

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Operations School
 VIA : Chief, Headquarters Training

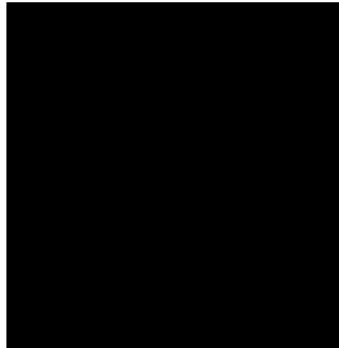
FROM : Chief Instructor, Information Reporting,
 Reports, and Requirements

SUBJECT: Final Course Report - Introduction to
 Operations Training, 4-15 January 1960

DATE: 1 February 1960

SYNOPSIS

1. Ten JOTs were enrolled in a class organized for them under the title of "Introduction to Operations Training." All ten attended the class from 4 to 15 January 1960 with varying regularity. The class was evenly divided between men and women, with an age range of 23-29 years according to incomplete data supplied. Thumbnail sketches of students are attached as is also a schedule of instruction. The student roster follows.



25X1A

2. As a whole, the behavior of the group during the first day or two of the course was immaturely undisciplined. The minute the instructor in charge left the room, work stopped and play started, with [redacted] generally heading it up. Such symbols of childishness as crude swastikas and statements like, "Junior wants to learn," were scrawled on the blackboard. With the exception of a fairly steady correspondence by note, generally originating with [redacted] between him and [redacted] there was no discipline problem while the instructor was in the classroom. Left to themselves on an all-day observation and reporting problem, some students without completing the job quit early - one of them three hours early. As a group, they lacked a fitting sense of responsibility. The drive of urgency so evident in the person who has in him the making of a reporter was not apparent throughout the group. It should be said, though, that the class was generally enthusiastic about practical work in reporting after the assignments had been carried out.

25X1A

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FORM NO. 78-04308A BOX NO. 1 FLD NO. 8 DOC. NO. 1 NO CHANGE
 IN CLASS/DECLASS/CLASS CHANGED TO: TS S ^{SECRET} JUST 22
 EXPIRE DATE 10 REV DATE 7 Feb 80 REVIEWER 029/14 TYPE DOC 02
 NO. PGS 17 CREATED DATE _____ ORG COMP 11 OPI 11 ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

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3. During the second week of instruction, however, [redacted] 25X1A said of the group attitude: "In general, the student group had an eager and an enthusiastic attitude. On two occasions the student body remained during lunch to see training films."

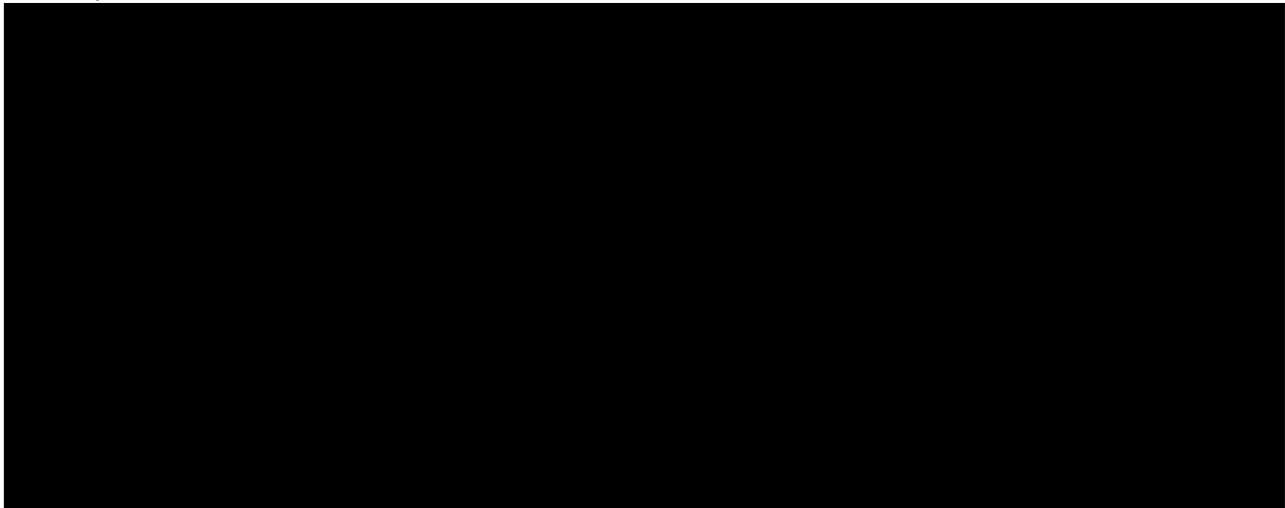
25X1A 4. By and large, during the first week, the group was punctual and regular in attendance. During the second week, however, attendance fell off. Because of illness, [redacted] was absent 11-13 January. [redacted], with 25X1A the excuse of U.S. Air Force physical examinations, was absent the morning of 12 January and the entire day of 15 January.

any others?

STUDENT PERFORMANCE

25X1A 5. In the week devoted to reporting, six of the ten students turned in top-flight performances; three, satisfactory; and one poor. In the practical exercises, [redacted] did a relatively superior job in all respects. 25X1A [redacted] an eager worker, turned in an excellent report. [redacted] 25X1A [redacted] did excellently in collecting information because of the resourcefulness she showed in getting people to talk with her on what 25X1A she wanted them to talk about. [redacted] next to [redacted] did the best 25X1A reporting in the group. He gets information because he is unobtrusively aggressive in going after it - a real gift in the makeup of an information collector. [redacted] performed on the excellent level. As a reporter, she was resourceful with perhaps a bit too much emphasis on being pleasantly aggressive in going after what she wanted. She wrote effectively. [redacted] performance was highly satisfactory. He carried out his assignment thoroughly and conscientiously. [redacted] got a late start and never did catch up or even really try to. He was one of two in the group who did not bother to accept an invitation to come to the reports instructor's office to check over his work. [redacted] performance was barely satisfactory. He was an aggressive operator, perhaps too much of an extrovert to be an unnoticeable and therefore a secure one. He wrote a sloppy report and did not bother to copyread and proofread it. [redacted] did her best in carrying out her reporting assignment, with sound and satisfactory results.

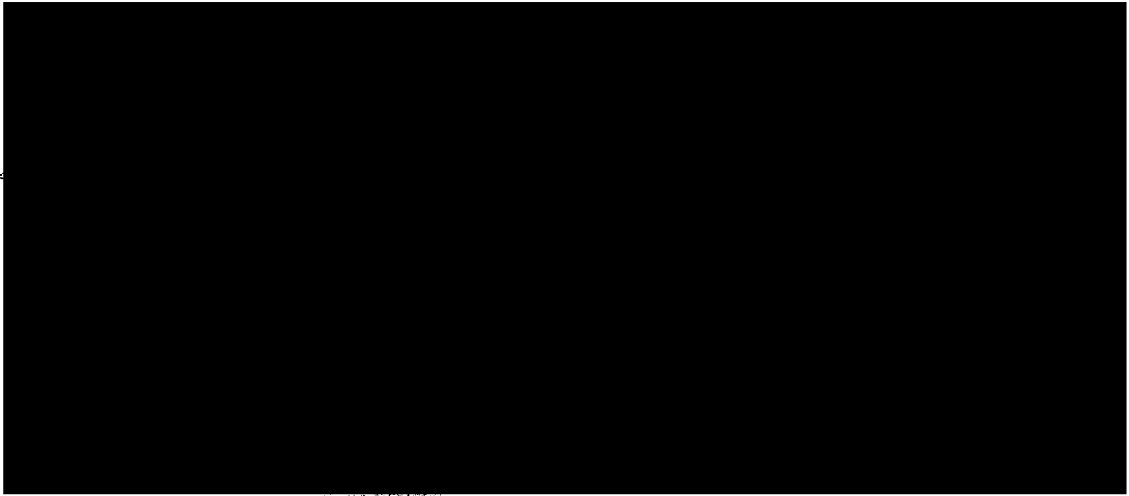
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25X1A

8. [REDACTED] estimate of student performance during the second week of the course follows.

25X1A



25X1A

Attachments

1. List of students & sketches
2. Schedule