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**TITLE** INFORMATION REPORTING, REPORTS, AND REQUIREMENTS

**OBJECTIVES** To enable the operations officer (a) to do his own reporting, (b) to develop agents as reporters and to direct their reporting activities, (c) to prepare information reports for dissemination, (d) to tailor requirements into definite assignments for agent reporters

To give reports officers (a) experience of the general intelligence function and (b) practice in editing information reports

**PREREQUISITES** Top Secret clearance

Basic Orientation, or equivalent in headquarters or field experience

**ENROLLMENT** 8

**DURATION** Three weeks (120 hours)

**LOCATION** Headquarters

The course is for both operations officers and reports officers in the field and at headquarters. It gives them instruction in the principles and the practices of information reporting. It includes obtaining, developing, and tailoring requirements to field needs and disseminating reports with consequent customer evaluation. Laboratory experience in observation and the preparation of the agent-type report, in editing actual information reports to be disseminated, and in obtaining and meeting customer requirements applies principles presented in lectures.

In content the course falls into three general subdivisions, with live problems in each:

1. Reporting. Reporting includes consideration of the qualifications of a reporter, the reporter's job, the application of tradecraft to reporting, collecting information, and the content and the organization of the agent's report. The laboratory work consists of reporting from direct observation.

2. Editing. Reports training is largely editorial and involves determining to what degree requirements have been met in the report, what editing will make information most readily usable by customers, who those customers are, how the report can be most quickly disseminated to them, and of what value it is to them.

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3. Requirements. Requirements as they affect both field officers and headquarters officers are thoroughly discussed. The laboratory practice consists of developing requirements for the area in which the individual trainee is to report.

Lectures introduce general principles. Laboratory practice, however, is of the workshop, on-the-job type. Each trainee processes his own area reports under the individual supervision of an instructor, and criticism is current with production. It is to permit tutorial laboratory instruction that enrollment is limited to eight persons.

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