S E C R E T

O F F I C E   O F   T R A I N I N G

OPERATIONS SCHOOL
Headquarters Training

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS (IRRR)

Course No. 58

10 Jan - 28 Jan 1966

STUDENT OBJECTIVES

1. To study theory and practice in the collection communi-
cation, appraisal and the evaluation of intelligence infor-
mation.

2. To become familiar with the production machinery, the
procedures, and the application of requirements.

3. To acquire proficiency in the collection and the communi-
cation of information through laboratory practice.

Room 603, 1000 Glebe

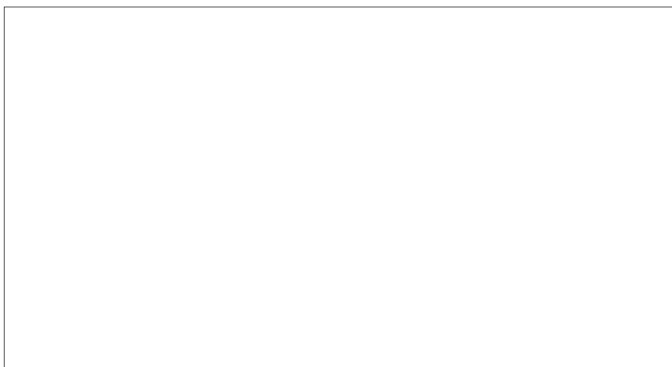| | Chief Instructor | (b)(3) |
| | , Training Assistant | |

Ext. 2141

Group I
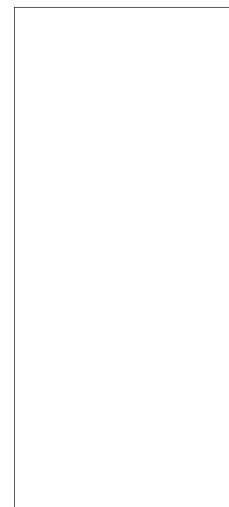Excluded from automatic
downgrading and
declassification

S E C R E T

SECRET

Guest Speakers

(b)(3)

Monday, 10 January 1966

0900 - 0910	Organization of Class		(b)(3)
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		

Tuesday, 11 January 1966

0900 - 1100	Expressive Language		(b)(3)
1110 - 1200	Film: Language in Action		
1300 - 1450	Film: Eye of the Beholder		
1500 - 1615	Practical Aspects of Reports Writing		(b)(3)

SECRET

SECRET

Wednesday, 12 January 1966

0900 - 1130   The Clandestine Services Information Report   (b)(3)

1230 - 1600   The Clandestine Services Information Report

1610 - 1650   Reading: Reports Manual

Thursday, 13 January 1966

0900 - 0950   The Cabled Intelligence Report   (b)(3)

1000 - 1200   The TDCS: Its Handling

1300 - 1400   Reading: Reports Manual

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

Friday, 14 January 1966

0900 - 0950   Indexing of Sources and Classification of Operational Information   (b)(3)

1000 - 1145   Reproduction, Dissemination and Exchange   (b)(3)

1300 - 1350   Special Reports

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

SECRET

-2-

Monday, 17 January 1966

0900 - 1200	Laboratory Practice: Preparation of CS Reports and Intelligence Cables
1300 - 1650	Laboratory Practice: Preparation of CS Reports and Intelligence Cables

Tuesday, 18 January 1966

0900 - 1200	Laboratory Practice: Preparation of CS Reports and Intelligence Cables
1300 - 1650	Laboratory Practice: Preparation of CS Reports and Intelligence Cables

Wednesday - Friday, 19 - 21 January 1966

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

Monday, 24 January 1966

0900 - 1650	Laboratory Practice

Tuesday, 25 January 1966

0900 - 0950	The Need for Guidance
1000 - 1050	Qualification and Development of Sources
1100 - 1200	Requirements Discussion
1300 - 1350	Reading: Basic Requirements Papers
1400 - 1650	Reading: Requirements File

(b)(3)

Wednesday, 26 January 1966

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

Thursday, 27 January 1966

0900 - 1040	Discussion of Exercise and Reports. Completion of Reading and Review of Notes	
1050 - 1600	Writing of Report on Course	
1610 - 1650	Briefing on Guidance Problem	(b)(3)

Friday, 28 January 1966

0900 - 1100	Collection of Information (Headquarters)	
1230 - 1630	Laboratory: Writing Guidance Report	
1640 - 1650	Checkout of OTR Material	(b)(3)