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CATALOG OF COURSES

OFFICE OF TRAINING

TR CATALOG OF COURSES NO. 1-B

OCTOBER 1953

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CATALOG OF COURSES

OFFICE OF TRAINING

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P R E F A C E

This catalog includes all of the courses offered by the Office of Training (Special) and is presented for your information in order that you may review the general content and objectives of these courses.

It may also be of value when consulted by those who are planning training for personnel under their jurisdiction.

A list of courses offered by the Office of Training (General) will be presented at a later date.

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MATTHEW BAIRD
Director of Training

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CATALOG OF COURSES
OF THE
OFFICE OF TRAINING

A résumé of the program of current instruction and instructional capabilities of the Office of Training (Special) is provided on the following pages.

Each course listed in the Table of Contents is treated as follows:

1. Each course is identified by a number to facilitate reference to related courses.
2. Each course is identified by its official title.
3. Where applicable, the length of each course is stated.
4. The prerequisites for each course are stated. The basic prerequisite for each course is TOP SECRET clearance.
5. The location of the course is given. Courses not conducted in the Headquarters area are designated by "covert training site." Students electing any of these courses should begin immediately to consider their departure from the Headquarters area and the ramifications of that departure.
6. The minimum and maximum enrollment for each course is listed. Minimum enrollment represents the number of students required for the presentation of a course.
7. The general content of each course is described.

A five-month schedule of TR(S) courses is appended. New or revised schedules will be forwarded accordingly.

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I-A

BASIC TRAINING PROGRAM

The Basic Training Program is composed of three phases:

Basic Intelligence Course (Clandestine Services)	Introduction and Orientation
Phase II	Basic Tradecraft
Phase III	Staff Officer Training

Cases exist in which the entire program will not be taken consecutively. Information pertaining to these cases is available upon request. Otherwise, BIC (CS) will be followed by Phase II and Phase II, by Phase III. In all cases the previous Phase will be a prerequisite for the succeeding one.

The program is designed to provide a logical sequence in the fundamental training for clandestine activity. The complete program is a prerequisite for further work in Advanced and Specialized Training.

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I-A-1

BASIC INTELLIGENCE COURSE (CLANDESTINE SERVICES)

Length	Three weeks
Prerequisites	TOP SECRET clearance
Enrollment	10 to 125 students
Location	Headquarters area

This course is intended primarily for the new employee of this organization. It identifies the covert activity in which this government engages and the major ideological factors necessitating such activity. Communist ideology, history, methods, and tactics occupy a week of instruction.

The course identifies the part played by covert activity in the overall field of foreign relations and defense, with reference to the security commitments of this country and her allies. The lectures sketch the relationship of this organization to the national intelligence effort, and they acquaint students with the Headquarters organization. Guest lecturers from the various operating components explain the processing of intelligence from its collection to its ultimate use.

With the purpose of orienting, indoctrinating, and motivating new personnel, the course examines intelligence principles and methods and the nature of clandestine activities. Special attention is given to the necessity for mental preparation and training. A "county fair" exhibit familiarizes the student with the products of the intelligence-gathering activity and provides an opportunity to observe new information, finished reports, and various interim stages of this activity. Strategic area-surveys of six key areas help the student to understand the global aspect of intelligence.

The course also includes films, examinations, and seminars on the various phases of instruction.

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I-A-2

PHASE II

Length	Five weeks
Prerequisites	1. TOP SECRET clearance 2. BIC (CS) or its equivalent in Field or Headquarters experience
Enrollment	10 to 75 students
Location	Covert training site

The purpose of this phase is to give the student a fundamental understanding of those processes, skills, and techniques which are considered common to all clandestine activity, regardless of its purpose and character, and which are summed up in the word "trade-craft."

After an analysis of the nature and elements of clandestine activity as practiced by individuals and groups, principles of organization are examined, with particular emphasis on concepts of compartmentation and cover. Principles, methods, and techniques of clandestine communications are studied. Agents and their functions are treated at length, with detailed attention given to recruitment and management of agents and their reporting of information. Topics such as surveillance are studied from a defensive point of view. The operating methods of the opposition are kept constantly before the student.

The course includes lectures, seminars, demonstrations, films, live problems, case studies, supplementary reading, and examinations.

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I-A-3

PHASE III

Length	Three weeks
Prerequisites	1. TOP SECRET clearance 2. Phase II of the Basic Training Program or its equivalent in Field or Headquarters experience
Enrollment	5 to 50 students
Location	Covert training site

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The purpose of this phase is to acquaint the student with the [redacted] structure and with the functional responsibilities of its major components. He also examines the operational responsibilities of its individuals. Included in this phase are specific topics under the general headings of: Functional Responsibilities of Organizational Components; Placement of Staff Personnel Abroad; Basic Plan and Project Procedure; Security and Control of Operations; Special Problems in the Conduct of Operations; Information Reporting.

Personnel with varied experience, both Field and Headquarters, conduct discussions of operations of this organization which illustrate points discussed during the course. Case histories, films, and seminars also are included.

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I-B

ADMINISTRATIVE TRAINING

The Office of Training (Special) offers two separate courses in Administration, one intended primarily for clerical employees and administrative assistants, and one designed for the training of Administrative Staff and Support Staff personnel. The latter includes one week's study of basic tradecraft to obviate the necessity for students' taking the more intensified study in Phase II of the Basic Training Program.

The usual procedure is for Administrative Staff personnel to take the BIC (CS) and follow it with the Administrative Support Course. These two courses taken together constitute the Basic Intelligence Course [REDACTED] (BIC/SUP).

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I-B-1

ADMINISTRATION COURSE

Length	Two weeks
Prerequisites	TOP SECRET clearance
Enrollment	10 to 50 students
Location	Headquarters area

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The purpose of this course is to indoctrinate KUFIRE, KUGOWN, [REDACTED] clerical personnel with the basic techniques and procedures for administrative support of their Staffs in Headquarters and in overseas establishments. Concomitantly, the student is acquainted with the functional organization of the principal Staff elements of this organization.

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Lectures examine the organization, mission, and functions of KUFIRE, KUGOWN, [REDACTED], and orient the student toward thinking in operational terms. Defensive security is stressed, particularly with regard to its application to the administrative elements of a clandestine organization.

Administrative regulations and procedures are analyzed in detail, demonstrated, and applied to hypothetical cases. Students receive comprehensive problems in: dispatch, pouch, and cable procedures; foreign and domestic travel; property accounting; time and leave; and the maintenance of field station files and agent records.

I-B-2

ADMINISTRATIVE SUPPORT

Length	Three weeks
Prerequisites	1. TOP SECRET clearance 2. BIC (CS) or its equivalent in Field or Headquarters experience
Enrollment	10 to 50 students
Location	Headquarters area

This course provides a basic knowledge of the problem of administrative support of clandestine operations. It is primarily for non-clerical administrative and support personnel under [REDACTED] Administration. However, it is not closed to other [REDACTED] employees who need the instruction.

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The course familiarizes students with an understanding of the inter-relationships between operating functions and administrative support functions. The basic principles and techniques of clandestine operations and the organization and functions [REDACTED] are analyzed. Procedures, regulations, problems peculiar to logistics and finance, and others pertinent to [REDACTED] administrative support, are emphasized.

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The lectures are supplemented by case histories and practical work in the utilization of administrative skills. Films, seminars, and field problems are also used.

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II-A-3

COMMUNIST PARTY OPERATIONS

Length	Two weeks
Prerequisites	1. TOP SECRET clearance 2. Basic Training Program or its equivalent in Field or Headquarters experience 3. Successful completion of one other course of Advanced Training
Enrollment	6 to 20 students
Location	Headquarters area

This course provides staff personnel with background and understanding of the World Communist Movement which will be adequate for their planning and conducting effective operations against this movement. Throughout the course, emphasis is given to the generally valid aspects of Party policy, which are tactics, administration, organization, and action.

The lectures and seminars give the student a basic orientation to Communism. Essentials of the ideology, its basic terminology, and the current operational objectives of the staff components all conduce toward relating the study of Communism to the needs of this organization. The course analyzes the structure and function of Party organs, from the development of cadres, through propaganda and finance, to a special study of the aspects of Communist clandestine operations, such as military, intelligence, and the underground. These Party operations and tactics are analyzed to provide background for a detailed study of the penetration and/or infiltration of a Communist Party.

Films are shown to illustrate the material covered in lectures and discussions.

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II-A-5

OPERATIONAL SECURITY

Length	Two weeks
Prerequisites	1. TOP SECRET clearance 2. Prior Field or Headquarters experience at a supervisory level 3. Grade of GS-12 or higher
Enrollment	6 to 12 students
Location	Headquarters area

This course is designed for senior staff officers only. The lectures and seminars are based on security control problems, the character of Communist and Western security services, and the general countermeasures which may be taken as security precautions in the conduct of an operation. The course is geared to that level of Headquarters case and staff officers which will be able to maintain ultimate control and assume ultimate responsibility for operations conducted within its purview.

Emphasis is given to the place of, and the need for, operational security in any clandestine service and the support and protection functions in counterespionage. Students approach security control problems which may arise from three points of view: that of the agent personnel and their operational activity; that of support, subsidy, and joint operations; and that of operational bases.

The lectures present a detailed analysis of the current active opposition to this organization's operations, the Soviet and Satellite Security Services. The student examines the characteristic techniques and interests of the Western services as they are likely to affect this organization's operations.

After a two-day seminar on case histories, which includes examination of the handling of suspected and proved compromises, the

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class analyzes the general countermeasures which may be taken. These include overt investigative facilities, utilization of informant operations, and the exploitation of local security groups.

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II-A-6

REPORTS

Length	One week
Prerequisites	1. TOP SECRET clearance 2. Basic Training Program or its equivalent in Field or Headquarters experience
Enrollment	8 to 15 students
Location	Headquarters area

This course is designed for personnel whose projected assignment is that of reports officer, either at Headquarters or in the Field. The lectures emphasize the practical problems of interpreting and evaluating information received from Field sources. Students are required to edit several Field information reports and to process reports received in Headquarters. Problems of fabricated reports and of deception material are studied separately in lectures and seminars.

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II-A-8

INSTRUCTOR TRAINING

Length	One week
Prerequisites	1. TOP SECRET clearance 2. Phases I and II, Basic Training Program or their equivalent in Field or Headquarters experience
Enrollment	10 to 20 students
Location	Headquarters area

This course introduces students to the principles and methods of teaching and learning, including the advantages and uses of visual and aural aids. Emphasis is placed on instructor self-improvement.

Student application includes the preparation of lesson plans and presentation to the class of lectures or demonstrations in subjects chosen by the students. Directed discussions help to point out strong points and defects of the presentations. Methods of preparation of training aids and this organization's capabilities to supply all types of training aids, from posters and charts, through films to sand tables and three dimensional aids, are discussed.

In cases in which an initiating office desires that a trainee receive instruction in any specialized type of training or presentation, TR(S) offers on-the-job tutorial training with senior instructors from any of the formal courses herein listed.

II-B

FIELD TRAINING

The following courses are offered outside the Headquarters area at a covert training site. Students electing any of them should begin immediately to consider their departure from the Headquarters area for the length of time indicated and to consider the ramifications of that departure.

Students enrolled in these courses will be notified of a detailed briefing which they must receive before they leave the Headquarters area.

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III-A-2

SPECIAL AIR TRAINING

The following five courses are scheduled on a tutorial basis. Each course represents a more detailed study of the work undertaken in the corresponding phase in the Air Operations Staff Officers Course. The following instruction becomes more meaningful when considered in the light of the overall plan of the preceding course.

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