

Tutorial
Training
1957
Continued from:
#21.

S-E-C-R-E-T

Date: 14 June 1957

MEMORANDUM FOR: OTR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements
have been made for tutorial training in IRRR
from 17 June 1957 to 28 June 1957 for
, of the NEA Division,
 Branch. A Request for Internal Training (Form No. 73)
has been requested and will be submitted directly to Registrar.

S-E-C-R-E-T

S-E-C-R-E-T

Date: 24 June 1957

MEMORANDUM FOR: OTR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements
have been made for tutorial training in IRRR
from 8 July 1957 to 19 July 1957 for [redacted]
[redacted], of the FE Division,
[redacted] Branch. A Request for Internal Training (Form No. 73)
has been requested and will be submitted directly to Registrar.

Request for Internal Training - received 25 June 1957

S-E-C-R-E-T

S-E-C-R-E-T

Date: 24 June 1957

MEMORANDUM FOR: OIR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IRRR from 25 June 1957 to 2 July 1957 for , of the FE Division, FE/3 Branch. A Request for Internal Training (Form No. 73) has been requested and will be submitted directly to Registrar.

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S-E-C-R-E-T

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STANDARD FORM NO. 64

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8064

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9 Aug 57

TO :

[Redacted]

FROM :

SUBJECT:

Name Requested

You called regarding a name?
It should have been:

[Redacted]

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Chief/Operations School

8 July 1957

File: TRNG 4-4
TRNG 4-2-4-8

Assistant Chief for Field Training

Tutorial Instruction for

[Redacted]

1. During the week 7-21 June 1957 [Redacted] received tutorial survival training [Redacted]. Organic to this course of instruction were the following subjects covered both in the classroom and in field exercises:

- a. First aid
- b. Field navigation
- c. Water work, stream fording, et cetera
- d. Field preservation of food
- e. Rope work
- f. Traps and snares

2. By virtue of [Redacted] previous assignment which contained some experience in field survival training the staff [Redacted] was able to increase the scope and pace of training of subject during the period of instruction. [Redacted] was an enthusiastic and cooperative student and showed considerable aptitude for survival and survival training.

3. [Redacted] overall manner of performance for this instruction was satisfactory.

[Redacted]

hd

Distribution:

- Orig & 1 - Addressee
- 1 - JTR Training Officer
- 1 - JTR/AAR Staff
- 1 - Registrar
- 2 - File

SECRET

S-E-C-R-E-T

Date: 17 July 1957

MEMORANDUM FOR: OTR Registrar

THRU : Deputy Chief, Operations School

FROM : Assistant Chief for Headquarters Training

SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements
 have been made for tutorial training in IRRR
 from 22 July to 26 July for
 _____, of the NEA Division,
 _____ Branch. A Request for Internal Training (Form No. 73)
 has been requested and will be submitted directly to Registrar.

25X1

25X1



S-E-C-R-E-T

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23 July 1957

ATTN :

OTR/OS/CF

Tutorial Training for

spent most of the morning of 23 July with me as previously arranged orally. Because she has just completed the CEO course we dealt mainly with the problems she expects to face on her specific field assignment. She came well armed with questions about notebooks, card files, and subject files, and these questions I tried to answer or to suggest alternatives, depending in some cases on the actual situation she will find in the field. I reviewed with her briefly the new regulations which have bearing on reporting and records and called her attention to the instructions which her division has issued for the Standard Project File System. In the course of the morning we naturally discussed sources, basic CI methods, etc.

cc: OTR Registrar

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S-E-C-R-E-T

Monday, 26 August 1957

0900-1030	Introduction History of CE in CIA Definition of terms	
1030-1200	The CI Staff	Reading <input type="text"/>
1300-1400	The CI Staff	Lecture
1400-1500	Operational Security and Risk Assessment	Lecture
1500-1700	Operational Security and Risk Assessment	Readings: 1) <input type="text"/> 2) Operational Security In Soviet Intelligence

Tuesday, 27 August 1957

0830-1000	CE Reporting and Records	Lecture and Reading
1000-1100	<input type="text"/>	Lecture
1100-1200		Reading and Analysis: <input type="text"/>
1300-1330		Seminar
1330-1400		Lecture
1400-1600		Lecture
1600-1700	Reading Period	

Wednesday, 28 August 1957

0830-0900	Reading Period	
0900-1100	<input type="text"/>	Lecture
1100-1200		Reading and Analysis
1300-1500		Reading and Analysis
1500-1600		Seminar
1600-1700	Review and Administration	

S-E-C-R-E-T

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FIELD DOCUMENT ROUTING AND ACTION RECORD

INSTRUCTIONS: Routing designations, either individuals or units, are to be placed in the "TO" column. Comments are to be numbered to correspond to the number in the "TO" column. Each comment is to be underlined with a line drawn across the "COMMENTS" column. Each recipient of the attached document is to place his initials in the proper space following the corresponding numbered routing. The date the document is forwarded to the next routing is to be placed in the proper column. The last routing on this sheet shall be the unit in which the basic document is to be filed. If the holding unit is other than the central file, the central file shall be the next to the last routing to insure proper control clearances. THIS DOCUMENT ROUTING AND ACTION RECORD IS TO REMAIN ATTACHED TO THE BASIC RECORD DOCUMENT AS A PERMANENT RECORD.

FROM OT/AS/TSO		DOCUMENT SYMBOL AND NUMBER	
		DOCUMENT DATE 7 August 1957	ACTION SUSPENSE DATE

TO	LOCATION	DATE FORWARDED	OFFICER INITIALS	COMMENTS
1. Registrar/T			<i>1 Aug 57</i>	EYES ONLY
2.				
3.				
4.				
5.				
6.				
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14.				

DOCUMENT PROCESSING DATA		
INDEXED		
ABSTRACTED		
FILE NUMBER		

FORM NO. 861
1 DEC 55

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SECRET

14 August 1957

ATTN :

Chief Instructor, CI Familiarization Course

Tutorial Training-

spent the afternoons of 12 and 13 August in OTR as scheduled in your memorandum of 6 August. The discussion and assigned reading were tailored as much as possible to his field assignment. Since he has had the Reports Course and has already talked to , we did not spend a great deal of time on reporting and records. Sources were covered and methods to the extent possible in such a short time. In discussion of the cases he had read he made some sound observations. He seemed to be serious-minded and interested in learning.

cc: OTR Registrar

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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

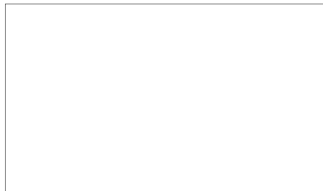
TO : Registrar, OTR

DATE: 23 August 1957

FROM : Course Supervisor, Party Organization
and Operations No. 6

SUBJECT: Tutorial Course

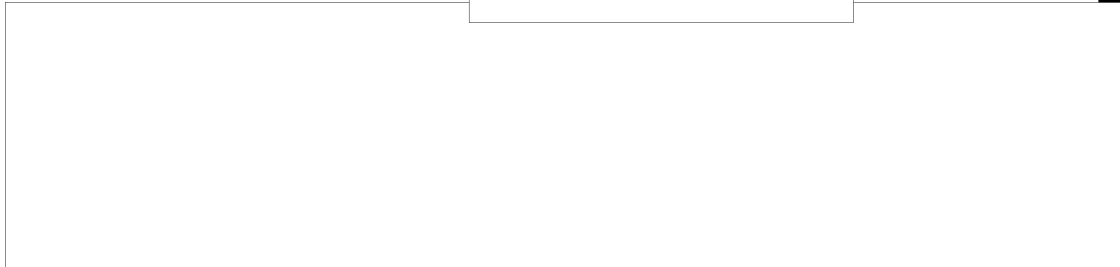
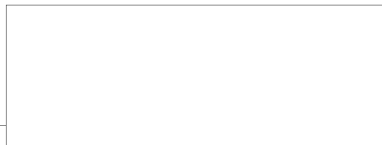
1. The following students participated in a tutorial course concurrently with the second week of the Party Organization and Operations Course No. 6:



They attended the regular class sessions during the week of 5-9 August and received tutorial instruction in the afternoon from the Staff.

2. [Redacted] also received similar tutorial training during the last week of the course - 19-23 August.

3. All of these students should be given full credit for Party Organization and Operations Course No. 6.



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ATTN : **CI/RAA/TRB**
[Redacted]

9 August 1957

**Chief Instructor,
CI Familiarization Course**

[Redacted]
CE Officer, NEA/3

This will confirm and amplify our telephone conversations about [Redacted] CE Officer for NEA/3, who called me the morning of 8 August and asked for time to discuss her present work. If I recall her explanation correctly, she talked to you some time ago and you suggested that I might be of help to her. We fixed on 11:30 the same afternoon for an initial session and until about 1700 discussed the practical problems of desk responsibilities including working relations with other desks, with the field, and organization and maintenance of cards and files. I recommended that she become familiar with [Redacted] and with the CI Assessment Form, and she made a note of the newer regulations on reporting and records. [Redacted] said that she wanted to think over our discussion before she returned for further discussion or suggestions for reading matter.

[Redacted] has kindly agreed to talk with her, and she will call him to arrange a convenient time.

She impressed me as being most conscientious and eager to get off to a good, sound start.

[Redacted]

cc: OTR Registrar ✓

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S-E-C-R-E-T

Date: 11 September 1957

MEMORANDUM FOR: OTR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IRRR

from 9 September to 13 September for

MAN#, of the NEA Division,

1 Branch. A Request for Internal Training (Form No. 73)

has been requested and will be submitted directly to Registrar.

10/25/57

S-E-C-R-E-T

S-E-C-R-E-T

Date: 23 September 1957

MEMORANDUM FOR: OIR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IR&R from 24 September to 27 September for of the FE Division, 7 Branch. A Request for Internal Training (Form No. 73) has been requested and will be submitted directly to Registrar.

8 NOV 1957

S-E-C-R-E-T

S-E-C-R-E-T

Date: 23 September 1957

MEMORANDUM FOR: OTR Registrar

THRU : Deputy Chief, Operations School

FROM : Assistant Chief for Headquarters Training

SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IRRK from 23 September to 4 October for of the MR EC Division, 3/M Branch. A Request for Internal Training (Form No. 73) has been requested and will be submitted directly to Registrar.

Handwritten: 23-2-200 d.

8 NOV 1957

S-E-C-R-E-T

S-E-C-R-E-T

Date: 23 September 1957

MEMORANDUM FOR: OTR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IBRR from 23 September to 4 October for , of the EE Division, C Branch. A Request for Internal Training (Form No. 73) has been requested and will be submitted directly to Registrar.

assessed.
8 NOV 1957

S-E-C-R-E-T

25X1

25X1

S-E-C-R-E-T

Date: 23 September 1957

MEMORANDUM FOR: OTR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IRRR from 23 September to 4 October for , of the EE Division, G Branch. A Request for Internal Training (Form No. 73) has been requested and will be submitted directly to Registrar.

23 Sept 1957
8 NOV 1957

S-E-C-R-E-T

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STANDARD FORM NO. 64

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File Copy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Registrar, OTR

DATE: 23 October 1957

FROM : Chief, Operations Support Faculty

SUBJECT: Tutorial Training for [redacted]

[redacted] of the Counter Intelligence Staff was given tutorial training in dispatch and pouch procedures, cable format and message writing procedures, [redacted] material, and code designations on 21 and 22 October 1957 at the request of [redacted] of the Counter Intelligence Staff. No credit is being given for the above named subjects in which she was tutored.

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S-E-C-R-E-T

SECTION V: EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE

An asterisk (*) indicates this student's rating.

A. Qualitative and Quantitative Production of Reports:

Rating in This Class

FAIL	POOR	SAT	EXC	SUP

Comments: **Not applicable**B. Requirements Performance

Rating in This Class

FAIL	POOR	SAT	EXC	SUP

Comments: **Not applicable**C. Editorial Performance

Rating in This Class

FAIL	POOR	SAT	EXC	SUP

Comments: **Not applicable**D. Reporting Performance:

Rating in This Class

FAIL	POOR	SAT	EXC	SUP

Comments: **Not applicable**

S-E-C-R-E-T

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SECRET

11 October 1957

ATTN : **C/GI/RAA**
[redacted]

Chief Instructor, CI Familiarization

Tutorial Training for:
[redacted]

1. The three people listed above reported as scheduled by you.

2. [redacted] spent 9 October in OTR but was ill on 10 October. I tried to give her the more important briefing and reading on the first day but shall be glad to give her more time if you and she think it desirable and if it can be worked into her schedule. She appeared to be interested and rather quick to take in new or partially new information.

3. [redacted] was here both 9 and 10 October. Because of her field assignment we concentrated a bit more than usual on the name check process, but she was also given much of the general CI briefing and reading. Her questions were reasonable and showed a real interest in her own and related work.

4. [redacted] time was so limited that most of it was spent in discussing the problems he is likely to face in his field assignment, from a CI point of view, of course. He was particularly interested in the CI Assessment Form which he had not previously seen.

[redacted]

cc: OTR Registrar

SECRET

S-E-C-R-E-T

Date: 1 October 1957

MEMORANDUM FOR: OTR Registrar

THRU : Deputy Chief, Operations School

FROM : Assistant Chief for Headquarters Training

SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements
 have been made for tutorial training in IIADR
 from 2 October to 4 October for
 _____, of the FE Division,
6 Branch. A Request for Internal Training (Form No. 73)
 has been requested and will be submitted directly to Registrar.

*025
rec'd*

S-E-C-R-E-T

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S-E-C-R-E-T

afs

Date: 12 November 1957

MEMORANDUM FOR: OTR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IGRR from 13-22 November to _____ for _____, of the FE (JOT) Division, (Cambodia) Branch. A Request for Internal Training (Form No. 73) has been requested and will be submitted directly to Registrar.

[Redacted]

S-E-C-R-E-T

aps

S-E-C-R-E-T

Date: 12 November 1957

MEMORANDUM FOR: OTR Registrar
THRU : Deputy Chief, Operations School
FROM : Assistant Chief for Headquarters Training
SUBJECT : Applicants for Tutorial Training

Application has been received and tentative arrangements have been made for tutorial training in IGRR from 12-22 November to _____ for _____, of the NEA Division, 1 Branch. A Request for Internal Training (Form No. 73) has been requested and will be submitted directly to Registrar.

*225
rec'd.*

S-E-C-R-E-T

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SECRET

per JTB

CI/RAA/TRB

20 November 1957.

ATTN :

OTR/OS/CIF

Tutorial Training -

reported on 6 and 7 November, as scheduled by you. She was given a preliminary briefing and reading material which was as closely related as possible to her field work. She showed interest and seemed to have a good grasp of her assignment. Although she was not scheduled to return she came back Tuesday and Wednesday to do more reading.

cc: OTR Registrar

SECRET

ATTN : **CL/RAA/TER**

11 December 1957

CTR/OS/GIF

Tutorial Instruction

Because of the change in schedule for she reported about four o'clock on Monday, 9 December, by this hour she seemed tired or distracted but I hope the short briefing and reading were of some help. She was scheduled to return Tuesday afternoon but was apparently unable to do so.

CC: CTR Registrar

[Handwritten signature]
~~12 DEC 1957~~

SECRET

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