

Date
25 Apr 85

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/OC-MLS	<i>[Handwritten Initials]</i>	APR 1985
2. OC-MLS/RAG	<i>[Handwritten Initials]</i>	APR 1985
3. OC-MLS/PPBG	<i>[Handwritten Initials]</i>	
4. OC-MLS/LOG	<i>[Handwritten Initials]</i>	
5. OC-MLS/SINAG	<i>[Handwritten Initials]</i>	07 MAY 1985

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

6. OC/OL/ISC

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Sue, O/C/OC-MLS	Phone No.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 1-5 April 1985

FROM:

C/OC-AMD

EXTENSION

NO.

OC- 12249-85

DATE

11 APR 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

1.

D/CO

11 APR 1985

12 APR 1985

[Handwritten initials]

2.

DD/CO

13 APR 1985

15 APR 1985

[Handwritten checkmark]

3.

OC-MLS

25 APR 1985

4.

OC-EXA

24 APR 1985

25 APR 1985

[Handwritten initials]

5.

OC/OL/ISC

Archiving

6.

7.

C/AMD

8.

S/CO

17 APR 1985

18 APR 1985

[Handwritten initials]

9.

10.

11.

12.

13.

14.

S/CO
ILLEGIB.

18 APR 1985

24 APR 1985

[Handwritten initials]

15.

[Handwritten signature]

*City - Don -
Re recruitment -
particularly tech -
have lost those weeks
shown net gain or
loss? Prognosis?
Don*

*MCN STATISTICS FOR APRIL
6 LOSSES
0 EOD
2 EOD IN JUNE
12 PROJECTED TO EOD BY
END FY.*

[Handwritten initials]

25X1
25X1

FORM 1-79 1610 USE PREVIOUS EDITIONS

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OC- 12249-85-

11 APR 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes, - 1-5 April 1985

25X1 1. [Redacted] C/CDTG, and [Redacted]
25X1 OC-FND/SOG, briefed the "ACT One" DDA/CT group at Chamber of
25X1 Commerce on 5 April. The Office of Communications (OC) film, a
25X1 viewgraph overview of OC, and OC's role [Redacted]
[Redacted] were presented.

25X1 2. [Redacted] met with OTE representatives to finalize
plans for the summer training program in interpersonal and
managerial training. We anticipate 96 extra training slots as a
result of this effort.

3. Brown Bag Seminars will continue through April.

4. There will be six speakers for the Spring Series of the
Mini-Masters presentations. The dates scheduled for the Series
are 3, 6, 11, 13, 17 and 20 June.

25X1 5. There were 18 OTD instructors involved in TDY during this
reporting week. Twelve traveled overseas and six traveled
domestically. There were 12 TTD instructors TDY providing Surge
training.

[Redacted]

25X1 7. Chief, OTD attended a SPARS meeting at [Redacted] on
4 April 1985. The SPARS project was discussed in addition to the
forecasted SPARS installation schedule. An additional OTD staff
25X1 instructor has been assigned to this project.

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

[Redacted]

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SUBJECT: OC-AMD Staff Notes - 1-5 April 1985

25X1

8. OTD instructors, attended a one-week initial training course provided by the manufacturer on the Time Division Multiple Access (TDMA) equipment. The training was conducted at the California facility from 1-5 April 1985. Both individuals are scheduled for Surge TDY's and will commence formulating lesson material and training schedules upon their return. The TDMA is scheduled for testing/installation at CS commencing the week of 8 April (this time frame is tentative). It is estimated that the TDMA training will require approximately three days to present within the current SC-3 training module.

25X1



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SUBJECT: OC-AMD Staff Notes - 1-5 April 1985

14. During the week, Panel MCN personnel strength decreased by two technicians. Panel MCN is 11 technicians under authorized ceiling. However, this figure includes technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than MCN approved positions. With these categories deleted, Panel N is effectively 34 technicians under strength. Panel MCD strength increased by one. The Panel is now 84 employees over authorized ceiling. There are 90 EOD students in training, while 22 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 25 personnel under strength.

15. The following awards were presented:

25X1 a. On 28 March 1985 the Deputy Director of Communications
25X1 presented a Certificate of Merit to [redacted] in
recognition of his 23-year career of dedicated service with OC.
[redacted] retired in January 1985.

25X1 b. On 29 March 1985 the Director of Communications presented
25X1 the Certificate of Distinction to [redacted] in
recognition of his sustained superior performance with OC for
over 25 years. [redacted] retired October 1983.

25X1 c. On 1 April 1985, [redacted] received a
Quality Step Increase in recognition of his sustained superior
performance during the period December 1983-December 1984 as a
member of the Mercury Project Office/Engineering Division. His
dedication, tenacity and hard work have contributed immeasurably
to the overall effort of the Mercury Program.

25X1 d. On 1 April 1985, [redacted] received a Quality
25X1 Step Increase in recognition of his sustained superior
performance during the period July 1983-June 1984 in the Foreign
Networks Division. [redacted] exemplifies the true meaning of
professionalism and dedication and is an acknowledged authority
in a career discipline that is highly specialized and whose
skills are in great demand in both government and private
industry.

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SUBJECT: OC-AMD Staff Meeting - 1-5 April 1985

e. On 1 April 1985 Exceptional Accomplishment Awards in the amount of \$500 each were presented to a 23-person group of OC and Office of Personnel employees who were responsible for the creation of the Pay Banding System for the [redacted] Panel D population of OC careerists. [redacted]

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