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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training
 THRU : Chief, Operations School
 FROM : Acting Chief, Headquarters Training
 SUBJECT: Weekly Activities Report No. 10
 8 - 14 March 1962

DATE: 14 March 1962

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

Information Reporting, Reports and Requirements (IRRR): Two students, one from WE and the other from NE joined on 12 March the present course which is in its third week. One is completing the training begun in a previous course that was interrupted by sickness. The other is preparing for a field assignment.

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Information Reports Familiarization (IRF): Miss [REDACTED] is continuing her tutorial training in IRF.

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Clandestine Services [REDACTED] Course No. 19 ended 9 March. Despite scheduling problems, Mrs. [REDACTED] chief instructor, feels that the course was very successful and well received by the students. A course report is in preparation.

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Counterintelligence

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A. Familiarization: Mr. [REDACTED] has been working with Mr. [REDACTED] on the turning over of course materials, all of which has been organized into clearly marked folders according to schedule chronology. Tape recordings of all lectures have been marked and chronologically organized. A tape recording was made of each subject folder discussed so that Mr. [REDACTED] would have the benefit of Mr. [REDACTED]'s comments.

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Tutorial instruction is being given to [REDACTED] of NE Division.

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B. Operations: Course No. 43 is in its third and final week and encountering less scheduling difficulties than in the previous two weeks.

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Records Officers Course: Course No. 7 began on 13 March with 14 students enrolled.

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Covert Action Operations: Arrangements are almost completed for Course No. 54, scheduled to begin 26 March. The course will be held at Langley in room ID27. Mr. [REDACTED] of the CA Staff has agreed to provide us with vault facilities for securing student materials. He feels that he will also be able to provide Mr. [REDACTED] with such administrative support as may be required. This will prove most helpful since there are no facilities yet available for our own training assistants. This course will have the distinction of being the first one to be held at the new building.

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Scientific and Technical Operations: Mr. [REDACTED] are presently at Cape Canaveral. They return 16 March.

III. ADMINISTRATION

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Mr. [REDACTED] has been reassigned to Covert Training. Dr. [REDACTED] returned 12 March from sick leave.

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Mrs. [REDACTED] took three hours sick leave 13 March.

[REDACTED]
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