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OFFICE OF TRAINING

OPERATIONS SCHOOL
Headquarters Training

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS (IRRR)

Class No. 48

6 April - 24 April 1964

STUDENT OBJECTIVES

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.
3. To acquire proficiency in the collection and the communication of information through laboratory practice.

603 Broyhill Building
(Fairfax Drive & Glebe Rd)

Chief Instructor
 Training Assistant

Ext. 2141

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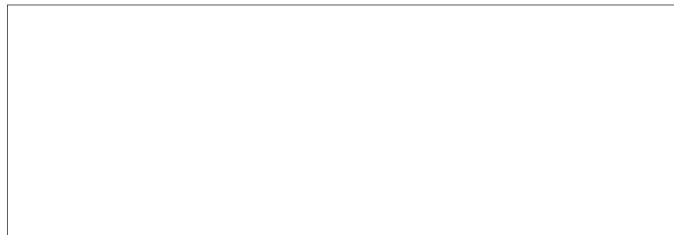
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Group I
Excluded from automatic
downgrading and
declassification

(b)(3)

S E C R E T

GUEST SPEAKERS



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Monday, 6 April 1964

0900 - 0910	Organization of Class
0910 - 0945	The IRRR Course and Its Aims
1000 - 1120	Clandestine Services Reporting
1130 - 1220	Collecting and Communicating Information
1320 - 1410	Observation, Direct and Indirect
1420 - 1510	Effective Organization and Editorial Appraisal
1520 - 1650	Operations Reporting and its use in Appraisal



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Tuesday, 7 April 1964

0900 - 1100	Expressive Language
1110 - 1200	Film: Language in Action
1300 - 1450	Film: Language in Action
1500 - 1615	Film: Eye of the Beholder

S E C R E T

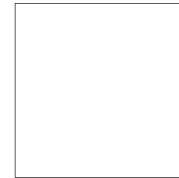
S E C R E T

Wednesday, 8 April 1964

0900 - 1130 The Clandestine Services Information Report

1230 - 1600 The Clandestine Services Information Report

1610 - 1650 Reading: Reports Manual



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Thursday, 9 April 1964

0900 - 0950 The Cabled Intelligence Report

1000 - 1200 The TDCS: Its Handling

1300 - 1400 Reading: Reports Manual

1410 - 1650 Laboratory: Putting to use the Basic Information Report Form



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Friday, 10 April 1964

0900 - 0950 Reading: Reports Manual

1000 - 1145 Reproduction, Dissemination & Exchange

1300 - 1350 Special Reports

1400 - 1650 Laboratory: Writing Intelligence Cables, Situation Appraisals and Situation Reports



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S E C R E T

S E C R E T

Monday, 13 April 1964

0900 - 1200 Laboratory Practice: Preparation of
CS Reports and Intelligence Cables

1300 - 1650 Laboratory Practice: Preparation of
CS Reports and Intelligence Cables

Tuesday, 14 April 1964

0900 - 1200 Laboratory Practice: Preparation of
CS Reports and Intelligence Cables

1300 - 1650 Laboratory Practice: Preparation of
CS Reports and Intelligence Cables

Wednesday - Friday, 15-17 April 1964

0900 - 1650 Reporting Exercise: Collection of Information
Laboratory Practice: Preparation of Information Reports

Monday, 20 April 1964

0900 - 1650 Laboratory Practice

Tuesday, 21 April 1964

0900 - 0950 The Need for Guidance

1000 - 1050 Qualifications and Development of
Source

1100 - 1200 Requirements Discussion

1300 - 1350 Reading: Basic Requirements Papers

1400 - 1650 Reading: Requirements File



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Wednesday, 22 April 1964

0900 - 0950	Reading: Basic Requirements Papers		
1000 - 1130	Functions of a Division Reports & Requirements Officer	<input type="text"/>	(b)(3)
1230 - 1350	Reading: "The Operations Officer as a Reporter"		
1400 - 1450	Intelligence Guidance	<input type="text"/>	(b)(3)
1500 - 1650	Requirements and Evaluation Roundup		

Thursday, 23 April 1964

0900 - 1040	Discussion of Exercise and Reports. Completion of Reading & Review of Notes		
1050 - 1600	Writing of Report on Course		
1610 - 1650	Briefing on Guidance Problem	<input type="text"/>	(b)(3)

Friday, 24 April 1964

0900 - 1100	Collection of Information (Headquarters)		
1230 - 1630	Laboratory: Writing Guidance Report		
1640 - 1650	Checkout of OTR Material	<input type="text"/>	(b)(3)

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