S E C R E T

OFFICE OF TRAINING

OPERATIONS SCHOOL
Headquarters Training

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS (IRRR)

Course No. 55

7 June - 25 June 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.

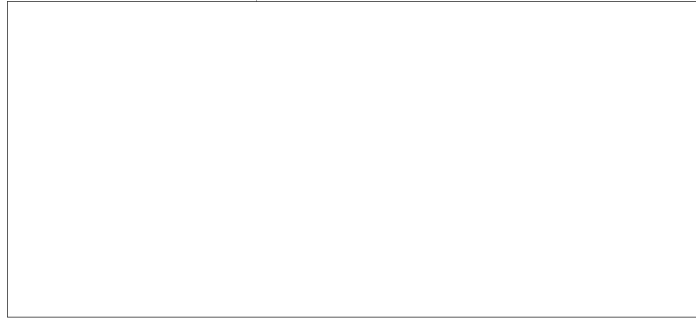Room 603, 1000 Glebe

Chief Instructor
Training Assistant

(b)(3)

Ext. 2141

Group I
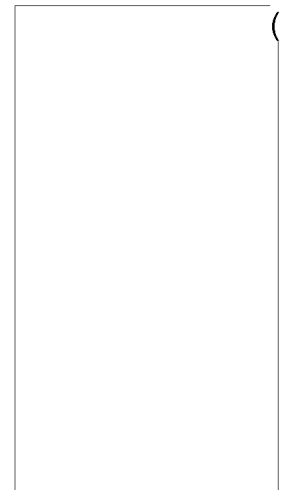Excluded from automatic
downgrading and
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Guest Speakers

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Monday, 7 June 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

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Tuesday, 8 June 1965

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

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Wednesday, 9 June 1965

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

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Thursday, 10 June 1965

0900 - 0950	The Cabled Intelligence Report
1000 - 1200	The TDCS: Its Handling
1300 - 1400	Reading: Reports Manual
1410 - 1650	Laboratory: Putting to Use the Basic Information Report Form

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Friday, 11 June 1965

0900 - 0950	Indexing of Sources and Classification of Operational Information
1000 - 1145	Reproduction, Dissemination and Exchange
1300 - 1350	Special Reports
1400 - 1650	Laboratory: Writing Intelligence Cables, Situation Appraisals and Situation Reports

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Monday, 14 June 1965

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

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

Tuesday, 15 June 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, 16 - 18 June 1965

0900 - 1650 Reporting Exercise: Collection of Information

       Laboratory Practice: Preparation of Information Reports

Monday, 21 June 1965

0900 - 1650 Laboratory Practice

Tuesday, 22 June 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

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- 3 -

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Wednesday, 23 June 1965

0900 - 0950	Reading: Basic Requirements Papers
1000 - 1130	Functions of a Division Reports and Requirements Officer
1230 - 1350	Reading: "The Operations Officer as a Reporter"
1400 - 1450	Intelligence Guidance
1500 - 1650	Requirements and Evaluation Roundup

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Thursday, 24 June 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

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Friday, 25 June 1965

0900 - 1100	Collection of Information (Headquarters)
1230 - 1630	Laboratory: Writing Guidance Report
1640 - 1650	Checkout of OTR Material

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- 4 -

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