

21 MAY 1976

MEMORANDUM FOR THE RECORD

STATINTL

FROM : ██████████
Secretary

SUBJECT: Minutes of the 13 May 1976 OTR Staff Meeting

1. The 13 May 1976 OTR Staff Meeting convened at 1405 hours and adjourned at 1535 hours. The DTR opened the meeting by reporting items of interest from the DDA morning meeting. He then proceeded around the table for items from the members.

2. Pending Actions: Copies of the pending actions file were distributed to the members. The DTR requested a status report from each responsible action officer. He noted that these reports would be required at each biweekly Staff Meeting.

3. CTs: The DTR opened the discussion of assignment of Career Trainees to OTR by referring to the memorandum attached to the Agenda. He suggested that the fields of Instructional Development and Communications Skills should be deleted from the list. Chief, II, discussed the problem of a new CT coming in to teach Communications Skills. He should go out and receive some practical experience in the Agency, and then possibly come back to teach. The Agency needs instructors in this field who are familiar with our standards and requirements, not academia's. The DTR stated that, in the Information Science field, a CT should also receive some operational or analytical experience prior to becoming an instructor. Along this line, he questioned whether the memo should now address a total two or three CTs instead of the nine currently projected. Chief, PRS, noted that the list was originally prepared on the basis of anticipated attrition in OTR.

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4. The DDTR pointed out that the original idea was initially to identify CTs with potential as instructors and let them go out into the Agency to gain the necessary experience. The D/OI reported that the Operations Directorate is making a determined effort to identify the candidates they want earlier, with more attention to cover and security. The group discussed the philosophy of using the CT approach to filling OTR's needs and agreed to delete Instructional Development from the list and add Operations. Chief, LLC, noted the inherent difficulty in sending a CT to the Operations Directorate and getting him or her back. The DTR stated that we need to put special emphasis on Information Science and must commit ourselves to getting one or two CTs for this. The DDTR noted that we should look at both internals and externals for this. Chief, LLC, pointed out that, given the relatively narrow view that LLC personnel have of the Agency, a CT selected for eventual placement in LLC would benefit greatly from his interim assignments during the Program. The DTR stated that language would be added to the list. He reiterated his belief that priority should be given to Information Science and requested the DDTR to revise the memorandum on the basis of this discussion. (Action: DDTR).

5. Clerical Support: Chief, II, opened the discussion of clerical support by stating that he is about to lose two training assistants and one position. He pointed out that TAP was established almost two years ago and the Units are down to the point where the absence of one clerical means the work will be done but telephone coverage cannot be maintained. He noted that seven of his nine training assistants use TAP and are satisfied with the results. However, rush items with short deadlines are difficult to get out because of TAP's involvement with other priorities such as weekly reports. He suggested that additional Mag Card II machines be obtained and placed in appropriate Units. Chief, FTD, noted that he has the same problem, in which his secretary is also a Branch training assistant. The clerical ranks are so thin that some professionals are doing clerical jobs.

6. Chief, PRS, ran down the clerical statistics by Unit and noted that there are also geographic problems. Chief, II, stated that he has five call directors to alleviate the telephone problem, but there are still fewer clericals for more professionals. He reported that he is considering doubling people up in offices to alleviate some of the geographic problems. The DDTR pointed out that weekly items to the DTR need not be letter-perfect. The DTR questioned

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whether any positions were saved when TAP was established. Chief, PB, stated he can identify five positions, but these might have been dropped anyway. The DTR asked whether TAP should be decentralized and the members emphatically replied no.

7. Chief, PRS, suggested that there is a Mag Card machine in LLC which might be available for use. Chief, LLC, pointed out that the initial resistance to the machine has largely dissipated and the LLC machine is used quite extensively. The DTR wondered whether the secretarial help is distributed properly. The DDTR noted that there are vacancies in FTD and II. Chief, PB, reported that the FTD vacancy will be filled on 24 May and two people will be interviewed for the II position. Chief, PRS, suggested that two or three clericals be identified as floaters who, when available, could be sent to overburdened areas. Chief, II, closed the discussion by noting that the problem in II is somewhat different from those in other offices.

8. Liaison Officer: The DTR stated that OTR must establish a liaison officer. He noted the recent mix-up in scheduling groups at [REDACTED] and pointed out that this was disorderly and unnecessary. Chief, FTD, noted that this was a highly unusual case, caused to some extent by problems within the DO. The DTR stated that this makes OTR look disorganized, whereas the purpose should be to help the [REDACTED]. Several members noted that this was an exceptional case which might never happen again. Chief, FTD, pointed out that Chief, PRS, has handled some [REDACTED] matters but not all.

9. [REDACTED] pointed out that a liaison point had been considered previously for correspondence to and from [REDACTED]. He stated that the position should not become a roadblock and should not prevent direct communication between [REDACTED] personnel and individuals in OTR Headquarters. The DTR agreed and reiterated his support for the desk officer concept. This officer should be mainly concerned with the movement of people to and from [REDACTED] and with correspondence. Chief, PRS, noted that it had been found previously that correspondence could be handled by an O/DTR tickler file. [REDACTED] suggested that the officer could deal with [REDACTED] on routine MOTC matters and possibly handle registration matters. The DDTR suggested that [REDACTED] draw up a list of things on which a desk officer could help. (Action: [REDACTED])

10. On the subject of correspondence, the DTR stated that O/DTR should have gotten a copy of the initial memorandum which started the problem cited in paragraph 8 above. Chief, FTD, noted that 98 percent of the requests received are routine and do not need to go through the DTR. The DDTR suggested that, for anything dealing with training at [REDACTED] a copy of the correspondence should go to the O/DTR. The DTR stated that he should know about anything with a political flavor. Chief, PB, suggested that correspondence prepared in OTR requesting DTR approval contain approved/disapproved lines. This would eliminate the need for an answering memo. The DTR also requested that Unit Chiefs put their ideas/recommendations/suggestions on the forwarding buck slip as guidance to the DTR as to where they stand. STATINTL

[REDACTED] STATINTL

OTR Staff Meeting

Thursday, 13 May 1976, 1400 Hours

AGENDA

1. The Day's Reports
2. Status of Pending Actions
3. Minutes of the 29 April 1976 OTR Staff Meeting

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4. Assignment of Career Trainees to OTR
(see memorandum attached)



5. Clerical Support in OTR

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6.  Liaison

Mr. Fitzwater

7. Handling Correspondence in OTR

Mr. Fitzwater

15 AUG 1975

MEMORANDUM FOR: Chief, Career Training Program

SUBJECT : Assignment of Career Trainees to the
Office of Training

1. I plan to inaugurate a program of introducing young officers into the MT service by way of the Career Training Program and wish to set a goal of bringing four to five officers annually into the MT service in FY 77 and in FY 78.

2. Specifically, the CTP should recruit candidates well qualified in the following fields and who have potential for teaching in Office of Training courses in these fields:

Management (and allied fields) (2)


Information Science (quantitative methodologies and computer applications) (2)

Instructional Development (educational specialists) (2)

Communication Skills (writing and/or briefing skills) (2)

International Economist (1)

3. All candidates should be academically qualified in these fields (with a minimum of a master's degree). Experience in the discipline or in teaching in the discipline is highly desirable.


Alfonso Rodriguez
Director of Training

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