

ER 3-3823

**CONFIDENTIAL**

31 October 1952

Executive Assistant to DCI

Director of Training

Weekly Summary Report

1. Three groups of supervisors in P&P Administration were given the Personnel Evaluation Report training this week (approximately 50 people). This completes the training program in the use of the Personnel Evaluation Report Form for departmental staff in the IBI, DDA, DDP, Commo, and Training Offices.

2. Further checking with those who have gone through the Clerical Orientation Program indicates an almost unanimous agreement as to its usefulness to them and its general practicality. So far, approximately 200 people have been processed in this program.

3. Chief, Management Training Division [redacted] made a basic presentation on the CIA Human Resources Program to the top policy staff of OCD on Thursday. After this initial "appreciation" meeting for the top staff, the top staff decided that they should be the first group to take the course. The CIA Human Resources Program will begin in OCD on 12 November and will continue until all supervisors in that Office have been through the course.

25X1A

4. The following individuals have agreed to participate in the Orientation Program:

- a. Mr. Fisher Howe of the Department of State.
- b. Col. Lawrence K. White, ADD/Administration.
- c. Maj. General John A. Sanford, Director of Intelligence, USAF. General Sanford's availability came informally through Col. Sullivan, his aide, and a letter has been addressed by the Director of Training to General Sanford issuing the formal invitation.

5. Chief, Orientation and Briefing Division [redacted] presented a special briefing program to the Foreign Service Institute Class of Junior Officers on Tuesday, 28 October. This program was conducted in our Orientations Room, and again they expressed their appreciation for having had the opportunity to be invited within our midst as our guests.

25X1A

**CONFIDENTIAL**

DOC	2	REV DATE	26-1-81	BY	006199
ORIG COMP	5	OP1	11	TYPE	01
ORIG CLASS	5	PAGES	3	REV CLASS	C
06369A000100180002-7				AUTH:	MR 10-2

**CONFIDENTIAL**

6. Present needs for consultation with intelligence officers in the State Department on the Collection and Source Exploitation Manual have very nearly been met. In addition to [REDACTED] Chief of the External Research Staff of OIR, and [REDACTED] now Head of the Office of Libraries and Intelligence Acquisitions, the State men consulted this week have included Theodore M. Nordbeck, Chief of the Intelligence Acquisition and Distribution Division, and his Assistant, Mr. Edward Carroll. OIR representatives have conferred with [REDACTED] AD/IC, in order to acquaint him with the enterprise and the fact that inter-agency as well as intra-agency consultations are taking place. He reserves judgment on the manual project, but considers the consultations appropriate to it.

25X1A

25X1A

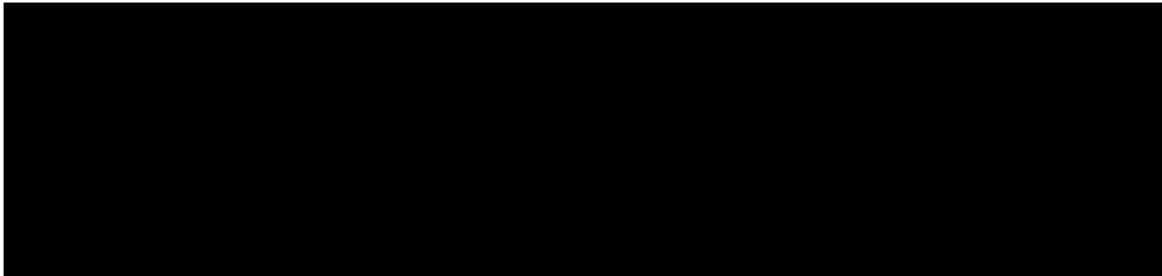
7. On 27 October [REDACTED] organized and conducted a meeting for twenty-two Air Force personnel from Wright Patterson Field in certain phases of industrial intelligence.

25X1A

8. A request has been received to start the Russian Scientific Reading course at Georgetown on 24 November at the intermediate and advanced level for two groups of four and five students respectively. These are in addition to the Scientific Reading course established on a semester basis.

9. A combined total of 211 students is presently enrolled in introductory and self-study courses in the Language Training Center and the Language Laboratory was used for a total of 564 hours during the week.

25X1A



11. Project [REDACTED]

Assigned [REDACTED] is expected to be back in service this week.

It is planned to use the air strip at [REDACTED] beginning 4 November for the air support to the training program at that [REDACTED]

25X1A

12. Project [REDACTED]

Party returned from survey of proposed site. Report submitted on cost and time estimates for rehabilitation of base.

25X1A

**CONFIDENTIAL**

**CONFIDENTIAL**

25X1A

A restudy of requirements of operating divisions is being made by the [redacted] Division so that up-to-date data will be available when the project is resubmitted to the Project Review Committee.

25X1C

13. In accordance with a request received from FI and PFW Staffs, a new two-week course on the subject of Operational Security has been undertaken. This course will, during the first few presentations, be oriented to meet the needs of senior staff personnel. A first outline of course topics and coverage describing sixty-three hours of classroom work has been prepared during this week.

Since the requirement for the first presentation of this course is considered urgent, TDS will both prepare and present the first three runnings of this course. Lecture outlines, study material, illustrative cases, and appropriate guest lecturers are now being identified and collected. The first presentation of the course is scheduled for 10 November.

25X1A

14. The Chief of Operations has authenticated the draft syllabus for the [redacted] Course, previously submitted to him. This course will be presented for the first time within the next month. Training material and lectures are now being organized by [redacted] who has been designated as Chief Instructor for this course.

25X1A

25X9

MB:brc  
cc: DD/A ✓  
DD/I  
DD/P

s/ MATTHEW BAIRD

**CONFIDENTIAL**