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Executive Assistant to DCI

19 December 1952

Director of Training

Weekly Summary Report

1. Requests for nominations for the Naval Intelligence School and the Intelligence Staff Officer School, convening on 6 January 1953 and 19 January 1953, respectively, were sent to the Training Liaison Officers of the various offices on 16 October 1952. To date only one application for each course has been received. It is felt that these courses have considerable value to the personnel of the Agency and greater advantage should be taken of them. If the various offices are unable to spare the personnel for these training programs, it may be necessary for the Director of Training to withdraw CIA's current quotas in these courses.

2. A training evaluation report is being developed for all training, together with the working out of a uniform and meaningful comprehensive record of a person's training in the Agency. This is to be done especially with a view to serving the Personnel Selection Panel in its evaluation and the personnel action it is to take at the conclusion of an employee's probation period.

3. At the suggestion of the Director of Training, Colonel Lawrence K. White and [redacted] of the office of the DD/A inspected [redacted], accompanied by the OTR officer in charge on 10 December 1952, for the purpose of planning for the disposition thereof.

4. Fifty-four Tradecraft manuals in [redacted] as rendered by the staff, were delivered to TRS safe storage during the period. A set in [redacted] will be delivered shortly.

5. Project [redacted]

a. In compliance with request from [redacted] night landing tests were conducted at [redacted] using flare pots to mark runway.

b. Special Demolitions Refresher Course No. 2 was conducted at [redacted] 10-12 December. Twenty-two students completed this instruction.

6. The following courses were completed on Friday, 12 December:

a. [redacted] Operations Course #1 with 12 students and 2 auditors.

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- b. Operational Security Course #2 with 24 students.
- c. Communist Party Operations Course #10 with 16 students.
- d. [REDACTED] Seminar with 14 participants.

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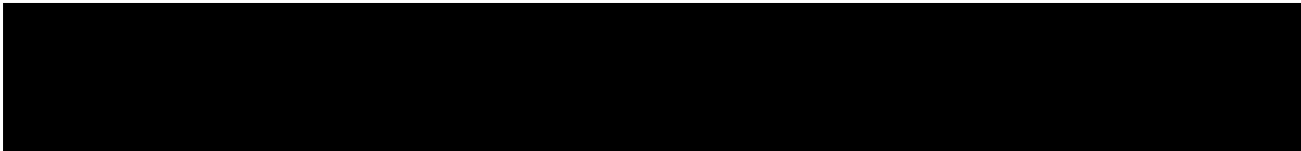
7. The Library Services Section of the Office of Training is participating with the CIA Library in the screening of intelligence material being retired by the Air Force. Library material useable to Training in the collection will be placed in the Training library and bibliographies of the material will be distributed subsequently.

8. Project OILSTONE

Arrangements have been completed for purchase of a [REDACTED] for Project OILSTONE. Tentative Board of Directors meeting scheduled for early January.

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MATTHEW BAIRD

MB:brc

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FOR INFORMATION OF DD/A ONLY

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1. Project [REDACTED]

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a. The installation cost of the [REDACTED] system for [REDACTED] will be \$1,551.50, plus 8% federal excise tax. The annual service and maintenance charge is \$471.90. A contract drawn up by the [REDACTED] has been secured and is ready for signature by the sponsor of [REDACTED]. The contract is for a five-year term, but it may be terminated at our option on an annual basis with thirty days' notice.

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b. Four estimates for the furniture needed at [REDACTED] have been secured from local firms. These estimates indicate that the necessary furniture will cost in the neighborhood of \$3,000.00.

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c. We are attempting to secure an advance of \$6,000.00 for the [REDACTED] which would greatly facilitate payment by check for the initial costs of setting up [REDACTED]

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d. It appears now that we should be able to move into [REDACTED] the first week in January.

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