

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/OTR

DATE: 7 December 1955

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 49
30 November - 6 December 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. OTR Fifth Anniversary Report. This report has been forwarded to Reproduction.

2. Bibliographies and Research:

a. The compilation of a bibliography on Africa (Sub-Sahara) covering the period 1952 - 1955 is continuing. Several thousand intellofax cards were searched manually. A few hundred were selected for a tape run from which the instructor has made his final selection of titles. An expert on the African area and literature has contributed 100 titles to be included in the final list.

b. Sixty items have been selected and annotated on psychological warfare from unclassified publications for overseas use by WE/3. The cards will be photostated and forwarded by 15 December to the WE/3 Desk.

c. Biographical data on [redacted] has been obtained in three volumes from the Library of Congress, and a bibliography previously compiled by CIA Library has been forwarded to the instructor.

d. One hundred items have been selected from a tape run on the [redacted] and forwarded to the requestor. A book of photographs of [redacted] area has also been forwarded for his retention. The [redacted] FE and RQM/OIS were contacted but had no additional information on this subject.

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f. C/LIB/ISB discussed with Mr. Kirkpatrick and Mr. Pforzheimer the cooperation which can be given in the effort to establish an archive of intelligence publications. Mr. Pforzheimer will visit the ISB Library for further discussions and clarification.

3. Publications and Reproduction:

a. Revisions, November 1955, All Catalogs of Courses. The proofs for all Catalogs were forwarded to E&R for review, and hand-carried to the Printing Services Division/LO on 5 December. C/PSD/LO gave 21 December as the estimated completion date.

b. The 12 December issue of the Instructors' Guide to Current References was typed, proofed and forwarded to PSD/LO on 6 December.

c. Eight pages of Administrative Communications were reproduced, collated and distributed by E&R, totalling 2,494 copies.

4. Attendance at the language film program:

German	30 November	
Spanish	1 December	
Italian	6 December	

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5. Training aids completed during the week:

a. Basic Orientation.

- 1) 8" x 10" Vu-Graph Organizational Chart: "Top-Level Party Control of Joint Intelligence System"
- 2) One name plate
- 3) 8' x 5' Organization Chart of OSI.

b. Language. Twelve pieces of finished art for 2" x 2" slides.

c. Course on World Communism. Name plate (1).

d. Ops 24 (Audio Surveillance). One hundred handouts of schematic charts.

e. AAS/OTR. Developed 3 rolls of 35 mm film--

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f. ISB/OTR. Seven 2" x 2" slides in color of world maps.

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6. Progress on major training aid. [redacted] All
layouts completed for 31 charts.

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7. Personnel

a. [redacted] went on sick leave 6 December pending an
operation at the [redacted]

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