

*Office Memorandum* • UNITED STATES GOVERNMENT

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

FROM : Chief, Headquarters Training

DATE: 17 January 1962

SUBJECT: Weekly Activities Report No.2  
 11 January - 17 January 1962

I. SIGNIFICANT ITEMS

Nothing to Report.

II. OTHER ITEMS

Information Reporting, Reports and Requirements (IRRR): The thirty-sixth class in Information Reporting, Reports and Requirements (IRRR) has shaken down to an enrollment of five students. Whether the small size of the group with resulting flexibility of schedule to meet individual needs and opportunity for individual instruction is responsible or not, it is already evident that the class is making unusually rapid progress in developing reportorial skills. Other factors contributing to such development may well be the average age of 36 years, young but mature; the length of service in the Agency, 7 plus years; education, four of the five students college products. The youngest of the group, however, [REDACTED], 25 years, Yale history A. B., only three years of Agency experience in records, promises to be one of the best students ever to attend the course. A more than usually even balance as between women and men--three women and two men--may be of some help, too, in the generation of noticeable competition.

25X1A9a

Records Officers Course: The third Records Officers course began 15 January with 20 students. Five area divisions have one or two representatives; AF Division has three students. WE Division is not represented. [REDACTED] reports that this is an exceptionally fine group to work with. The next course is scheduled for 22 January.

25X1A9a

25X1A

DD/P [REDACTED] Officer Orientation: The schedule of instruction for graduates of Operations Course #12 is complete. The course, 22-29 January emphasizes duties and responsibilities of a Headquarters case officer. The Registrar has notified us that Room 155 [REDACTED] is available for the 25X1A6a class.

Clandestine Services Review: The Clandestine Services Review course scheduled 5-16 February has a registration of 25 students. A schedule

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25X1A9a is being prepared. Mr. [REDACTED] will be the course instructor after which Mrs. [REDACTED] will take over.

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Clandestine Services [REDACTED]: Four students are registered for the Clandestine Services [REDACTED] course beginning 19 February. It is too early to judge whether or not we will have sufficient enrollment. Four registrations one month before the course begins is, nevertheless, a healthy sign, certainly much more encouraging than the registrations for the course in the past. Mrs. [REDACTED] is intensifying her campaign to bring this course to the attention of the area division training officers.

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Counterintelligence Familiarization: Six students are registered for the Counterintelligence Familiarization course beginning 29 January. Mr. [REDACTED], successor to Mr. [REDACTED] is aboard and is reviewing course material with Mr. [REDACTED]. Mr. [REDACTED] will be registered in the CI Fam course and the CI Operations course.

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Because of recent difficulties of scheduling guest speakers, Joe [REDACTED] has volunteered to assist in booking CI Staff guest speakers. Chief, CI Staff has placed considerable importance in effective CI Staff participation in these courses. We appreciate Joe's cooperation as this will lessen the load of booking speakers from the CI Staff.

25X1A9a

Mr. [REDACTED] has conducted tutorial pistol training for a WH staff agent at the request of Covert Training.

### III. ADMINISTRATION

Nothing to Report.

[REDACTED]

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