

- a. are in Grade GS-14 or above, or
- b. are in Grade GS-13 or below and customarily prepare fitness reports on two or more subordinate employees.

4. The first offering of the Reorientation in Supervisory Responsibilities is scheduled for 10 April 1964. This running is intended specifically for managerial and supervisory personnel in components of the DDS in the Washington Area. The program will run from 0900 to 1600. Attendance will be checked at the door of the auditorium and a permanent record of attendance will be compiled.

5. Each Office Head will appoint an Office Coordinator who will be responsible for notifying those who will attend and will serve in a liaison role with OTR's coordinator, of the OTR Registrar Staff (x3056). The name of the Office Coordinator should be given to Mr. immediately. Office Heads should submit to me by 2 April 1964, a list of personnel on duty in their Offices who will attend the reorientation on the basis of the eligibility criteria given in paragraph ~~two~~ ^{three}. On this list, at least half of those named should be identified to attend the initial presentation on 10 April. More specific figures and quotas will be furnished by OTR following compilation of the lists. A date for the second presentation for DDS personnel will be announced later.

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6. Office Heads are urged to make this project a matter of personal attention and to exert the necessary influence of their positions to insure compliance with the DCI's wishes.

L. K. WHITE
Deputy Director
for Support