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OFFICE OF TRAINING

NOTICE

NO. 12-65

18 October 1965

SUBJECT : OTR Training Reports

REFERENCE: OTR Regulation 25-4, Training Reports, 11 May 1962

1. Paragraphs c and d (Section 4. Procedures) of the referenced regulation which pertain to the number of copies of training reports required and the dissemination pattern of these reports are hereby rescinded. Effective immediately, training reports on student performance in all OTR courses will be submitted in an original and one copy to the Chief, Registrar Staff. The Registrar will forward the original to the Office of Personnel for inclusion in the student's official personnel folder and the copy to the Training Officer of the student's office of assignment for information and further distribution as appropriate.

25X1A

2. Further revisions to Section 4 are also necessary. Chiefs of Schools and Staffs and [REDACTED] are requested to submit their comments on the three report formats (A, B & C) currently prescribed in OTR 25-4 and attached thereto and any suggestions for changes to the Chief, Plans and Policy Staff by 12 November 1965.

25X1A

[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution:

OTR - Key 1 C
(School, Staff, Branch Chiefs
and all instructors)

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