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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 1 June 1960

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FROM : [REDACTED]

SUBJECT: Weekly Activities Report #22 for Period 26 May - 1 June 1960

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1. On 27 May, after consultation with [REDACTED] I advised [REDACTED] that I would like to see the following personnel changes in the OC faculty made in time to properly support the next running of each of the Operations courses. The changes follow:

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a. [REDACTED] to be, in effect, an understudy of the Chief of the Operations Courses and with the understanding that he may be responsible for the running of OC #10.

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b. [REDACTED] to assume the supervisory responsibility for the running of OFC and ORM. This means that Peter will, in effect, "bird-dog" the courses to assure a proper scheduling, assignment of instructors, preparation of materials, and the otherwise smooth flowing of the courses. It does not mean that Peter will slight his teaching responsibilities. In order to properly supervise the assignment of instructor personnel, on the basis of the most indicated man to handle each piece of instruction, it will be, hereafter, required that course schedules be ready for approval and publication by the COS/[REDACTED] no later than two weeks before the beginning of a course. Projected schedules will be forwarded to the C/OS and DTR at least one week in advance of the running.

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I want to give [REDACTED] the opportunity to show what he can do, but before he begins this job, it will be necessary to give him a good notion of how I want the job handled and the results I expect.

- c. [REDACTED] - Programs
- d. [REDACTED] Problems
- e. [REDACTED] Tradecraft

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ICE NO. [REDACTED] DOC NO. 24 NO CHANGE
IN CLASS [REDACTED] THIS CLASS TO: IS S C RET. JUST. 22
NEXT REV DATE 10 [REDACTED] TYPE DOC. 02
NO. PGS 7 [REDACTED] ORG COMP 11 ORG CLASS S
REV CLASS 5 REV COORD. AUTH: BR 703

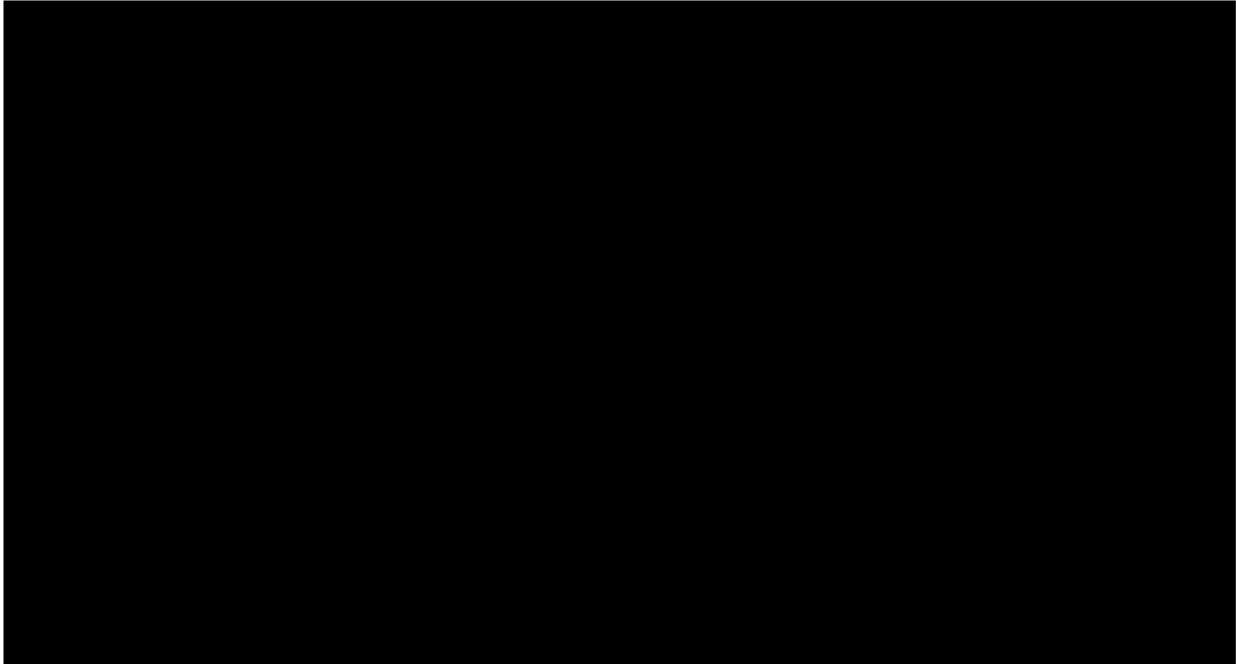
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3. Ray and I agreed that all scheduling for Operations courses is, hereafter, to be handled by [redacted] It is, I think, logical to centralize that function and not have three different people in the Operations courses working on schedules that must, nevertheless, be carefully coordinated with [redacted] The coordination of this function is, I think, a step forward.

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4. [redacted] and I have for a long time contemplated the centralization of many of the activities handled by 5-A, in one office, under the supervision of [redacted] who would, in effect, become a "coordinator" of all training activities. We have deliberately paused and pondered this amalgamation for a long time, and are now ready to formalize our plans with necessary job descriptions, so that you can have an opportunity to judge them and give us the benefit of your advice. I am sure that you must have noticed, during our recent briefing of [redacted] et. al., as something of a "sore thumb," the appearance of the small box on the organizational chart of Field Training entitled "Support Staff." I say sore thumb because coming after Col. [redacted] description of the rather large support structure, we followed with still, albeit small, another "support staff." Once we have joined the activity of 5-A, [redacted] and perhaps one other secretary presently supporting the OC, it will be better to rename the unit, Training Coordination Unit.

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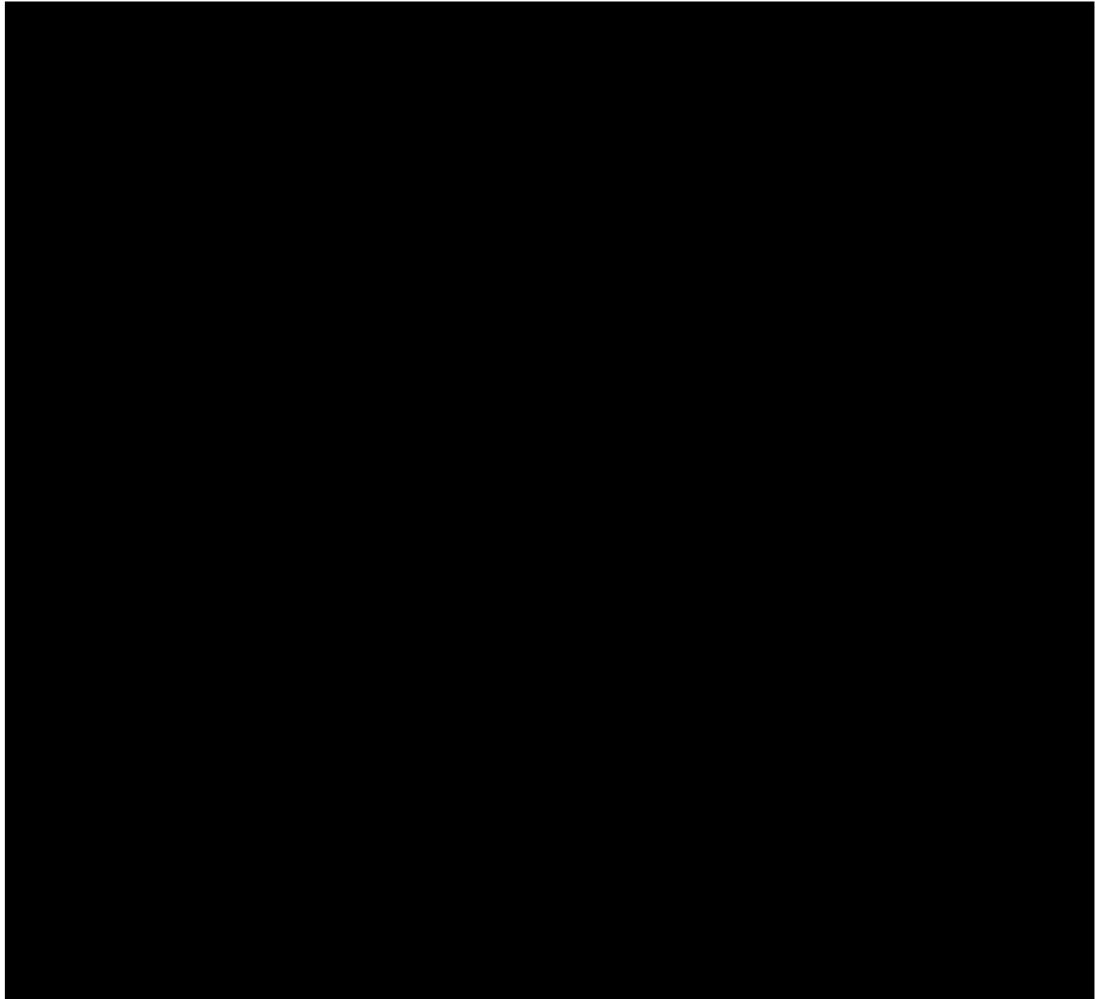
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6. I spoke to [redacted] on 1 June 1960, and ascertained that SR/[redacted] has a total of five, full-time, staff instructors, and, in addition, call on contract personnel as required. There are a total of sixty personnel in the [redacted] Program that SR/[redacted] attempts to keep in a "ready" trained status. [redacted] added that his group works many hours overtime in fulfilling their commitments.

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According to [redacted] the IG found nothing to criticize in SR/[redacted] effort, and was, in fact, laudatory.

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I previously prepared a memorandum, "Implications to [redacted] of a Possible Assumption of [redacted] Activities," for you on 4 May 1960.

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7. I have also wanted to ask if you would prefer my making a precis of the two "Weekas" prepared by the DT and DS, thus incorporating all of our reports into one. I would delete nothing of importance, but attempt to economize on explanations and words.

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Enclosed are the weekly reports of the DT/ [REDACTED] and DS/ [REDACTED]

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[REDACTED]

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Attachments:

a/s

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