

The James Madison Project  
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<http://www.jamesmadisonproject.org>

14 March 2008

Scott A. Koch  
Information and Privacy Coordinator  
Central Intelligence Agency  
Washington D.C. 20505

Re: FOIA Request – CIA University materials

Dear Mr. Koch:

This is a request on behalf of the James Madison Project under the Freedom of Information Act, 5 U.S.C. § 552, et seq., for copies of all course materials, including program brochures, syllabi, reading materials, examinations, visual aids, and recordings, for all non-language courses taught from 2006-2008 at the ten schools (not including the Language Institute) comprising CIA University, including but not limited to the Sherman Kent School for Intelligence Analysis (particularly courses from the Career Analyst Program, the Essential Skills Program, and the Advanced Analyst Program), the Mission Academy (particularly the courses entitled “CIA 101” and “Writing for the President”) and the Leadership Academy. In addition to the exclusion of the Language Institute, materials related to the Clandestine Service Training program are also excluded from this request.

If you deny all or part of this request, please cite the specific exemptions you believe justifies your refusal to release the information or permit the review and notify us of your appeal procedures available under the law. In excising material, please “black out” rather than “white out” or “cut out”.

We are hereby requesting a waiver of all fees. The James Madison Project is a non-

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*“Knowledge will forever govern ignorance, and a people who mean to be their own Governors, must arm themselves with the power knowledge gives.”*

*James Madison, 1822*

profit organization under the laws of the District of Columbia and has the ability to disseminate information on a wide scale. Stories concerning our activities have received prominent mention in many publications including, but not limited to, *The Washington Post*, *The Washington Times*, *St. Petersburg Tribune*, *San Diego Union Tribune*, *European Stars & Stripes*, *Christian Science Monitor*, *U.S. News and World Report*, *Mother Jones* and *Salon Magazine*. Our website, where much of the information received through our FOIA requests is or will be posted for all to review, can be accessed at <http://www.jamesmadisonproject.org>. Prior requests submitted by our organization have all received fee waivers.

Furthermore, there can be no question that the information sought would contribute to the public's understanding of government operations or activities and is in the public interest. The course materials for these courses would provide insight into the methods of the Intelligence Community (IC) by illustrating how the CIA instructs IC-wide intelligence analysts, managers, and specialists, and how its teaching methods have evolved over time. Understanding these processes will clearly contribute to the public's understanding of government operations or activities.

Please respond to this request within 20 working days as provided for by law. Failure to timely comply may result in the filing of a civil action against your agency in the United States District Court for the District of Columbia. Your cooperation in this matter would be appreciated. If you wish to discuss this request, please do not hesitate to contact me at either (202) 498-0011 or my law office at (202) 454-2809.

Finally, please have all return correspondence addressed specifically to my attention to ensure proper delivery.

Sincerely,

/s/

Mark S. Zaid  
Executive Director

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