

13 July 1977

SUBJECT: Decisions and Observations from the Unit Chief's Conference

Following is an account of decisions reached by the DTR, observations and items to be explored further which came up in the Unit Chief's Conference, 22-24 June 1977:

1. During Mr. Fitzwater's discussion of achievements and developments during the past year, he directed that in our updating of regulations we should be sure to include the documents on [REDACTED]

Action: EA - Identify pertinent sections of Agency/OTR regulations to [REDACTED] who has action on preparing an updated draft.

Suspense: 31 August 1977

2. Operations Training

Observation -- Based on [REDACTED] projection of the number of professional operations officers projected through 1981 and the number of NOC/CC, and in the light of his observation that 122 students over the past 3 years have taken the long Operations Course but have remained in Headquarters, we should explore whether there is excess training in OTD, and, if so, reprogram additional personnel to CID. In this connection I note that there were three Operations Courses in FY 1977 and only two programmed for FY 1978.

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- [REDACTED] presented the thesis that the duties of an NOC/CC officer are such that his training need only be concerned with agent handling and communications, briefing and debriefing agents, and writing intelligence reports. In contrast, the staff officer who is a professional operations officer needs not only the tradecraft received by an NOC/CC officer, but also needs to be trained in the totalities of the system, as our future managers will come from this category. Due to confusion as to the kinds of training needed by the two categories of officers and differences of views, a policy paper on operations training should be written in collaboration with the Operations Directorate.

Action: DD/OT

Suspense: 15 September 1977

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- [REDACTED] noted that, based on feedback received from students who have taken the MOTC, a substantial number of MOTC graduates are not using their training in operations work.

Action: Curriculum Committee to consider advisability of sounding out DIA on reducing the MOTC staff and the reimbursement to CIA. The reduced staff could still handle two MOTCs and two MOFCs a year.

Suspense: 15 September 1977

25X1A - Persuasion Skills Training -- Based on discussions between [REDACTED] CID should not offer persuasion skills for individual staff officers, but should make arrangements with OTD to send them to STC for this training.

Action: DD/OT to advise DDO/STO and through him the component training officers.

Suspense: 31 August 1977 :

C/CID funnel future requests to [REDACTED]

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25X1A - Based on a discussion of counterintelligence training, DD/OT has the action to discuss with C/CI his views on CI training and the selection of someone to serve as an apprentice to [REDACTED] and eventually replace him.

Suspense: 20 July 1977

- In discussing the record of promotions of D careerists assigned to OTR and OTR's status equivalent to a division or staff, vis-a-vis the panel system, it was suggested that we try to have more D careerists sit in on the DDO panels.

25X1A Action: DTR to propose informally to [REDACTED] at an appropriate moment.

25X1A 3. [REDACTED] Discussing the recent  
25X1A conferences held at [REDACTED] by DIRNSA and D/DIA, DTR observed

that utilization of these conference facilities by non-Agency groups should remain at that level.

4. Personnel:

- Unit Chiefs' Successors -- Concern was expressed whether the MT career subgroup includes individuals who are prepared and capable of succeeding the present unit chiefs.

Action: DDTR as Chairman, Career Board should identify to the Career Board the individuals who are considered capable of moving into unit chief positions.

Suspense: 1 August 1977

- We should project our retirements from the MT subgroup, both mandatory under current policy guidelines and optional over the next five years.

Action: Chief, Personnel Branch

- Personnel Planning -- In the discussion of planning, the suggestion was made that we move ahead with the effort to establish high and low priorities for OTR activities.

5. Records:

- In the status report on the updating of the ATR and INTSTAT, the DTR decided that OTR should seek to have an on-line capability with ODP for both ATR and STATS.

- In the discussion of registration, the DTR decided that all registration for OTR courses should be centralized in the Training Services Staff. It was noted that this term needs definition.

Action: C/TSS, C/II, or his representative, and C/FTD, or his representative to reach agreement as to which aspects of the registration function should be centralized in TSS and which should be retained in II and FTD, as well as timing procedures, and other aspects of effecting the centralized registration system. C/TSS report to DTR.

Suspense: 15 August 1977

6. OTR Catalog:

- TSS should make a concerted effort to keep the new catalog up to date by preparing a quarterly update. These updates should be issued as closely as possible to the 1 October, 1 January, 1 April, 1 July fiscal year cycle. Update pages should carry the date of change in the upper right-hand corner.

- The new OTR catalog should include entries in the index for assistance on typing and self-study programs. It should include in the index a reference to OTR conference facilities with the notation that the inquiring parties should call extension [REDACTED] and that the inquiry should be at the office, division or staff level. The catalog should

have both a table of contents and an index. A section on centralized registration should be included in the catalog.

7. Training Support:

- The DTR approved the proposal to concentrate all OTR audio-visual production in the form of videotapes and to get out of the business of producing films. OTR will rely to the the maximum extent on videotapes for class-room use and in agent training. To the extent films must be used and new films are required, OTR will seek to have them prepared by a commercial source.

Action: C/TSS will prepare a position paper from the DTR to DDA asking his approval for OTR to get out of the film business and to transfer its assets (one officer, one personnel position and equipment) to OL/P&PD.

Action: OTR's video production facilities will be centralized at the [REDACTED] where the [REDACTED] Building is being modified to become a TV studio. Video production personnel will be transferred and/or recruited for service at [REDACTED]. This group will constitute a separate, tenant subunit which reports to C/TSS and services video production requirements for all units of

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OTR, as well as providing day-to-day CCTV to OTD.

- In order to ensure that capabilities and requirements are balanced, all requirements for the TSS Graphics Branch will be by work orders funnelled through Mr.

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Action: C/TSS will prepare an OTR Notice for DTR's signature. (This system will be a 60-day trial.)

Suspense: 5 days after verbal notice

- C/TSS will inquire as to whether individual instructors may have access to the projection booths in order to operate noontime films.

8. Use of Mag II Machines: For comparative purposes the utilization of the II and LLC Mag typewriters will be recorded.

Action: DDTR so instructed in a note of 29 June 1977.