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To: All School and Staff Chiefs

JFR

OTR STAFF MEETING -- 29 September 1966

Fr: DTR

1. DDS Staff Meeting - 29 Sep 66 - DTR Attended

25X1A

a. Skills Bank. [redacted] reported on a listing by skills of Agency applicants and unassigned staff officers to be circulated to the Personnel Officer of each component.

b. Overtime. Overtime will be reduced 25 per cent below the actual figure for FY 66. BOB will provide actual figure for FY 66. There will be reviews for special cases -- we will be able to obtain approval if we can write a full justification. We are directed to use compensatory time or schedule shift arrangements. Maintain accurate records. PPB is developing overtime forms and we will be reporting to the Director starting 31 October and monthly thereafter.

c. Friday Morning Briefings at Executive Committee Meetings. (ACTION: C/CT, DDTR, C/IS) From the topics forwarded, the DD/S selected the Career Training Program, Language Training Program, and the Agency's Image as Influenced by OTR. These briefings to be given by C/CT, DDTR and C/IS whenever we are called on -- should be ten to fifteen minute presentations. Get the main points in clearly and at the beginning. Both DTR and DD/S want dry runs before venturing further.

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d. Support Services Staff. This newly organized unit will be headed by [redacted] in Rosslyn. It will combine Records Administration, Regulations Control, and Support Information Processing.

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e. IG Survey. The IG will be looking over the Career Training Program. The team is composed of [redacted]

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[redacted] will be coming over and will then draw up an outline.

f. White House Visits of Dignitaries. The Agency is asked to have some of our people on hand for these visits. Bannerman feels it would be a morale booster to pick people from varying ranks to go -- deserving young people.

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g. Agency Recruitment Program. Emmett Echols briefed FitzGerald on the over-all Agency recruitment program. Attending the briefing were Bannerman, [redacted] To strengthen DDP interest [redacted] was appointed to work for Emmet Echols.

h. United Givers Fund. The Agency has reached 20 per cent of its goal; OTR now is up to 50 per cent.



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i. Security Clearances. Howard Osborn noted that investigative time for clearing people will stretch out as funds and personnel get tighter.

2. Training Selection Board. DTR met last week with the TSB. Candidates are of extraordinary quality and the slots are few. The Board will meet again this week.

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3. Three Cycle CT Program. Both Bannerman and FitzGerald have approved the three cycle program at the [REDACTED] also the reduction of the OFC from 6 to 4 weeks and the SOC from 16 to 14 weeks and the increase of the OC from 12 to 14 weeks.

4. DDP Staff Meeting -- 28 Sep 66 -- DDTR Attended

a. Personnel Assignments

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[REDACTED]

b. Penetrations of Communist Party. As a result of [REDACTED] paper, each Division and Staff Chief appointed an individual to work with ICG. This study will be made in depth -- [REDACTED] would like to have a review of CP operations throughout the world. 25X1A

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c. Classified Conversations. Classified conversations should be made over the green and gray telephones.

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5. Sov/Chicom CT Course. (ACTION: [REDACTED] C/OS and C/PPS met with Clarence [REDACTED]/SB Div and [REDACTED] re the course content and timing. The Chicom portion will be both orientation and operations -- the Soviet portion to emphasize operations matters. This will be given at the end of the SOC each time. First running will be 2 Jan. A member of [REDACTED] Staff should review this course to avoid duplicate training. OTR to receive course outlines. 25X1A

25X9

6. Language Position Requirements. There are [REDACTED] positions for language position requirements. These will be broken down by Directorate, by language. Of these, 55 per cent of the requirements were in French, Spanish, and Portuguese. DTR would also like a breakdown by Hqs. and field.

7. Off-campus Program. Registration was disappointing. Out of 26 courses offered, there will be 11 for 141 people.

8. CT Program. DTR will open the new CT class Monday morning, 3 October. DTR asked C/CT to make an analysis of this class for the DD/S, pointing out the outstanding ones.

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25X1A 9. Agency Unclassified Film. [REDACTED] will be looking into this. There will be a meeting in two weeks.

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[REDACTED]

25X1A 11. President's Visit [REDACTED] It will be very tough for the Station.

12. Contract Types. Be very careful about them -- make sure the one-month termination clause is in there.

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