

COURSE TITLES

(Alphabetically by Category)

For detailed descriptions of individual courses please refer to the section of this Catalogue corresponding to the category in which the course is listed below. Except where noted, all courses listed are conducted by the Office of Training. The OTR Schedule of Courses, published semiannually, is distributed separately. Form 73, "Request for Internal Training," is required in all instances and must be submitted not later than one week prior to the beginning of a course unless otherwise noted in the description.

A. The Core Program

1. Initial Phase (EOD to approximately five years)

Intelligence and World Affairs Course (required at EOD)
 Managerial Grid (recommended after three to five years' service)

2. Midcareer Phase (approximately five to 15 years' service)

Fundamentals of Supervision and Management
 Midcareer Course
 Advanced Intelligence Seminar

3. Senior Phase (approximately 15 or more years' service)

Senior Seminar

B. General Skills Training (applicable Agencywide)

- Administrative Procedures
- Budget Process (conducted by O/PPB)
- Clerical Induction
- Clerical Orientation
- Clerical Refresher - Advanced Shorthand Dictation
- Clerical Refresher - Intermediate Shorthand Dictation
- Clerical Refresher - Typing Techniques Review
- Effective Briefing
- Effective Writing
- Instructor Training Workshop
- Intelligence Briefing
- Orientation for Overseas
- Performance Appraisal Workshop
- Planning and Control of Work
- Project Officer in the Contract Cycle
- Reading Improvement



C. Specialized Skills Training (by Directorate)

1. Clandestine Service

(for distribution in CS only)

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g. Scientific and Technical

Clandestine Scientific and Technical Operations
Introduction to Map Reading and Imagery Analysis

h. Intelligence Reporting

Information Reporting, Reports, and Requirements
Information Reports Familiarization

i. Operations Support and Records Management

Administrative Procedures
Clandestine Service Records I
Clandestine Service Records II (Biographic Research)
Clandestine Service Records III (Records Officer Briefing)
Field Administration
Operations Support

j. Area Study

China Familiarization
Geography of China
Latin America Seminar
USSR Country Survey

2. Directorate for Intelligence

a. Functional Training

Intelligence Production
Intelligence Research Techniques
Intelligence Writing Techniques
Introduction to Map Reading and Imagery Analysis

b. Area Study

China Familiarization
Geography of China
Latin America Seminar
USSR Country Survey

3. Directorate for Science and Technology

Intelligence Production
Introduction to Map Reading and Imagery Analysis
Special Clandestine Operations Orientation for DDS&T

4. Support Services

Air Familiarization
Field Administration
Operations Support
Support Services Review: Trends and Highlights

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