

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:

[Redacted]
C/OC-AMD

EXTENSION

NO.

OC-10719-84

DATE

27 November 1984
~~29 NOV 1984~~

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.	TO	DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1.	D/CO	29 NOV 1984	29 NOV 1984	<i>AD</i>
2.	DD/CO	29 NOV 1984	30 NOV 1984	<i>AM</i>
3.	OC-MLS	8 DEC 1984	10 DEC 1984	<i>see</i>
4.	OC-EXA	30 NOV 1984	3 DEC 1984	<i>G</i>
5.	OC/OL/IMC			
6.				
7.				
8.				
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10.				
11.				
12.				
13.				
14.				
15.				

Archiving

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25X1

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OC- 10719-84

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]

Chief, Administrative Management Division, OC

SUBJECT:

OC-AMD Staff Notes 19-23 November 1984

1. During the week, Panel N experienced a loss of one technician and no gains. Panel N is 10 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 28 technicians under strength. Panel MCD experienced a gain of 1 and a loss of 2. The Panel is currently 86 employees over authorized ceiling. There are 120 EOD students in training, while 14 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 63 personnel under strength.

2. The Office of Personnel (OP) has been involved in an in-depth study of Agency clericals. OP has asked each Directorate to nominate managers and clericals to serve on a task force to review this study and its findings and to make recommendations.

25X1 3. A \$1,000 Exceptional Accomplishment Award was presented to
25X1 [Redacted] on 26 November for his outstanding contributions
25X1 to a [Redacted] during the period 16-31 July
1984. A Certificate of Merit and a \$250.00 Exceptional
Accomplishment Award was presented to [Redacted] on 26
November for her significant contribution that concerned the
redirection and implementation of the SAFE Project for the Office of
Data Processing.

25X1 4. The Technician Class 4-84 graduated with a total of 11
students. [Redacted] presented the diplomas and addressed the
group. Of the 11 individuals graduating, 3 were assigned to the
overseas group.

25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

[Redacted]

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SUBJECT: OC-AMD Staff Notes 19-23 November 1984

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6. There are 7 Operations Department instructors TDY supporting overseas and domestic training requirements. The Technical Training Department has 3 instructors overseas in training sessions.

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 conducting a 3-week special training session on the SC-3 and 4 terminals.

7. TCA Class 4-84 attended a writing course at the Chamber of Commerce Building. This course is a new addition to the Basic TCA Program and was conducted for a one-week period by OTE.

8. Operations Department is conducting a special two-week session for PRS-6 training in preparation for the PRS-6 introduction in the Basic TCA Program scheduled for calendar year 1985.

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