

SUBJECT: Minutes of the 27 January 1977 OTR Staff Meeting

4. The DTR noted that the draft survey report on component-conducted training suggested that a survey of all Agency training, including OTR's, be undertaken. He had met that morning with the DDA and the IG to point out the surfeit of surveys and investigations which OTR has been subjected to recently. He pointed specifically to the program audit in late 1975 and early 1976, the PMCD survey which has been going on since April 1976, the House Appropriations Committee staff investigation since September 1976, and the critical training needs survey in December 1976. In view of all of these, he requested that the proposed survey of all Agency training be at least postponed. The IG agreed to consult with the DDCI on this matter.

5. The DDTR reported that the House staffers are in the writing phase of their investigation. They hope to finish up the end of the first week in February. The DTR briefly discussed the recommendations in the report on the survey of component-conducted training. These recommendations were: (1) the Director of Training should develop a definition of component-conducted training for use in all future reporting; (2) the Director of Training should be notified when a component plans a new course or major modifications to an existing course. The DTR and DDA agreed with the first recommendation but believed the second should be modified to include notification to OTR on only a new course which might duplicate an existing OTR course. The definition and rules for notifying OTR of duplicative courses should be incorporated in the revision of [REDACTED]. Concerning the report on critical training needs, the 25 January briefing of the EAG had been canceled and the Group will be briefed at a later date.

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6. [REDACTED] discussed the activities of the Covert Instruction Division (CID). He noted that [REDACTED] had STATINTL briefed the Curriculum Committee on ALT. The other part of CID is operational records training and these are the only scheduled courses in CID. He also noted the recent transfer of three other courses from CID to II. Concerning ALT, the personnel figure varies depending upon the kind of expertise

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which is needed. He stated that they maintain some language capability at all times. He discussed the subjects taught here and overseas, including tradecraft and persuasion skills (SAI), noting that no technical training or communications is covered by ALT officers. The training is tailored to the needs of the requestor and he therefore refers to them as training programs rather than training schedules. The training is given to field agents, liaison services, NOCers, and some staff employees, although the latter are encouraged to attend the regular operations courses instead. He explained the method of scheduling and setting up this type of training, noted the involvement of ALT personnel in the Pilot Project, and concluded by enumerating some of the benefits of ALT training.

STATINTL

7. [REDACTED] briefly discussed the benefits of retiring by 28 February and urged the members to discuss these benefits with eligible employees in their Units.

8. The members discussed several items on the list of [REDACTED]

STATINTL

9. The DTR referred to a letter written by a recent Career Trainee who had resigned. He will send the letter to the Unit Chiefs and urged them to read it carefully and take note of certain things the young man pointed out. He also briefly discussed the second seminar on creativity and controls which encompassed a younger group of Agency officers. He noted that the ideas generated by both the first and second groups were similar. However, the younger officers placed more emphasis on communication from above, particularly the need to impart the reasons for doing certain things and the reasons for doing one thing rather than another.

10. The DTR reported items from the DDA morning meeting and the members reported significant events of the day.

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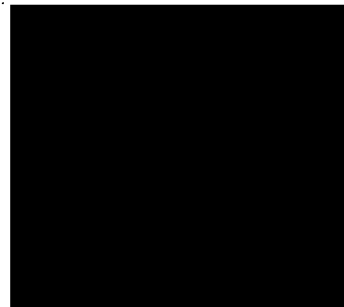
OTR STAFF MEETING

Thursday, 27 January 1977, 1400 Hours

AGENDA

STATINTL

1. Internal OTR Requirements for College Catalogs (see attached note)



2. Status of the PMCD Survey of OTR

3. Status of Investigations/Surveys:
House Committee Staff
Audit Staff--Component Training
Critical Training Needs

Mr. Fitzwater

STATINTL

4. The Covert Instruction Division



5. OTR Pending Actions

6. The Day's Events

COLLEGE CATALOGS

The college catalogs (ca. 26 boxes) have been in storage on the third floor of the CoC Building since September 1976. During the period from September through January 1977 the Library received approximately 3 requests per month for the catalogs, totaling about 15 requests. One-fifth (ca. 3) of the requests came from OTR Personnel and the remainder from other Agency personnel. One-fourth (ca. 4) of the people went to the boxes for the catalogs. One-fourth needed information that was found in reference books in the library, such as an address, telephone number, or name of a faculty member.

A request has been received for some of the catalogs from a new office being set up at Hqs. -- the Coordinator for DDI Academic Relations and External Analytical Support, under the Center for Policy Support. They are aware that many of the catalogs are not current. Letters were not sent out in August requesting new catalogs. If the request is approved they will send someone over to go through the catalogs and take the ones they want.