S E C R E T

OFFICE OF TRAINING

OPERATIONS SCHOOL
Headquarters Training

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS (IRRR)

Class No. 47

27 January - 14 February 1964

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 require-
ments.

3. To acquire proficiency in the collection and the
communication of information through laboratory
practice.

603 Broyhill Building
(Fairfax Drive & Glebe Rd)

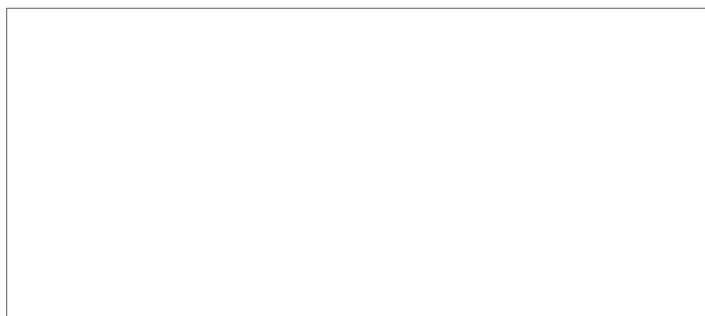| | Chief Instructor |
| | Training Assistant |

Ext. 2141

(b)(3)

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SECRET

GUEST SPEAKERS

(b)(3)

Monday, 27 January 1964

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 the Use in Appraisal
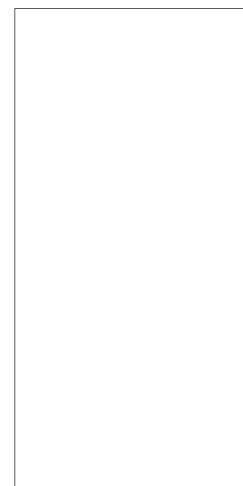
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Tuesday, 28 January 1964

0900 - 1100	Expressive Language
1110 - 1200	Film: Language in Action
1300 - 1450	Film: Language in Action
1500 - 1650	The Authentication of Information Reports

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Wednesday, 29 January 1964

0900 - 1130	The Clandestine Services Information Report		(b)(3)
1230 - 1500	The Clandestine Services Information Report		
1510 - 1650	Reading: Reports Manual		

Thursday 30 January 1964

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 31 January 1964

0900 - 0950	Reading: Reports Manual		
1000 - 1145	Reproduction, Dissemination and Exchange		(b)(3)
1300 - 1350	Special Reports		
1400 - 1650	Laboratory: Writing Intelligence Cables, Situation Appraisal and Situation Report		

Monday, 3 February 1964

0900 - 1200	Laboratory Practice: Preparation of CS Reports and Intelligence Cables		
1300 - 1430	Laboratory Practice: Preparation of CS Reports and Intelligence Cables		
1500 - 1630	Photography as a Collection Guide		(b)(3)

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Tuesday, 4 February 1964

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

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


Wednesday - Friday, 5-7 February 1964

0900 - 1650   Reporting Exercise: Collection of Information

               Laboratory Practice: Preparation of Information
               Reports

Monday 10 February 1964

0900 - 1650   Laboratory Practice

Tuesday, 11 February 1964

0900 - 0950   The Need for Guidance   (b)(3)

1000 - 1050   Qualifications and Development of Sources

1100 - 1200   Requirements Discussion

1300 - 1350   Reading: Basic Requirements Papers

1400 - 1650   Reading: Requirements File
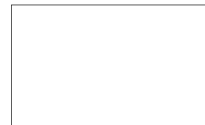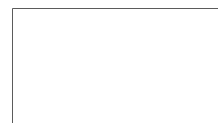

Wednesday, 12 February 1964

0900 - 0950   Reading: Basic Requirements Papers

1000 - 1130   Functions of a Division Reports and   (b)(3)
               Requirements Officer

1230 - 1350   Reading: "The Operations Officer as a
               Reporter."

1400 - 1450.   Intelligence Guidance   (b)(3)

1500 - 1650   Requirements and Evaluation Roundup

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Thursday, 13 February 1964

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, 14 February 1964

0900 - 1100   Collection of Information (At Headquarters)

1230 - 1630   Laboratory: Writing Guidance Report

1640 - 1650   Checkout of OTR Material   (b)(3)

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