

Information Reporting, Reports  
and Requirements

(417)

1959

S-E-C-R-E-T

## INFORMATION REPORTING, REPORTS, AND REQUIREMENTS NO. 18

5 - 23 January 1959

FIRST WEEKMonday, 5 January 1959

0830-0900	Organization of Class - [redacted] training assistant (b)(3)
0900-0930	The Course and Its Aims - [redacted] chief instructor, (b)(3) IRRR, Operations School, OTR
0930-1030	Guidance of the Reporter - [redacted] (b)(3)
1030-1100	The Reporter's Basic Job - [redacted] (b)(3)
1100-1130	The Raw Report - [redacted] (b)(3)
1230-1300	Reading: The Requirements Kit, Basic Guidance Papers - [redacted] instructor, IRRR, Operations (b)(3) School, OTR
1300-1400	Introduction to Requirements: Definition and Theory - [redacted] (b)(3)
1400-1500	Requirements Procedures - [redacted] (b)(3)
1500-1600	DD/P Requirements Organization - [redacted] (b)(3)
1600-1700	Reading: The Requirements Kit, Requirements File - [redacted] (b)(3)

Tuesday, 6 January 1959

0830-0930	Reading: The Requirements Kit, Requirements Evaluation Cycle [redacted] (b)(3)
0930-1030	The Requirements and Evaluations Branch, FI/RQM - [redacted] (b)(3)
1030-1200	Function of a Division Requirements Office - [redacted] (b)(3)
1300-1500	The Desk Officer and Requirements and Evaluations - [redacted] (b)(3)
1500-1700	Desk Development of the Reporter - [redacted] (b)(3)

Wednesday, 7 January 1959

0830-1000	Case Illustration of Guidance Through Requirements - [redacted] (b)(3)
1000-1130	Case Illustration of Guidance Through Desk Evaluation - [redacted] (b)(3)
1230-1300	Briefing, Requirements Problem - [redacted] (b)(3)
1300-1600	Collecting Desk Guidance Information
1600-1700	Preparation for Writing the Requirements Report - [redacted] (b)(3)

S-E-C-R-E-T

S-E-C-R-E-TThursday, 8 January 1959

0830-1130 Writing the Requirements Report - [redacted] (b)(3)  
 1230-1430 Requirements and Evaluations Review and Exercise - [redacted]  
 1430-1530 The Cable Information Report - [redacted] (b)(3)  
 instructor, IRRR, Operations School, OTR  
 1530-1700 Reading the Cable Handbook, [redacted] (b)(3)

Friday, 9 January

0830-0900 Briefing for Cable Observation Problem - [redacted] (b)(3)  
 0900-1200 Collecting Information  
 1300-1700 Discussing and Writing Field and Cable Information  
 Reports - [redacted] (b)(3)

SECOND WEEKMonday, 12 January 1959

0830-1000 Discussion of Requirements Report and of Requirements  
 Exercise - [redacted] (b)(3)  
 1000-1130 The Basic Information Report - [redacted] (b)(3)  
 1230-1700 Sourcing, Evidence of Information Values, Interpretation - [redacted] (b)(3)

Tuesday, 13 January 1959

0830-0930 Reading: Intelligence Requirements and Reports, [redacted] (b)(3)  
 0930-1130 Processing the Raw Report to Final Form, Laboratory - [redacted] (b)(3)  
 1230-1430 Organization and Expression in Reports - [redacted] (b)(3)  
 1430-1600 Reproduction, Dissemination, and Exchange - [redacted]  
 1600-1700 Reading: Intelligence Requirements and Reports, [redacted] (b)(3)

Wednesday, 14 January 1959

0830-0930 Reading: Reporting Kit, Memoranda Folder - [redacted] (b)(3)  
 0930-1030 Qualifications and Development of a Reporter - [redacted]  
 1030-1130 Direct Observation and Its Reporting - [redacted] (b)(3)  
 1230-1430 Indirect Observation and Its Reporting  
 1430-1530 Films on Observation and Reporting  
 1530-1700 Reading: The Operations Officer as a Reporter - [redacted] (b)(3)

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S-E-C-R-E-T

S-E-C-R-E-TThursday, 15 January 1959

0830-1000	The <u>GPO Style Manual</u> and Its Use - [redacted]	(b)(3)
1000-1130	Other Editorial Problems - [redacted]	(b)(3)
1230-1330	The TD Report - [redacted]	(b)(3)
1330-1430	Other Specialized Reporting and Reports - [redacted]	(b)(3)
1430-1700	Laboratory Practice - [redacted]	(b)(3)

Friday, 16 January 1959

0830-0900	Briefing on Collection of Material and Laboratory Practices - [redacted]	(b)(3)
0900-1000	Pick-up of Reports Material	
1000-1130	Laboratory: Processing Reports - Staff	
1230-1700	Laboratory: Processing Reports - Staff	

THIRD WEEKMonday, 19 January 1959

0830-1130	Laboratory: Processing Reports - [redacted]	(b)(3)
1230-1600	Laboratory: Processing Reports - [redacted]	
1600-1700	Briefing and Assignments for Reporting Exercise	

Tuesday, 20 January 1959

0830-1700	Reporting Exercise, Collection of Information	
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Wednesday, 21 January 1959

0830-1130	Laboratory: Processing Reports - [redacted]	(b)(3)
1230-1700	Laboratory: Processing Reports - [redacted]	

Thursday, 22 January

0830-1130	Laboratory: Processing Reports - [redacted]	(b)(3)
1230-1700	Laboratory: Processing Reports - [redacted]	

Friday, 23 January 1959

0830-1130	Completing Reports: Discussion Reporting Exercises and Reports; Completing Reading; Reviewing Notes - Staff	
1230-1530	Final Report on Course Content with Comments - [redacted]	(b)(3)
1530-1700	Checkouts of OTR and Desk Material - [redacted]	(b)(3)

NOTE TO STUDENTS: The instructor named in the schedule as the instructor in charge will be in the laboratory to help students throughout the periods assigned. Other instructors will be available at these times in their offices.

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## INFORMATION REPORTING, REPORTS, AND REQUIREMENTS NO. 19

9 - 27 February 1959

FIRST WEEKMonday, 9 February 1959

0830-0900 Organization of the Class - [redacted] training assistant (b)(3)  
 0900-0930 The Course and Its Aims - [redacted] chief instructor, (b)(3)  
 IRRR, Operations School, OTR  
 0930-1030 The Reporter's Basic Collection and Communications Job - [redacted] (b)(3)  
 1030-1130 The Reporter's Need for Guidance - [redacted] (b)(3)  
 1130-1200 Reading: The Requirements Kit, Basic Guidance Papers - [redacted] instructor, IRRR, Operations (b)(3)  
 School, OTR  
 1300-1400 Introduction to Requirements: Definition and Theory - [redacted] (b)(3)  
 1400-1500 Requirements Procedures - [redacted] (b)(3)  
 1500-1600 DD/P Requirements Organization - [redacted] (b)(3)  
 1600-1700 Reading: The Requirements Kit, Requirements File - [redacted] (b)(3)

Tuesday, 10 February 1959

0830-0930 Reading: The Requirements Kit, Requirements Evaluation Cycle - [redacted] (b)(3)  
 0930-1030 The Requirements and Evaluations Branch, FI/RQM - [redacted] (b)(3)  
 1030-1200 Function of a Division Requirements Office - [redacted] (b)(3)  
 1300-1500 The Desk Officer and Requirements and Evaluations - [redacted] (b)(3)  
 1500-1700 Direct and Indirect Observation in the Collection of Information - [redacted] (b)(3)

Wednesday, 11 February 1959

0830-0900 Reading: "The Operations Officer as a Reporter" - [redacted] (b)(3)  
 0900-1030 Development of the Reporter by Desk Guidance - [redacted] (b)(3)  
 1030-1200 Case Illustration of Guidance Through Desk Evaluation - [redacted] (b)(3)  
 1300-1500 Organization and Expression in Communications - [redacted] (b)(3)  
 1500-1700 Requirements and Evaluations Review and Exercise - [redacted] (b)(3)

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~~S-E-C-R-E-T~~Thursday, 12 February 1959

0830-0900	Briefing, Requirements Problem - [redacted]	(b)(3)
0900-1200	Collecting Desk Guidance Information	
1300-1400	Briefing on Preparation of the Requirements Report - [redacted]	(b)(3)
1400-1700	Writing the Requirements Report - [redacted]	(b)(3)

Friday, 13 February 1959

0830-0900	Briefing for Cable Observation Problem - [redacted]	(b)(3)
	instructor, IRRR, Operations School, OTR	
0900-1200	Collecting Information for the Cable Report	(b)(3)
1300-1400	The Cable Information Report - [redacted]	(b)(3)
1400-1600	Writing Cable Information Reports - [redacted]	(b)(3)
1600-1700	Discussion of the Requirements Report - [redacted]	(b)(3)

SECOND WEEKMonday, 16 February 1959

0830-1000	Reading the <u>Cable Handbook</u> , [redacted]	(b)(3)
1000-1130	The CS Information Report - [redacted]	(b)(3)
1230-1500	Sourcing, Evidence of Information Values, Interpretation - [redacted]	(b)(3)
1500-1700	Writing Field and Cable Reports - [redacted]	(b)(3)

Tuesday, 17 February 1959

0830-0930	Reading: Intelligence Requirements and Reports, [redacted]	(b)(3)
	[redacted]	(b)(3)
0930-1130	Qualifications and Development of Sources - [redacted]	(b)(3)
1230-1330	Reading: Intelligence Requirements and Reports, [redacted]	(b)(3)
1330-1430	Reproduction, Dissemination, and Exchange - [redacted]	(b)(3)
1430-1700	Processing the Raw Report into the Final Form - [redacted]	(b)(3)

Wednesday, 18 February 1959

0830-0930	Reading: Reports Kit, Memoranda Folder - [redacted]	(b)(3)
0930-1030	Films on Observation and Reporting - [redacted]	(b)(3)
1030-1130	Reading: <u>The Operations Officer as a Reporter</u> - [redacted]	(b)(3)
1230-1400	The <u>GPO Style Manual</u> and Its Use - [redacted]	(b)(3)
1400-1500	Other Editorial Problems - [redacted]	(b)(3)
1600-1700	The TD Report - [redacted]	(b)(3)

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S-E-C-R-E-TThursday, 19 February 1959

0830-0930 Specialized Reports - [redacted] (b)(3)  
 0930-1130 Laboratory Practice - [redacted]  
 1230-1300 Briefing on Collection of Material from Desks and on  
 Laboratory Procedures - [redacted] (b)(3)  
 1300-1400 Pick-up of Reports Material  
 1400-1700 Laboratory: Processing Reports - Staff

Friday, 20 February 1959

0830-1130 Laboratory: Processing Reports - [redacted] (b)(3)  
 1230-1600 Laboratory: Processing Reports - [redacted]  
 1600-1700 Briefing and Assignments for Reporting Exercise - [redacted] (b)(3)

THIRD WEEKMonday, 23 February 1959

H-O-L-I-D-A-Y

Tuesday, 24 February 1959

0830-1700 Reporting Exercise, Collection of Information

Wednesday, 25 February 1959

0830-1130 Laboratory: Processing Reports - [redacted] (b)(3)  
 1230-1700 Laboratory: Processing Reports - [redacted]

Thursday, 26 February 1959

0830-1130 Laboratory: Processing Reports - [redacted] (b)(3)  
 1230-1700 Laboratory: Processing Reports - [redacted]

Friday, 27 February 1959

0830-1130 Completing Reports: Discussion of Reporting Exercises and  
 Reports; Completing Reading; Reviewing Notes - Staff  
 1230-1530 Writing Final Report on Course Content - [redacted] (b)(3)  
 1530-1700 Checkouts of OTR and Desk Material - [redacted] (b)(3)

NOTE TO STUDENTS: The instructor named in the  
 schedule as the instructor in charge will be in  
 the laboratory to help students throughout the  
 periods assigned. Other instructors will be  
 available at these times in their offices - [redacted] (b)(3)  
 [redacted] 119 [redacted] and [redacted] 204. (b)(3)

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Information Reporting, Reports, and Requirements No. 20

30 March - 17 April 1959

COURSE OBJECTIVES:

1. To convince students that a good report comes only from a good reporter effectively directed;
2. To make students aware of their duties as information collectors and reporters;
3. To show how a reporter can be developed and his reporting improved through effective assignments and constant evaluation of both his operation and his product;
4. To emphasize the necessity for the application of resourceful operating and objective observation in the collection of information;
5. To demonstrate the saving of time in appropriately organized and effectively expressed reports; and
6. To give students directed practice in tailoring assignments, collecting information, organizing information into raw reports, processing the raw reports into both finished cable and CS reports, and evaluating the product.

FIRST WEEK

Monday, 30 March 1959

0830-0900	Organization of the Class - [redacted] training assistant (b)(3)
0900-0930	The Course and Its Aims - [redacted] chief instructor, II (b)(3)
0930-1030	Headquarters Training, Operations School (L) (b)(3) (L)
1030-1130	The Reporter's Basic Collection and Communications Job - [redacted] (b)(3)
1130-1200	The Reporter's Need for Guidance - [redacted] (b)(3)
1300-1400	Reading: The Requirements Kit, Basic Guidance Papers - [redacted] instructor, IRRR, Headquarters Training, Operations School (b)(3)
1400-1500	Introduction to Requirements; Definition and Theory - [redacted] (L) (b)(3)
1500-1600	Requirements Procedures - [redacted] (L) (b)(3)
1600-1700	DD/P Requirements Organization - [redacted] (L) (b)(3)
	Reading: The Requirements Kit, Requirements File - [redacted] (b)(3)

L - Lecture  
 DIS - Discussion  
 DEM - Demonstration  
 PW - Practical Work  
 TF - Training Film  
 RR - Required Reading

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S-E-C-R-E-T

Tuesday, 31 March 1959

0830-0930 Reading: The Requirements Kit, Requirements Evaluation Cycle - (b)(3)  
 0930-1030 The Requirements and Evaluations Branch. FI/RQM - (b)(3)  
 1030-1200 Function of a Division Requirements Office - (b)(3)  
 1300-1500 The Desk Officer and Requirements and Evaluations - (b)(3)  
 1500-1700 Direct and Indirect Observation in the Collection of Information - (b)(3)

Wednesday, 1 April 1959

0830-1030 Operational Reporting and Its Uses in Evaluation - (L) Headquarters Training, Operations School (b)(3)  
 1030-1200 Development of the Reporter by Desk Evaluation - (L) (b)(3)  
 1300-1400 Case Illustration of Guidance Through Desk Evaluation - (b)(3)  
 1400-1600 Organization and Expression in Communication - (L) (b)(3)  
 1600-1700 Requirements Review and Exercise - (PW) (b)(3)

Thursday, 2 April 1959

0830-0900 Briefing, Requirements Problem - (b)(3)  
 0900-1200 Collecting Guidance Information at Desks (PW)  
 1300-1400 Briefing, Preparation of the Requirements Report - (b)(3)  
 1400-1700 Writing the Requirements Report - (PW) (b)(3)

Friday, 3 April 1959

0830-0900 Briefing for Cable Observation Problem - (b)(3)  
 Instructor, IRRR, Headquarters Training, Operations School  
 0900-1200 Collecting Information for the Cable Information Report (PW)  
 1300-1500 Reading: The Cable Handbook, (RR) (b)(3)  
 1500-1600 The Cable Information Report - (L) (b)(3)  
 1600-1700 Discussion of Requirements Report - (b)(3)

SECOND WEEKMonday, 6 April 1959

0830-1130 Writing Information Cable Reports - (PW) (b)(3)  
 1230-1330 Writing Information Cable Reports - (PW)  
 1330-1500 The CS Information Report - (L) (b)(3)  
 1500-1700 Sourcing, Evidence of Information Values, Interpretation - (b)(3)

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S-E-C-R-E-T

Tuesday, 7 April 1959

0830-0930 Reading: Intelligence Requirements and Reports, [redacted] (RR) (b)(3)  
 [redacted] (RR) (b)(3)  
 0930-1130 Qualifications and Development of Sources - [redacted] (L) (b)(3)  
 1230-1330 Reading: Intelligence Requirements and Reports, [redacted] (RR) (b)(3)  
 [redacted] (RR) (b)(3)  
 1330-1430 Reproduction, Dissemination, and Exchange - [redacted] (L) (b)(3)  
 [redacted] (L) (b)(3)  
 1430-1700 Processing the Raw Report into the Final Form - [redacted] (PW) (b)(3)

Wednesday, 8 April 1959

0830-0930 Reading: Reports Kit, RC Memoranda Folder - [redacted] (RR) (b)(3)  
 0930-1030 Films on Observation and Reporting - [redacted] (TF) (b)(3)  
 1030-1130 Reading: "The Operations Officer as a Reporter" (DEM) (b)(3)  
 1230-1400 The GPO Style Manual and Its Use - [redacted] (DEM) (b)(3)  
 1400-1500 Other Editorial Problems - [redacted] (L) (b)(3)  
 1600-1700 The TD Report - [redacted] (L) (b)(3)

Thursday, 9 April 1959

0830-0930 Specialized Reports - [redacted] (L) (b)(3)  
 0930-1130 Laboratory Practices: Writing TD's and Other Specialized Reports - [redacted] (PW) (b)(3)  
 [redacted] (PW) (b)(3)  
 1230-1300 Briefing on Collection of Material from Desks - [redacted] (b)(3)  
 1300-1400 Pick-up of Reports Material (PW)  
 1400-1700 Laboratory Practices: Processing CS Reports - Staff (PW)

Friday, 10 April 1959

0830-1130 Laboratory Practices: Processing CS Reports - [redacted] (PW) (b)(3)  
 1230-1600 Laboratory Practices: Processing CS Reports - [redacted] (PW) (b)(3)  
 1600-1700 Briefing and Assignments for Reporting Exercise - [redacted] (b)(3)

THIRD WEEKMonday, 13 April 1959

0830-1700 Reporting Exercise: Collection of Information (PW)

Tuesday, 14 April 1959

0830-1130 Laboratory Practices: Processing Reports - [redacted] (PW) (b)(3)  
 1230-1700 Laboratory Practices: Processing Reports - [redacted] (PW)

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S-E-C-R-E-T

~~S-E-C-R-E-T~~Wednesday, 15 April 1959

0830-1130 Laboratory Practice: Processing CS Reports - [ ] (PW) (b)(3)  
 1230-1700 Laboratory Practice: Processing CS Reports - [ ] (PW)

Thursday, 16 April 1959

0830-1130 Laboratory Practice: Processing CS Reports - [ ] (PW) (b)(3)  
 1230-1700 Laboratory Practice: Processing CS Reports - [ ] (PW)

Friday, 17 April 1959

0830-1130 Discussion of Reporting Exercises and Reports; Completion of  
 Reading, Review of Notes - Staff (DIS)  
 1230-1530 Writing of Final Report on Course Content - [ ] (PW) (b)(3)  
 1530-1700 Checkouts of OTR and Desk Material

NOTE TO STUDENTS: The instructor named in the  
 schedule as the instructor in charge will be in  
 the laboratory to help students throughout the  
 periods assigned. Other instructors will be  
 available at these times in their offices - [ ]

[ ] 119; [ ] and [ ] 204. (b)(3)  
 (b)(3)

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S E C R E T

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## Information Reporting, Reports, and Requirements No. 21

11 May - 29 May 1959

COURSE OBJECTIVES:

1. To raise the proficiency of Clandestine Services (CS) officers in the collection, the communication, and the evaluation of information.
2. To instruct CS officers in the producing organization, the methods, the techniques, and the applications of Requirements.
3. To teach CS officers proper supervision and conduct of operations by means of complete operational reporting.
4. To increase skills through application in laboratory practice of methods, techniques, and programs peculiar to the clandestine method of information collection and communication.

FIRST WEEKMonday, 11 May

0830-0900	Organization of the Class	[REDACTED]	(b)(3)
		Training Assistant	
0900-0930	The Course and Its Aims	[REDACTED]	(b)(3)
		Chief Instructor, IRRR, Headquarters Training, Operations School, OTR	
0930-1030	The Reporter's Basic Collection and Communications Job	[REDACTED]	(b)(3)
1030-1130	The Reporter's Need for Guidance	[REDACTED]	(b)(3)
1130-1200	Reading: The Requirements Kit, Basic Guidance Papers	[REDACTED]	(b)(3)
		Instructor, IRRR, Head- quarters Training, Opera- tions School, OTR	
1300-1400	Introduction to Requirements: Definition and Theory	[REDACTED]	(b)(3)

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S-E-C-R-E-T

Monday, 11 May (Continued)

1400-1500 Requirements Procedures  
 1500-1600 DD/P Requirements Organization  
 1600-1700 Reading: The Requirements Kit,  
 Requirements File

(b)(3)

Tuesday, 12 May

0830-0930 Reading: The Requirements Kit,  
 Requirements File  
 0930-1030 The Requirements and Evaluations  
 Branch, FI/RQM  
 1030-1200 Function of a Division Requirements  
 Office  
 1300-1500 The Desk Officer and Requirements  
 and Evaluations  
 1500-1700 Direct and Indirect Observation  
 in the Collection of Information

(b)(3)

Wednesday, 13 May

0830-1030 Operations Reporting and Its Use  
 in Evaluation  
 1030-1230 The Case Officer and Operations  
 Reporting  
 1330-1500 Development of the Reporter by  
 Desk Evaluation  
 1500-1600 Case Illustration of Guidance  
 1600-1700 Requirements Review and Exercise

(b)(3)

Thursday, 14 May

0830-0930 Preparation of a Raw Report  
 0930-1000 Briefing: Requirement Problem

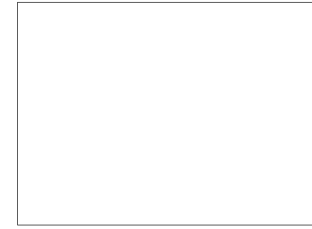
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S-E-C-R-E-T

~~S-E-C-R-E-T~~Thursday, 14 May (Continued)1000-1200 Collecting Guidance Information  
at Deaks

1300-1400 Effective Communication Through Words


1400-1700 Writing the Requirements Report



(b)(3)

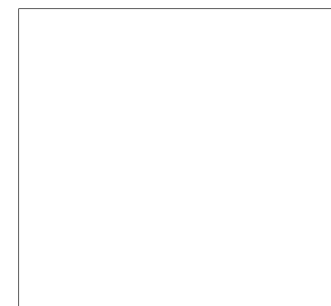
Friday, 15 May0830-0900 Briefing for Cable Observation  
Problem

(b)(3)

Instructor, IRRR,  
Headquarters Training,  
Operations School, OTR0900-1200 Collecting Information for the  
Cable Information Report1300-1500 Reading: The Cable Handbook,  


1500-1600 The Cable Information Report

1600-1700 Discussion of Requirements Report



(b)(3)

(b)(3)

SECOND WEEKMonday, 18 May


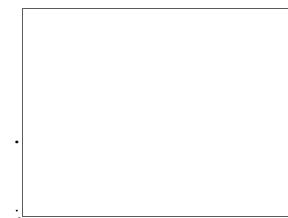
0830-1130 Writing Information Cable Reports

1230-1330 Writing Information Cable Reports

1330-1500 The CS Information Report

1500-1700 Sourcing, Evidence of Information  
Values, Interpretation

(b)(3)

Tuesday, 19 May0830-0930 Reading: Intelligence Requirements  
and Reports, 0930-1130 Qualifications and Development of  
Sources

(b)(3)

(b)(3)

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S-E-C-R-E-T

- 1230-1330 Reading: Intelligence Requirements and Reports, [redacted]
- 1330-1430 Reproduction, Dissemination, and Exchange
- 1430-1700 Processing the Raw Report into the Final Form

(b)(3)  
(b)(3)Wednesday, 20 May

- 0830-0930 Readings: Reports Kit, RC Memoranda Folder
- 0930-1030 Films on Observation and Reporting
- 1030-1130 Reading: "The Operations Officer as a Reporter"
- 1230-1400 The GPO Style Manual and Its Use
- 1400-1600 Editorial Problems and Their Involvement in Evaluation
- 1600-1700 The TD Report

(b)(3)

Thursday, 21 May

- 0830-0930 Specialized Reports
- 0930-1130 Laboratory Practice: Writing TD's and Other Specialized Reports
- 1230-1300 Briefing on Collection of Material from Desks
- 1300-1400 Pick-up of Reports Material
- 1400-1700 Laboratory Practices: Processing CS Reports

(b)(3)

StaffFriday, 22 May

- 0830-1130 Laboratory Practice: Processing CS Reports

(b)(3)

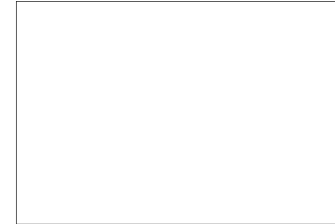
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S-E-C-R-E-T

~~SECRET~~Friday, 22 May (Continued)

1230-1600 Laboratory Practices Processing  
CS Reports

1600-1700 Briefing and Assignments for  
Reporting Exercise



(b)(3)

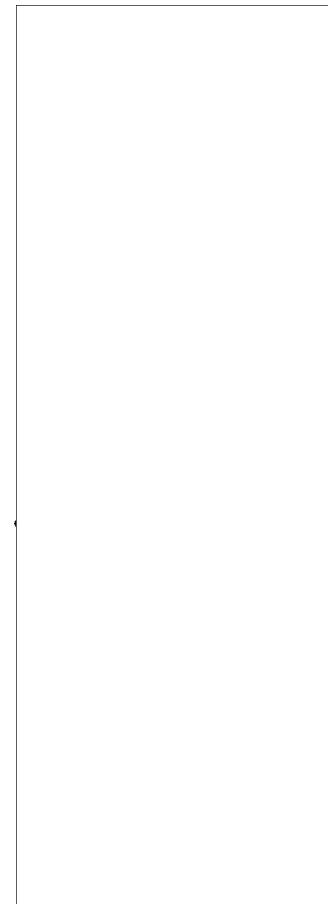
THIRD WEEKMonday, 25 May

0830-1700 Reporting Exercise: Collection of  
Information

Tuesday, 26 May

0830-1130 Laboratory Practices: Processing  
Reports

1230-1700 Laboratory Practices: Processing  
Reports



(b)(3)

Wednesday, 27 May

0830-1130 Laboratory Practices: Processing  
Reports

1230-1700 Laboratory Practices: Processing  
Reports

Thursday, 28 May

0830-1130 Laboratory Practices: Processing  
CS Reports

1230-1700 Laboratory Practices: Processing  
CS Reports

Friday, 29 May

0830-1130 Discussion of Reporting Exercises and  
Reports; Completion of Reading, Review  
of Notes

1230-1530 Writing of Final Report on Course  
Content

1530-1700 Checkouts of OTR and Desk Material

Staff

(b)(3)

NOTE TO STUDENTS: The instructor named in the schedule as the instructor in charge will be in the laboratory to help students throughout the periods assigned. Other instructors will be available at these times in their offices

119; and 204.

(b)(3)

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S-E-C-R-E-T

OFFICE OF TRAINING  
Operations School  
Headquarters Training

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS No. 23

19 October - 6 November 1959

COURSE OBJECTIVES:

1. To increase proficiency in the collection, the communication, and the evaluation of intelligence information.
2. To instruct in the producing organization, the procedures, and the application of Requirements.
3. To teach proper supervision and conduct of operations and evaluation of products by means of operational reporting.
4. To raise levels of skills through the application in laboratory practice of policies, principles, and procedures in clandestine collection and communication of information.

FIRST WEEKMonday, 19 October 1959

0830-0900	Organization of the Class	<input type="text"/>	(b)(3)
		Training Assistant	
0900-0930	The Course and Its Aims	<input type="text"/>	(b)(3)
		Chief Instructor, IRRR, Headquarters Training, Operations School, OTR	
0930-1030	The Reporter's Basic Collection and Communications Job	<input type="text"/>	(b)(3)
1030-1130	The Reporter's Need for Guidance	<input type="text"/>	(b)(3)
1130-1200	Reading: The Requirements Kit, Basic Guidance Papers		
1300-1500	Requirements Definitions, Theory, and Procedures	<input type="text"/>	(b)(3)
1500-1600	DD(P) Requirements Organization	<input type="text"/>	(b)(3)
1600-1700	Reading: Requirements File		

Tuesday, 20 October 1959

0830-0930	Reading: The Requirements File		
0930-1030	The Requirements and Evaluations Branch, FI/RQM	<input type="text"/>	(b)(3)

S-E-C-R-E-T

S-E-C-R-E-TTuesday, 20 October 1959 (continued)

- 1030-1200      Function of a Division Requirements Officer
- 1300-1500      The Desk Officer and Requirements and Evaluations
- 1500-1700      Observation in Factual Reporting

Wednesday, 21 October 1959

- 0830-0930      Operations Reporting
- 0930-1030      Application of Operational Reporting in Evaluation
- 1030-1130      The Case Officer and Operations Reporting
- 1230-1330      Case Illustration of Guidance
- 1330-1600      Intelligence Direction
- 1600-1700      Completion of Assigned Reading

Thursday, 22 October 1959

- 0830-0930      Preparation of a Raw Report
- 0930-1000      Briefing: Requirement Problem
- 1000-1200      Collecting Guidance Information at Desks
- 1300-1400      Effective Communication Through Words
- 1400-1700      Writing the Requirements Report

Friday, 23 October 1959

- 0830-0930      Readings: The Field Cable Handbook
- 0930-1030      The Cable Information Report
- 1030-1130      Writing the Cable Information Report
- 1230-1600      Writing the Cable Information Report
- 1600-1700      Discussion of Cable Practices

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S-E-C-R-E-T

(b)(3)

S-E-C-R-E-TSECOND WEEKMonday, 26 October 1959

0830-1130 The CS Information Report  
 1230-1530 Sourcing, Evidence of Information Values, Interpretation  
 1530-1700 Reading: Intelligence Requirements and Reports

(b)(3)

(b)(3)

Tuesday, 27 October 1959

0830-1030 Qualifications and Development of Sources  
 1030-1130 Reproduction, Dissemination, and Exchange  
 1230-1330 Reading: Intelligence Requirements and Reports,  
 1330-1700 Processing the Raw Report into the Final Form

(b)(3)

(b)(3)

Wednesday, 28 October 1959

0830-0930 Reading: Reports Kit, RC Memoranda Folder  
 0930-1030 Films on Observation and Reporting  
 1030-1130 Reading: "The Operations Officer as a Reporter"  
 1230-1400 The GPO Style Manual and Its Use  
 1400-1600 Editorial Problems and Their Involvement in Evaluation  
 1600-1700 The TD Report

(b)(3)

Thursday, 29 October

0830-0930 Specialized Reports  
 0930-1130 Laboratory Practice: Writing TD's and Other Specialized Reports  
 1230-1300 Briefing on Collection of Material from Desks  
 1300-1400 Pick-up of Reports Material  
 1400-1700 Laboratory Practice: Processing CS Reports

Staff

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S-E-C-R-E-T

Friday, 30 October 1959

S-E-C-R-E-T

0830-1130	Laboratory Practice: Processing CS Reports	<u>Staff</u>
1230-1700	Laboratory Practice: Processing CS Reports	<u>Staff</u>

THIRD WEEK

Monday, 2 November 1959

0830-0930	Assignments and Briefing for Reporting Exercise	[Redacted]	(b)(3)
0930-1700	Reporting Exercise: Collection of Information		

Tuesday, 3 November 1959

0830-1130	Laboratory Practice: Processing Reports	[Redacted]	(b)(3)
1230-1700	Laboratory Practice: Processing Reports		

Wednesday, 4 November 1959

0830-1130	Laboratory Practice: Processing Reports
1230-1700	Laboratory Practice: Processing Reports

Thursday, 5 November 1959

0830-1130	Laboratory Practice: Processing CS Reports
1230-1700	Laboratory Practice: Processing CS Reports

Friday, 6 November 1959

0830-1130	Discussion of Reporting Exercises and Reports; Completion of Reading, Review of Notes
1230-1530	Writing of Final Report on Course Content
1530-1700	Checkout of OIR and Desk Material

NOTE TO STUDENTS: During the course, [Redacted] and [Redacted] when not in the classroom, will be available in their offices for conference with students - [Redacted] in Room 204 and [Redacted] in Room 119.

S-E-C-R-E-T







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APR 1959  
(with file)  
COPIES

TRAINING EVALUATION ROSTER

COURSE TITLE	COURSE NUMBER	NUMBER OF STUDENTS	DATE OF COURSE	DATE RECEIVED
IRRR No. #19	19	24	9 - 27 February 1959	
NAME OF STUDENT	OFFICE	DATE FORWARDED	MEMO	REMARKS
1.	(b)(3)	✓ 26 Mar	✓	
2.		✓		
3.		✓		
4.		✓		
5.		✓		
6.		✓		
7.		✓		
8.		✓		
9.		✓		
10.		✓		
11.		✓		
12.		✓		
13.		✓		
14.		✓		
15.		✓		
16.		✓		

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SECRET





SECRET  
(When Filled In)

19

TRAINING EVALUATION ROSTER		DATE RECEIVED
COURSE TITLE	COURSE NUMBER	DATE OF COURSE
IRRR	20	30 March - 17 April 1959
NAME OF STUDENT	NUMBER OF STUDENTS	REMARKS
	7	
	DATE FORWARDED	MEMO
	8 May	See # 19
* 1.	✓	9
* 2.	✓	
* 3.	✓	15 (cc)
* 4.	✓	5
* 5.		Cancelled
* 6.	✓	12
* 7.	✓	7
* 8.	✓	
* Completing course for time missed in IRRR No. 19		

FORM NO. 1011  
1 JUN 56

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SECRET

✓ checked against data cards file

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*rec'd 24 Jun*

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(When Filled In)

DATE RECEIVED CODED:

04-417 *log* 24 JUN 1959

TRAINING EVALUATION ROSTER

COURSE TITLE	NAME OF STUDENT	COURSE NUMBER	OFFICE	NUMBER OF STUDENTS	DATE OF COURSE	REMARKS	MEMO	DATE FORWARDED	MEMO
IRRR		21		10	11 - 29 May 1959			26 Jun	
1.							✓	7	
2.							✓	11	
3.							✓	6	
4.							✓	9	
5.							✓	6	
6.							✓	13	
7.							✓	9	
8.							✓	8	
9.							✓	9	
10.							✓	9	
<i>Cancellations:</i>									
									9 11 May
									11 7 May
									7 6 May

WE  
FE  
AF

24 JUN 1959

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*INDEXED DATA CARDS*  
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D.K.

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(When Filled In)

TRAINING EVALUATION ROSTER

DATE RECEIVED

14 July 59

DATE OF COURSE

8-26 June 1959

COURSE TITLE

IPR + R (Tutorial)

COURSE NUMBER

NUMBER OF STUDENTS

3

OFFICE

NAME OF STUDENT

DATE FORWARDED

MEMO

15 July 59

REMARKS

(b)(3)

FORM NO: 1011  
1 JUN 56

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S-E-C-R-E-T

IRRR

Number	Dates	Total Enroll	C.I.A.		Others	Remarks	Applicants Not Enrolled
			Comp.	Incomp.			
	21+22 Jan and 26+27 Jan	2	2			Tutorial	
18	15 Jan - 23 Jan	10	6			4 Cane	4
19	9 Feb - 27 Feb	24	24				6
	19 - 26 Mar	1	1			Tutorial	
	16 - 25 Mar	1	1			"	
20	30 Mar - 17 Apr	7	6			1 Cane.	5
21	11 May - 29 May	13	10			3 Cane.	3
	8 June - 26 June	3	3			Tutorial	
	6 July - 10 July	1	1				
	6 Jul - 17 July	2	2			Tutorial	
22	14 Sep - 2 Oct	10	9			1 Cane.	0
23	19 Oct - 6 Nov	12	12				0
	9 Nov - 20 Nov	2	2			Tutorial	
	1 Dec - 18 Dec	3	3			Tutorial	
		91	82			9 Canceled	18

S-E-C-R-E-T