

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)  
OC/AMD Staff Notes

<b>FROM:</b>  AC/OC/AMD	<b>EXTENSION</b>	<b>NO.</b>
		<b>DATE</b> 19 June 1985

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		

TO: (Officer designation, room number, and building)	DATE	DATE	OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. D/CO	21 JUN 1985		<i>[Signature]</i>
2. <del>DB/CO</del>			
3. C/OPS	20 JUN 1985	21 JUN 1985	<i>[Signature]</i>
4. OC-EXA	21 JUN 1985	21 JUN 1985	<i>[Signature]</i>
5. OC/OL/ISC			
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Archiving

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OC- 12392-85

19 JUN 1985

MEMORANDUM FOR: Director of Communications

FROM:

[Redacted Name]

Acting Chief, Administrative Management  
Division, OC

SUBJECT:

OC-AMD Staff Notes 10 - 14 June 1985

1. For the second consecutive week, Panel N personnel strength increased by one technician. Panel N is 31 technicians under authorized ceiling. In order to provide greater opportunities for technicians who possess project management and other unique skills, 12 technicians are serving in assignments for Panel E, Panel O, and Panel D. Ironically but justifiably, while satisfying an Office need, the aforementioned 12 technicians tend to decrease effective strength. In Panel D, two TCA officers entered on duty with OC during the week. This, coupled with one officer who did not complete TCA training and is presently leaving the panel, our panel strength figures indicate we are 87 employees over authorized ceiling. Taking into account all factors that govern our staffing, including those personnel in training, Panel D is currently 24 personnel understrength.

2. The Panel D TCA Class 2-85 is scheduled to graduate from the Communications School (CS) on 9 August 1985. On 4 June, the 15 students in this class were briefed on their onward assignments. All have received two-year assignments to facilities in the Headquarters area.

3. OSG activities included the processing of one file shop (Panel E) and 19 TDY'ers. OC is currently providing 29 Panel D and 2 Panel N, CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

[Redacted Box]

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SUBJECT: Staff Notes 10 - 14 June 1985

4. On Wednesday, 12 June 1985, the Communications School was awarded a Meritorious Unit Citation in recognition of the outstanding accomplishments of its members from June 1982 to June 1984. During this period, the Communications School was highly responsive to critical needs for the implementation of the capitalization program, an increase in training requirements without any additional space or equipment, an increase in maintenance requirements, an increase in course design, and classroom renovations with a minimal increase in personnel.

25X1 [redacted] accepted the Unit Citation for the School from Mr. John N. McMahon, DDCI. Also in attendance were Messrs. Harry E. Fitzwater, DDA; James H. McDonald, ADDA; and 25X1 [redacted] D/CO

5. The new automated file units ordered for PSS have been tentatively scheduled for delivery on 1 July 1985.

6. The Office of Personnel Memorandum, which outlines the procedures and guidelines for conversion to the new secretarial pay schedule, has finally been published and disseminated.

7. An RES recruitment team traveled to Charleston, South Carolina on 13 June. The results of this trip look promising as 22 PHS packages were handed out to 13 TCS candidates, 7 ET's and 2 Engineering specialists. Eighty-seven interested parties came to the OC booth during this NCOA job fair.

8. Seventeen applicants were interviewed this week with nine failing to meet OC requirements and eight Placed-In-Processing (PIP). Of the seventeen interviewed, four applicants were for Panel MCN, 12 Panel MCD and one Panels MCE & MCS.

9. Four personnel EOD'd in OC this week. Two in panel MCN, one in Panel MCD and one in Panel MCA.

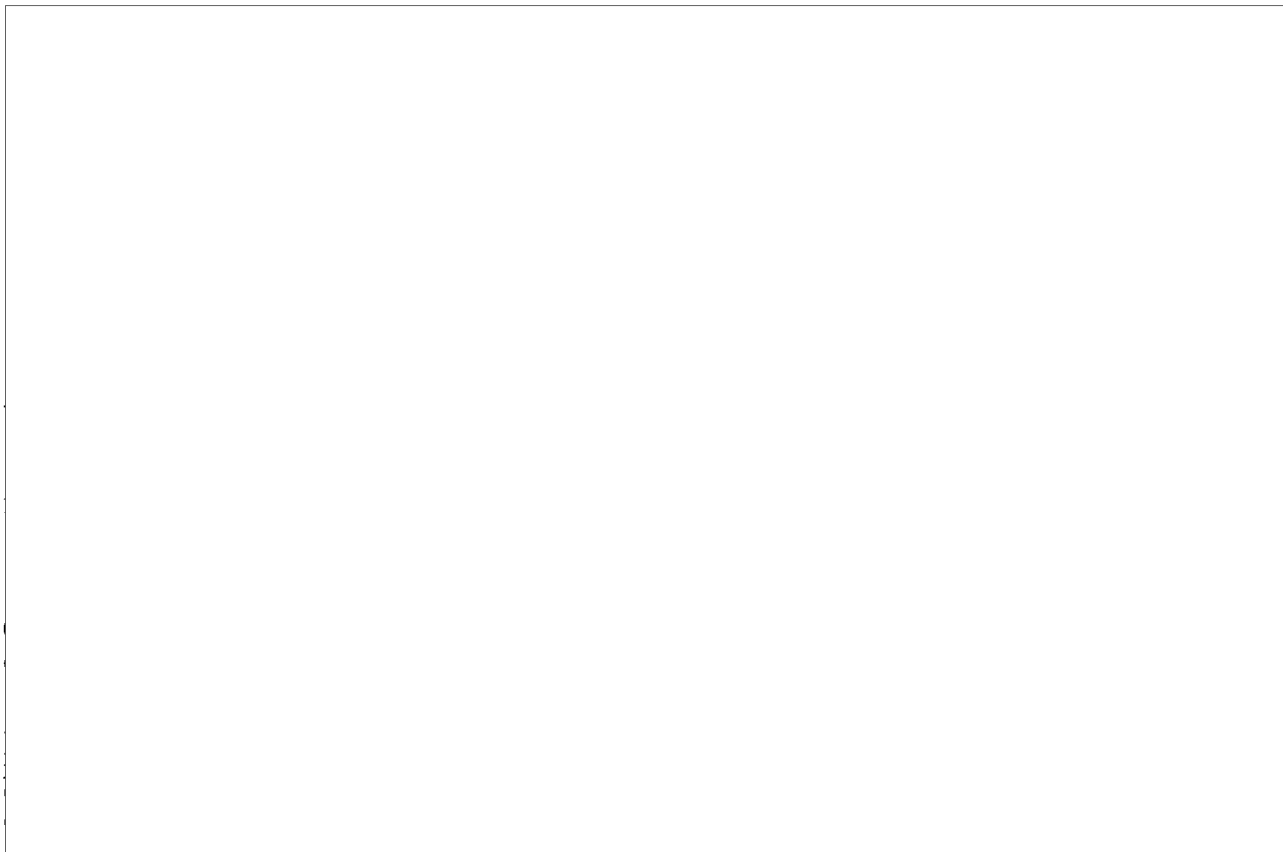
25X1 10. [redacted] attended the Fred Pryor Breakfast Seminar entitled, "How Business Is Breaking the Mold - Unleashing the American Workforce," held at the National Press Club on 13 June. Mr. Pryor offers a variety of motivational, self-development seminars and we are currently enrolling OC personnel in several of his programs.

25X1 11. In an effort to provide more training opportunities for OC 25X1 personnel, a special running of the Leadership Styles and Behavior 25X1 course was held [redacted] 10-14 June. Twenty-five OC employees and ten members of other components attended. [redacted] and [redacted] OC/AMD/CDTG, were the instructors.

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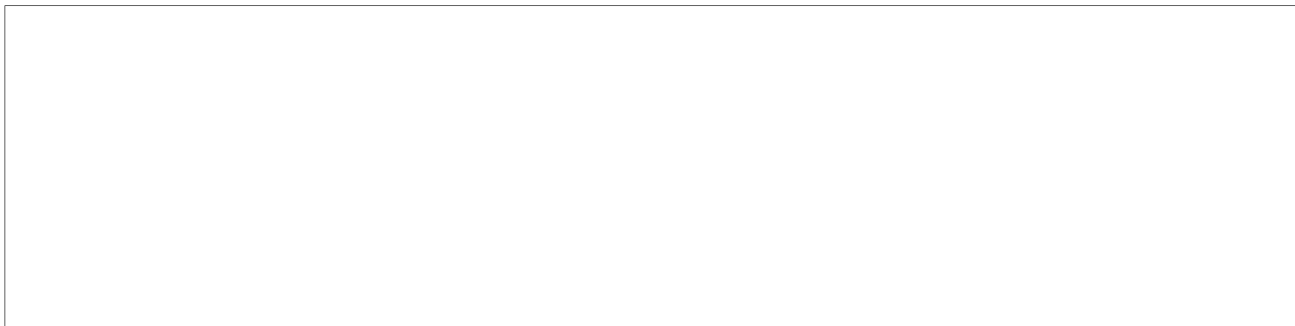


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15. On 11 June, the CS video crew travelled to [redacted] to continue documentation of MERCURY hardware for the management overview program currently in production. The final video product will be delivered to OC/FND on 1 July 1985.

16. On 14 June, CS began development of objectives for the first module of the Base Station Training program. A total of nine modules are planned.

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