

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:

EXTENSION

NO.

C/OC-AMD

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

8 AUG 1984

9 AUG 1984

WJY

2.

DD/CO

8 AUG 1984

8 AUG 1984

J

3.

OC-MLS

9 AUG 1984

9 AUG 1984

J

4.

OC-EXA

9 AUG 1984

10 AUG 1984

G

5.

OC/OL/IMC

Archives

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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OC- 10444-84

08 AUG 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 30 July-3 August 1984

1. During the week, Panel N experienced no gains or losses of personnel. Panel N is presently 36 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 15 technicians under strength. Panel MCD experienced a gain of 3 and a loss of 1. The Panel is currently 54 employees over authorized ceiling. There are 120 EOD students in training, while 20 TCA personnel are in process preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 85 personnel under strength.

2. The Employee Dependent Assistance Center (EDAC) coordinator has implemented a new procedure concerning the OC Brief Post Reports. On 3 August 1984, a set of 10 microfiche, containing reports on all OC foreign field facilities, were pouched to each facility. It is felt this new practice will have immeasurable value to our employees as they will have access to this information before completion of their CSA's. It will also mean immediate access to the reports after an assignment has been transmitted to the field.

3. A special briefing on the Fair Labor Standards Act (FLSA) was arranged for C/OC-DND by OC-AMD. This briefing was given by representatives from OP/PMCD because of the impact FLSA has had on DND.

25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

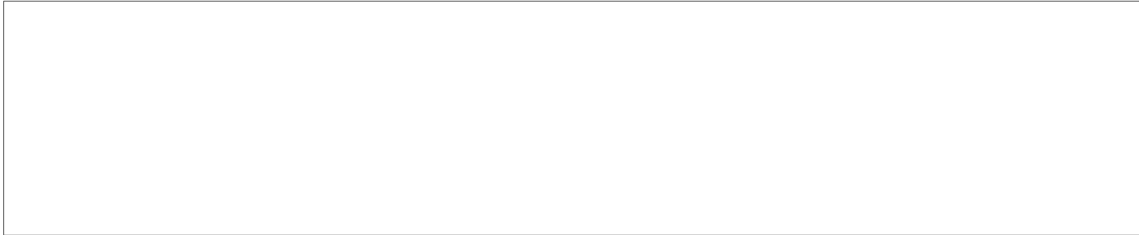
[Redacted]

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SUBJECT: OC-AMD Staff Notes - 30 July-3 August 1984

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5. OC's Summer Only Employees met as a group with C/OC-AMD on 19 July and received an informal briefing on the Agency's organization and goals. On 31 July, they toured the Printing and Photography Division and [redacted] which was arranged by OL. On 3 August, the Summer Only program and luncheon was held at the Headquarters Auditorium. Speakers included D/OP and DD/DDA.

6. Summer Only Employees will be departing in August and September and a majority of them have indicated they would like to return for the Holiday program. OC-AMD will, therefore, be checking with the offices that employed a Summer Only asking if they can return and be used between 19 November 1984 and 31 January 1985.

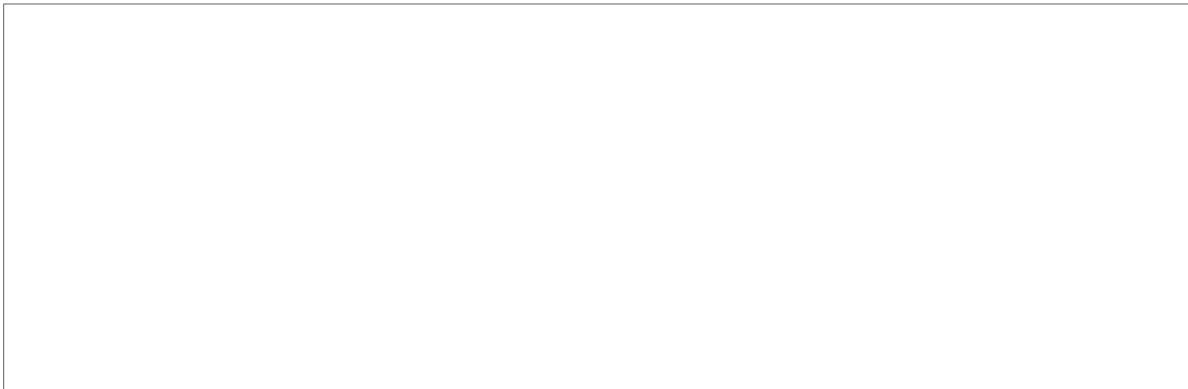
7. On 31 July, AMD representatives briefed senior OC officers on SIS position audits to be conducted by OP/PMCD during the week of 6 August. Audit procedures were discussed and information on the PMCD evaluation process was distributed.

8. The Management Development Course for current and potential supervisors/managers conducted by OTE for OC concluded Friday, 3 August. The final critiques from the participants were very positive.

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9. [redacted] was installed as the DDA representative on the Federal Women's Program Advisory Council for a one-year term.

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25X1 12. Instructor [redacted] completed a one-week TDY to
25X1 Havana. The trip was in support of an [redacted] requirement.

13. In connection with the EOD student loan program, two EOD'ers completed the M-28 Teletype course and were assigned on a temporary basis to Headquarters. The loan program has worked out well for the student as well as the assigned component. In addition to gaining early experience, the students who have participated in this program return to training with a very good attitude. This is apparently the result of the student seeing the needs of Commo and himself in the work-a-day world.

25X1 [redacted]

15. Effective 1 August the "Curriculum Planning Staff (CPS)" has been redesignated the "Instructional Support Department (ISD)".

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