

ADMINISTRATIVE -- INTERNAL USE ONLY

OTR 78-8825

14 DEC 1978

MEMORANDUM FOR: Assistant for Information, DDA
FROM: Harry E. Fitzwater Level II complete - 11/21/00
Director of Training - betty
SUBJECT: Information Handling Study
REFERENCE: Your memorandum dated 28 November 1978,
Same Subject

1. Listed below are Office of Training (OTR) comments and perspectives on the Agency's goal concerned with information handling.

2. Critical to the development of a better structure for coordination and carrying out the Agency's information handling activities is an improved understanding among the personnel of the Agency about the on-going activities in this area and the rapidly evolving technology developments which might improve the performance of these activities. With respect to major problems we feel that each Agency component must define its own specific information needs. For example, OTR needs to understand what it is expected to produce and the time frames within which production must take place. OTR operations have to be responsive to the goals of its consumers; thus, most critical to OTR are component management goals which can be translated into training needs.

3. The OTR Information Science Center in its various courses can help develop better tools for data handling. An understanding of the information handling problems and the issues involved might be facilitated in some instances by the development of system dynamic models of these systems-- or perhaps other types of models, such as queuing. To do this successfully generally requires a partnership between the people that have the problem and the methods people, and some degree of familiarity on the part of each of the participants with the other's tasks.

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4. The Office of Training stands ready to assist in this study to the extent of its resources and capabilities.

STATINTL


for Harry E. Fitzwater

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