

OTR STAFF MEETING - 5 April 1966

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1. Quality Step Increase -- Promotion. The DTR complimented Bob [redacted] in his absence upon receiving a Quality Step Increase -- a pioneering event among super-grades. Mr. Richardson also announced that [redacted] was receiving a promotion.

2. Visit to [redacted] Mr. Richardson plans to go to the [redacted] on Wednesday; he will be there through Friday. He will talk to the students at the [redacted] as much as possible. 25X1A

3. DDS Staff Meeting.

a. Proposals to Employ People after Retirement. We should be very clear about the absolute need for employing Agency officers after retirement. We should give extremely serious consideration to this matter; we should not be doing it for humanitarian reasons. Contribution of such persons should be definite and certainly not a convenience to the individual. In other words, he must have some particular skill that clearly meets the need.

b. Rabies Vaccine. Dr. Tietjen announced a new vaccine on the market against rabies. The Agency is not adopting it yet.

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c. Admiral Raborn's Visit to [redacted] Mr. Bannerman reported that the Director's visit to the [redacted] was "beautifully arranged and went like clockwork."

4. DDP Staff Meeting

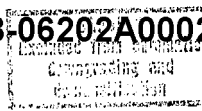
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a. Senior Interdepartmental Group (SIG) & Interdepartmental Regional Group (IRG). A lengthy discussion was held on the SIG. FitzGerald asked the Division Chiefs their impressions of the IRG. [redacted] thought it proved useful. The Division Chiefs hold a meeting once a week with the Assistant Secretary of State and similar officers from other Agencies involved in foreign affairs. It gives the Agency added opportunity for initiative in crises. 25X1C

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c. Director's Overseas Trip. Admiral Raborn will take his first overseas trip as Director. He will go to the Far East and later expects to go to Europe.



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d. TSD Meeting at [redacted] commented on the TSD meeting with other DDP officers at [redacted]. He thought it was very successful.

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e. Personnel. [redacted] reported the DDP personnel strength is 151 under ceiling. He said essentially they need to fill about 200 spaces. He reported [redacted] -- evenly divided CI, CA, FI. So far they have recruited 58 of the 75. Vacancies are mainly in the CA field. DDP experience is that people who answer advertisements in the CA field are usually over-priced for us. He reported [redacted] at 165 spaces and 118 on board (OTR meeting: [redacted] said [redacted] had more than 60 men before this program started.) [redacted]

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[redacted] expects that all requirements will be met by October of this year. He stated that the DDP CT quota was met, in other words they got 90 (Bob [redacted] confirmed this); [redacted] recruitments not going as well as hoped. [redacted] mentioned that various government centers and universities have been visited with apparently meager results.

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5. Language Development Committee. [redacted] reported the following Directorate's representatives on the Language Committee: [redacted] DDS&T; [redacted] DDP. The DDI representative has not yet been named. The DDTR, as chairman of the Committee, plans to have a meeting this week. Mr. Richardson said a good agenda item for the first meeting would be clarification of the sentence in the CIA Foreign Language Training Program that a CT has to have an "Elementary" knowledge of a foreign language before he is assigned to his career service. Mr. Richardson assumes this does not necessarily mean that he stays with us and meets the requirement before he is assigned to a job. The DTR wonders if every officer going to the DDI would have to have an "Elementary" proficiency.

We have now had some 2000 meetings but did not get to this level

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6. Coverage in SOC. Early in March the DTR mentioned the possibility of having [redacted] come in for stressing the general background early in the SOC in order to indoctrinate the CTs properly and eliminate, "why do we have to take [redacted]" question to FitzGerald. Bruce already participates in the first couple of weeks of the program here. [redacted] has carried the ball in some past programs. Bruce would like requests for [redacted] speakers to go through him to assure the line is right in the early word to the CTs.

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7. The Manpower Factor in PPB Systems.

██████████ attended this two-day course sponsored by the Society for Personnel Administration and the American Society for Training and Development. ██████████ reported that it was an interesting course and they had some good speakers. ██████████ said PPB is not something new; that this course was to encourage people to do what they have been doing all along but to do it better. He described it as an outline of looking at the problem and coming up with a recommendation. There was no conclusion as just where personnel and training fit into the problem. Mention was made of the kinds of PPB training that are available -- the two-day CSC, the four week Monterey, the year's course at IDA, the three-week course at Maryland U., and the one-year program by CSC and BOB.

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8. PPB In-House Course.

Mr. Richardson suggested that ██████████ chat with ██████████ before the meeting on this subject on 7 April. ██████████ is writing a paper on the IDA System Analysis Course. Mr. Richardson said that ██████████ talked to the DD/S and that Mr. Bannerman is flexible on this whole problem and wants to hold this meeting as an exploratory thing. DTR asked that ██████████ also attend this meeting.

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9. Support School.

██████████ said that a draft notice was sent to ██████████ and the new school will start on 11 April.

10. ADP Course.

In response to Mr. Richardson's question as to where we stood on this course, ██████████ said it was in either the hands of the Support School or the Management Faculty for action. The DTR said we probably ought to beef-up on this. ██████████ thought we might have difficulty bringing in people with expertise since the same people participate in all the programs. ██████████ CSC, said they would reject requests for putting on the two-day orientation. Mr. Richardson wants to be briefed on the ADP Familiarization Course.

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11. ADP Course.

This course is set for May. It is for those people who are engaged in ADP operations, management and control. The first running is designed for ██████████ and his people at a cost of \$4500 for no more than 50 people. This course will be charged to the FAN account for DDP and will be held at 1000 Glebe. The successive courses will cost less. In reply to the DTR's question, ██████████ has seven years' experience in the consultant business and has a reputation in the ADP field, and has been hired by the military and CSC.

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12. Midcareer.

The DDTR had been asked by ██████████ why we didn't have more Midcareer Courses (as reported in last week's minutes the survey to limit the course to three runnings per year had been positive). ██████████

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- 25X1A [redacted] did not recall discussing this with [redacted] said it would
take them nine years to take care of the [redacted] GS-13s who would fall in 25X9
25X1A this category. [redacted] is after him and that FitzGerald
25X1A and [redacted] take the Midcareer Program and Course very seriously
25X1A and think very highly of it. Mr. Richardson asked that we touch base with
[redacted] because if there is a strong need in DDP for four runnings we
had better be flexible. We would need a good reason for limiting the course
-- a reason that will stand up in case the DTR should get a call from Helms
or FitzGerald. Lengthy discussion followed regarding the disinterest in
the program and interest in the course, with the conclusion that the dis-
interest in the program is a result of the latter's entailing too much work.
25X1A Mr. Richardson noted that few Division Chiefs talk to the officers who
have been to the course about either the program or the course and stated
that this might be mentioned to [redacted]
13. CT Program. The April class started today with 50 members -- 36
externals and 14 internals.
- 25X1A 14. Language. [redacted] announced OTR careerists who have claimed
language proficiencies and who have not been tested can expect to be con-
25X1A tacted soon for scheduling. Senior OTR people should set an example
in this by showing up to be tested. [redacted] stated he had received
25X1A the DDS/TRO memo with attached schedule.
25X1A [redacted] also reported that after conferences with [redacted] of 25X1A
Personnel and with [redacted] on problems of ADP
and language records, he has recommended that ADP be represented at
Language Development Committee meetings, so that we don't make
mistakes that could not be rectified.
- 25X1A 15. NIS. [redacted] reported that we have six NIS candidates for the
2 May running and four more from the DDP are coming in. All are from
the DDP.
- 25X1A 16. COS and NIS Conflict. [redacted] noted that we must synchronize
the running of the COS with the NIS. The DTR mentioned the recent conflict
25X1A of [redacted] who was scheduled for both at the same time. [redacted] was 25X1A
exempted from the NIS because he had had four weeks on the subject matter
at the National War College. The DDTR asked [redacted] to talk with 25X1A
25X1A [redacted] to find out what the DDP wants in the scheduling.
- 25X1A 17. PPB Course. [redacted] reported that as a result of requesting a
machine run for potential candidates for this course, [redacted] has given 25X1A
us 30 names of people who qualify. [redacted] has this list which is 25X1A
ready for the Training Selection Board. There are two nominees from
DDS and one from John Clarke's office. An indication of interest was

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needed by 1 April and the nominations have to be in by 6 April. [redacted] 25X1A
asked if this selection could be a hand-carry and walk-around selection
in view of the up-coming midcareer selection by the TSB. The DTR replied
that because of "Red" White's interest there should be a meeting.
Bannerman because of White's interest had asked that John Clarke also
attend the meeting. Mr. Richardson suggested the meeting be held on
the 12th which would allow them three days to go through the papers.
Emmett Echols would preside at the meeting.

18. IDA System Analysis Course. [redacted] said we have two slots 25X1A
for 10-month course scheduled for next fall.

19. Harvard University Program for Management Development. [redacted] 25X1A
asked those in attendance to submit the names of any candidates as soon
as possible. Harvard has indicated their nominations are coming in so
fast that they can no longer hold the slots open for us as they have in the
past. This is a TSB activity. Mr. Richardson said he would like to see
us lean over backward in sparing 13s and 14s for this course.

25X1A 20. Artic Institute Candidate. OBI recently came up with a candidate
[redacted] for a course in the "Care and Feeding of Polar Bears."
It will be held locally at the Artic Institute.

25X1A 21. SR Briefing Program. [redacted] has had more conversations
25X1A with [redacted] in SR Division. [redacted] wanted him to expand 25X1A
25X1A the one-day briefing program to a week's exercise. [redacted] suggested 25X1A
[redacted] go to the CI Ops Course on SR targets. [redacted] gives the one- 25X1A
day course in the conference room outside of SR. DDTR wondered if
this week job could tie in with the SR Area Orientation package of our
projected two-year program. We would be required to put on a two-week
course. Ben replied that they are not talking about orientation at all,
they are familiarizing the case officer on operations.

25X1A 22. Case Histories. [redacted] has been talking with [redacted] people 25X1A
25X1A about getting up some case histories in the proprietary fields. He spoke
25X1A with [redacted] Project; this is now reduced to being a
25X1A vehicle for paying the salaries of six trainers that are available to
25X1A supplement trainers [redacted] There are two staffers and four contract
25X1A people who can teach. Mr. Richardson suggested that we consider this
group and asked [redacted] to check [redacted] and find out what they 25X1A
think of it.

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