

SECRET

11 January 1966

MEMORANDUM FOR: OTR School and Staff Chiefs [REDACTED]

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SUBJECT : DDS Staff Meeting, 11 January 1966

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1. [REDACTED] discussed the subject of minority group employment, particularly employment of the negro minority. Agency employment of negro personnel between 1961 - 1965 has remained at a flat or stable level. We are below a number of other Government Agencies in the ratio of negro employment and the Agency will continue to review this problem.

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2. [REDACTED] discussed the Civil Service Commission's Planning, Programming and Budgeting Course. DDS referred to OTR's exploration for the eventual establishment of a P.P. B. Course internally.

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4. DDS said that the Agency will carry out an ambitious briefing program for Congressional Committees. He referred to illustrative programs rather than organizational charts, T.O.'s, statistics, and so on. He warned against using Agency technical terms in such briefings. Offices are drawing up lists of topics which are to be followed by one-sentence descriptions. The DDCI will select from this list of topics for subsequent development of 15 minute presentations. DDS emphasized that Congressional briefings should be conducted by the best presentation officer rather than by the most knowledgeable officer.

5. The DCI has instituted a procedure of courtesy calls on the DCI and DDCI. These calls will be made by Agency officials newly appointed to key positions, i. e., heads of offices and deputy heads of offices. The Executive Director is issuing a memorandum dated 10 January 1966 on this subject.

6. Vice President Humphrey sent a letter of thanks to the DCI on the highly professional manner in which he was kept informed by Agency representatives during his overseas travels. The Vice President referred to the speed, flexibility, resourcefulness, and dedication with which Agency representatives discharged their responsibilities in his regard. DDS added that similar compliments have been received from numerous Senators and Congressmen. I thought this sort of data might be of some use in defending the Agency against the criticisms of the uninformed.

7. Emmett Echols referred to the increasing interest among the various Government circles in the Agency's personnel system. We have had to brief NSA, DIA and the office of the U. S. Surgeon General. He emphasized that our reputation for personnel management within Government is obviously very good. Echols mentioned that DIA is "distressed" at the difficulty it is encountering in recruitment attempts on the campuses.

8. DDS said that tentative planning calls for a showing of "Academy Anonymous" to the DCI and his executive committee on the morning of 14 January.

9. DDS asked whether OTR is able to keep track of all external training. He wanted to be sure that the various Divisions and offices of the Agency were not "going out on their own." He would like to have a report on this within the next two weeks. Essentially, he wants to know whether DDI, for example, sends a given officer off to a university for three months or six months or a year without our prior knowledge and concurrence. (ACTION: Registrar)

10. Bob Fuchs stated that W-2 Forms would be distributed on 17 January 1966.

[Redacted Signature]

John Richardson
Director of Training

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