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Office Memorandum • UNITED STATES GOVERNMENT

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

DATE: 24 January 1962

SUBJECT: Weekly Activities Report No. 3
 18 January - 24 January 1962

I. SIGNIFICANT ITEMS

Nothing to Report.

II. OTHER ITEMS

DDP Desk Officer Orientation: Twenty-nine Junior Officer trainees are enrolled in the DDP Desk Officer orientation class. The class got off to a good start. Instruction is pinpointed to specific duties and responsibilities of a headquarters desk officer, a field in which the trainees are exhibiting unusual interest. Of particular interest in the first three days was the four-hour session conducted by Mr. [REDACTED] in the field of reporting. 25X1A9a
 [REDACTED] gave a two-hour thought-provoking lecture on the revolution in CIA reporting and Mr. [REDACTED] delivered a stimulating discussion of the operations officer as a headquarters reports manager. 25X1A9a
 Both of these lectures drew a round of applause from the class for a job exceptionally well done.

Records Officers Course: Twenty-nine students are enrolled in the fourth class of the Records Officers course. All operating divisions and staffs are represented. The AF Division with seven students and the FE Division with five students lead in enrollment. The RID has three students. All other divisions and the staffs have one or two representatives. Arrangements have been made with [REDACTED] for a list of persons having attended the three previous sessions and arrangements have been made with the Registrar to credit officially those who have completed these courses. 25X1A9a
 Mr. [REDACTED] has a meeting with Miss [REDACTED] to complete all other arrangements regarding OTR's future handling of the course. 25X1A9a

Clandestine Services Review: Thirty-three students are registered for the Clandestine Services Review course beginning 5 February. The schedule is nearly complete. Of the seventy speakers, we are awaiting confirmation from eight before the schedule is released.

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No significant change in the schedule is indicated. The substantive change is the reduction in time of the audio-surveillance coverage, some aspects of which are picked up by ██████████ in his 25X1A9a discussion of operational support by TSD. Mr. Amory's spot on Tuesday morning is moved to Thursday morning. This hour is more convenient for Mr. Amory and it suits our purposes in the program.

25X1A9a Information Reporting, Reports and Requirements: The class in Information Reporting, Reports and Requirements ends 26 January. Mr. ██████████ reports excellent progress has been made by the five students. The kind of workmanship turned out is proudly exhibited in the attached reporting exercise of one of the students.

25X1A9a Counterintelligence Operations: Thirteen students are registered for the Counterintelligence Familiarization course beginning 29 January. Mr. ██████████ has been working with Mr. ██████████ in preparation for his take over of the course. Mr. ██████████ will be enrolled 25X1A9a as a student in both the CI Familiarization course and the CI Operations course.

25X1A9a Mr. ██████████ was engaged in tutorial pistol instruction of a staff agent 15, 19 and 22 January.

25X1A9a

25X1A9a Mr. ██████████ continues on the special assignment in the EE Division. He believes that his part in the assignment will be completed within a week. Mr. ██████████ gave a lecture on Counterintelligence to a class at the Naval Intelligence School, Anacostia on 23 January.

III. ADMINISTRATION

Nothing to Report.

25X1A9a



Attachment - as stated above