraphrasing, which has not been done up to the present time, and decided against teaching it, as considerable time would be required, but it will be mentioned and discussed.

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6. Cable instruction in the Administrative course is being presented by [REDACTED] of COMMO, and we did not discuss their presentation. The COMMO representatives seemed to find my views acceptable.
7. My personal feeling is that students cannot learn to write good messages on the first attempt, or even the twentieth. We can say that they are exposed at the present time to message writing, but they do not get intensive or extensive training in it. They are made aware of the problems involved, and that is about as much as can be hoped for at the present time because of the tightness of the schedule and the lack of time at my disposal.
8. I believe that it is planned to relieve me of this responsibility as soon as someone else is found who can take over. That person could develop the presentation and present additional exercises and critiques, if time could be found in the OC or the AOC.
9. Copy of the operational cable writing problem is attached.

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CABLE WRITING PROBLEM  
(Operational)

You are stationed in RUNDOWN, the capital of BESTLAND.

You have to report to HQ that you have received a report (HJ-335) through agent BOBBY (your agent -- the details on file in HQ) that a certain HANS SCHROEDER (who is your agent DOPEY) is in contact (regularly) with a previously <sup>partly</sup> agent of the Intelligence Service of NEUSTRIA, an adjoining country. You have no previous knowledge of DOPEY'S being in contact with the man in question, but a quick review of your information about DOPEY reveals he made two trips (of about a week's duration each) to NEUSTRIA during the last six months, saying that he had to see his brother, a resident of SPEOK, the NEUSTRIAN capital. You have no info about the brother other than his name, JOACHIM SCHROEDER, and his address, 17 RING-LANDSTRASSE.

BOBBY is writing up the details of the times, places, and methods of contact observed. He discovered this fact while surveilling DUFFER, the NEUSTRIAN I.S. man.

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