

Office Memorandum • UNITED STATES GOVERNMENT

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

DATE: 10 January 1962

SUBJECT: Weekly Activities Report No. 1
 4 January - 10 January 1962

I. SIGNIFICANT ITEMS

Nothing to Report.

II. OTHER ITEMS

Information Reporting, Reports and Requirements: Five students are enrolled in Information Reporting, Reports and Requirements (IRRR) scheduled for 8-26 January 1962. One of them, [REDACTED], has not yet reported to the class because she is on sick leave. Her return to duty is expected today. Two of the students are from the Africa Division, the first from that Division in this course for several years. Heretofore the few students from that Division were registered in Information Reports Familiarization. A modified lecture-tutorial schedule has been arranged for this class. As in the past, the size of the class dictated whether or not the few guest lectures would be asked to come to [REDACTED]. The smallness of the class makes it possible to take it to the lecturer. This has been a highly successful practice heretofore and a welcome change to both the instructor and the student. [REDACTED] is splitting his time between assisting with the IRRR and running the Records Officers Course.

25X1A9a

25X1A6a

25X1A9a

Records Officers Course: Twenty-four students are enrolled in the second Records Officers Course. The course began Monday, 8 January and will end 10 January. Four students are from WE; three are from RID, three from AF, three from EE and three from NE. Two students are from SR and two are from FE. One student is from the CI Staff, one from the CA Staff and one from FI/D. [REDACTED] is the OTR student. The course schedule has been extended from two and one-half days to three days. The amount of time given to formal lecturing is reduced. Greater emphasis is placed on seminars and practical problems.

25X1A9a

Fifteen students already are registered for the Records Officers Course starting 15 January.

~~SECRET~~

SECRET

SUBJECT: Weekly Activities Report No. 1

25X1A

DD/P [REDACTED] Officer Familiarization: A seven-day schedule of instruction to familiarize the graduating class of JOTs in details of [REDACTED] support to operations is nearly complete. Mr. [REDACTED] is contacting all speakers to brief them on the course content.

25X1A

25X1A9a

25X1A

Clandestine Services [REDACTED] [REDACTED] has decided that a reschedule of the Clandestine Services [REDACTED] course to 29 January, an early date in anticipation of the scheduled move of the Clandestine Services, was not necessary. He suggested that we continue to plan for 19 February even though a move at that time seems to be in doubt.

25X1A

25X1A9a

25X1A9a

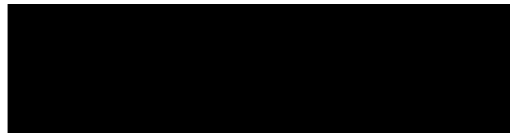
Mrs. [REDACTED] has begun courtesy calls on DD/P training officers and others calling attention to the next course. This has been Mrs. [REDACTED]'s practice in the past and I consider it a worthwhile gesture.

25X1A9a

The course report of the last class was forwarded in this reporting period.

III. ADMINISTRATION

Nothing to Report.



25X1A9a

SECRET