

3 February 1959

MEMORANDUM FOR: INCOMING TRAINEE PERSONNEL

SUBJECT : General Administrative Orientation

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1. The attached [REDACTED] Regulatory Issuances and Procedures have been prepared to assist you in obtaining an immediate familiarization with this [REDACTED]. Please read them carefully.

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2. You are advised that Maintenance facilities here are at a minimum; therefore, your cooperation will be appreciated in following established procedures.

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3. Chief, Field Training/Operations School is responsible for all Clandestine Services training conducted [REDACTED]. He has established the Office of the Training Coordinator as the point of contact for all phases of student administration. This office is located in [REDACTED] of the Headquarters Building [REDACTED].

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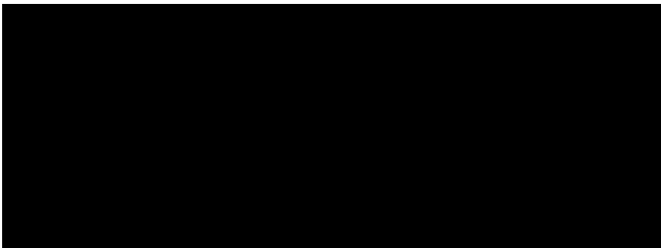
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4. It is our intention to do what we can to make your time here pleasant as well as profitable. Please feel free to call on members of the staff to assist you in any problems which may arise.

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5. The attached instructions cancel all previous General Administrative Orientation issuances.

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Attachment:
As stated above

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