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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
 THRU : Chief, Operations School, OTR

DATE: 14 March 1962

FROM : Chief, Training Assistance Staff, Operations School

SUBJECT: Weekly Activity Report #10
 8 - 14 March 1962

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

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1. SA/DCI (Mr. [REDACTED]):

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In anticipation of his briefing of Mr. [REDACTED] on 13 March, C/OS requested several suitable items from our training materials collection that he could give to Mr. [REDACTED] for perusal at his leisure. C/OS suggested the Tradecraft Guide and the Glossary. We added to these the paper on Intelligence Concepts and the Field Officers Guide to Intelligence Information Reporting.

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2. MORE COUNTER-INSURGENCY:

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[REDACTED] called on Friday to report that he would be at the Pentagon for two weeks' duty beginning 12 March. Naturally I queried him as to his assignment. Always cooperative Doug reported he would be working in ACSI's office (2-E-473, Pentagon) on "counter-insurrection." Today we received a request from ACSI for two more copies of the Glossary, indicating possibly that Doug is making Christians out of ACSI's.

3. SIC's TDY's (See para. 2, WAR #8, 28 February 1962):

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[REDACTED] are being processed for an ETA of 1 April [REDACTED]. We plan to pouch training materials, including six copies of the working draft of the Handbook on Communism.

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[REDACTED]s trip will be extended to include a 10-day TDY in [REDACTED] beginning 4 April. His ETA [REDACTED] is 17 March 25X1A6a

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- 25X1A9a 4. GLOSSARY FOR THE [REDACTED] 25X1A6a
- 25X1A9a On 8 March [REDACTED] of FE/[REDACTED] asked for a glossary of communist terms and phrases to pass to a [REDACTED] liaison service. He explained that a case officer in the field had remembered once having seen a mimeographed OTR glossary and wondered if it were still available. [REDACTED] of SIC was unable to identify the item from [REDACTED]'s sketchy description. He supposed the field could be asking for anything from [REDACTED]'s out-of-print and out-of-date "Red Interpreter" to the list of terms which [REDACTED] permitted the Agency to use before publication of his book on communist terminology. Mr. [REDACTED] told us that [REDACTED] was in no rush, so Bob has decided to modify a glossary which at one time was used with SIC's CP Organization and Operations Course. This might well be the one the requester had in mind. Bob's new version will also be included in the Handbook on Communism when it is completed. 25X1A6a
- 25X1A9a 5. IMPROVEMENT OF CONTINGENCY TRAINING IN [REDACTED] 25X1A6a
- 25X1A9a Last week we received an information copy of a [REDACTED] dispatch in which [REDACTED] recommended to several other [REDACTED] bases that they compare the materials used in six separate but similar current training programs concerned with contingency activities. Henry wanted to insure that all programs were making the best use of available materials and suggested that [REDACTED] review "existing training schedules, training aids, manuals and lecture content." He also pointed out that USAREUR's Training Aids Center was rumored to have better materials and aids than those being used by CIA in the field and at Headquarters. Henry then stated his intention of sending to Headquarters the essential details of [REDACTED] programs which have possible application at Headquarters. We have arranged for Henry, who is now back, to come over with [REDACTED] at his earliest convenience to discuss the subject. 25X1A6a
- 25X1A9a 6. HANDBOOK ON COMMUNISM: 25X1A6a
- We have finished editing and reproducing in ditto 13 chapters of SIC's Handbook on Communism. The 14th chapter will go into reproduction this week and [REDACTED] expects to have completed the 15th and final chapter before 16 March. 25X1A9a

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We are reproducing only 50 copies at this time and marking all of them WORKING DRAFT. Both SIC and we agree that the Handbook will require considerable revision and expansion before it can be regarded as an official training document for use outside the Agency. It was produced hurriedly to meet an urgent need and will be extremely useful to competent instructors overseas. For the time being, however, we will release the working draft copies for the use of Agency staff officers only.

7. TRAINING MATERIALS FORWARDED:

a. OTR Films: Newly-made prints of "Acquisition of Agents" and "Personal Meetings" to Major Douglas Logan at Fort Holabird on one-year loan;

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b. [REDACTED] Bibliographies: Three copies each of eight items to C/OS;

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c. Tradecraft, Glossary, Reporting: Four items to [REDACTED], Special Assistant to the DCI;

d. Nuclear Warfare: Two copies, plus a copy of the Fingerprint Manual, to [REDACTED] of [REDACTED];

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e. Glossary: One copy to [REDACTED] of the Comptroller's Office; one copy to OTR Registrar;

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f. Case Study: The sanitized [REDACTED] case cleared by SR to [REDACTED]

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g. Conduct of Anti-Terrorist Operations: Twenty additional copies [REDACTED] for use in the PM course;

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h. Observation Paper: Two copies to [REDACTED] of A&E for review;

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i. GW Guide: One copy to [REDACTED] of OCR Training Support Library.

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C. ADMINISTRATIVE ITEM:

HHB [REDACTED] on Employee Conduct has been reviewed by all members of the Training Assistance Staff.



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