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4 February 1965

MEMORANDUM FOR: Director of Training

SUBJECT: Evaluation of JOTs in the Operations Course

25X1A

1. Junior Officer Trainees attending the Operations Course at [redacted] are destined for assignment to the Clandestine Services upon successful completion of that training. In assigning these junior officers to components of the C. S., information on and evaluation of their respective performances in the Operations Course would be most useful.

2. Students in the Operations Course fall into these major categories:

a. The JOT who discovers early in the course that he has no affinity for C. S. operations and decides to withdraw. Such action should be encouraged whenever any doubt exists in the mind of the trainee concerning his fitness for C. S. work.

b. The student who is dilatory and lethargic, who is unable or unwilling to meet deadlines, who is obviously disinterested or whose actions are prejudicial to good order and discipline should be dealt with appropriately, i.e. removed from the course.

c. The remaining students should be evaluated periodically during the Operations Course and at its conclusion. The rating or grading of the trainees should be related to the substance of the Operations Course and the ability of the student to understand, absorb and digest the material presented. It is suggested that such training staff evaluations be conducted at the end of six, 12 and 18 weeks. The six and twelve week reports should concentrate on identification of the students whose performance is below acceptable standards. The 18th week evaluation should include all students, directed toward the totality of the trainee's performance in the course.

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25X1A 5. I am recommending that at the next meeting of the CSTB the DTR tell the membership that OTR is willing to assume its responsibility for the formulation and presentation of the CI [REDACTED] Course. However; since OTR does not have a qualified Chief Instructor, the CS should accept a high priority personnel requirement and make a qualified individual available at the first opportunity. If this is done we shall be able to start our first course as scheduled on 29 November.

25X1A [REDACTED]
Chief, Headquarters Training

cc: C/OS/TR
[REDACTED]
CH/OS/TR

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