S E C R E T

17 October 1963

MEMORANDUM FOR: OTR School and Staff Chiefs

SUBJECT   : Reorganization

      1. As a result of ▮▮▮▮▮▮ imminent reassignment,   25X1A
Col. White and I have agreed to leave vacant for the time being
the position of DDTR. It is our purpose to fill this position with
a man who can not only assume the responsibilities of the DDTR
but who also can become the DTR upon my retirement. No one
has as yet been nominated, and no active search to select a nominee
is being made at this time.

      2. The following appointments within OTR are effective
Monday, 21 October:

25X1A   a. ▮▮▮▮▮▮ is appointed Chief of the Midcareer
and Senior Officer Courses (C/MSOC).

25X1A   b. ▮▮▮▮▮▮ is appointed Chief of the Plans and
25X1A Policy Staff vice ▮▮▮ (C/PPS).

25X1A   c. ▮▮▮▮▮▮ is appointed Chief/Headquarters
Training/Operations School vice ▮▮▮ (CH/OS).   25X1A

25X1A   d. ▮▮▮▮▮▮ is appointed a Special Assistant
to the DTR (SPA/DTR).

      3. In general I propose to divide the functions formerly
performed by the DDTR among Messrs. ▮▮▮▮▮▮   25X1A
and the DTR.

      C/PPS will be responsible for the normal staff coordina-
tion on matters affecting more than one School or Staff in OTR. In
addition he will be the Acting DTR in the absence of the DTR and
will occupy the office space of the former DDTR.

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SPA/DTR will perform such functions as may be assigned to him by the DTR, will be responsible for Personnel policy matters affecting OTR and the initial negotiations of personnel assignments in and out of OTR at the GS-13 level and above. He will not retain his position as Chief/PO/TR.

C/OS will be given additional responsibilities involving training requirements levied on the Operations School by the DDP and other Directorates.

C/MSOC will function as a command line Chief as do the School Chiefs in OTR.

4. Until such time as C/PPS has fully familiarized himself with the responsibilities of his new assignment I suggest that you consult me on problems you have in the past discussed with the DDTR.

25X1A

MATTHEW BAIRD
Director of Training

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