22 September 1970

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II #1-71

Student Body

25X1A

1. Sixteen students attended the course. A seventeenth, ████████████████ cancelled before the beginning of class. Grades ranged from GS-04 through GS-13 (average, GS-07) and length of service from a few months through eighteen years (average, 5.5 years).

Course Content and Presentation

2. No changes were made in either the curriculum or in the way in which it was presented.

Speakers

25X1A

3. ████████████████████ C/Near East/Africa/Central Reference Service, made a very effective presentation of the information and services available to the CS through Central Reference. His talk was given added interest by the fact that his office had just been instructed by the DCI to prepare dossiers on all identified Hijackers.

4. All available speakers from the Office of Security were either on emergency leave or preempted by requirements rising from the Hijacking crisis. The Chief Instructor filled in this part of the course, using notes from previous lectures.

## Student Critiques

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5. This class produced some of the most careful and explicit critiques we have had in some time, as well as some of the least. I have spoken with RID/TRO, ▮▮▮▮▮▮ about the remarks of some of the students from RID, to the effect that they would like to have taken part in CS Records I as well. He has promised to look into this.

## Chief Instructor's Comments

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6. This was a very satisfactory class in a number of ways. The RID contingent were both helpful and informative in their special field, as were the representatives of SB Division. ▮▮▮▮▮▮▮▮▮▮▮ from DDP/Systems Group, added a number of insights from his machine records specialty.

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7. ▮▮▮▮▮▮▮▮ handled the practical exercise for this running. He took full charge when the Chief Instructor came down with the flu, and took care of all details of completing the course satisfactorily.

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Chief Instructor

Attachments
A. Course Schedule
B. Student Roster
C. Course Critiques

Distribution
Original - DTR
1 - DDP/TRO
2 - OS/ST

## ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

Course Report - CS Records II #1-71

| FROM: 25X1A Chief Instructor | EXTENSION 3396 | NO. US 03 ... ... |
|---|---|---|
| | | DATE 22 September 1970 |

| TO: (Officer designation, room number, and building) | DATE RECEIVED | DATE FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| 1. DC/OS/ST | | 23 Sept | W | The critiques are worth perusal. We will consider incorporating some of the students suggestions into the course. |
| 2. C/OS | 23 Sept | 23 | 9ST | Records II is too often taken for granted, but |
| 3. EA/TR DDTR | 2 ... SEP 1970 | | | |
| 4. DTR | | | | |
| 5. DDP/TRO 3C-29 Hqs | 9 OCT 1970 | 10/12 | | 5. Your copy attached. It is still one of our "best" courses - well run and profitably informative to the student. I only wish we could get _more_ CS case officers into it. |
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| 13. 25X1A | | | | |
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| 15. 615 Slete | | | | |