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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

5 NOV 1956

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Mr. Allan Evans
Director, Office of Intelligence Research
Department of State
Washington 25, D. C.

Dear Mr. Evans:

In reply to your recent request for information concerning some of our training offerings, I enclose statements describing two of our basic intelligence courses which may be of interest to personnel of your Office. They represent revisions in previous courses, formerly the Basic Orientation Course and Intelligence Principles and Methods, to which you have occasionally sent one or two students in the past.

If these current programs appear to meet your requirements, I will be glad to discuss with you suitable quotas for attendance by your employees.

Opening dates for Intelligence Orientation during the next six months will be 7 January, 4 March, and 29 April 1957. Intelligence Techniques will begin on 4 February, 1 April, and 27 May 1957. A Top Secret security clearance is a prerequisite.

Sincerely yours,

SIGNED

MATTHEW BAIRD
Director of Training

Enclosures:

1. Description of Intelligence Orientation
2. Description of Intelligence Techniques

This document consists of 5 pages
No. 2 of 2 copies, series 10

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Department of State
Office of Intelligence Research
Director's Office

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INTELLIGENCE TECHNIQUES

This is a four-week course, which is designed to give instruction and training primarily to new professional employees who will be engaged in the processing of intelligence materials. In sequence it follows the Intelligence Orientation.

Throughout the course the emphasis is on "learning by doing." In lecture-discussion periods students are instructed in the methods and techniques of processing information for a variety of intelligence purposes. The instruction is then applied in a series of exercises, such as preparation of an OO-B report, abstracting information pertinent to a particular problem from a number of related documents, writing intelligence briefs, memoranda, and special articles. Practice is also afforded in the oral presentation of intelligence through a series of briefings on selected subjects and problems of intelligence interest. To gain experience in research methodology, each student selects an intelligence problem, conducts the necessary research, and reports his results to the class. Staff advice and guidance are supplied throughout the course.

Features of course content and method include:

1. Instructional Methods in Oral Briefings

Following a lecture on basic principles of delivery and organization each student gives three briefings averaging five minutes each on selected subjects of intelligence interest. Special attention is given in these presentations to delivery techniques. The student presents the results of his research project in a final 20-minute briefing. Here the emphasis is on substantive content, including intelligence focus, logical organization, and use of appropriate graphic aids. Critiques by instructors and students point out strengths and weaknesses of each presentation.

2. Instructional Methods in Written Exercises

Students are introduced to the requirements of each exercise by lecture-discussions on the production principles involved, demonstration-walk-throughs, and written materials; staff members are available for counsel and assistance. A given exercise is graded by the staff and a critique is held before proceeding to the next type of exercise. Staff solutions serve as the basis for such critiques. Typical written exercises included in the course are:

Interview and Information Reporting Exercise. The instructors conduct an interview based upon special requirements. The students take notes on information obtained and observe correct and incorrect interviewing techniques. The students criticize the interview on the basis

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of their observations, thus permitting the instructors to point out further ramifications in the interviewing problem. They then write a report of the information obtained, and transcribe it on the OQ-B form.

The Intelligence Brief. The subject is introduced by a step-by-step case study in the writing of an intelligence brief. The instructor uses this item as a basis for general comments on the brief. In several steps, students are introduced to problems of selection of significant information for current briefings, or writing it in proper form and style, and of writing an analytical comment based on background material furnished them. Using the seminar method the instructor distributes copies of articles as actually published, and invites student comments. Finally the students write an article for staff criticism and grading.

Subject matter of all the exercise material is on the same general topic as for the interview reporting exercise, and the students use this material later in connection with the review item exercise.

The Review Item. Data from previous exercises is placed in a folder which contains other information reports to be used in this exercise. The data is selected and organized and a correlated synthesis written. This draft is then discussed with the class as to form and content. Clarity, form, and conciseness are emphasized.

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INTELLIGENCE ORIENTATION

A four-week course required for all intelligence officers and other officer personnel who are concerned with the support of Agency activities. It consists of two two-week sections, Introduction to Intelligence and Introduction to Communism.

Introduction to Intelligence

As the first phase of the four-week course, Introduction to Intelligence has two primary objectives: (1) to develop understanding of the mission and organization of CIA, and its role in the intelligence community and the national security effort; and (2) to develop understanding of the functions and responsibilities of CIA components with respect to intelligence, support, and other activities. A secondary objective is to provide an opportunity for examination and articulation of fundamental American beliefs and practices.

In achieving the first of the primary objectives, the course relies upon lectures and discussions which deal with the documents affecting the national security structure, such as Public Law 253 and various National Security Council Intelligence Directives; the types of intelligence (basic, current, estimative, departmental and national); the concept of the intelligence cycle (collection, production, dissemination and use); the structure of the Intelligence Community, including the intelligence components of various government departments, the Intelligence Advisory Committee, the IAC subcommittees and the functions thereof; the structure of CIA, emphasizing the discharge of responsibilities deriving from Public Law 253 and National Security Council Intelligence Directives and describing CIA components in terms of the elements of the intelligence cycle.

In achieving the second, Introduction to Intelligence relies upon lectures and discussions which deal with the specific responsibilities of the various CIA Offices subordinate to the Deputy Director (Intelligence), the Deputy Director (Support), and, to a limited extent, the Deputy Director (Plans). Emphasis is placed upon current problems and methods of collection, production and coordination as appropriate in terms of the responsibilities of each Office, except in the case of DD/S components, where the emphasis is upon the nature and scope of support responsibilities and capabilities.

Material covered in lectures and discussions is summarized, expanded and illustrated graphically in the Intelligence Products Exhibit which features displays pertinent to the functions of different Offices. Personnel from these Offices are present during the exhibit to answer questions.

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Introduction to Communism

This phase has as its objectives to provide a basic understanding of the Communist ideology, and of the background, organization, activities, and capabilities of the International Communist Movement and the USSR.

It provides a basic introduction to the International Communist Movement. A major section is devoted to the background of the movement, with particular emphasis upon its origins and appeals, and the significance of its doctrine; its general organizational concepts, with emphasis upon the current structure of both the open and underground Parties; and the tactics employed to increase Party influence and power and to carry out insurrectionary activity.

The course also provides a brief orientation on the USSR as a national state, and the role of the USSR in the International Communist Movement. The principal events of Soviet historical development, the interrelationships of the Communist Party of the Soviet Union and the Government of the USSR, the Soviet economy, Soviet military, scientific and clandestine capabilities, and current Soviet objectives are emphasized.

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