

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 18-22 March 1985

FROM: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> C/OC-AMD	EXTENSION	NO.
		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. <del>D/CO</del>				
2. DD/CO		2 APR 1985	3 APR 1985	DM
3. OC-MLS		4 APR 1985	8 APR 1985	KJG
4. OC-EXA		3 APR 1985	4 APR 1985	WJ
5. OC/OL/ISC				Archiving
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Archiving

25X1  
25X1

CONFIDENTIAL

OC 12235-85-

2 APR 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM: [redacted] Chief, Administrative Management Division, OC

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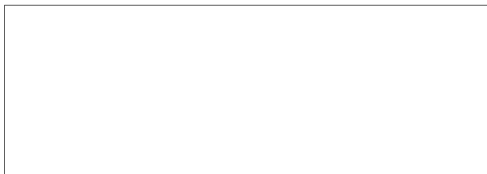
1. During the week, Panel N personnel strength was reduced by 2 technicians. Panel N is 10 technicians under authorized ceiling. However, this figure includes technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than MCN approved positions. With these categories deleted, Panel N is effective 32 technicians under strength. There was 1 loss in Panel MCD. The Panel is now 83 employees over authorized ceiling. There are 89 EOD students in training, while 18 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.

25X1 2. On Monday, 18 March the Director of Communications presented a Certificate of Distinction to [redacted] in recognition of 25X1 his 17 years with the Office of Communications (OC) (14 November 1967-26 November 1984). [redacted] during recent months and he will be sorely missed in OC, both personally and professionally.

25X1 3. On Wednesday, 20 March the Director of Communications presented [redacted] a Certificate of Merit in 25X1 recognition of his 26 years with OC. [redacted] retired 30 June 1984.

25X1 4. RES recruiters [redacted] accompanied 25X1 by the OP Midwest recruiter, [redacted] gave an OC presentation in Chicago on 14 March to 70 prospective applicants. Among those attending were a mixture of 29 degreed Computer Science and Electrical Engineers, 18 TCS, Utilities Specialists, and 25 Electronic Technicians.

25X1 WARNING NOICE - INTELLIGENCE SOURCES OR METHODS INVOLVED



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25X1 5. [redacted] attended the Director of Personnel's speech at Headquarters on 20 March to learn the current status of the Agency's two retirement systems. The CIARDS system will remain in its present form while the Civil Service may suffer changes.

25X1 7. A package has been prepared and forwarded for the D/CO's signature in an attempt to obtain a waiver of the Agency's FOCI procurement policy with regard to Panasonic video equipment.

25X1 8. [redacted] has given final script approval for the disintegrator program. Post-production will commence the week of the 25th.

25X1 9. [redacted] attended a production meeting dealing with the 20 minute MERCURY Overview video program and other MERCURY requirements. The script was reviewed and the production times discussed. Given the nature of the programs and the deadlines, the need for a sophisticated, video based graphics system was reiterated to all the attendees.

25X1 10. [redacted] IG Staff, called and passed along his impressions of the video tapes produced by ESS that were sent to him as part of the IG's video consolidation study. The programs were well received and they reported the programs were professionally done.

25X1 11. On 18 March 1985, [redacted] (OTE) toured the Communications School (CS) and paid an extended visit to the Instructional Support Department (ISD) for orientation.

25X1 [redacted] will be joining the ISD staff on 1 April 1985 for a one-year rotational assignment from OTE.

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25X1 12. [redacted] returned from the annual Computer Based Training (CBT) conference in Dallas, Texas on 21 March 1985. The conference provided valuable information on current Instructional Design in CBT. The ISD purchased "The Management Edge" and "Mind Prober" software for the CS IBM PC's.

25X1 13. C/OTD escorted a member of the House Intelligence Oversight Committee to [redacted] for a briefing on 22 March 1985. C/OTD took advantage of the visit to discuss base station training for TCA students. Upon their return to CS, they were provided a briefing by C/CS.

25X1 14. Ten Panel A secretaries were given a tour [redacted] by [redacted] on 20 March 1985. The tour afforded a brief view of some of the systems encountered in cable traffic distribution.

15. OOP Week was conducted for Class 1-85.

16. There were 12 OTD instructors and 15 TTD instructors involved in TDY travel to overseas facilities providing instruction and installation.

25X1 [redacted]

18. C/CDTG addressed the students of Class 1-85 on 22 March. The shelving of the Phase II Program and career development issues were discussed during the OOPS Week presentation.

25X1 19. [redacted] OC-AMD/CDTG, substituted for [redacted] as panel member for the Directorate of Administration's Upward Mobility Program, held at [redacted] 18, 20, and 21 March. The purpose of the program was to review applicant files and select candidates for the respective positions offered through the program.

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