

Information Reporting,
Reports, & Requirements
(417)

1957

S-E-C-R-E-T

INFORMATION REPORTING, REPORTS, and REQUIREMENTS

Number 8

1 - 19 July 1957

Monday, 1 July 1957

| | |
|-----------|---|
| 0830-0900 | Registration |
| 0900-1000 | Procedures in the Course |
| 1000-1200 | Practices in Processing Information Reports |
| 1300-1700 | Laboratory |

Tuesday, 2 July 1957

| | |
|-----------|-------------------------------------|
| 0830-1030 | Organization of Information Reports |
| 1030-1130 | The Cable Information Report |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

Wednesday, 3 July 1957

| | |
|-----------|---|
| 0830-1030 | Sourcing and Evaluation of Content in Information Reports |
| 1030-1130 | Communications through the Cable Report |
| 1300-1700 | Laboratory |

Thursday, 4 July 1957

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| 0830-1700 | H O L I D A Y |
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Friday, 5 July 1957

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| 0830-1700 | L E A V E - (compensated for Saturday, 13 July) |
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S-E-C-R-E-TMonday, 8 July

0830-1030 Editing Information Reports
 1030-1130 The Intelligence Community and the Clandestine Services

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1230-1300 Reading Period
 1300-1700 Laboratory

Tuesday, 9 July

0830-0930 The Reporter's Job
 0930-1030 Customer Requirements
 1030-1130 Bridging Customer Requirements and Reporter Assignments

1230-1300 Reading Period
 1300-1700 Laboratory

Wednesday, 10 July

0830-0930 Direction and Development of a Reporter
 0930-1030 Customer Evaluations and Informal Requirements
 1030-1130 Customer Relations -

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1230-1300 Reading Period
 1300-1700 Laboratory

Thursday, 11 July

0830-0930 Operations in Reporting
 0930-1030 Illustrations of the Requirements Cycle
 1030-1200 Reports Officers' Part in Requirements and Evaluation

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1300-1700 Laboratory

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S-E-C-R-E-T

S-E-C-R-E-T

Friday, 12 July

0830-0930 Content and Organization of a Few Report
 0930-1030 Particularizing Requirements into Assignments
 [redacted] (b)(3)
 1030-1130 Reproduction, Dissemination, and Exchange
 [redacted] (b)(3)

1230-1300 Briefing on Requirements Problem
 1300-1500 Collecting Information on Area Requirements Practices
 1500-1700 Writing Requirements Report

Saturday, 13 July

0830-1000 Discussion of Editing Problems
 1000-1130 Discussion of Requirements and Evaluation Problem

1230-1300 Reading Period
 1300-1700 Reports Group: Laboratory
 Operations Group: General Survey of Reporting and
 Briefing on Observation Problem

Monday, 15 July

0830-1000 Operations Group: Observation Problem
 0830-0930 Reports Group: Government Style Practices
 0930-1030 Specialized Reports
 1030-1130 Research for Failure

1230-1300 Reading Period
 1300-1700 Laboratory

Tuesday, 16 July

0830-1000 Operations Group: Observation Problem
 0830-0930 Reports Group: Briefing on Cable Exercise
 0930-1100 Observation

1300-1500 Writing the Cable Report
 1500-1700 The AD Report

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Wednesday, 17 July

0830-0930 Operations Group: Briefing on Preparation of the Raw Report
0930-1130 Writing the Raw Report
0830-1130 Reports Group: Writing the TL Report

1230-1300 Reading Period
1300-1700 Laboratory

Thursday, 18 July

0830-1130 Laboratory
1230-1300 Reading Period
1300-1700 Operations Group: Discussion of Observation Reports
Reports Group: Laboratory

Friday, 19 July

0830-1030 Operations Group: Observation Problem
1030-1200 Writing a Cable Report
0830-1200 Reports Group: Laboratory

1300-1400 Checkout with Desks of Reports Material
1400-1500 Discussion of Problems Brought to Light in the Course
1500-1600 Future Practices in Information Reporting, Reports,
and Requirements

1600-1700 Course Checkout

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INFORMATION REPORTING, REPORTS, AND REQUIREMENTS NO. 9

26 August - 13 September 1957

First WeekMonday, 26 August

| | |
|-----------|----------------------------|
| 0830-0900 | Registration |
| 0900-1000 | Procedures in the Course |
| 1000-1200 | Basic Processing Practices |
| 1300-1400 | Basic Processing Practices |
| 1400-1700 | Laboratory |

Tuesday, 27 August

| | |
|-----------|----------------------------|
| 0830-1030 | Organization of Reports |
| 1030-1130 | Format of the Cable Report |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

Wednesday, 28 August

| | |
|-----------|---|
| 0830-1030 | Organization and Expression of the Cable Report |
| 1030-1130 | Sourcing and Appraisal of Content |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

Thursday, 29 August

| | |
|-----------|-----------------------------------|
| 0830-0930 | The Composition of the Raw Report |
| 0930-1130 | Editing Practices |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

Friday, 30 August

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|-----------|---|
| 0830-0930 | Guidance Responsibility of Intelligence Officers |
| 0930-1030 | The Intelligence Community and the Cryptologic Services |
| | [REDACTED] (b)(3) |
| 1030-1130 | Reproduction, Dissemination, and Exchange |
| | [REDACTED] (b)(3) |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

S-E-C-R-E-T

S-E-C-R-E-TSecond WeekMonday, 3 September

H O L I D A Y

Tuesday, 3 September

| | |
|-----------|--|
| 0830-0930 | The Reporter's Job |
| 0930-1030 | Customer Requirements |
| 1030-1130 | Bridging Customer Requirements and Reporting Assignments |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

Wednesday, 4 September

| | |
|-----------|--|
| 0830-0930 | The Reporter and His Development |
| 0930-1030 | Customer Evaluations and Informal Requirements |
| 1030-1130 | Illustrations of the Requirements Cycle |
| 1230-1300 | Briefing on Requirements Report |
| 1300-1400 | Customer Relations |
| 1400-1700 | Collection of Requirements Information |

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Thursday, 5 September

| | |
|-----------|---|
| 0830-1030 | Reporters' Collection of Information |
| 1030-1200 | Reports Officers' Part in Requirements and Evaluation |
| 1300-1500 | Writing Requirements Reports |
| 1500-1700 | Laboratory |

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Friday, 6 September

| | |
|-----------|---|
| 0830-0930 | Operations and Reporting |
| 0930-1200 | Discussion of Requirements and Evaluations |
| | Particularizing Requirements into Assignments |
| 1300-1700 | Reports Group: Laboratory |
| | Operations Group: Problems in Reporting; Briefing on Observation Exercise |

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S-E-C-R-E-TThird WeekMonday, 9 September

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|-----------|--|
| 0830-1700 | Operations Group: Observation Exercise |
| 0830-0930 | Reports Group: Government Style Practices |
| 0930-1030 | Specialized Reports |
| 1030-1130 | Bad Practices in Reporting, Editing, and Guidance |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

Tuesday, 10 September

| | |
|-----------|---|
| 0830-1700 | Operations Group: Observation Exercise |
| 0830-0930 | Reports Group: Briefing on Cable Exercise |
| 0930-1200 | Observation |
| 1300-1500 | Writing the Cable Report |
| 1500-1700 | The TD Report |

Wednesday, 11 September

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|-----------|--|
| 0830-0930 | Operations Group: Briefing on Preparation of the Observation Report |
| 0930-1130 | Writing the Report |
| 0830-1130 | Reports Group: Writing the TD Report |
| 1230-1300 | Reading Period |
| 1300-1700 | Laboratory |

Thursday, 12 September

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|-----------|-------------------------------|
| 0830-1200 | Laboratory |
| 1300-1500 | Operations Group: Observation |
| 1500-1700 | Writing the Cable Report |
| 1300-1700 | Reports Group: Laboratory |

Friday, 13 September

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|-----------|--|
| 0830-1130 | Operations Group: Discussion of Observation Reports |
| | Reports Group: Laboratory |
| 1230-1300 | Reading Period |
| 1300-1400 | Future Practices in Reporting, Reports, and Requirements |
| 1400-1500 | Class Discussion of the Course |
| 1500-1600 | Course Checkout |
| 1600-1700 | Checkout with Desks of Reports Material |

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INFORMATION REPORTING, REPORTS, AND REQUIREMENTS NO. 10

7 October - 25 October 1957

FIRST WEEK

Monday, 7 October

| | |
|-----------|---|
| 0830-0900 | Registration |
| 0900-1000 | The Course |
| 1000-1200 | The Basic Information Report |
| 1300-1400 | The Basic Information Report |
| 1400-1500 | Pick-up of Field Reports |
| 1500-1700 | Laboratory - Processing Information Reports |

Tuesday, 8 October

| | |
|-----------|--|
| 0830-1030 | Organization and Expression in Information Reports |
| 1030-1130 | Cable Reports |
| 1230-1300 | Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

Wednesday, 9 October

| | |
|-----------|--|
| 0830-0930 | The Composition of the Agent Report |
| 0930-1100 | The Intelligence Community and the Clandestine Services [redacted] (b)(3) |
| 1100-1130 | Introduction to Requirements |
| 1230-1300 | Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

Thursday, 10 October

| | |
|-----------|--|
| 0830-0930 | Guidance of the Reporter |
| 0930-1030 | Reproduction, Dissemination, and Exchange [redacted] (b)(3) |
| 1030-1130 | Customer Relations [redacted] (b)(3) |
| 1230-1300 | Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

Friday, 11 October

| | |
|-----------|--|
| 0830-0930 | Bridging Customer Requirements and Reporting |
| 0930-1030 | Requirements and Evaluations Procedures |
| 1030-1130 | The Reporter's Job |
| 1230-1300 | Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

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S-E-C-R-E-T**SECOND WEEK****Monday, 14 October**

0830-0930 Requirements and Evaluations Procedures
 0930-1130 Illustrations of the Requirements Cycle and
 Responsibilities of Headquarters and Field Officers

1230-1300 Reading and Checking
 1300-1700 Laboratory - Processing Information Reports

Tuesday, 15 October

0830-1000 The Reporter and His Development
 1000-1200 The Reports Officer's Part in Requirements and
 Evaluations
 [REDACTED]

1300-1700 Laboratory - Processing Information Reports

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Wednesday, 16 October

0830-0930 Observation and the Collection of Information
 0930-1130 Particularizing General Requirements into Specific
 Assignments and Discussion of Requirements and
 Evaluation
 [REDACTED]

1230-1300 Reading or Checking
 1300-1700 Laboratory - Processing Information Reports

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Thursday, 17 October

0830-0930 The Collection of Information Through Talk
 0930-1000 Briefing on the Requirements Report
 1000-1200 The Collection of Area Requirements Information

1300-1400 The Collection of Area Requirements Information
 1400-1700 Laboratory - Writing the Requirements Report

Friday, 18 October

0830-1130 Laboratory - Processing Information Reports

1230-1300 Reading or Checking
 1300-1500 Discussion of Editorial Problems
 1500-1700 Discussion of Reporting Problems

S-E-C-R-E-T

S-E-C-R-E-T

THIRD WEEK

Monday, 21 October

Field Group

0830-0930 Briefing on Observation Exercise
0930-1030 Assignments
1030-1700 Observation Exercise

Headquarters Group

0830-0930 Mechanics of Style
0930-1030 Specialized Information Reports
1030-1130 The New Reports Officer

1230-1300 Reading or Checking
1300-1700 Laboratory - Processing Information Reports

Tuesday, 22 October

Field Group

0830-1700 Observation Exercise

Headquarters Group

0830-0930 Briefing on Cable Exercise
0930-1200 Observation
1300-1500 Writing the Cable Report
1500-1700 The TD Report

Wednesday, 23 October

Field Group

0830-0930 Briefing on Observation Report
0930-1700 Laboratory - Writing the Observation Report

Headquarters Group

0830-1130 Laboratory - Writing the TD Report

1230-1300 Reading or Checking
1300-1700 Laboratory - Processing Information Reports

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S-E-C-R-E-T

Thursday, 24 October

Field Group

0830-1200 Laboratory - Writing the Observation Report
 1300-1500 Observation
 1500-1700 Writing the Cable Report

Headquarters Group

0830-1200 Laboratory - Processing Information Reports
 1300-1700 Laboratory - Processing Information Reports

Friday, 25 October

Field Group

0830-1130 Discussion of Observation Reports

Headquarters Group

0830-1130 Laboratory - Processing Information Reports

Both Groups

1230-1300 Reading
 1300-1400 Final Report on the Course Content
 1400-1500 Discussion of the Future in Reporting, Reports, and Requirements
 1500-1600 Course Checkout
 1600-1700 Checkout with Deaks

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INFORMATION REPORTING, REPORTS, AND REQUIREMENTS NO. 11

25 November - 13 December 1957

FIRST WEEKMonday, 25 November

| | |
|-----------|---|
| 0830-0900 | Registration |
| 0900-1000 | The Course |
| 1000-1200 | The Basic Information Report |
| 1300-1400 | The Basic Information Report |
| 1400-1700 | Operations Group: Briefing for Observation Exercise |
| 1400-1500 | Editorial Group: Pick-up of Field Reports |
| 1500-1700 | Laboratory - Processing Information Reports |

Tuesday, 26 November

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|-----------|--|
| 0830-1030 | Organization and Expression in Information Reports |
| 1030-1130 | Cable Reports |
| 1230-1700 | Operations Group: Observation Exercise |
| 1230-1300 | Editorial Group: Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

Wednesday, 27 November

| | |
|-----------|---|
| 0830-0930 | The Composition of the Agent Report |
| 0930-1030 | The Intelligence Community and the Gliding Unit |
| 1030-1130 | Introduction to Requirements |
| 1230-1700 | Operations Group: Observation Exercise |
| 1230-1300 | Editorial Group: Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

Thursday, 28 November

Holiday

Friday, 29 November

| | |
|-----------|---|
| 0830-0930 | Guidance of the Reporter |
| 0930-1030 | The Reporter's Job |
| 1030-1130 | Reproduction, Dissemination, and Exchange |
| 1230-1700 | Operations Group: Observation Exercise |
| 1230-1300 | Editorial Group: Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

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SECOND WEEKMonday, 2 December

0830-0930 Bridging Customer Requirements and Reporting
 0930-1030 Requirements and Evaluations Procedures
 1030-1130 Customer Relations

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1230-1300 Reading or Checking
 1300-1700 Laboratory
 Writing Observation Reports
 Processing Information Reports

Tuesday, 3 December

0830-0930 The Reporter and his Development
 0930-1130 Illustrations of the Requirement Cycle and
 Responsibilities of Headquarters and Field Offices

1230-1300 Reading and Checking

1300-1700 Laboratory
 Writing Observation Reports
 Processing Information Reports

Wednesday, 4 December

0830-1030 Observation and the Collection of Information
 1000-1200 Reports Officer's Part in Requirement and Reporting

[REDACTED]

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1300-1700 Laboratory - Processing Information Reports

Thursday, 5 December

0830-0930 Collection of Information Through Talk
 0930-1030 Discussion of Requirements and Evaluation

[REDACTED]

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1030-1130 Particularizing Requirements and Assignments

[REDACTED]

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1230-1300 Reading or Checking
 1300-1700 Laboratory - Processing Information Reports

Friday, 6 December

0830-0930 Briefing on Requirements Reporting
 0930-1200 Collection of Area Requirements Information

1300-1700 Laboratory - Writing Report on Area
 Guidance Through Evaluation and Requirements

S-E-C-R-E-T

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THIRD WEEK

Monday, 9 December

| | |
|-----------|---|
| 0830-1130 | Laboratory - Processing Information Reports |
| 1230-1300 | Reading or Checking |
| 1300-1500 | Discussion of Reporting Problems |
| 1500-1700 | Discussion of Editing Problems |

Tuesday, 10 December

| | |
|-----------|---|
| 0830-0930 | Mechanics of Style |
| 0930-1030 | Specialized Information Reports |
| 1030-1130 | The New Reports Officer |
| 1230-1300 | Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

Wednesday, 11 December

| | |
|-----------|----------------------------|
| 0830-0930 | Briefing on Cable Exercise |
| 0930-1130 | Observation |
| 1230-1300 | Reading or Checking |
| 1300-1500 | Writing the Cable Report |
| 1500-1700 | The TD Report |

Thursday, 12 December

| | |
|-----------|---|
| 0830-1130 | Laboratory Writing the Cable Report Writing the TD Report |
| 1230-1300 | Reading or Checking |
| 1300-1700 | Laboratory - Processing Information Reports |

Friday, 13 December

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|-----------|---------------------------------------|
| 0830-1130 | Laboratory - Individual Conferences |
| 1230-1300 | Reading |
| 1300-1500 | Final Report on Course Content |
| 1500-1600 | The Past, the Present, and the Future |
| 1600-1700 | Checkout |

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S-E-C-R-E-T

SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

DATE RECEIVED

20 February

DATE OF COURSE

14 January-1 February 1957

NUMBER OF STUDENTS

10

COURSE NUMBER

4

REMARKS

MEMO

DATE FORWARDED

27 Feb

COURSE TITLE

and Requirements
Information Reporting, Reports,

NAME OF STUDENT

10253

OFFICE

DATE FORWARDED

MEMO

REMARKS

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SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

| COURSE TITLE | | COURSE NUMBER | NUMBER OF STUDENTS | MEMO | DATE OF COURSE | DATE RECEIVED |
|------------------|--|---------------|--------------------|---------|----------------|---------------|
| DRR4R - Tactical | | | | | 4-15 Feb 1957 | 13 March 1957 |
| NAME OF STUDENT | | OFFICE | DATE FORWARDED | REMARKS | | |
| | | | 21 March 57 | | | |
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SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

DATE RECEIVED

12 Apr 57

COURSE TITLE

Information Reporting,
Reports, and Requirements.

NAME OF STUDENT

5

OFFICE

19

DATE FORWARDED

MEMO

COURSE NUMBER

NUMBER OF STUDENTS

DATE OF COURSE

25 February-15 March 1957

REMARKS

15 Apr

[Redacted area]

[Redacted area]

[Redacted area]

FORM NO. 1011
1 JUN 56

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SECRET
(When Filled In)

| NAME OF STUDENT | OFFICE | DATE FORWARDED | MEMO | REMARKS |
|-----------------|------------|----------------|------|---------|
| [Redacted] | [Redacted] | ✓ | | |
| [Redacted] | | ✓ | | |
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(When Filled In)

TRAINING EVALUATION ROSTER

| COURSE TITLE | COURSE NUMBER | NUMBER OF STUDENTS | DATE OF COURSE | DATE RECEIVED |
|---|---------------|--------------------|-----------------|---------------|
| Information Reporting, Reports and Requirements | 6 | 14 | 8-26 April 1957 | 27 May |
| NAME OF STUDENT | OFFICE | DATE FORWARDED | MEMO | REMARKS |
| [Redacted] | [Redacted] | 1957's | 31 May (Spec) | [Redacted] |
| [Redacted] | [Redacted] | " | | [Redacted] |
| [Redacted] | [Redacted] | " | | [Redacted] |
| [Redacted] | [Redacted] | " | | [Redacted] |
| [Redacted] | [Redacted] | " | | [Redacted] |
| [Redacted] | [Redacted] | " | | [Redacted] |
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(When Filled In)

TRAINING EVALUATION ROSTER

| COURSE TITLE | | COURSE NUMBER | NUMBER OF STUDENTS | DATE FORWARDED | MEMO | DATE OF COURSE | DATE RECEIVED |
|--|--|---------------|--------------------|----------------|------|----------------|---------------|
| Information, Reporting, Reports and Requirements STUDENT | | | | | | | |
| | | No. 7 | 15 | 10-23 | Y | July 9 | 5 July |
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SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

DATE RECEIVED

26 Aug 57

COURSE TITLE

Information Rptg, Rpts, and Requirements Tutorial

COURSE NUMBER

DATE OF COURSE

NAME OF STUDENT

OFFICE

DATE FORWARDED

MEMO

REMARKS

✓

29 Aug

Dates of Course 8-15 July 1957

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22-26 July 1957

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22-26 July 1957

SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

| COURSE TITLE | COURSE NUMBER | NUMBER OF STUDENTS | DATE OF COURSE | DATE RECEIVED | MEMO | REMARKS | | | |
|--|---------------|--------------------|----------------|---------------|------|----------------|-----------------|--------|----------------|
| | | | | | | | NAME OF STUDENT | OFFICE | DATE FORWARDED |
| Information Reporting, Reports, and Requirements | No. 8 | 24 | 1-19 July 1957 | 6 Aug | | 1-19 July 1957 | | | |
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FORM NO. 1011
1 JUN 56

SECRET

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SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

| COURSE TITLE | NAME OF STUDENT | COURSE NUMBER | NUMBER OF STUDENTS | DATE OF COURSE | DATE RECEIVED | OFFICE | DATE FORWARDED | MEMO | REMARKS |
|---|-----------------|---------------|--------------------|-------------------|---------------|--------|----------------|------|---------|
| | | | | | | | | | |
| Info: Katelyn Rose T Bryant Department of (Structure) | | | 2 | 19-03 August 1957 | 13 Sept. 1957 | | 16 Sept 7 | | |
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FORM NO. 1011
1 JUN 56

SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

| COURSE TITLE | COURSE NUMBER | NUMBER OF STUDENTS | DATE RECEIVED | DATE OF COURSE | OFFICE | DATE FORWARDED | MEMO | REMARKS | |
|--|---------------|--------------------|---------------|------------------------|------------|----------------|------|---------|-----------------|
| | | | | | | | | | NAME OF STUDENT |
| Reports of Information Regarding Activity of Requirements (Interest) | [Redacted] | 2 | 31 Oct. 1957 | 23 Sept. - 4 Oct. 1957 | [Redacted] | 3 Oct 57 | | | |
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FORM NO. 1011
1 JUN 56

SECRET

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(39-45)

SECRET
(When Filled In)

TRAINING EVALUATION ROSTER

DATE RECEIVED

13 Jun 57

COURSE TITLE

Information Reporting,
Reports, and Requirements

COURSE NUMBER

10

NUMBER OF STUDENTS

15

DATE OF COURSE

7-25 October 1957

NAME OF STUDENT

OFFICE

DATE FORWARDED

MEMO

REMARKS

1645
rec'd
15 Jul

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Completed only one week.

Completed only one week.

FORM NO. 1011
1 JUN 54

SECRET

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(When Filled In)

TRAINING EVALUATION ROSTER

| COURSE TITLE | NAME OF STUDENT | COURSE NUMBER | NUMBER OF STUDENTS | DATE OF COURSE | DATE RECEIVED | REMARKS | | | |
|--|-----------------|---------------|--------------------|-----------------------|---------------|---------|------|--|--|
| | | | | | | OFFICE | MEMO | | |
| Spec. Intel Reporting Requirements (Internal) | [Redacted] | [Redacted] | 2 | 28 Oct. - 1 Nov. 1957 | 13 Nov. 57 | | | | |
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