25 September 1975

MEMORANDUM FOR: Director of Training

SUBJECT   :   OTR Task Force on Technology Applications

1. You will recall that at the staff meeting of 28 August I was asked to develop terms of reference for the Task Force. I prepared a draft and discussed it with the Task Force members -- ███████████████████ --STATINTL on 10 September. We agreed to terms of reference which now stand as set out in the attachment.

2. This approach requires the Task Force to identify to you potential areas in which technology can be applied in OTR. The Task Force is not to undertake detailed studies as to feasibility, benefits, or cost. The Task Force suggestions which pass muster with you should be studied further by some other person or mechanism. I anticipate somewhat faster results under this approach than by trying to have these three officers undertake detailed analyses. I have requested the Task Force to begin reporting to you as soon as they have identified some promising areas and to have a complete report to you by 1 December 1975.

STATINTL

Deputy Director of Training

Attachment

Distribution:
  Orig - DTR, w/att
     1 - ████████████ /PRS, C/PS, w/att
     1 - ████████████   w/att
     1 -
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     1 - Chrono

STATINTL

Draft Terms of Reference
OTR Task Force on Technology Applications

Are there ways for OTR to save personnel and/or funds
or to perform more effectively by the application of computers
(hardware or software) or other technologies in place of or
as a supplement to instructors or other OTR personnel? Appli-
cations may include management, course content, or methods
of instruction. If in the judgment of the Task Force savings
and/or improvements in an OTR operation are feasible, please
identify the application in general terms, the likely range
of investment costs, and the time required to implement.
Please report to the DTR in broad terms and do not provide
details to any greater extent than is necessary to explain
the recommendation.

Distribution:
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