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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
VIA : Chief, Operations School **EYES ONLY**

FROM : Chief, Headquarters Training

DATE: 2 April 1959

SUBJECT: Weekly Activities Report No. 13
25 - 31 March 1959

I. SIGNIFICANT ITEMS

Nothing to report

II. OTHER ITEMS

A. Syllabi: I found the second draft of the S&T syllabus completely unacceptable and, as a result, have undertaken the rewriting of the syllabus myself, calling upon Stan and Clark, as necessary, for clarification of what is truly intended as an objective, in terms of lecture, practical work, trip, etc., for each scheduled item. I expect to have this finished and in the production mill by Friday, 3 April. Two other syllabi have been received, one each for the IRRR and the Cable Refresher courses. These, too, fall far short in my opinion as to what we are doing, why we are doing, and how we hope to accomplish these objectives. It is perfectly obvious now that IRRR has been too heavy on the side of journalism as opposed to the collection, evaluation and dissemination of intelligence information obtained through clandestine mechanisms. I find that the inauguration of the compulsory syllabus is proving to be most useful.

B. Faculty Seminars: We have gone through three drafts of a proposed seminar in CI operations and have finally, I believe, hit the proper formula. It may be necessary to extend the time somewhat beyond the initial and arbitrary setting of 40 hours as a package, but this does not concern me. I am confident that we will find that in addition to the obvious effectiveness (in terms of increasing the proficiency and capability of staff personnel) of the seminars that they will be useful in our planning and implementation of the proposed Senior Officers Course.

C. Records: I have initiated a program targeted at the cleaning out and destruction of duplicative and unnecessary paper within Headquarters Training. One of the first targets is the course report. This particular paper, I have ascertained to my horror, has had a

SECRET

SECRET

way of finding its way into from three to five separate files, ranging from the chief instructor, his training assistant, chronological, course reports, etc. We are screening all of our files and destroying duplicating documents. Henceforth, there will be one central file of historical and meaningful paper. Individuals, per se, will continue to maintain a personal chrono and materials of use in their assigned duties. Old paper, charts, tapes, and related training materials are being reviewed by the appropriately concerned personnel and being stringently weeded out. We intend to retain, for potential usefulness and historical worth, a maximum of three copies of old case histories (no longer being used) and reading materials of non-existent courses. I hope by this activity to eliminate the requirement for at least six safes. In terms of money, just the buried and hidden useless tapes that we have uncovered and turned in for erasure and re-use must be worth at least \$750. Since records represent one of the major fields of interest and experience for [REDACTED], I have placed him in charge of this project.

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D. Special Briefing: On 27 March, [REDACTED] was given a special two-hour briefing by [REDACTED] on certain elements of the executive management responsibilities of a station chief.

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E. S & T: As reported earlier, we are making progress on the compilation of the course syllabus. Stan continues to meet with various OSI and CS personnel who will support the course to clarify lecture objectives and teaching methods. We shall be ready soon to present the next running beginning on 20 April provided we have sufficient customers.

III. ADMINISTRATIVE

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A. Personnel: [REDACTED] Chief, Support, SR Division called me on Wednesday, 25 March, to discuss the transfer to us of [REDACTED] Keith informed me that [REDACTED] was, at that time, out of the country on a TDY for WH Division but was expected to return by 29 March. Keith, after some discussion, assured me that [REDACTED] would report to us no later than 20 April, starting date for the S & T course in which I intend to enroll him as a student.

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[REDACTED] had an interview with [REDACTED] of the CI Staff. She reported to me that [REDACTED] did not describe the job but did indicate that one may be available about June, depending on whether or not the incumbent left. However, the CI Staff personnel

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- 2 -

SECRET

SECRET

officer, subsequent to the interview, asked Nancy not to make any other commitment without checking with him. Should something else be offered her, he said, he would force a decision within his own staff as to whether or not they desired to hire her.

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[REDACTED] opportunities look very bright. I had lunch with [REDACTED] on Thursday, 26 March and discussed Stanley's future with Bob. [REDACTED] tells me that [REDACTED] has approved Stan's going to the [REDACTED] FI Staff for orientation in the Agency's activities in clandestine S & T operations. I asked Bob if this would give Stan a chance to actually handle some of the [REDACTED] agents before he went overseas.. Bob assured me that it would. I like the development.

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[REDACTED]

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