

TAB

TABLE OF CONTENTS

Office of Training Regulations

25X1A6a	No. 5-1	Subject: OTR Regulation and Notice Series	
	No. 5-2	Subject: Preparation of OTR Regulations	
	No. 5-3	Subject: Office of Training (General) History	
	No. 5-4	Subject: Correspondence Policies and Procedures	
	No. 10-2	Subject: Contacting or Visiting OTR [REDACTED]	25X1A
	No. 20-2	Subject: Leave, Military Officers Assigned to OTR	
	No. 20-3	Subject: Office of Training Career Service Board	
	No. 20-3/1	Subject: New Appointments to Career Service Board	
	No. 20-4	Subject: Promotion Recommendation Format	
	No. 25-1	Subject: Training Records and Registration	
No. 25-3	Subject: Basic Intelligence Training Reports		
No. 40-1	Subject: Establishment of Policy, Responsibilities, and Procedures for Supply and Services Section, Support Staff		
No. 40-2	Subject: Operation of [REDACTED] Facilities	25X1A	
No. 50-1	Subject: Weekend and Holiday Stand-by Duty Officer		
No. 60-1	Subject: Briefing of Training Liaison Officers		
No. 60-2	Subject: Use of non-Governmental Educational or other Institutions for Cover and Training		
No. 70-1	Subject: Mission and Functions of the Director of Training and Staff and Division Chiefs of the Office of Training (General)		
No. 70-1/1	Subject: Transfer of the Assessment and Evaluation Staff		

~~SECRET~~  
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 5-1

26 March 1962

SUBJECT: OTR REGULATION AND NOTICE SERIES

1. This Regulation is the first of a new, coded series designed 1) to standardize procedures and policies throughout OTR, 2) to provide easy reference to official instructions, 3) to simplify the revision or rescission of procedures and policies, and 4) to reduce the volume of instructional memoranda to a minimum.

25X1A

2. [REDACTED] the following classifications will be used for OTR Regulations:

25X1A

[REDACTED] General  
[REDACTED] Security  
[REDACTED] Personnel  
[REDACTED] Training  
[REDACTED] Fiscal  
[REDACTED] Service  
[REDACTED] Procurement  
[REDACTED] Operation  
[REDACTED] Liaison  
[REDACTED] Organization and Assignments  
[REDACTED] Budget  
[REDACTED] Communication  
[REDACTED] Medical  
[REDACTED] Correspondence and Procedures

3. Within each category the Regulations will be numbered in sequence of issuance. Major changes will be made by rescinding the original instruction and issuing a completely new Regulation using the original number. Minor changes will be made by amending the original Regulation in the form of a supplement, e. g., 10-1/1.

4. A separate OTR Notices series will be used for items of an unofficial, informational, or temporary nature. These Notices will be numbered consecutively as issued during each calendar year.

5. The Regulation and Notice series are intended for the use of the Director and the Deputy Directors of Training as a means of establishing policy or procedures or disseminating information having general effect throughout OTR or having specific application to TRS or TRG. Instructions pertaining to a specific Division or subordinate unit thereof should be transmitted by memorandum from the Deputy Director directly to the unit

~~SECRET~~

OFFICE OF TRAINING REGULATION NO. 5-1

26 March 1952

concerned. Regulations and Notices of a policy making nature will be prepared for the signature of the Director of Training or the Deputy Director concerned. Items of a non-policy nature may be signed by Division or Staff personnel specifically designated. The Chief, Support Staff, OTR, will coordinate the preparation and distribution of all Regulations and Notices.

6. The security classification of each issuance will be determined by the signing official based on the information contained therein. However, the classification may not be less than Restricted.

7. The signing official will be responsible for determining the distribution of each Regulation and Notice based on operational requirements. Regulations and Notices which are intended for distribution specifically to TRG or TRS will be identified by placing the appropriate office abbreviation in parentheses after the issuance number. As an additional distinction, they will be reproduced on colored paper: TRG, yellow; TRS, pink, as distinguished from white for OTR. Organizational distribution will be indicated at the end of each issuance.

8. The Chiefs of organizational units down to Section level will be responsible for maintaining complete files of applicable Regulations and Notices as a reference manual for personnel in their units.

9. Existing written and verbal policies and procedures will continue in effect until modified or rescinded by an OTR Regulation or Notice.

  
MATTHEW BAIRD  
Director of Training

25X1A

Distribution: ALL OTR PERSONNEL

-2-

R-E-S-T-R-I-C-T-E-D