ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:		EXTENSION	NO.
STAT			
STAT 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	29 AUG 1985	29 AUG 1985	a	
2. DD/CO	29 AUG 1985	29 AUG 1985		
3. C/OPS	29 AUG 1985	30 AUG 1985		
4. OC-EXA	30 AUG 1985	30 Aug		
5. OC/OL/ISC				For Archiving
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

GPO : 1983 0 - 411-632

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OC- /2485-85

2 8 AUG 1985

MEMORANDUM FOR: Director of Communications

25X1   FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 19-23 August 1985

1.   Once again, Panel MCN remained at status quo for this
week. Overseas components are finally receiving their trained
summer rotation technicians. The full effect of the massive AMD
MCN training effort will not be fully realized until the beginning
of October. Panel D experienced one gain and no losses during the
week. The Panel is now 15 personnel overstrength.

2.   OSG activities included the processing of ten TDY
personnel, four returnees, two file shops (MC1, MCA), and one
resignation (MC1). OC is currently providing 26 Panel D and two
Panel N CONUS-based personnel for TDY support of the Foreign and
Domestic Networks.

25X1   3.   attended the Office of Personnel's
workshop on personnel actions 19 August 1985. It was mentioned
during the workshop that OC currently has a 99-100% error-free rate
on its personnel actions submitted for processing.

4.   PSS requested each component's part-time FTE requirements
for FY-86 in order to determine how much of an increase in OC's
FY-86 FTE allocation will be needed.

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6.   The MCD Position Conversion paper developed by the MCD
Position Banding Task Force has been reviewed by the Director of
Communications. A meeting will be held with the D/CO to discuss
the conversion prior to submission to the Director of Personnel
requesting implementation of recommended position band levels.

25X1   WARNING NOTICE -
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes 19-23 August 1985

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     7. [   ] assumed the function of OC Wang Coordinator 19 August. She will work closely with Division Wang Administrators in resolving technical and procedural problems. She will also be involved in Wang planning and developing policies and procedures. [   ] reports to OC ADP Control Officer. [   ]
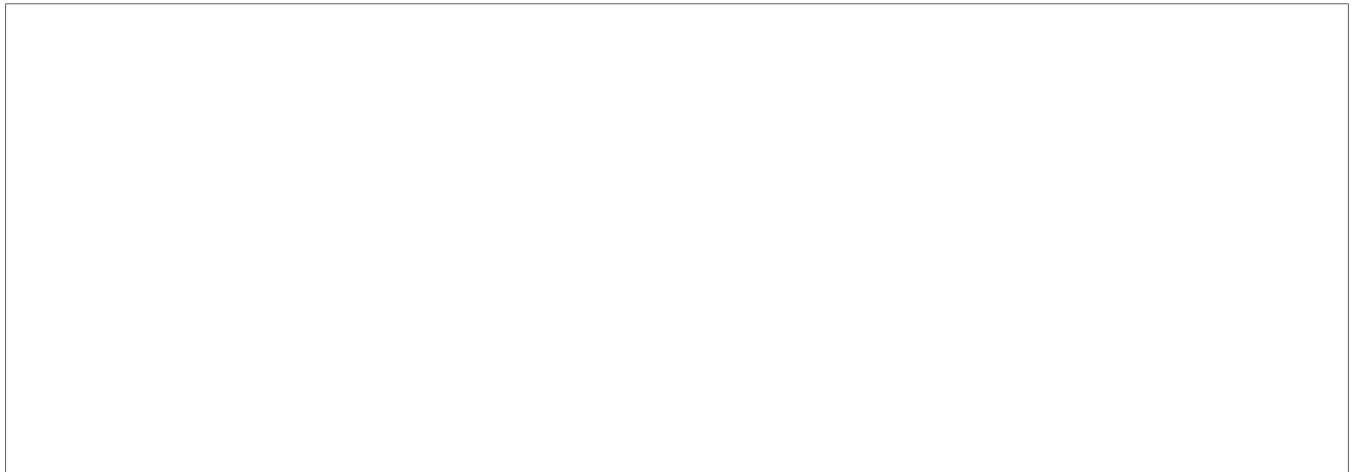
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     8.   A request has gone to DNG/OIT for an outside contractor to do a system analysis of OC's computer and Wang systems. The study is to assess the efficiency of our current systems and make recommendations for a systems architecture for current needs and future systems. The study is expected to take about three months, beginning about 1 October.

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     9.   DNG/OIT advises that all COMTEN ports in both the [   ] and Northside Computer Centers are committed. This means we will not be able to increase the number of our on-line terminals (mostly Delta Datas) until the Computer Center is open in the new Headquarters Building. OC also has a space problem restricting the expansion of the Wang systems. There is no space in the DAC for added Wang systems.

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SUBJECT: OC-AMD Staff Notes   19-23 August 1985

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25X1   14. [   ] hosted [   ] and
25X1   [   ] of the Psychological Services Department (PSD) on
19 August. They briefed the Communications School (CS) department
heads on the current status of Project SCREEN, the formulation and
implementation of a battery of employment tests for EOD operators.
25X1   A tentative meeting has been arranged between [   ] and the
Operations instructors concerning a questionnaire which will be
filled out by the instructors on a task analysis of the operator
field positions, which along with the employment tests, comprises a
package put together by PSD for OC.

15. The Automated Field Terminal (AFT) training has been
deleted from the training courses offered by the CS. AFT has been
replaced by TERP in many locations and is scheduled for removal
from the remainder of sites by early calendar year 1986. Selective
assignments and on-the-job training will be utilized until the
remaining systems are replaced within the network.

16. The second special running of the TDMA course was
completed comprised of six students. Two Panel N and ten Panel D
personnel have been trained on the equipment. Additional runnings
have been requested and will be scheduled at the earliest possible
time.

17. CS is looking forward to the first "Train the Trainers
Program": Course Development and Lesson Plan Workshop which will
begin on 26 August. Ten instructors are currently signed up for
25X1   the course which will be implemented by [   ]

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SUBJECT: OC-AMD Staff Notes 19-23 August 1985

18.   Wang Alliance Telecommunications and Intelligent Communications Terminal (ICT) training have been moved into new (separate) classrooms. These two courses will be expanded to a capacity of eight to ten students per class upon receipt of additional equipment that has been requested.

19.   PRS-6A has been received. A class was held for instructors and installers of the new PRS-6A on the new exciter and receiver which is scheduled for installation in the first two field stations [ ] in early September. An OTD instructor has been scheduled to provide operations and limited maintenance training on the equipment and will accompany the installation team.

20. [ ] O/DDA, visited CS on 23 August to brief TCA Class 4-85. [ ] provided a briefing on the structure of the Agency, functions of the Directorates, and functions of the Offices within the DDA. In addition to his briefing, [ ] provided two brief videotape presentations concerning security and the Incident Respone Team (IRT). Class 4-85 found the briefing and videos to be highly interesting and informative.

21. [ ] attended an interactive video conference in the D.C. area on 22 August. Of concern to [ ] were the various methods available for maintenance of Computer Based Training (CBT) equipments. [ ] was specifically interested in the different procedures used in the implementation of training. Microticket (Hazeltine) was particularly impressive with an electronics troubleshooting package.

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