


OTR Staff Meeting  
Thursday, 18 September 1975

AGENDA

STATINTL

1. The Privacy Act of 1974

  
Assistant to the DDA  
for ~~Coordination~~  
*Information*

2. Minutes of the 4 September Meeting

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MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the 4 September 1975 OTR Staff Meeting

1. The OTR Staff Meeting of 4 September 1975 began at 1400 hours and concluded at 1525 hours. The meeting was chaired by the Deputy Director of Training in the absence of the Director of Training.

2. The discussion of the Minutes of the 28 August 1975 Staff Meeting centered around the following points:

a. Agenda Item 1

The draft instruction for the Career Panel is now on the DTR's desk. All members of the Panel will be new, due to expired terms of office.

The committee on computer technology impact will now meet with the DDTR on 10 September.

Consideration of moving additional courses to the [redacted] will be made through the Curriculum Committee, where the new DOT will have an input. The [redacted] will survey the Station's capability to handle more courses and report on his findings. (Action: [redacted])

b. Agenda Item 3

The [redacted] reiterated his feeling that the membership, charter and direction of the Curriculum Committee appear to be correct for OTR needs. He noted that there should be interplay down and up for the Committee to achieve the best results.

c. The Minutes were approved.

3. [redacted] briefly discussed the planning cycle for FY 76. He noted that the various sources of information for the reports required during the year were now being compiled.

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The first thrust will be the Curriculum Committee's compilation of the FY 1977 curriculum. It was suggested that, whereas the Curriculum Committee is responsible for reviewing the bulk of OTR's efforts, other areas, such as the CTP and the innkeeping function of [REDACTED] were more appropriate for Staff Meeting consideration. It was proposed that the DTR consider using both the Curriculum Committee and the Staff Meetings as the main outlets for discussing matters related to reports required during the planning cycle. (Action: DTR)

4. Chief, PRS, discussed the proposal for an OTR house organ to disseminate news within OTR and for MT careerists. He showed a copy of the June 1975 issue of the ISG Newsletter and cited some of the topic headings as examples of the kinds of subjects which might be included in an OTR version. He suggested that, if the concept is approved, a group be formed with a representative from each OTR Unit to shepherd each issue, probably on a three-times-a-year basis. [REDACTED] noted that OL already has a similar organ, and we should check with Log on the procedures, publication schedules, etc. The group agreed to recommend to the DTR for his approval that an OTR house organ be tried for a one-year period. The DDTR asked Chief, PRS, to discuss the concept with the DTR. (Action: Chief, PRS) STATINTL

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5. The group discussed at length the need for a cover and security review of various aspects of OTR. Following an explanation by Chief, PRS, of the origin of the item on the Agenda, several subjects were raised as possibly indicating the need for a review: ALT training in C of C; community training; ALT facility cover credibility; cover problems for CTs; and exposure of many [REDACTED] staffers to MOTC students. Chief, FTD, suggested that each Unit Chief review his Unit's activities to discover whether there are any problems needing review and identify them. [REDACTED] objected, pointing out that many of the points which might be raised were already well known and the preparation of the submission would be a large task. The DDTR suggested that each Unit Chief prepare a brief statement which, collectively, could be used by the DTR and determine whether a review should be made. The Secretary will send a memo to all Unit Chiefs on 1 October reminding them of the submission and providing guidelines for the coverage. (Action: Unit Chiefs and the Secretary)

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6. The group discussed ways and means of advertizing OTR throughout CIA. [REDACTED] noted that the Office used to publish the OTR Training Bulletin quarterly; this was superseded by the Schedule of Courses. The DDTR warned that any extensive

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effort in this field could be time-consuming. Chief, LLC, suggested that activities such as CSI, TAP, and MOTC may not be well known around the Agency; the classified Bulletin Board at Headquarters might be one method of informing people. The DDTR suggested that highlights, such as a summary of the current Off-Campus Program, might be put on this Board. Chief, PRS, was tasked to determine how material is put on the Board and inform the Unit Chiefs. The group agreed that the Board should be used more. (Action: Chief, PRS)

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7. [REDACTED] noted a general lack of knowledge overseas on available training and asked whether the subject of Unit Chiefs visiting overseas installations, discussed at a previous meeting, had been pursued. The DDTR responded that the DTR has discussed the possibility of a trip.

8. Chief, FTD, noted that a Limits to Growth '75 Conference will be held in Texas in October. He suggested that someone from OTR might attend. He has information on this Conference available for interested parties.

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[REDACTED]  
Plans and Resources Staff

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