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DTR 5455

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Integration of Directorates

REFERENCE: Memo dtd 15 Feb 66 to ExDir-Compt
fr DD/S, same subject

25X1A

1. This memorandum updates the information you received 16 February 1966 on the proposed program of Inter-Directorate briefings. It also contains in paragraph 4 a recommendation for your approval.
2. On 24 February 1966 action officers from each of the Directorates met with [redacted] of the Office of Training, who is coordinating the briefings, to discuss tentative plans for the program and make recommendations concerning it. Suggestions from each Directorate for topics to be covered during the briefings had been consolidated and each action officer received the list appropriate to his Directorate.
3. After discussing various aspects of the program, the action officers concluded that:
 - a. Arrangements for each briefing should be worked out directly by the principals concerned to afford maximum flexibility in solving the problems of time, availability of personnel, special clearances, etc. It was thought that in some cases Directorates might choose to brief each other at a single sitting rather than to schedule two separate meetings for the purpose.
 - b. The program of briefings should begin before 1 May 1966 and be completed before 1 July 1966.
 - c. Action officers should keep the OTR coordinator informed as to the time, place, and other arrangements for each briefing and obtain from him any assistance needed with respect to space, equipment, etc.
 - d. With proper regard for security clearances and with the approval of the briefing Directorate, one or two senior members of the Office of Training should, if possible, audit (but not record) each

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briefing for the purpose of identifying new material that ought to be covered in training courses. Arrangements to incorporate such material in the proper course would be worked out later between OTR and the briefing Directorate.

4. It is recommended that the conclusions outlined in paragraph 3 be approved in principle and that the OTR coordinator and the Directorates be authorized to proceed with the briefing program along the lines indicated.

SIGNED Alan M. Warfield

Alan M. Warfield
Acting Deputy Director
for Support

The recommendation contained in paragraph 4 is approved. *

/s/ L. K. White

8 MAR 1966

L. K. White

Date

Executive Director-Comptroller

Distribution:

Orig - Adse (for return to DD/S)

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* However, care should be taken to ensure that these briefings are not too superficial. I doubt that Directorates briefing each other at a single sitting, as suggested in paragraph 3. a., or in less than the twelve sessions mentioned in paragraph 2 of your 15 February 1966 memorandum would be sufficiently comprehensive to comply with the spirit of the Director's request.

LKW

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