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Chief, [REDACTED]

5 December 1958

Director of Training

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Training in [REDACTED] Operations

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1. During the past week, representatives of your staff, principally Mr. [REDACTED] the newly designated training officer, have engaged in conversations with Mr. [REDACTED] Chief of Headquarters Training, Operations School, concerning the future length and content of the [REDACTED]. Several suggestions have been offered, including one that the [REDACTED] Course be offered as a part-time training program, half-days for three weeks. For most of its history [REDACTED] has been a full time course covering three weeks.

2. The Office of Training, as you know, responds to requirements levied upon it by the several areas of the Agency that are under the control of individual Deputy Directors. In the case of the Operations School, this element is dedicated to the fulfillment of requirements received from the Clandestine Services.

3. I believe that in the process of re-examining the questions of [REDACTED] training it will be helpful to briefly review the history of this instruction both at Headquarters and at [REDACTED]

4. The first [REDACTED] Course was offered at Headquarters during the period of 20 January through 10 February 1951 and had an enrollment of six (6) students. Since that time a total of [REDACTED] CS personnel have completed the course. The breakdown, by years, follows:

| Year | No. of Courses | No. of Students |
|-------|----------------|-----------------|
| 1951 | 5 | [REDACTED] |
| 1952 | 8 | |
| 1953 | 8 | |
| 1954 | 6 | |
| 1955 | 3 | |
| 1956 | 2 | |
| 1957 | 2 | |
| 1958 | 3 | |
| TOTAL | 37 | |

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5. The table in paragraph 4 does not accurately reflect the total number of CS personnel who have received training which might be described as "familiarization" in [] operations. Over the years, scores of personnel have received tutorial training in [] operations, ranging from several hours to five and more days of instruction. In addition, the Operations Course which is presented at [] has included since OC No. 5 (30 September 1957 to 31 January 1958) more and more instruction in [] activities. OC, originally a course devoted to basic tradeecraft and FI operations, now devotes more than 60 hours to [] instruction. This figure does not include the time spent by the students in the live problem which is [] in nature. Nor does it take into consideration a radical change in the presentation of the basic tradeecraft subjects. The present policy in this connection

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[REDACTED]

6. As you know, the Office of Training recently inaugurated a special training program for Junior Officer Trainees. As part of this

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[REDACTED]

7. It is our opinion that those CS personnel who have successfully completed the Operations Course since 30 September 1957 have received acceptable basic [] training. As a result of this conviction, we believe that the basic [] course to be given at Headquarters should be restricted to those CS personnel who received their operations training before 30 September 1957 and who have not as yet completed the [] Course.

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8. Whatever decision is made as to the length of the [] Course offered here at Headquarters, I believe we agree mutually that it should approximate the coverage that is offered as part of the Operations Course. I shall be happy to provide you with a complete recapitulation of the [] subjects that are covered in the OC in lectures, discussions, seminars and reading materials should you believe this to be useful.

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9. Simultaneously, it is our hope that we can soon, with the cooperation of the [] Staff, implement advanced training programs in [] operations in those subjects that are clearly identified by the Staff as necessary requirements.

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10. Meanwhile, I hope that this memorandum will be useful to you in arriving at a decision as to the content and running time of the [REDACTED] Course as it is to be offered here at Headquarters.

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SIGNED

MATTHEW BAIRD

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CH/OS/OTR: [REDACTED] :mca

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