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To: All School and
Staff Chiefs

Fr: DTR

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OTR STAFF MEETING -- 26 August 1966

1. DDS Staff Meeting - 23 August 1966

a. Enthusiastic mention was made in both staff meetings of a film on the pacification teams in Laos which was viewed at one of the Director's Morning Meetings. Bannerman felt it would be a useful film for OTR. We are requesting a copy.

b. There will be no increase of the FY 68 budget over that for FY 67, with the possible exception of increased costs directly related to Vietnam.

c. Unclassified Film on the Agency. OTR is awaiting suggestions from the Directorates on subjects for inclusion in this film. No target date for completion has been set.

d. Mr. Warfield reported on the Conference for Business Executives, which is a one-week program put on by Brookings. He considered it an excellent opportunity for those who need a better insight into top business.

e. Mr. Warfield recently attended the Department of Defense Computer Institute, an orientation on computers and their use. It was his opinion that all Office Heads and their deputies should attend this program.

2. DDP Staff Meeting - 24 August 1966

a. New Appointments:

[REDACTED]

b. All senior officers are to keep the Watch Officer informed of their whereabouts evenings and weekends.

c. Mr. FitzGerald stated that he assumed no one on his staff was taking classified material home.

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