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25 February 1964

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School/TR

SUBJECT : Course Report - Information Reporting, Reports and Requirements No. 47 (27 January - 14 February 1964)

Synopsis

1. All nine of the students registered for the 47th class in Information Reporting, Reports and Requirements completed the course. Four of the nine are slated for overseas duty in the near future. Four are being trained as possible Reports Officer material. One, [redacted] a veteran of 1947 vintage, is a member of FI/D. He was given the training to prepare him for the assumption of a wider variety of duties. There were five students from FE Division, two from WH, one from WE, and one from FI/Division D. (b)(3)

2. The course signaled a landmark in the history of Agency reports writing. The old system of source description, source grading and appraisal of content is deemed to have outlived its usefulness and is to be replaced by a new concept of report authentication. It will inevitably have farreaching effects, not only on the reports themselves, but on the thinking that goes into them operationally. This 47th IRRR course gave the first officially recognized presentation of the new system whose author is [redacted] a staunch supporter of this course. [redacted] warmly accepted [redacted] invitation to give the lecture in which the new concept was unveiled. The lecture was attended, not only by the class, but by some dozen members of OTR who had been invited. The switch to the new system will take some time, as it will be undertaken Division by Division and will call for a thorough revision of all existing source descriptions. The change will probably not be completed before 18 months to two years. In the meantime, this course will perforce be giving instruction in both systems, the old and the new. (b)(3) (b)(3)

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3. The class roster follows:

<u>Name</u>	<u>Component</u>	<u>Grade</u>
		GS-06
		GS-06
		GS-13
		GS-05
		GS-07
		GS-12
		GS-08
		GS-06
		GS-04

(b)(3)

Class Attitude

4. There were no sluggards in this class. All seemed to be highly motivated and eager to get on with the job. There was no tardiness. [redacted] was absent for one day, a victim of the snow. [redacted] also missed one day, felled by the flu. Otherwise everything flowed pleasantly and efficiently. (b)(3)

Class Performance

5. In the four areas of performance in which students are graded -- production, requirements, editing and reporting -- the results were as follows: in production, seven were rated excellent and two, satisfactory; in requirements, seven were rated excellent and two satisfactory; in editing, six were rated excellent and three, satisfactory; in reporting, six were rated excellent and three, satisfactory. In view of the steady pressure to which they were subjected, this was a gratifying result from this instructor's point of view.

6. [redacted] and [redacted] were rated across-(b)(3) the board excellent. Of these, [redacted] performance was definit(b)(3) ly superior. She has worked for some years under [redacted] (b)(3) [redacted] also showed definite signs of being able to develop into a goo(b)(3) professional. [redacted] who has had some college journalism, can thin(b)(3) in a straight line and couch her thoughts in clean English. [redacted] (b)(3) who has had some teaching experience, showed that she certainly has talent as a reporter. She also writes a clear, well-rounded phrase. The weak-est of the lot was [redacted] This was not owing to a lack of initiative(b)(3) drive or interest. His technically rather good performance was marred by the fact that he does not spell very well. As a reporter, he did a very nice job, digging out details on the construction of the new Grumman Gulf-stream airplane which was on display at National Airport.

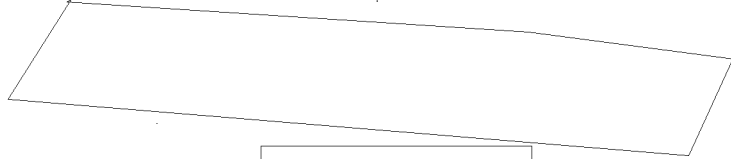
Student Reaction

7. All the students said they thought the structure of the course was well conceived. They said they particularly liked the stress placed on practical laboratory work. They said they felt that mastery of the CS and Intel cable format would enable them to concentrate more efficiently on the substance of their writing.

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Recommendations

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



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Chief Instructor/IRRR

Attachment:  
Schedule

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