

9 JUL 1976

MEMORANDUM FOR THE RECORD

STATINTL

FROM : [REDACTED]
Secretary

SUBJECT: Minutes of the 8 July 1976 OTR Staff Meeting

1. The 8 July 1976 OTR Staff Meeting convened at 1030 hours and adjourned at 1110 hours.

2. The DTR opened the meeting by asking if any of the members had problems with the suspense dates assigned to action items from the Planning Conference. Several deadlines were changed by mutual agreement. The Secretary asked whether the Unit Chiefs would have cost data available on new courses by the indicated 15 July deadline. Chief, FTD, pointed out that several new courses have not been run as yet and cost data cannot be computed. The DTR recalled that the need for these data was based in part on the request from the AD/DCI/IC for the DDA to compute charges required for the Agency to provide services to the IC Staff. There is some evidence that OTR may be required to provide additional training for the Community, and tuition charges should be available. It was agreed that cost data would be submitted to [REDACTED] as soon as possible after the first running of each new course.

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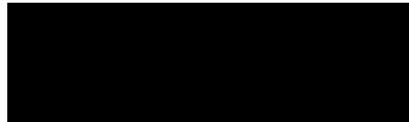
3. The DTR reviewed the OTR personnel report and asked for comments. The [REDACTED] noted that several of the people listed as being in [REDACTED] pipeline are being considered for guard/firemen positions. Chief, II, stated that, although his unit was shown at one under strength, two new employees would report for duty on Monday, 12 July.

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4. The DTR noted that most of the pending actions had been discussed earlier.

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5. The DTR reported significant items from the DDA morning meeting. He then asked for reports from each of the members. He also stated that the 1630 meeting would not be held but members should report additional significant events to him telephonically.



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OTR Staff Meeting
Thursday, 8 July 1976, 1030 hours

AGENDA

1. OTR Planning Conference Mr. Fitzwater
 Action Items

2. OTR Personnel Report Mr. Fitzwater

3. OTR Pending Actions Mr. Fitzwater

4. The Day's Events

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