

ROUTING AND TRANSMITTAL SLIP		Date
		25 Feb 85
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	C/OC-MLS	[Signature] [Date]
2.	OC-MLS/RAG	[Signature] 7 FEB 1985
3.	OC-MLS/PPBG	[Signature] 3/5/85
4.	OC-MLS/LOG	[Signature] 3/1
5.	OC-MLS/SINAG	[Signature]
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		

6. OC/OL/IMC

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Sue, O/C/OC-MLS

Room No.—Bldg.

Phone No.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OC-AMD Staff Notes

FROM: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> C/OC-AMD	EXTENSION 0810G	NO. DATE
---	-------------------------------	-----------------------------------

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. D/CO	21 FEB 1985	25 FEB 1985	[Signature]
2. DD/CO			21 FEB 1985 [Signature]
3. OC-MLS	25 FEB 1985	27 FEB 1985	[Signature]
4. OC-EXA	25 FEB 1985	25 FEB 1985	[Signature]
5. OC/OL/IMC			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Archiving

25X1

CONFIDENTIAL

OC-12148-85

SECRET

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]

Chief, Administrative Management Division, OC

SUBJECT:

OC-AMD Staff Notes - 11-15 February 1985

25X1 [Redacted]

25X1 2. Members of the OTD Staff met with representatives at [Redacted] to discuss the EOD comprehensive exercise and methods which could be formulated to improve the overall posture of the exercise. Many useful and valuable contributions were made and we are pursuing several items.

25X1 3. [Redacted] has completed and forwarded a draft proposal for consideration as the new replacement for the Telecommunications Specialist applicant test.

25X1 4. [Redacted] attended two all-day meetings at [Redacted] with regards to the MERCURY project. The first meeting resulted in the acceptance of the [Redacted] training plan for packet-switching; the second meeting involved discussions on material for the packet-switching overview.

25X1 5. [Redacted] met with [Redacted] of Computer Based Training Group/OTE to discuss various Computer Based Training (CBT) topics of mutual interest and the interests concerning the Interdirectorate Computer Based Training Group.

25X1 6. [Redacted] monitored and participated in the Utility Net training conducted by [Redacted] during the weeks of 28 January and 4 February 1985. A formalized course on Utility Nets is not yet available at Communications School (CS). [Redacted] is now in the process of developing a Criterion Referenced Instruction (CRI) course on Utility Nets for Operators and Technicians. It is estimated that the Utility Net CRI course for Operators will be

25X1 WARNING NOTICE-INTELLIGENCE SOURCES OR METHODS INVOLVED

[Redacted]

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes - 11-14 February 1985

completed circa April/May 1985 and for Technicians by July/August 1985. Course development, equipment, and operational and technical matters on the VHF Utility Network training were also discussed.

25X1

7. [] has administered, to date, 69 Myers-Briggs "Type Indicator" tests, and 22 Thomas-Kilmann "Conflict Mode Instrument" tests to those volunteers interested in evaluating their personal behaviors.

25X1

8. [] is presently reviewing a draft package, forwarded to the CS by OC-ED/TEG/OSS, for comments and suggestions. This package contained the Instructor's and Student's Guide to be used in the TDMA baseband operation and maintenance course scheduled at the contractor's facility circa 1 April 1985.

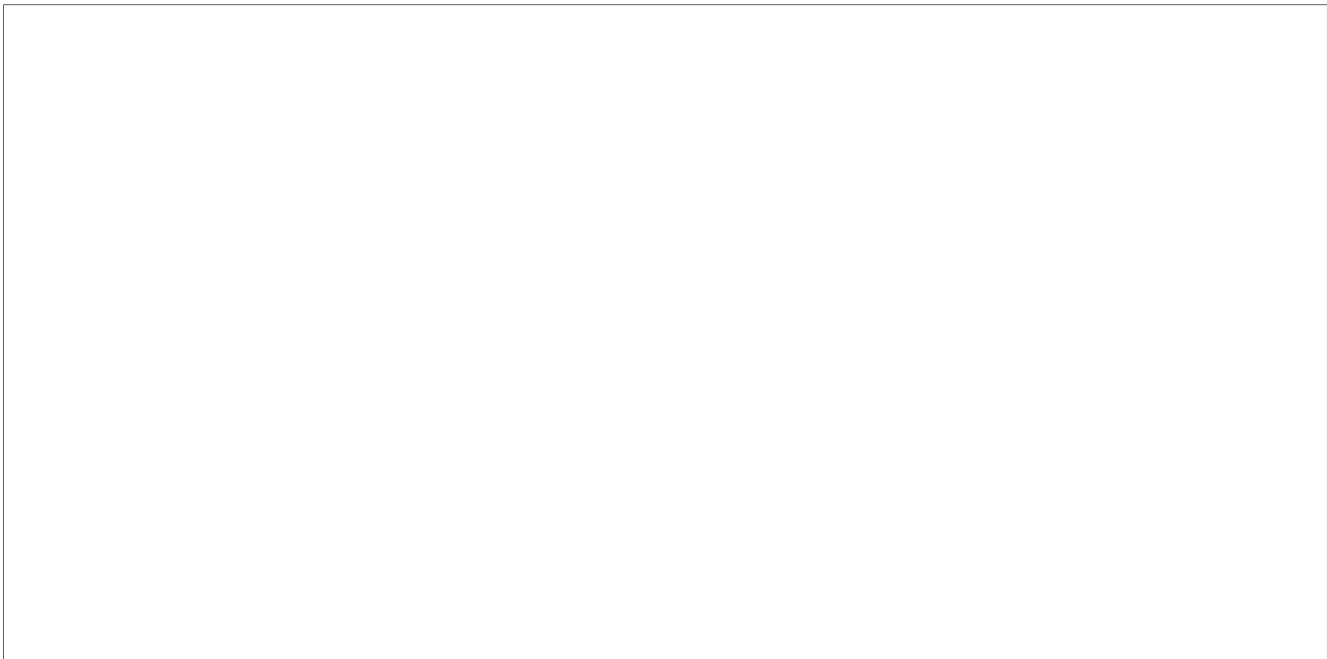
25X1

25X1

9. [] is in the process of assembling information for discussions and negotiations with [] concerning their future contractual assistance in CRI course development for CS.

10. There were 9 OTD and 1 TTD instructors TDY during this week; all were overseas.

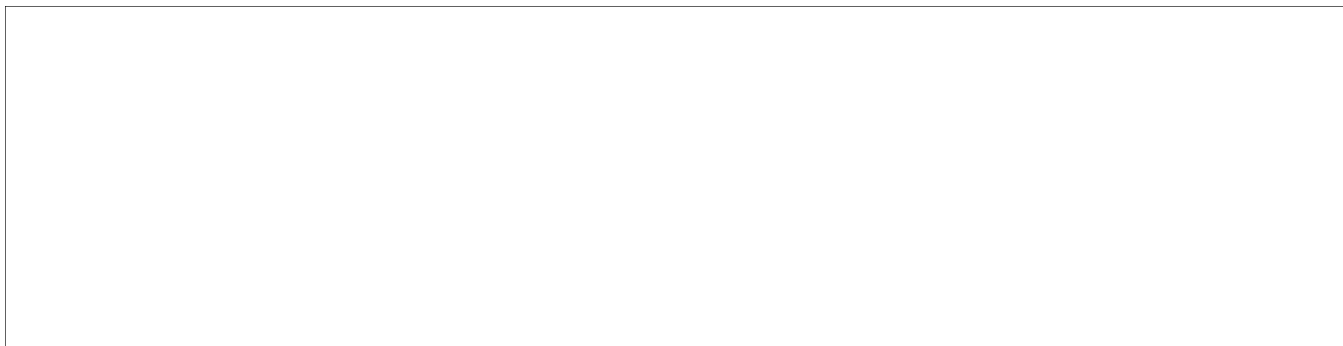
25X1



CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes - 11-14 February 1985

25X1



25X1

16. The Office of Communications (OC) Management Seminar was held 11-14 February 1985 [redacted] There were 20 participants representing all career panels. Senior officers from all Divisions, OC-MLS, and the DD/CO addressed the group about the mission and function of OC, the future of OC, and the problems and projects now facing management.

25X1

17. Introduction to the Office of Communications Course (ITOC) was conducted [redacted] February 1985. Twenty-one new EOD students, both Panel D & N, attended. This course followed a one-week course, Introduction to CIA (ITCIA), held at Chamber of Commerce and conducted by OTE.

18 During the week, Panel N personnel strength experienced a loss of 2 technicians. Panel N is 1 technician over authorized ceiling. However, this figure includes technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 21 technicians under strength. Panel MCD personnel strength experienced a loss of 3. There was one EOD, 1 resignation, and 3 individuals had a change of career service designations. The Panel is now 81 employees over authorized ceiling. There are 120 EOD students in training, while 15 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 59 personnel under strength.

19. OC-AMD was advised that Congressional action on existing retirement systems in the federal government was unlikely this year. However, Congress is expected to act on a supplemental retirement program for federal employees hired since January 1984.

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes - 11-14 February 1985

It was also reported that the DCI recently made representations to the White House on the CIA Retirement and Disability System in an effort to obtain administration support for its continuance.

20. The initial meeting of Position Banding Task Force met on 13 February to discuss the position on conversion for the Experimental Pay System for TCOs. Representatives from OC-DND, OC-FND, and OC-AMD in conjunction with OP/PMCD/C&CPB representatives will develop criteria for the position conversion.

21. A Performance Appraisal Report (PAR) format for Panel MCD careerists under Banding has been developed and presented to the D/CO. The D/CO's initial reaction to the proposal was positive and he asked that the proposal be sent to the field for use as an instructional guide in preparing the existing PAR for OC careerists under Banding. On 14/15 February, the proposal was presented to OP. The initial reaction to the proposal, after additional explanation, is encouraging.

25X1

