

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes 16-20 September 1985

FROM

C/OC/AMD

EXTENSION

NO.

DATE

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/CO

30 SEP 1985

30 SEP 1985

2.

DD/CO

30 SEP 1985

30 SEP 1985

3.

C/OPS

30 SEP 1985

1 OCT 1985

4.

OC/EXA

1 OCT 1985

1 OCT 1985

5.

OC/OL/ISC

Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

CONFIDENTIAL

OC 13807-85

27 SEP 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]

Chief, Administrative Management Division, OC

SUBJECT:

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1. During the week, Panel N personnel strength increased by one. In addition, preparations for the November UPS promotion cycle to GS-09 were completed.

2. Panel D experienced no gains and one loss during the week, with the loss due to the Leave Without Pay departure of a TCO-02 Officer. The Panel is currently ten personnel overstrength.

25X1 3. OSG activities included the processing of 14 TDY personnel, [Redacted] and 1 check-out. OC is currently providing 15 Panel D and 2 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

25X1 [Redacted]

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10. The Developmental Training Branch is putting together a current OC Training Handbook and expects it to be ready for printing by 30 November.

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11. On 18 September, the OC Wang-stored training records were transferred [redacted] to AMD's Wang System [redacted]. These records consist of several Visual Memory Cabinets, a glossary, and several documents used by the Training Assistant [redacted].

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13. AMD/Security has been talking to OS on possibility of interim clearances for OC spouses overseas as a means of facilitating employment in event contract work is available.

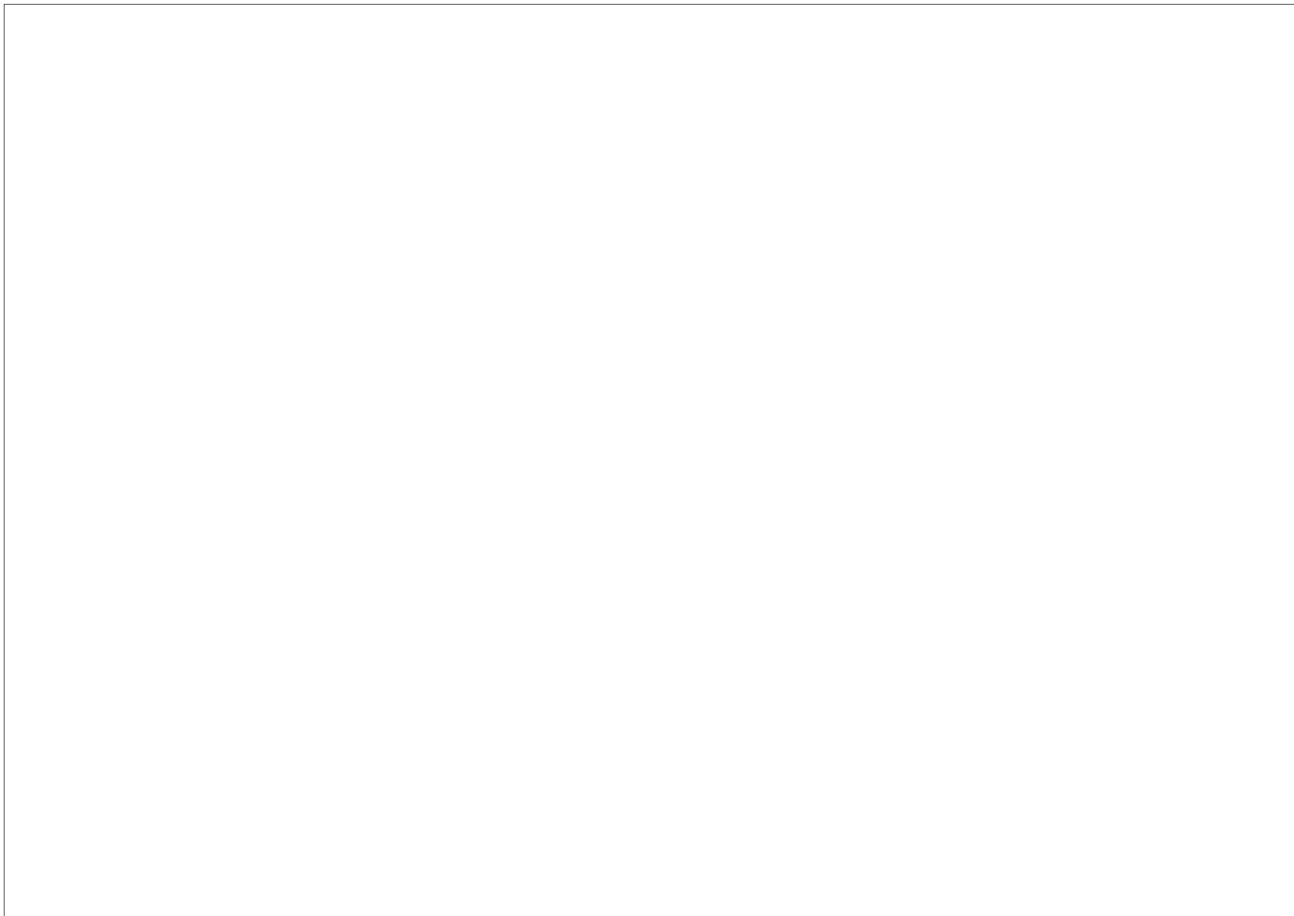
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14. AMD/Security conducted six briefings for first-time overseas travelers. Briefings included the new terrorist awareness information provided by the DDA.

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19. On 23 September, [redacted] AMD/Security, gave a 20-minute presentation to new OS officers on the duties and functions of a Security Officer in the DDA.

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20. [redacted], ADP Officer, is working with OIT to separate OIT/DNG mini-disc files from OC's mini-disc files.

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21. [redacted] Records Management Officer, completed transferring responsibility for all forms and records belonging to OIT/DNG to OIT's RMO.

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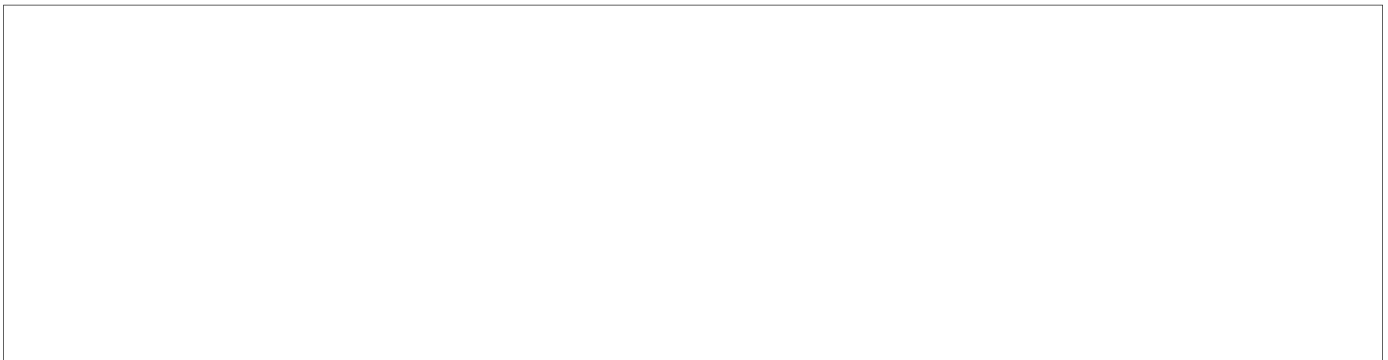
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23. [redacted] OC Safety Officer, conducted a one-week safety and health course [redacted] during the week of 16 September with 20 students (selected Agency-wide).

24. The first banding increment increases were received by the Panel D Staff at Communications School and the "we will wait and see" attitude has changed to an overwhelming "it is a major positive step for the Office" reaction by the recipients.

25. A meeting was held with OC-FND to discuss the ICT project installation schedules and operational procedures. Further discussions are scheduled at the CSG on 23 September for clarifications of the software and hardware to be utilized. Equipment and training requirements were also discussed and we indicated our need for equipment from FND to enable resident training.

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27. The "1986 OC Residency Course Schedules" were sent out to all OC Training/Assignment Officers on 18 September 1985.

28. On 20 September, the TDMA Computer Based Training course development contract was completed and signed by all parties concerned.

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[Redacted]

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30. [Redacted] LSD, visited the Northern Virginia Community College (NOVA) on 17 September to discuss Computer Based Training (CBT). NOVA trains over 3000 students a year in various data processing subjects using the Hazeltine TICCI and other CBT systems at their Alexandria campus. [Redacted] provided [Redacted] a tour of their training facility which included several classrooms. LSD is gathering information on CBT implementation to be used in establishing a formal CBT program at CS.

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31. [Redacted] is conducting CRAFT hardware training in [Redacted]

32. The final edited MERCURY Overview video program has been completed. The tape will be forwarded to the MERCURY Project Officer to determine distribution.

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[Redacted]

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