

OTE 85-1110

22 August 1985

MEMORANDUM FOR: Chief, Planning Staff, DDA

STAT

FROM:

[redacted]
Acting Director of Training and Education

SUBJECT: Designation of OTE Senior Training Officer

STAT

In response to your request of 19 August 1985, please be advised that [redacted] Executive Officer designee, OTE, will serve as the Senior Training Officer for this office.

STAT

[redacted]

Distribution:

Orig - Adse

1 - EXO Designee

1 - EXO Chrono

1 - OTE Registry

ROUTING AND RECORD SHEET

SUBJECT: *(Optional)*FROM: C/DA Plans Staff
7D18 Hqs

EXTENSION

NO.

DATE

19 Aug 85

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

2. D/OF

616 Key

3. D/OIS

1205 Ames

4. D/OIT

2D02 Hqs

5. D/OL

6. D/OMS

1D4040 Hqs

7. D/OP

8. D/OS

9. D/OTE

936 CofC

10.

EXC

8/21 *CL*

11.

DATE

Action - 23 Aug 85

12.

13.

14.

15.

Date

ROUTING AND TRANSMITTAL SLIP

19 AUGUST 1985 ✓

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. CHIEF, PLANNING STAFF/DA		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. ACTION

PLS PREPARE A RESPONSE FOR THE DDA'S

SIGNATURE.

SUSPENSE: COB 29 AUGUST 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals.

<div style="border: 1px solid black; width: 350px; height: 80px; margin: 5px;"></div>	Room No.—Bldg.
	Phone No.

FORM 41 (Rev. 7-76)

* U.S.G.P.O.: 1963 - 421-529/320

Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

Executive Registry

85- 3187/15

16 August 1985

DD/A Registry
85-1810/18

NOTE FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Director, Office of Legislative Liaison
Director, Public Affairs Office
Inspector General
General Counsel
Comptroller


FROM: Executive Director

SUBJECT: Designation of a Senior Training Officer at the Office/Division
Level

The DDCI has approved the recommendation contained in the recent IG survey of training which calls for designation of a senior training officer at the office level--division level for the DO--throughout the Agency. The IG report notes that in many cases present component training officers in fact have "... little authority over selection of personnel for training, no real sense of the overall training needs of the component and how they mesh with what OTE offers, and no role in providing feedback to OTE." The report argues that each operating office or DO division should designate the Chief, Deputy Chief, or Executive Officer as the senior referent for training to resolve this problem. While there certainly is room for flexibility in just who you select as senior training officers, you should adhere closely to the spirit of the recommendation which is that selectees should have the authority and breadth of knowledge to manage the task properly.

Please let me have your respective lists of senior training officer appointments by 30 August.

STAT


James H. Taylor