

23 APR 1976

MEMORANDUM FOR THE RECORD

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FROM : ██████████
Secretary

SUBJECT: Minutes of the 12 April 1976 Special OTR
Staff Meeting

1. The DTR opened the meeting by saying that he was looking forward to his tour in OTR. He thanked all present for the excellent series of briefings which he and ██████████ had received during the preceding two weeks. The people involved were obviously very knowledgeable and interested in what they were doing. He also noted the fine sessions which had been held at ██████████. He and ██████████ had extended their visit to be present when the Director met with the students in the Operations Course. He gave the group some of the flavor of that session.

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2. The DTR put down one rumor which he had heard by stating that ██████████ would be staying on as DDTR. He also announced that ██████████ would be a Special Assistant for the time being and would replace ██████████ on 15 May. ██████████ will replace ██████████ when he retires. In the next month ██████████ will be looking at the administrative side of OTR, particularly the Executive Officer function. He will relieve the DDTR of some of the paperwork. Although no decision has yet been reached, the DTR stated that he will probably devote his time more to the administrative area and the DDTR will concentrate on the training area. The DTR also noted that he tends to want to be involved in as much as possible. He stated that he wants the D/OT to become more involved in training matters..

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3. The DTR stated that the Curriculum Committee, Language Development Committee, Career Board and Career Panel will remain as presently constituted for now, although he did not rule out change in the future. He announced that he would meet daily with the Unit Chiefs at 1640 hours in

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the Conference Room, at which there would be an established seating arrangement. These meetings will have three purposes: for him to report items from the DDA morning meeting, for the Unit Chiefs to report items which he should take to the DDA meeting on the following morning, and for a general exchange of information among the group. He is a firm believer in the value of two-way communication. He noted that he requires punctuality, both in arriving at meetings and in answering correspondence. In connection with replies to correspondence, he realizes that OTR's location is a problem in replying expeditiously. He will establish a tickler system with an action card and suspense date, and action officers will be held responsible for meeting these deadlines.

4. The DTR went on to enunciate some of his requirements. He wants cleanliness and orderliness in the working areas, both for esthetic and security purposes. He noted that visitors to the building see these working areas and OTR should put its best foot forward in appearance. Each area should have a double check system for security purposes. Personnel problems, such as tardiness and counseling, must be documented from the beginning. OTR personnel must be cost-conscious, especially in these inflationary times. He requires teamwork in the office, and stated that personality conflicts must not interfere with the work of the Office. He noted that he is people-oriented and will have an open-door policy. However, he requires people to work through the supervisory chain first on problems, and only then bring unresolved difficulties to him. He wants the DDTR kept aware of problems.

5. The DTR expressed his feeling that OTR has done a poor public relations job with the DDA up to now. He stated that he will arrange for the Unit Chiefs to brief the DDA and ADDA on their activities. Concerning weekly reports, in response to a question from Chief, CTP, the DTR had no suggestions for change. He said that, if Unit Chiefs have doubts about an item, they should include it. He wants to look at the report to the DDA, noting that these are busy men but they read all of the weeklies. The DTR closed by reporting items which had been discussed at the DDA morning meeting.

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6. [REDACTED] echoed the DTR's statements about the excellent quality of the briefings during the previous two weeks. He noted a current problem of cover which prohibits the DTR from signing correspondence going out of the Agency. Until this problem is resolved, the DDTR will sign all such correspondence as Acting Director of Training.

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Special OTR Staff Meeting

Monday, 12 April 1976 .

1600 Hours

AGENDA

1. Discussion of Future OTR Policy Mr. Fitzwater

2. Authorities for OTR Activities 

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