

25 JAN 1977

MEMORANDUM FOR THE RECORD

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FROM : ██████████  
Secretary

SUBJECT: Minutes of the 6 January 1977 OTR Staff Meeting

1. The 6 January 1977 OTR Staff Meeting convened at 1400 hours and adjourned at 1545 hours.

2. The DTR welcomed ██████████ to the meeting. He discussed the background of the survey which they had conducted on critical training needs in the Agency. ██████████ explained the methodology the team had employed. A questionnaire was prepared and delivered to various component chiefs and followed up several days later with a personal interview. They conducted a total of 40 interviews encompassing approximately 105 people. The first part of the questionnaire covered the individual's awareness of OTR training programs and how much these programs were meeting their needs. Next were a series of questions on each major segment of OTR's curriculum. The last question dealt with the individual's perception of the most critical area of training.

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3. ██████████ presented a summary of their findings. They showed a vugraph of the critical training needs which had evolved from the survey, and the members discussed these findings. They concluded with a presentation of their recommendations which the members discussed at some length. The DTR commended the members of the task force for a good job of compilation and analysis within tight time constraints. He considered the report a fair and honest evaluation which indicated that OTR is doing a pretty good job, but there are problem areas.

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4. The DTR commented briefly on the apparent ignorance within the Directorate of Operations as to the work of OTR's Liaison Training Division (LTD). He suggested that the Unit is probably misnamed--it was agreed to change the name to Covert Instruction Division.

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5. The DTR discussed portions of the Agency-wide personnel management survey. He pointed to the question "Are you working to your limit?" and stated his belief that, while some people in OTR are, there are others who may not be. He stressed the importance of the responses to the question "Are you kept informed on how you are doing on the job?" He stated that the members, as supervisors, should take a close look at how the workload is distributed within their Unit. Each OTR employee should give eight hours of work each day.

6. The DTR announced receipt of an invitation from the Control Data Corporation to two seminars on the PLATO system which Chief, FTD, had discussed at the last Staff Meeting. The seminars will be held on 18 and 19 January. The afternoon sessions would be devoted to PLATO and government with emphasis on high technology training. He asked the members to give the Secretary the names of those individuals in their components who desired to attend.

7. The EO/TR distributed the list of pending actions and noted that all deadlines had been met to date.


8. The DDTR discussed items from the DDA morning meeting. The members reported the important events of the day.

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OTR Staff Meeting  
Thursday, 6 January 1977, 1400 Hours

AGENDA

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1. Report on the Effectiveness of OTR in Meeting the Agency's Critical Training Needs 
  
2. Discussion of the Agency-wide Personnel Management Survey Mr. Fitzwater
  
3. OTR Pending Actions
  
4. The Day's Events