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30 April 1964

MEMORANDUM FOR: Director of Training

THROUGH: Chief, Operations School/TR

SUBJECT: Course Report - Information Reporting, Reports and Requirements No. 48 (6 April - 24 April 1964)

Synopsis

1. All eight of the students registered for the 48th class in Information Reporting, Reports and Requirements completed the course. Three of them are going overseas shortly. One of these, [redacted] returned from [redacted] for the sole purpose of taking the course. Two other students will occupy reports desk positions at Headquarters. There were two students from WH Division, two from AF and one each from EE/K, DDP/SR/DOB, NE and DDP/CA/ [redacted]

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(b)(1)

(b)(3)

(b)(3)

2. The class roster follows:

| <u>Name</u> | <u>Component</u> | <u>Grade</u> |
|-------------|------------------|--------------|
| [redacted] | [redacted] | GS-07 |
| | | GS-09 |
| | | GS-04 |
| | | GS-04 |
| | | GS-09 |
| | | GS-09 |
| | | GS-08 |
| | | GS-09 |

(b)(3)

Class Attitude

3. The class was a good one. All worked hard and were plainly intent on extracting the most from the course. There were, therefore, no disciplinary problems. [redacted] missed 20 hours owing to sickness. [redacted] missed eight hours for the same reason. Otherwise, there were no hitches and the course proceeded in a pleasant and efficient manner.

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Class Performance

4. In the four areas of performance in which students are graded--production, requirements, editing and reporting--the results were: in production, five were rated excellent and three satisfactory; in requirements, four were rated excellent and four satisfactory; in editing, five were rated excellent and three satisfactory; in reporting, six were rated excellent and two satisfactory.

5. [redacted] and [redacted] and [redacted] were rated across-the-board excellent. [redacted] a JOT, gave one of the best performances in the experience of the undersigned. Her work was definitely superior. [redacted] who came straight from [redacted] will be leaving in a few days for [redacted] where she will work under the new station chief, [redacted] who recently set in on the Information Reports Familiarization course. [redacted] will be leaving very shortly for [redacted] where he will be working [redacted] for [redacted] also a recent graduate of this course.

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Student Reaction

6. All the students said they thought the form of the course was well designed and that within the limitations of 120 hours it gave them the maximum of practical elements they will need in their work. They were unanimous in expressing approval of the considerable amount of time devoted to practical laboratory work. They also thought that the outside reporting assignment was specially beneficial.

Recommendations

7. In view of the above-mentioned student reaction, there are no recommendations at this time.

SIGNED

[redacted]
Chief Instructor / IERR

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Attachment:
Schedule

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