

To: All School and  
Staff Chiefs

Fr: DTR

OTR STAFF MEETING -- 17 November 1966

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1. Guest Speakers. (ACTION: ALL) If we are unable to "renovate" poor CS speakers, the DD/P wishes us to drop them. We should forget personalities -- not continue them simply because they hold certain positions. The DTR and the DDTR will alternate in monitoring the next IOC. If the School Chief has any doubt about a presentation, he should also monitor. DTR says we should not confine evaluations to DDP speakers. In some instances we will have to leave certain subject matter untreated unless we can do it ourselves. C/IS is making an evaluation of each DDP speaker in IS courses. [REDACTED] will prepare a listing of really poor outside speakers. DTR plans to send a memo to DD/P.

2. DDS Staff Meeting -- 15 November -- ADD/S Presided

a. Vietnam War. Jack Smith and Sherman Kent have different points of view about the war. Smith is encouraged by the [REDACTED] which has resulted in capturing enough supplies to provide a full division for one year. He also believes that attrition of enemy forces has been enough to be significant. Kent is skeptical of any significant progress.

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b. DCI's Paper on PPB. Warfield read over the DCI's guidelines on planning. Mr. Helms makes it very clear that he does not intend to ask for more people or more funds. He asks us to try to better measure accomplishments, but recognizes there are many intangibles. Overhead costs must be identifiably scaled down. NPIC and OCS will not be recognized entirely as Agency programs but as National Security Programs and additional resources will be requested as necessary to support them -- rather than a re-allocation of existing Agency assets. He does not consider ADP a "panacea." No R&D activities will be approved unless they are clearly and definitely related to CIA responsibilities, and only those which have a reasonable chance of near-time application. (This memo will be distributed.)

c. Budget. New personnel ceiling figures are expected in less than two weeks -- budget allocations will arrive later.

d. Correspondence to DD/S. Memos "for information only" to the DD/S will not necessarily be answered. Warfield also suggested we use the device of "unless you hear to the contrary you will do something by such a time."

e. Mileage Rates. There is a paper on Bannerman's desk proposing a sliding scale of rates. This applies principally to people on the road a great deal, like recruiters.

f. DoD Computer Institute Course. Agency has one slot for this course. [REDACTED] has accepted the 12 December running -- [REDACTED] is slated to go later.

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3. DDP Staff Meeting -- 16 November

a. Eugene Rostow. Rostow was briefed on Tuesday by the DDP. He was highly complimentary about our intelligence reporting.

b. Executive Director on Leave. Colonel White will be on leave 21 through 30 November. Correspondence normally for his signature should be made for the DDCI's signature. (Instructions will be forthcoming.)

c. Out-placement Service. In discussions with the DCI, FitzGerald stated that early retirement is not an effective approach to organizational problems as long as there is no significant out-placement service. The DD/P and Colonel White agreed there is no real service. Helms asked that a senior officer be put in charge and that the Agency get on with this matter.

d. Protection against Flying Glass. C/TSD showed a film on measures that could be taken to guard against shattered glass, as that resulting from an explosion or other riot type action.

e. Injustice of Paying Parking Fees. DTR raised the issue of some of the Agency employees having to pay parking fees. When this was brought up some time ago, GSA had suggested it not be raised. Warfield said it is not GSA's business, and asked that the problem be defined and solutions explored.

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5. Programmed Learning. Not every course can be programmed. It may be that there will be only one course in each school that is adaptable. Rather than across the board, we will proceed with selected courses such as language, clerical, field admin techniques, small station, logistics and finance. Nominees for the late January/early February programming course should be instructors of those courses that have the greatest likelihood of being programmed. Even if no successful program is developed, we anticipate the dividend of instructor improvement.

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6. [redacted] observations on the need to train our personnel in [redacted] techniques will be circulated. DTR says training in this field is principally the responsibility of [redacted] views are a result of a six-week visit to the Far East.

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7. Area Orientation. We are putting together another reply on this subject. IS is working on the use of several kits. Help is needed but we will not be getting it, therefore, the various schools may be called upon to assist.

8. OTR Planning and Support Offices. These two Staffs cooperate on budget matters. Gathering of raw budgetary data is the responsibility of the SS. However, PPS will work it into OTR's programs and may have to go back to the Schools to refine it.

9. CT Program. a) The IG team expects to finish up in a couple of months. b) The average CT now stays on the rolls about a year for non-DDP and 24 months for DDP. DTR thinks they could be detached immediately after training and wondered how many cases there have been that required readjustment after the original trial assignment to a CS Division.

25X1A 10. Armed Forces Staff College. [REDACTED] visited the College yesterday. One of the concerns of the faculty is the extent to which they can go in presenting CIA. Perhaps we should draw up a model lecture, based entirely on overt sources, built around the lecture [REDACTED] gives to the Senior Foreign Officers Group at Holabird. 25X1A

11. Project HELPFUL. Thirty-four people attended this session.

25X1A 12. Glossary of Expressions. [REDACTED] has added "era of quantification" to the list.

13. NATO Defense College. General Caraway, formerly High Commissioner in Okinawa, had asked DTR if we send anyone to the NATO College. Registrar is checking.

14. Language Testing. There are approximately 100 still to be tested. When we get the data on the number of disclaimers from the machine run, it should be forwarded to the DDS. This should be discussed in the Executive Committee and each case of a disclaimer in the intermediate and above level should be scrutinized. (Check the list from [REDACTED] for DDP personnel.) 25X1A

25X1A 15. Christmas Party. This has been scheduled for 15 December. Hank [REDACTED] wants one representative from each School and Staff on the committee. There will be a list of protocol guests, such as Bannerman, Warfield, and [REDACTED] 25X1A

16. EOD Clericals. As reported in last week's Staff Meeting Minutes, para 11, there were to be approximately [REDACTED] clericals a year into the DDP. Change this figure to [REDACTED] a year.

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