

22 MAR 1976

MEMORANDUM FOR: [REDACTED] Plans Staff, DDA

FROM : [REDACTED] Plans and Resources Staff, OTR

SUBJECT : OTR Staff Meetings

1. The Office of Training has essentially three different series of meetings which could fall into the category of staff meetings. We would welcome Mr. Blake and/or Mr. McMahon to any of them. They are as follows:

a. Each afternoon at 1640 the Unit Chiefs meet with the DTR and DDTR to discuss events of the day and any problems which may have arisen. This is basically a news-item type of meeting designed to keep all parties informed on events.

b. A formal Staff Meeting is scheduled normally on the second and fourth Thursday of each month. An Agenda is prepared and minutes are kept of these meetings. These are usually problem-solving and substantive sessions which in the past have been concerned with such topics as MEO in OTR, cover and security problems, standardization of papers such as weekly reports and course reports, and the application of closed circuit television in OTR. The next meeting will be held on Thursday, 25 March, at 1400 in the DTR Conference Room, 1025 Chamber of Commerce Building. The main item on the agenda will be a discussion by [REDACTED] of MEO in the DDA. The schedule for future Staff Meetings--same time, same room--is as follows:

29 April
15 May
27 May
10 June
24 June

c. The OTR Curriculum Committee normally meets on the first and third Thursday of each month. As the name implies, this group is concerned with matters

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

relating to the OTR curriculum, including course development, objectives, schedules, cost models and the complete range of curriculum subjects. The next three meetings of the Committee will be held 1, 8, and 15 April at 0930 in Room 1025 C of C. They will be concerned primarily with discussions with the Senior Training Officers of the DDA, ODO, and DDI, respectively, on the FY 77 curriculum.

2. The Staff Meeting schedule is subject to change, depending upon the Agenda. We will plan to notify you when we will definitely be having one so that Mr. Blake and/or Mr. McMahon can attend, if they desire.

[REDACTED]

STATINTL

Distribution:

- 0 & 1 - Adse
- 1 - DTR
- 1 - OTR/Registry
- 2 - PRS
- 1 - TAP

STATINTL

OTR/PRS [REDACTED]:bt (19 Mar 76)

ADMINISTRATIVE - INTERNAL USE ONLY