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OFFICE OF TRAINING

OPERATIONS SCHOOL  
Headquarters Training

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS (IRRR)

Course No. 54

19 April - 7 May 1965

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.

Room 603, 1000 Glebe

Chief Instructor  
Training Assistant

(b)(3)

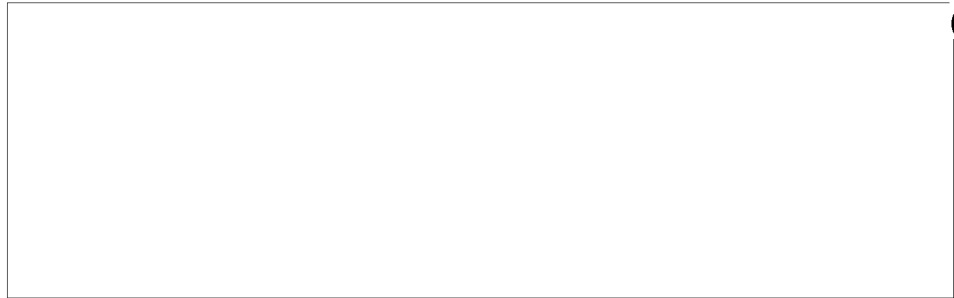
Ext. 2141

Group I  
Excluded from automatic  
downgrading and  
declassification

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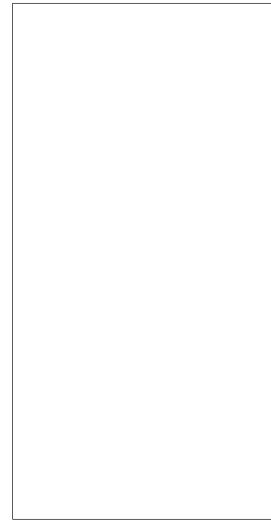
Guest Speakers



(b)(3)

Monday, 19 April 1965

- 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



(b)(3)

Tuesday, 20 April 1965

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



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Wednesday, 21 April 1965

0900 - 1130	The Clandestine Services Information Report		(b)(3)
1230 - 1600	The Clandestine Services Information Report		
1610 - 1650	Reading: Reports Manual		

Thursday, 22 April 1965

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, 23 April 1965

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		

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S E C R E T

Monday, 26 April 1965

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

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

Tuesday, 27 April 1965

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

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

Wednesday - Friday, 28 - 30 April 1965

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

Monday, 3 May 1965

0900 - 1650      Laboratory Practice

Tuesday, 4 May 1965

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)

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Wednesday, 5 May 1965

0900 - 0950	Reading: Basic Requirements Papers		
1000 - 1130	Functions of a Division Reports and 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	<input type="text"/>	

Thursday, 6 May 1965

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	<input type="text"/>	(b)(3)

Friday, 7 May 1965

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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