

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Executive Officer/DDS

SUBJECT : Mr. Colby's Revision of OTR's papers on:

- (a) Use of Training in Personnel Management and Development
- (b) Organizational Support of Training

Per our telephonic discussion on 8 December, these are the changes Mr. Colby made in the two documents noted above:

- (a) On the first page of the first document, he condensed the first two paragraphs by eliminating references to agents for implementing the Training Program and to the Personnel Development Program (PDP).
- (b) In the same document under Categories of Training, paragraph 6, he changed the definition of "world" languages to mean those which would be useful on several different assignments during a career; he specified these as being French, Spanish, German, Russian, and Chinese.
- (c) In the second document under paragraph A, he charged the Board of Visitors not with examining the need for a Branch Chief's Course, but rather specified that the Board make recommendation with respect to the content and attendance of such a course.
- (d) Under paragraph B, he added that waivers to "first line" supervisors' taking the Managerial Grid and Fundamentals of Supervision and Management require approval of the Executive Director. The problem here is that we do not yet have a precise definition of the term "first line" supervisors.