23 DEC 1976

MEMORANDUM FOR THE RECORD

STATINTL

FROM    : ███████████████

Secretary

SUBJECT:  Minutes of the 16 December 1976 OTR Staff Meeting

1.   The 16 December 1976 OTR Staff Meeting convened at 1405 hours and adjourned at 1545 hours.

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2.   Prior to addressing the formal agenda, the DTR presented a certificate to ████████████████ for his efforts on aiding the Vietnamese refugees.

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3.   ████████████ gave a briefing on zero-based budgeting, opening with a vu-graph which described his knowledge of the subject as zero.  He outlined the three major areas of zero-based budgeting as describing each activity and expenses minutely, classifying alternatives, and sorting the activities according to their importance and priority.  He discussed decision packages in terms of their similarity to our current resource packages.  He noted that in order to reduce the volume of decision packages requiring review, agencies will probably establish dollar levels on the number of packages to be reviewed at each administrative level.

4.   The Secretary discussed the draft OTR Instruction on reproduction of copyrighted material.  The members raised several points which require clarification.  The Secretary will re-draft the Instruction based on this discussion.

5.   The DTR explained the changes in the ████chain of command which will become effective 1 January 1977.  There will be two Divisions--the Support Division and the Operations Training Division.  Chief, ████ will be responsible for all administrative matters at the Center.  On all operations training matters, the Chief, Operations Training Division will report to the DD/OT, while keeping the ████advised as appropriate.  The DTR also discussed the channels for fitness reports on ████personnel.
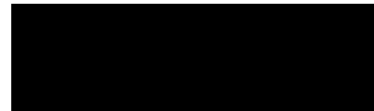
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SUBJECT: Minutes of the 16 December 1976 OTR Staff Meeting

6. Within the context of these changes at the ▮▮▮ STATINTL
the DTR briefly expounded on the future organization of OTR
(Item 5 on the Agenda). In view of the current PMCD review,
after the first of the year we should step back and look at
the organization to see if it should be changed. There are
probably some people in the Office who have too much on
their platters and some who may be under-utilized. He noted
that the Curriculum Committee is now looking at courses
which might be discontinued instead of simply piling new
requirements on top of everything else we do. He noted that
communication within OTR seems to have improved, but he is STATINTL
not convinced that everybody is getting the word. He felt
that communication with the ▮▮▮ is much better. Chief, ▮▮▮
agreed, noting the high rate of use of the KY-3 telephone.
The DTR urged all of the members to try to visit the ▮▮▮ at STATINTL
least once a month.

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7. Chief, FTD, described the PLATO System put out by
Control Data Corporation. PLATO is an acronym for Program
Learning and Teaching Operation. He explained the System
and basically how it works. He noted that the System
contains a number of programs on a variety of subjects and
showed several examples of the material available. He also
briefly described two other systems: ASET (Author System
for Education and Training) put out by Sperry Univac; and
TICCIT, put out by Mitre, which works with a Sony television
receiver and is based on two NOVA-800 desk-type mini-computers.
The DTR stated that the Control Data Corporation has invited
small groups from OTR to visit their Learning Center for
demonstrations in their areas of interest. He asked the
members to provide the Secretary with the names and areas of
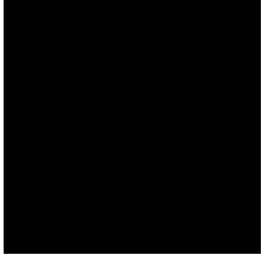interest of people in their units who would like to make a
visit.

8. The members considered the list of pending actions.
The DTR noted that all were current. He suggested that a
copy of the list be sent to each Unit Chief's secretary.
The DTR reported highlights from the DDA morning meeting,
and the members reported on the day's events.

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2

OTR Staff Meeting
Thursday, 16 December 1976, 1400 hours

AGENDA

1.  Zero-Base Budgeting                                          STATINTL

2.  Draft OTR Instruction on Reproduction
        of Copyrighted Material
        (See Attachment)

                                                                STATINTL

3.  Management Structure of ███              Mr. Fitzwater
        Effective 1 January 1977

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4.  The PLATO System

5.  Future Organization of OTR                Mr. Fitzwater

6.  OTR Pending Actions

7.  The Day's Events