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10 FEB 1958

MEMORANDUM FOR: Assistant Executive Officer, DDP

SUBJECT : CS Records Problem

REFERENCES : (a) DTR memo to AEO/DDP, same subject, dated 10 July 1957
(b) AEO/DDP memo to C/FI, "Records Indoctrination," dated 9 August 1957
(c) C/FI/RI memo to DC/FI, "Records Indoctrination," dated 29 August 1957

1. References (b) and (c) suggest a number of actions to expand and improve records training. Since many of them involve the Office of Training, I wish to comment on the ways in which this Office may be of assistance.

2. There is still need for an established liaison arrangement between the Clandestine Services and OTR on matters pertaining to records training. When I am advised of the RI representative, an individual in OTR will be designated as a point of contact to receive and disseminate information and perform internal OTR coordination.

3. As liaison develops and information on new or revised procedures and policies becomes available, it will be included in the OTR curriculum. With guidance from DD/P, OTR will endeavor to increase the effectiveness of records training in all the courses in which this subject matter has a part.

4. Priority should be given to training for personnel going to the field. A short course should be developed which will be required for all outgoing PCS personnel. RI should be responsible for the content of instruction, but OTR can assist in the development and conduct of such a course.

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5. If it becomes necessary to send TDY training teams to the field, OTR will wish to assist in any way practicable. As a prior step, however, I suggest that a few months' experience be gained with an intensive training course covering all PCS assignees. This should provide useful guidance as to the further coverage or other steps which may be required.

6. Task force efforts may be necessary from time to time to acquaint Headquarters personnel with new developments in the records field. As in the programs on Records Mechanization in which [REDACTED] assisted, OTR will be available on request to help in developing and conducting such presentations.

7. OTR is not in a position to give actual on-the-job training in the records field except insofar as the Information Reporting, Reports and Requirements course can provide it. The people who should receive this type of training are those who are to be employed in RI and those with records responsibilities going to smaller stations. This appears to be an area of training which might profitably be emphasized within RI.

SIGNED

MATTHEW BAIRD
Director of Training

cc: Clandestine Services Training Officer
Chief, Records Integration Division

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OTR/IS/ [REDACTED] (29 Jan 58)

Rewritten: O/DTR/ [REDACTED] (10 Feb 58)

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