

~~S-E-C-R-E-T~~

~~CONFIDENTIAL~~

OTR VAULT COPY NO. 339

OFFICE OF TRAINING

DIRECTIVE

March 1954

COURSE: BIC(I)

SUBJECT: Preparation of Special Intelligence Collection Requirements HOURS: 50 min.

METHOD OF PRESENTATION: Lecture INSTRUCTOR: [REDACTED]

25X1A9a

OBJECTIVES OF INSTRUCTION: To explain the filling of gaps in intelligence coverage by means of special collection requirements; the procedures established by the intelligence producing components of CIA in this connection; and the steps which must be taken by the intelligence analyst to comply with such procedures when preparing a collection requirement.

SUMMARY OF PRESENTATION: This lecture deals with the purpose of special collection requirements and the qualifications necessary for preparing them. The several types of collection requirements which are currently in use in CIA are explained. This lecture takes the students through each of seven steps to be observed in processing a collection requirement and then follows a typical requirement through channels to the agency selected to collect the information.

SUBJECTS WITH WHICH COORDINATION IS REQUIRED:

REFERENCES:

REMARKS:

~~CONFIDENTIAL~~

Document No. <u>1</u>
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Glass. Changed To: TS <u>SC</u>
Auth.: HR 78-2
Date: <u>02/078</u> By: <u>025</u>

TAB

S E C R E T

PREPARATION OF SPECIAL INTELLIGENCE COLLECTION REQUIREMENTS

1. Purpose:

- a. To fill gaps in available information
- b. To stimulate field reporting on given subject
- c. To guide field collectors

2. Qualifications for preparing Collection Requirements:

- a. Knowledge of the subject
- b. Imagination
- c. Ability to express clearly and simply

3. Types of Collection Requirements:

a. Spontaneous (General)
 Requests initiated by the analyst for the collection of information from all sources (IAC agencies, non-IAC agencies, CIA collection facilities.)

25X1A8a

b. Response to [redacted] and FI "Notice of Intelligence Potential"
 Requirement developed for use in exploiting special sources with known backgrounds including the [redacted]

25X1C

25X1A

c. Spontaneous [redacted]
 Request initiated by the analyst for procurement and/or analysis of materials of Soviet/Satellite manufacture. This is directed to the [redacted]

25X1A

25X1
C
25X1
A

25X1A

d. Response to [redacted] "Notice of Receipt"
 A [redacted] Notice of Receipt is a memorandum prepared by the [redacted] [redacted] OO, advising of the receipt of certain materials of Soviet/Satellite manufacture and requesting requirements for the exploitation of these materials for intelligence purposes.

25X1A

25X1
A

4. Steps in the Preparation of a Collection Requirement

a. 7 Steps Taken by the Analyst

- 1. Checks abstract file.
- 2. Exploits Library Facilities.
- 3. Coordinates rough draft of requirements with other Office components concerned.
- 4. Checks with "opposite numbers" in other agencies.

S E C R E T

S E C R E T

-2-

CONFIDENTIAL

4. a. (Continued)

5. Prepares memorandum of requirements for R & C Staff.
6. Indicates degree of need.
7. Suggests appropriate collection agency.

b. 7 Steps Taken by the R & C Staff

1. Edits and checks for clarity.
2. Insures that coordination has been effected.
3. Reviews suggested sources.
4. Consolidates, when appropriate, with other requirements already submitted.
5. Assigns an RD number to "spontaneous" requirements submitted.
6. Reproduces requirement (by stencil) on Form 70-49 for transmittal to OCD.
7. Maintains "Action Folder" on original requirement and all subsequent responses until the requirement is satisfied and the case is closed.

CONFIDENTIAL

S E C R E T