
To: Commanding Officer, Signal Security Agency, Washington 25, D. C.

1. Submitted herewith is a report of the Director of Training for the period 1-15 August, 1944.

a. TRAINING SCHOOL

- New Trainees: 96
- Permanently Assigned Trainees: 186
- Trainees Resigned: 12
- In-Service Trainees: 6
- Total Absentees: 86
- Temporarily Assigned Trainees: 8
- Assembler Instrument Trainees: 3
- Lowest Total Enrollment (14 August 44): 145
- Highest Total Enrollment (1 August 44): 244

b. EXTENSION SCHOOL

- Officers: 524
- WAC Officers: 72
- Enlisted Men: 730
- Enlisted Women: 104
- School & Post Civilians: 408
- Non-resident Civilians: 168

c. FILM LIBRARY

- Hours actual operation: 84
- Films projected: 141
- Attendance (Excluding 2d Sig. Serv. En. projections): 5,580

2. Miscellaneous Training Activities.

a. At the request of the Engineers' Communication School at Fort Belvoir, the Director of Training, S.S.A., arranged for two instructors to give instruction on the converter M-209.
The instructors were selected from "C" Branch and the Office of the Director of Training. Both instructors were extremely well-qualified. The instruction was given at Belvoir to a class of forty-five officers and enlisted men, all instructors, on the evening of 9 August 1944. The most secure and efficient manner of operating the converter h-209 was taught in detail. In addition to the verbal instruction, the school was presented with problem booklets, prepared lectures on the h-209, exercises and a reciprocal alphabet cog wheel training aid. Appreciation was expressed by Major Martin of the Engineers to the Signal Security Agency for the work accomplished in this class. It is felt that this informal liaison will prove of immeasurable value to the over-all security of all future Engineer cryptographic communications.

b. On 1 August 1944, the Civilian Training School initiated a one-shift schedule. The school formerly had two shifts, day and swing. The drop in enrollment to a figure slightly less than two hundred necessitated the revised schedule. One of the two WAC officers was relieved from duty and assigned to "E" Branch. One of the two supervisors (civilian), one permanent and six temporary teachers were also reassigned.

c. Two officers, one from "C" Branch and one from the Office of the Director of Training, will leave on 20 August 1944 to establish liaison with the Signal Corps Replacement Training Centers, Unit Training Centers and Officer Schools at Monmouth and Crowder. The primary purpose of this liaison is to insure universal and standardized methods of training in cryptographic systems and transmission security. Prepared booklets and training aids will be furnished the schools. The officers will spend approximately one week at Monmouth and one week at Crowder.

3. Personnel

<table>
<thead>
<tr>
<th>Authorised</th>
<th>Current</th>
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<tbody>
<tr>
<td>1</td>
<td>Lt. Col.</td>
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<tr>
<td>2</td>
<td>Major</td>
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<td>4</td>
<td>Captain</td>
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<tr>
<td>7</td>
<td>1st Lt.</td>
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<td>9</td>
<td>2d Lt.</td>
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<td><strong>25</strong></td>
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<td>2</td>
<td>Enlisted WAC</td>
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<tr>
<td>30</td>
<td>Civilian</td>
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Stanley Clarke
Major, Signal Corps