

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

OC-AMD Staff Notes - 17-21 September 1984

**FROM:**

EXTENSION

NO.

C/OC-AMD

DATE

25 September 1984

**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.

*A/D/CO*

SEP 1984

SEP 1984

*J*

2.

*A/DD/CO*

27 SEP 1984

27 SEP 1984

*JM*

3.

OC-MLS

27 SEP 1984

28 SEP 1984

*seen*

4.

~~OC EXA~~

27 SEP 1984

27 SEP 1984

*G*

5.

OC/OL/IMC

Archiving.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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OC-10622-84

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]  
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 17-21 September 1984

25X1 1. [REDACTED] Office of Security careerist, was assigned to AMD 17 September 1984 to handle physical and personnel security.

25X1 2. The Office of Communications Development Program convened for the final time Tuesday afternoon, 18 September 1984, in the office of the DD/CO. A brief review of the purpose of the Program and remarks by [REDACTED] preceded a general critique by Program members. Following the critique, the DD/CO presented each of the Development Program participants with a certificate of completion.

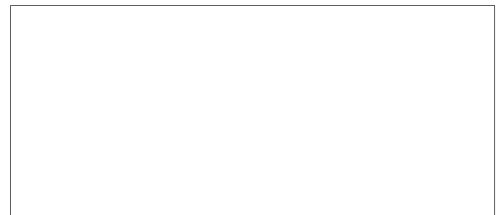
25X1 3. On Friday, 21 September, Chief, Communications School (CS) briefed the Chief of the [REDACTED] and several members of his staff on CS activities.

4. CS has had 15 individuals participate in the evaluation of the new KEE System, a Computer Base Training (CBT) computer capable of simulating Wang WP, touch typing, and Morse code. CS plans to continue the evaluation process for 30 more days. The system is being well received and is generating increased interests in CBT methodology.

5. CS conducted the Overseas Orientation Program (OOP) week for TCA Class 3-84. A total of 60 individuals participated in a very successful presentation.

6. CS has 13 instructors providing overseas training. One instructor is running day and night courses to accommodate station needs.

25X1  
WARNING NOTICE - INTELLIGENCE  
SOURCES OR METHODS INVOLVED



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10. During the week, Panel N experienced a loss of 1 technician with no gains. Panel N is 33 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 nine technicians under strength. Panel MCD experienced a gain of 4 employees with 1 loss. The Panel is currently 75 employees over authorized ceiling. There are 105 EOD students in training while 17 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 64 personnel under strength.

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25X1 11. Recent PCS arrivals in APB are [redacted] who  
25X1 replaces [redacted] as Senior Processing Officer and  
25X1 [redacted] who has assumed the duties of Assignment Officer,  
ASCA.

25X1 12. [redacted] attended an NCOA Job  
Fair in Orlando, Florida on 21 September. Seventy-five individuals  
were briefed and 25 individuals were placed in processing as  
follows: 20 - MCD; 3 - MCN and 2 MCU.

13. It has come to the attention of the recruiting staff that  
Bell Laboratories in the New Jersey area has many disgruntled  
engineers. RES will place two ads in local papers in an effort to  
recruit these employees.

14. Mr. Donnelly presented seven awards at his biweekly staff  
meeting on Monday, 17 September, to the following individuals:

25X1 [redacted] Certificate of Distinction; [redacted]  
25X1 [redacted], Certificate of Merit; [redacted], Employee  
25X1 Suggestion Award (\$500 and Certificate of Appreciation);  
25X1 [redacted] \$500 Exceptional Accomplishment Award;

[redacted]  
each received a \$500 Special Achievement Award.

25X1 15. The Agency length-of-service ceremony was held in the  
Headquarters auditorium on Tuesday, 18 September. The Office of  
25X1 Communications had one representative on stage, [redacted]  
OC-DND, who received his 30-year certificate from the DCI. Several  
other members of the Office were invited to attend the ceremony.

25X1 16. In a joint effort with the Office of Personnel,  
Messrs. Donnelly, [redacted] briefed the DDA and select  
others on the experimental pay banding system for OC. The DDA  
concurred with the proposal and will submit it to the DDCI for  
approval.

25X1

[redacted]

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