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OPTIONAL FORM NO. 10

Approved For Release 2000/06/06 : CIA-RDP78-06096A000100010013-6  
5010-108  
UNITED STATES GOVERNMENT

*Memorandum*

**CONFIDENTIAL**

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TO : Director of Training

DATE: 30 March 1965

FROM : Chief, Intelligence School

SUBJECT: Biweekly Activities Report No. 7  
16 - 29 March 1965

1. On 15 March Chief IS gave a brief introductory talk at the opening session of Professor [redacted] class in Briefing Techniques being given for senior officers of the Agency.

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2. On 15 March Chief IS gave a ninety-minute briefing on "The Nature and Significance of Strategic Intelligence" to the students of the Strategic Intelligence Course given by the Defense Intelligence School at Anacostia. This was the opening lecture of the course, and the questions following the presentation indicated a lively and friendly interest in CIA.

3. On 16 March Chief IS discussed with [redacted] the pending assignment to the Intelligence School staff. [redacted] stated that he was considering another assignment and would make a definite decision within the next two weeks. Subsequently Chief IS discussed the [redacted] situation with PO/TR, and it was agreed that for current administrative purposes [redacted] will be considered a member of the Intelligence School staff.

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4. On 19 March Chief IS interviewed [redacted] of the Military Division of ORR. [redacted] is interested in a rotational assignment with OTR. He will be considered for one of the additional positions assigned to the Intelligence Production Faculty. PO/TR will request his file when we are informed officially of [redacted] availability.

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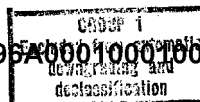
5. On 23 March Chief IS discussed with SA/DTR tentative plans for the Special Orientation Course for Senior Service School appointees. It was agreed that the Intelligence School will organize and supervise the course. A tentative date of 12 July was set as the starting date.

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NO CHANGE IN CLASS.   
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NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: *26-1-82* REVIEWER: *026199*

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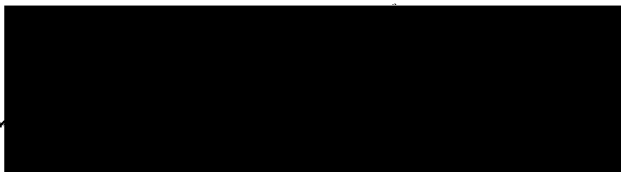
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6. On 23 March Chief IS attended a retirement luncheon given for [REDACTED] Chief of the ORR Publications Staff. As a "distinguished alumnus" of the Staff, Chief IS shared speakers' table honors with Otto Guthe and [REDACTED]

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7. [REDACTED] has completed and submitted to R/TR an estimate of costs for external training of Intelligence School personnel for the 1966 fiscal year.



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Attachment: Reports

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# Memorandum ~~CONFIDENTIAL~~

TO : Chief, Intelligence School

DATE: 29 March 1965

FROM : Chief, Orientation Faculty

SUBJECT: Biweekly Activities Report No. 7  
15 - 26 March 1965

1. JOT Orientation

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a. In our opinion, the one-week JOT Orientation just completed has been one of the most successful to date. Highlights among the lectures included those by Mr. Kirkpatrick, Col. White, Paul Chretien, and [redacted] of OSI.

b. The students took the fast pace of this one-week course in their stride, and did extremely well on the Friday examination. Two-thirds of the class had no more than four incorrect answers.

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c. [redacted] and their staff did a fine job of rearranging and dressing up the 7th floor area in readiness for the influx of JOT's.

2. NPIC Course

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As of this writing, the NPIC Orientation Course is just getting underway in [redacted] 25X1A [redacted] has done a most commendable job of organizing the course and attending to all the various and sundry administrative problems which always crop up when a course is given away from the mainstream of activity. 25 NPIC personnel are attending.

3. Outside Lectures and Briefings

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This has been our most active period of outside lectures and briefings in many months. These activities are listed below:

a. On 16 March, [redacted] presented two lectures: (1) The National Security Structure and (2) CIA Organization to the students in the Strategic Intelligence Course, DIS, at Anacostia. The group consisted of active duty DIA officers, selected civilian employees, and a small number of Naval Reserve Officers

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on active duty assignments. The question period was lively, and provided an opportunity to clear up some misinterpretations about the Agency's operational and coordination functions.

b. On 18 March, [REDACTED] presented a lecture on "The Role of CIA" to a group of Foreign Service Reserve Officers and Clerical personnel at the New State Building.

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c. On 18 March, [REDACTED] presented his regularly assigned lecture on "Soviet Military Potential" to the Communist Strategy Course at the Foreign Service Institute. Approximately 20 senior grade officials from the U.S. Army, AID, Dept. of State and NSA attended. It was fortunate that [REDACTED] was speaking on a day when both the Soviets and the US were engaged in important space activities, since a portion of the lecture dealt with intelligence on missile and space capabilities.

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d. On 19 March, [REDACTED] presented an informal briefing in Dr. Tietjen's conference room, for three contract psychiatrists (including one female, age 71) who are reviewing the Agency's entire psychiatric program. Briefing consisted of providing a broad brush treatment of the USIB and Agency functions, and answering questions about specific Agency activities. The visitors were briefed later in the day in more detail by Col. White, Emmet Echols and Howard Osborn.

e. On 24 March at Headquarters, [REDACTED] presented a one-hour lecture/demonstration to 10 members of [REDACTED] Effective Speaking course for Senior Agency Officials. As on previous occasions, valuable assistance was provided by [REDACTED] shop and members of the audio-aids group including [REDACTED].

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f. [REDACTED] briefed the newly-appointed Ambassador to Lebanon, Mr. Dwight Porter, on "The Mission and Function of CIA" at Headquarters on 25 March.

g. He presented a similar briefing for Brig. Gen. Emil Eshenburg, who is to be Chief, MAAG, Ethiopia, on 26 March.

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4. Intelligence Review

Considerable progress can be reported on the plans for the I.R. which begins a month from now. Invitations have been sent to all speakers, and acceptances are now coming in. During the past week we have also communicated with each of the Senior Training Officers about student representation, and sent them additional copies of the preliminary schedule.

5. Miscellaneous

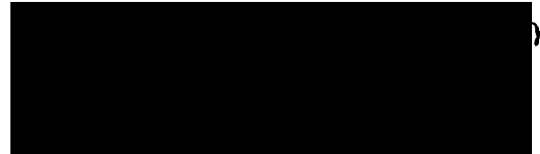
25X1A

[REDACTED] who has just completed the October JOT course, has been assigned to us for two weeks while waiting to take additional training at [REDACTED]. He is assisting [REDACTED] in the preparation of reading materials for the I.R.

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 26 March 1965

FROM : Chief, Clerical Training

SUBJECT: Bi-Weekly Activities Report, No. 7  
15 - 26 March 1965

1. Number in Clerical Induction Training:

8 - 12 March 1965

15 - 19 March 1965

27 trainees in classes

24 trainees in classes

13 of these entered classes  
for the first time

12 of these entered classes  
for the first time

2. Number in Clerical Orientation Training:

8 - 12 March 1965

15 - 19 March 1965

12 trainees

17 trainees

3. Results of Official Agency Testing Administered in  
Clerical Induction to Entrance-On-Duty Employees:

8 - 12 March 1965

Tested      Passed

Typewriting

11              1

Shorthand

2                0

15 - 19 March 1965

Tested      Passed

Typewriting

13              1

Shorthand

5                0

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Bi-Weekly Activities Report, No. 7  
15 - 26 March 1965

4. Results of Official Agency Testing Administered to Applicants:

8 - 12 March 1965

	<u>Tested</u>	<u>Passed</u>
SET	24	
Typewriting	18	2
Shorthand	5	2
Card Punch Operator		
Aptitude Test	0	

15 - 19 March 1965

	<u>Tested</u>	<u>Passed</u>
SET	21	
Typewriting	13	1
Shorthand	2	1
Card Punch Operator		
Aptitude Test	0	

5. Results of Official Agency Testing Administered by Clerical Refresher:

15 - 16 March 1965

	<u>Tested</u>	<u>Passed</u>
Typewriting	20	2
Shorthand	9	1

6. Personnel Note: [REDACTED] an instructor on the Clerical Training Faculty, is attending the 15 - 26 March 1965 Introduction to Communism course.

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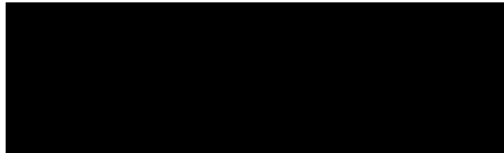
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Bi-Weekly Activities Report, No. 7  
15 - 26 March 1965

7. Testing of High School Seniors: The results of the third and fourth tests which were administered on 13 and 20 March 1965 were as follows:

<u>13 March 1965</u>		
<u>Test</u>	<u>Number Tested</u>	<u>Remarks</u>
SET	42	24 attained scores ranging from 82 to 137; 18, from 27 to 79
Typewriting	36	2 met Agency standards
Shorthand	9	2 met Agency standards
<u>20 March 1965</u>		
SET	43	17 attained scores ranging from 82 to 120; 26, from 37 to 79
Typewriting	29	1 met Agency standards
Shorthand	8	none met Agency standards

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# Memorandum

TO : Chief/Intelligence School

FROM : Chief/Management Training Faculty/IS

SUBJECT: Biweekly Activities Report No. 7  
15 - 26 March 1965

DATE: 29 March 1965

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## PILOT PROJECT - SECOND SECTION

The second section of the Office of Finance Pilot Project was held 18 through 22 March with thirty-two participants ranging from GS-1 through GS-14. [redacted] was unable to attend this session, and he selected [redacted] to run the program.

[redacted] is a quite different type from [redacted]. We were quite pleased with his approach and are planning to use him for the third session scheduled to run from 1 through 5 April. [redacted] gave the Grid lecture and made a big hit. [redacted] was particularly useful in straightening out the significance of the statistics which we had gathered.

## AGENCY IN-BASKET

The in-basket which [redacted] wrote at [redacted] urging was tried out for the first time in the second pilot session. It succeeded beyond everybody's expectation. The students not only analyzed the in-basket exhaustively as individuals but also as teams. One team spent five hours debating the issues. A number of the students felt that the in-basket was particularly rewarding and felt that it was the only part of the course which got them emotionally involved. Discussions with [redacted] have been held relative to sharpening up the in-basket on the basis of our experience so far. If this in-basket proves to be permanently usable, we will have saved quite a bit of money by writing it ourselves inasmuch as [redacted] told us it would take \$50,000 to develop a suitable in-basket. We shall try out this in-basket also in our next regular management course as well as in the next senior seminar.

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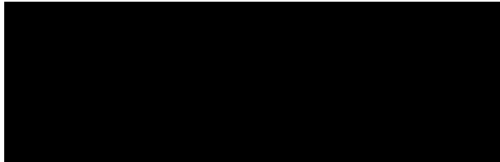
SENIOR SEMINAR

A memorandum announcing a senior seminar for 16 - 21 May has been sent through channels for Mr. Kirkpatrick's signature. This session will be conducted by [REDACTED]

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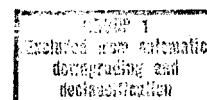
SUPERVISION #86

Supervision #86 was canceled because of the scanty registration along with the heavy workload.



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# Memorandum

TO : Chief, Intelligence School

DATE: 29 March 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Bi-Weekly Activities Report No. 7  
15 March - 26 March 1965

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1. The Intelligence Production Course finished on 19 March after two days of final briefings and after a mad scramble by students to get their course research papers turned in on time. Once again the system of blocks of research time and firm deadlines brought the course to a real conclusion on the final day. Only one student, [REDACTED] decided that her paper was too important to be finished on time. Despite warnings, she announced that her paper will be completed on the job and that her new supervisor concurred in her decision. She will receive an Incomplete on her student evaluation. All the other students finished in a blaze of glory, and most seemed satisfied with the course--one student remarking that she found she knew more about the Agency than the people she interviewed in her course research project. However, all the students seemed most happy to be faced with the prospect of starting on a job.

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2. On 26 March [REDACTED] described the strategic intelligence process to 49 students of the Strategic Intelligence Course at DIS. Several of the students asked questions about the security classification of information and expressed their concern about the problems of overclassification. From their questions I gather that some students were surprised to learn that individuals outside the intelligence community contribute to intelligence production.

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3. [REDACTED] met with [REDACTED] of NPIC to discuss the possibility of making a movie film on NPIC and the subject of photographic intelligence. There is no film available that is up-to-date on the new techniques and equipment for photo interpretation and photogrammetry. Since NPIC is physically a considerable distance away from the Headquarters building and has security restrictions on admission to its facility, a film would be useful to familiarize more people with NPIC's activities and the photo interpretation support provided by the CIA Departmental Detachment, the Photographic Intelligence Division. Such a film would be of great value in the

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presentation was poles away from the normal sterile (and unrealistic) presentation of policy-making when viewed from the NSC itself. Although Mr. Klein is not the world's most scintillating speaker, the content of his talk has terrific impact on high level audiences, and I would recommend that he be used at least in the Mid-Career course. An extremely worthwhile presentation was given by a member of the DOD S&T group, who spoke on ways in which intelligence has profoundly affected DOD research and development programs. He cited many specific examples where intelligence findings on Soviet defenses, weapons, and operating methods and policies had resulted in cutback or elimination of some weapons systems (such as of a high performance interceptor, when it was found that the Soviets were not producing high performance bombers), and the development or expansion of others which intelligence showed would be of increased value.

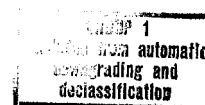
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6. On Thursday afternoon [redacted] worked with the DIA Educational Advisor, [redacted], and two consultants from [redacted] in reviewing the proposed schedule for DIA's forthcoming JOT course, and laying plans for the development of exercises on the various major subject fields of interest to DIA, as well as on specific analytical techniques. Some of the exercises which will be developed might be useful in our own JOT training.

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5 April 1965

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MEMORANDUM FOR: Chief, Intelligence School

SUBJECT: Biweekly Activities Report #7  
15 March - 26 March 1965

BRIEFINGS OF CIA PERSONNEL

25X1A 1. CIA Introduction: On 15 March, the EOD briefing was given by [redacted] for 29 persons and on 22 March, by [redacted] for 18 persons. 25X1A

25X1A 2. Commo: On 17 March, [redacted] gave the CIA Introduction for  
25X1A nine new Commo employees. [redacted] appears to be enjoying his briefings  
of EOD's a great deal. I have, unfortunately, not yet had time to hear  
him but will do so at the first opportunity.

3. JOT's: On 23 March, I briefed the JOT's on the Intelligence  
Community. I have never done a full one-hour briefing on the Intelligence  
Community alone, and I was most interested to see how such a briefing  
would be received. From the remarks I heard after the briefing, it  
seemed to have gone quite well.

BRIEFINGS OF U.S. GOVERNMENT GROUPS

25X1A 1. DIS: On 16 March, [redacted] briefed the Strategic Intelligence  
Course at the Defense Intelligence School.

25X1A 2. State: On 18 March, [redacted] briefed the Foreign Service  
Reserve Officer and Clerical orientation group.

3. AID: On 19 March, I briefed a group of 55 AID employees  
attending the Overseas Orientation course. I received the usual interested  
attention and numerous questions.

BRIEFINGS OF U.S. OFFICIALS

25X1A 1. On 25 March, [redacted] briefed Mr. Dwight J. Porter, the new  
Ambassador to Lebanon.

25X1A 2. On 26 March, [redacted] briefed Brig. Gen. Emil P. Eschenburg,  
USA, the new Chief, MAAG, Ethiopia.

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