

*File. Personnel Training*

13 MAY 1955

MEMORANDUM FOR: ✓ General Counsel  
Director of Communications  
Comptroller  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Audit Staff  
Chief, Commercial Staff  
Chief, Management Staff  
Chief, Medical Staff  
Special Support Assistant  
Chief, Project Administrative Planning Staff

SUBJECT : Special Clandestine Services Orientation Course

REFERENCE : Memorandum from Deputy Director (Support) to General Counsel, Director of Communications, Comptroller, Director of Logistics, Director of Personnel, Director of Security, Chief, Audit Staff, Chief, Commercial Staff, Chief, Management Staff, Chief, Medical Staff, Chief, Project Administrative Planning Staff, dated 15 March 1955, Subject: "Clandestine Services Type Training for Senior Officials of the Deputy Director (Support) Organization."

1. You will recall the content of the referenced memorandum above, wherein preliminary plans were made for the enrollment of certain senior officials of the Deputy Director (Support) Organization in successive offerings of the Clandestine Services Review Course. Subsequent to the dissemination of this memorandum, it was cancelled by announcement in the weekly Deputy Director (Support) Staff Meeting when the Director of Training came forward with a tentative outline of a special course which he and his Staff contracted to offer which would more approximately meet the needs of DD/S senior personnel than the Clandestine Services Review, designed primarily for the overseas returnee.

2. However, the thinking of the various Office Heads and Staff Chiefs in DD/S on the matter of Clandestine Services type training did progress to the point where most of them furnished this Office with listings of their senior officials, down to the level of division chief or its equivalent in Staffs. It was from these lists and other direct inquiry that the size of the potential group to be so trained

was estimated for use by the Office of Training in formulating their plans for what was then designated as the "Special Clandestine Services Orientation Course."

3. The Office of Training has now advised us that this course is ready for its initial offering. Its announced objectives are:

a. To provide senior personnel of the Deputy Director (Support) Organization familiarization with the major operational programs of the Clandestine Services, and

b. To survey major problems which in one way or another relate to the support rendered by DD/S components to DD/P operations.

4. It is planned that the course will be of 40 classroom hours' duration, over a period of 2 weeks, Mondays through Fridays from 0900 to 1300 hours. The location will be Building T-30, Room 109. The first such course will be given from 16 May to 27 May 1955. Enrollment in the course will be arranged through [REDACTED], of this Staff, serving as the DD/S Training Officer. Training Request form No. 73 should be routed to the Registrar, Office of Training, through [REDACTED] Room 1, East Building.

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5. Because of the subject matter to be covered, and the desire of this Office and the Office of Training to encourage as much free interchange of ideas as is possible, the course will be conducted in seminar fashion with an initial enrollment of 20 persons in each of the first two courses, later to be increased to 35, both of which figures constitute fairly workable groups from the point of view of the seminar method.

6. In view of the size of the DD/S organization and the number of vacancies per course offering, it is necessary to establish a quota system for each component in DD/S. This quota will apply only for SCSOC No. 1 and SCSOC No. 2. Enrollments in SCSOC's Nos. 3, 4, and 5 will be governed by the size of the group of eligibles remaining to be trained. For the first and second courses, the quotas are as follows:

Office of the Deputy Director (Support)	1
General Counsel	1
Office of Communications	3
Comptroller	2
Office of Logistics	3
Office of Personnel	2
Office of Security	2
Audit Staff	1
Commercial Staff	1
Management Staff	1
Medical Staff	1
Project Administrative Planning Staff	1
Special Support Assistant	1


7. Individuals representing various interests of the Deputy Director (Support) Organization assigned to the Office of the Special Support Assistant will normally have their enrollment in the SCSOC arranged for by their parent office and under such priorities as may be there established. The quota established for the Office of the Special Support Assistant is expected to be utilized only by the Special Support Assistant himself or a designee who is other than a representative of a Deputy Director (Support) component.

8. For your assistance in making future plans for enrollment of senior officials in subsequent offerings of the SCSOC, the remaining course dates for the calendar year 1955 are as follows:

SCSOC No. 2	20 Jun - 1 Jul 1955
SCSOC No. 3	29 Aug - 9 Sep 1955
SCSOC No. 4	17 Oct -28 Oct 1955
SCSOC No. 5	5 Dec -16 Dec 1955

In each instance, closing date for applications to reach this Office will be 7 calendar days prior to the start of the particular course. Mr. Cunningham will work with you or your designated Training Liaison Officer in the scheduling of those personnel whom you wish to have attend each course. I might add again that I wish this concept to include every senior official in the Deputy Director (Support) Organization, not excluding Office Heads and Staff Chiefs.

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H. GATES LLOYD  
Assistant Deputy Director  
(Support)