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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training  
 THRU : Chief, Operations School, OTR  
 FROM : Chief, Training Assistance Staff, Operations School

DATE: 24 January 1962

SUBJECT: Weekly Activity Report #3  
 18 - 24 January 1962

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:1. Field Activities:

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██████████ has completed a draft of the Hand-to-Hand Combat Annex for the ██████ Guide. Eva, Pace and Don have reviewed it and are agreed that it is ready for typing to submit to the ██████ who bruise less easily. We plan first to get ██████'s help on the illustrations which are a vital part of the paper and which at present are in rather crude form.

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Our ██████ Annex drafts are progressing pretty well, with ██████ in the typing stage and weapons about half completed. Oscar having devoted himself for some time to physical destruction has agreed to a resuscitation job with the First Aid Annex.

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2. Scientific Collection Paper from ██████

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On 18 January we received from ██████ a training paper entitled Project ██████, which he asked us to submit to ██████, ██████ Stan tells us today that it has been reviewed by one member of ██████ and is now in the hands of another. He assures us that though ██████ will proceed with due dispatch in its review we are free to needle him as we see fit.

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25X1A2g

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3. Progress on Communism Handbook:

The SIC staff during the past two weeks hammered out the first draft of a "Handbook on Communism." On 22 January C/SIC personally brought the first ten chapters to us for editing, and the six remaining chapters are almost ready. Jack noted that the deeper his staff got into the project the more

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enthusiastic they became. We are equally enthusiastic because of the great contribution their efforts will make to OTR's collection of training materials.

4. Management Course:

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[REDACTED], Deputy Chief, [REDACTED] dropped by Monday to suggest that I alert OTR to expect an avalanche of applicants for the next Management Course. Dan was a member of the last group and, based upon his report of its excellence, it appears that all eligible FE operations officers are now trying to get into the next running.

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5. Training Report:

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Although not surprised we were delighted to read that [REDACTED] "demonstrated a high level of accomplishment" and that "his interest and enthusiasm were stimulants to the whole class" during the last Communist Party Organization and Operations Course.

6. Training Materials Forwarded:

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a. [REDACTED] One copy to [REDACTED] for dispatch to [REDACTED] Station, where it will be used in the course of a conference among representatives of several [REDACTED] stations; a second copy for retention by Headquarters;

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b. Tradecraft Guides: One each of the English and French versions to [REDACTED] for dispatch to staff personnel at [REDACTED] Station; one each in English and German to [REDACTED] covert training;

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c. [REDACTED] Guide to [REDACTED] Stations; a staff study prepared last year by a [REDACTED] was routed on loan to [REDACTED] for further study;

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d. Espionage Bibliography: Two copies to [REDACTED] of FID.

G. ADMINISTRATIVE ITEMS:

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[REDACTED] will accompany the first group of Fort Holabird trainees during their 25 January orientation visit to Langley.

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In response to a note from [REDACTED] we arranged for Fort Holabird to borrow "The Eye of the Beholder" from 29 January to 2 February. At [REDACTED]'s special request Holabird was given the [REDACTED] film on 22 January for one day.

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In preparation for our move to Langley, [REDACTED] and I reviewed all TOP SECRET documents in our possession. We were able to turn most of them over to OTR's TOP SECRET Control Officer.

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Hellen is attending the current Basic Supervision Course (mornings from 22 January to 2 February). Pace will spend 29-31 January at [REDACTED] polishing up his Russian.



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