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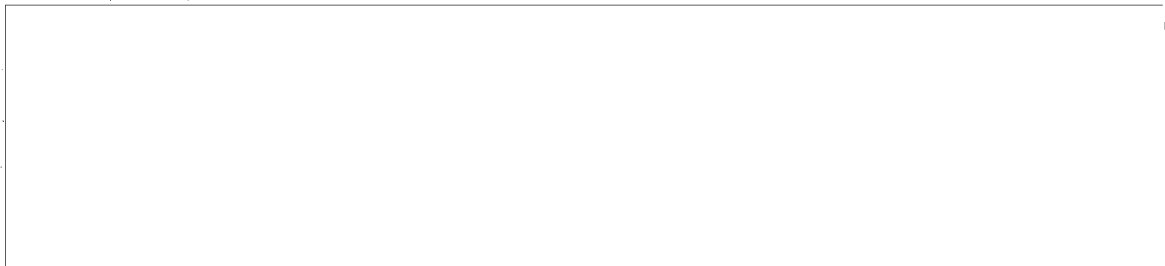
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COUNTRY	United States	REPORT NO.	CS
SUBJECT	Central Intelligence Agency's Information Reporting, Reports and Requirements (IRRR) Course No. 55	DATE DISTR.	
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DATE OF INFO.	7-25 June 1965		
PLACE & DATE ACQ.	United States, Virginia. (25 June 1965)	FIELD REPORT NO.	

THIS IS UNEVALUATED INFORMATION. SOURCE GRADINGS ARE DEFINITIVE. APPRAISAL OF CONTENT IS TENTATIVE.

SOURCE: A competent American observer from a member of the Central Intelligence Agency's Office of Training who has first hand access to the various courses of instruction and a personal knowledge of the Clandestine Services. His reporting on matters pertaining to the Office of Training has been highly reliable.

- The U.S. Central Intelligence Agency (CIA), through its Office Of Training, presented the Information Reporting, Reports and Requirements (IRRR) Course Number 55 to seven selected members of its Clandestine Services between 7 through 25 June 1965 at 1000 North Glebe Road, Arlington, Virginia. The purpose of this course was to prepare these individuals for their duties in reporting intelligence information. In addition to instructing them on their reporting duties, the students were given detailed information on the functions of CIA both in the U.S. and abroad.
- The IRRR Course No. 55 took place in Room 603 of the 1000 Glebe Road building. It was one of the courses given by the CIA's Office of Training, part of the Directorate of Support, which occupies the top five floors of the building. The IRRR Course is sponsored by the Headquarters Training Branch of the Operations School and is presented six times each year. The function of the Headquarters Training Branch of the Office of Training is to provide advanced and specialized instruction to members of CIA's Directorate of Plans (DDP) which is a cover title for the Clandestine Services.
- The seven CIA employees who constituted the IRRR Course No. 55 were:



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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

STATE	DIA	ARMY	NAVY	AIR	NSA	AID	OCR	
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[Redacted]

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- 4. The Chief Instructor of the IRRR Course was [Redacted] member (b)(3) of the Office of Training CIA, an experienced DDP Staff Officer and former newspaper man. [Redacted] personally conducted the bulk of the training, (b)(3) but was assisted during the course by other CIA Staff Officers who made a number of presentations relating to specialized intelligence reporting subjects. They were:

[Redacted]

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- 5. The objectives prescribed for IRRR Course No. 55 were: (1) To study theory and practice in the collection, communication, appraisal and the evaluation of intelligence information; (2) To become familiar with the production machinery, the procedures and the application of requirements; and, (3) To acquire proficiency in the collection and the communication of information through laboratory practices. These objectives were carried out through the use of lectures, films and practical exercises. The schedule of instruction took place from 9:00 A.M. through 4:50 P.M. daily, except Saturdays and Sundays. Throughout the course there were periods devoted to the reading of certain regulations and background material. These included:

[Redacted]

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- 6. The course began on Monday, 7 June 1965 with two days of general introductory material. In addition to describing the aims and the procedures to be followed during the course, [Redacted] handled the bulk of the in- (b)(3) struction during these days. The tone for the course was established by [Redacted] who gave a one hour and twenty minute presentation entitled, (b)(3) "Clandestine Services Reporting." The remainder of the first day was devoted to lectures entitled: "Collecting and Communicating Information"; "Observation, Direct and Indirect"; "Effective Organization and Editorial Appraisal"; "Operations Reporting and Its Use in Appraisal." The second day started with a two hour lecture by [Redacted] on "Expressive Language." (b)(3) This was followed by a four part training film entitled, "Language In Action" and "Eye of the Beholder."

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7. On Wednesday, 9 June, the course moved into its second phase which dealt with the procedures used by the Clandestine Services in the reporting of information. [redacted] devoted an entire day to the "Clandestine Services Information Report," (Clandestine Services Dissemination Board-CSDB) which is most frequently used in the routine written reporting of information from the overseas stations of CIA. He described in detail the format and proper utilization of this form. He also described such other special reporting forms as the "Memorandum Report." On 10 June, [redacted] described the "Cabled Intelligence Report" (Telegraphed Dissemination of the Clandestine Services-TDCS). This was followed by a two hour presentation by [redacted] entitled, "The TDCS: Its Handling." [redacted] described in detail the organization and functions of the [redacted] [redacted] also described the newly developed [redacted] System of reporting which had been developed during the Dominican Republic crises which took place in May 1965. This system calls for the immediate dissemination of information to members of the U.S. Intelligence Community and the President by mechanical means directly by mechanical means. The time lapse from its encoding [redacted] to receipt in the White House was reported as being six minutes. (b)(3) (b)(3) (b)(3) (b)(3) (b)(3) (b)(1) (b)(3)
8. During the afternoon of 10 June, the students received their first practical exercise. This consisted of taking several prepared fragmentary reports and putting them in final form in accordance with the previous instruction on the CSDB. On 11 June a similar exercise was given on the preparation of the TDCS. These exercises continued into the second week of the course through 15 June. As a part of these exercises, students were given a number of authentic CSDB's and TDCS's which they were asked to edit and rewrite in proper form.
9. From 16 - 18 June student undertook a practical exercise in the collection and reporting of information. They were instructed to attend any of the Congressional Hearings which were open to the public and then make a CSDB on the proceedings. This involved the student going to the Capitol or the Congressional Office Buildings where they join the audiences for the hearings, after which they returned to their classroom and wrote their information reports based on the notes they had taken previously. All students are individually critiqued on their problems by [redacted] in his private office, Room 615B. Additional written problems in the correct procedures of intelligence reporting were given on 21 June. (b)(3)
10. On 22 June, the course moved into its third and final phase, "Guidance." [redacted] gave a series of two lectures: "The Need for Guidance" and "Qualifications and Development of Sources." This was followed by a discussion of "Requirements" and reading of basic requirements regulations. On 23 June there were a series of three lectures devoted to the requirements and evaluation function: "Functions of a Division Reports and Requirements Officer" by [redacted]; "Intelligence Guidance" by [redacted] and "Requirements and Evaluation Roundup" by [redacted]. The last two days of the course were devoted to practical exercises. The first consisted of writing a CSDB on the IRRR Course No. 55, the second involved the student going to his or her parent organization for personal interviews on the procedures connected with the collection of information and the final exercise devoted to writing a report describing the entire system of guidance involved in the production of information reports. (b)(3) (b)(3) (b)(3)
11. The IRRR Course No. 55 was completed on 25 June. At the conclusion students checked their course materials back to the Chief Instructor. A "Production Folder" was given to each student at the beginning of the course into which his finished exercises were placed. These were turned over to [redacted] who reviews their contents for preparation of the student's evaluation. Each student was permitted to keep the notes which they had taken during the course, but were asked to complete a certification form. (b)(3)

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