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[Redacted]

Executive
4-2636

19 June 1953

Handwritten initials and scribbles

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Request for Approval - Employment of Consultant

6 R - file

REFERENCE: (a) DCI Memo dtd 29 Feb 52
(b) CIA Notice #113-52 dtd 27 Aug 52
(c) CIA Notice #127-52 dtd 23 Oct 52

1. It is requested that [Redacted] be approved for appointment as a consultant for use by the Office of Training.

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2. If approved, [Redacted] would be used to conduct periodic seminars concerning the techniques of reports writing and intelligence research. This training program would be offered to selected CIA employees who are concerned with these types of activities. As near as we can determine at this time, [Redacted] will be used during the Fiscal Year 1954.

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3. Although we have realized for some time the need for this type of training, we have been unable to locate an individual from either within the Agency or from the consultant register sufficiently qualified to undertake the program. [Redacted] is currently Professor of English Literature and Assistant Dean [Redacted]

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[Redacted] He has a PhD and has had a great deal of experience in the teaching of reports writing. He has given several courses on this subject to staff members of G-2, Department of Army, and is the author of a book [Redacted] which is to be published by Harper Brothers in the fall of this year.

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4. [Redacted] would be employed at a rate of \$35 per day, when actually employed, if this request is favorably considered. He will be used a maximum of 200 days per annum.

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MATTHEW BAIRD
Director of Training

Approved subject to security clearance:

Director of Central Intelligence

~~SECRET~~

Official

[Redacted]

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