

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

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

FROM : Acting Chief, Headquarters Training

SUBJECT: Weekly Activities Report No. 9
 1 - 7 March 1962

DATE: 7 March 1962

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

Information Reporting, Reports, and Requirements (IRRR), Course Number 37, with a final enrollment of nine students is continuing through its second week. The apathetic attitude of the class in the first few days has changed for the better; in the practical work of collecting information and putting it into finished information-reports form, all members are showing interest and performing satisfactorily --one excellently.

Information Reports Familiarization (IRF): Miss [REDACTED] of OTR continues to make good progress in IRF. Through directed practice, she has raised the level of her editorial skill both in her own writing and in rewriting the copy of others. The period of her on-the-job training is indeterminate.

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Another tutorial student in IRF, [REDACTED], Africa, who is to be assigned as an intelligence assistant [REDACTED], has been registered for training 19-23 March. Originally scheduled for a week later, the training was shifted to accommodate other tutorial training in budget and finance.

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 25X1A6a

Clandestine Services [REDACTED] The course is in its third and final week. Some adjustments in the schedule have been made due to illness, moving, and other commitments of speakers. Two lectures, the one on cover problems and the other on essential elements of liaison in friendly countries were taped by [REDACTED] and presented to the students as recordings. Both were well received.

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Counterintelligence Operations Course: Course number 43 is in its second week. As with the [REDACTED], a good deal of tinkering with the schedule has been necessary to accommodate speakers who have had moving

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problems, transportation difficulties, sickness, conflicts caused by unforeseen professional matters arising in their own offices, etc. The "unity" of the course has been considerably disturbed as a result.

Records Officers Course: Course number 6 concluded on 1 March. A course report will go forward on 8 March.

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Scientific and Technical Operations: Mr. [REDACTED] are continuing the schedule preparation for the next course, to begin 23 April. On 2 March they visited the NASA Center at Greenbelt, Md. They were accompanied by Robert Dunning, an executive assistant to the Director of NASA. The trip was exploratory in nature, but they feel that his site and its personnel can be, or should be, exploited in the course, either by a field trip or by scheduling certain speakers to appear in our classroom. This center is concerned primarily with non-manned space flight (satellites). It is well equipped to handle a group the size of ours and would provide a good chance to beef up the R&D coverage in our field trips. Lastly, the site has the advantage of being only about 18 miles from downtown Washington.

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Mr. [REDACTED] are scheduled to visit Huntsville and Patrick AF Base (Canaveral) next week, departing Tuesday, March 13, AM, leaving Huntsville, Wednesday PM, arriving at Canaveral late in the day on Wednesday, the 14th, then returning via Orlando at an undetermined time on Friday, the 16th. Arrangements for the Canaveral visit have been coordinated with OCR/Liaison and should be more worthwhile than a run-of-the-mill type of tour since we will be briefed and guided by a former ORR employee now employed by the AF.

III. ADMINISTRATION

On 12 March several members of the staff and I visited the offices at Langley to be assigned to Headquarters Training. Room assignments have been made and Mr. [REDACTED] informed thereof.

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Mr. [REDACTED] took annual leave 6 and 7 March.

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Mr. [REDACTED] took three hours sick leave 1 March, five hours sick leave 2 March and eight hours annual leave 6 March.

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Mrs. [REDACTED] took annual leave 6 March and sick leave 7 March.

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Mr. [REDACTED] took annual leave 6 March.

[REDACTED]

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