

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes 25 February - 1 March 1985

FROM:

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

11 MAR 1985

11 MAR 1985

[Handwritten initials]

2.

DD/CO

11 MAR 1985

11 MAR 1985

[Handwritten initials]

3.

OC-MLS

12 MAR 1985

3 APR 1985

[Handwritten initials]

4.

OC-EXA

11 MAR 1985

12 MAR 1985

[Handwritten initials]

5.

OC/OL/ISC

Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

CONFIDENTIAL

OC-

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 25 February-1March 1985

1. The BARCO Data overhead projector in the 2C19 Conference Room was adjusted by the vendor 15 February and will now accommodate composite video in any format from a VCR and data from a PC. The system is now ready for commencement of the "Brown Bag Seminar" series, scheduled to begin Tuesday, 12 March at noon. Watch the second floor lobby area for the marquee, as well as forthcoming announcements about the scheduled programs.

2. During the week, Panel MCN experienced a gain and loss of 1 technician respectively. Panel MCN is currently 21 technicians under strength. Panel MCD personnel strength experienced no losses. There was 1 EOD and 1 resignation. The Panel is now 81 employees over authorized ceiling. There are 85 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 24 personnel under strength.

25X1 3. [Redacted] AFCA Processing Officer, has been
25X1 reassigned to LA Division. [Redacted] replacement is
25X1 [Redacted] who transferred [Redacted]
assumed the duties of Coordinator for the OC Employee and Dependent Assistance Center.

4. OC-AMD has formed a task force to consider the banding of Panel N employees. This is in anticipation of the approval of the banding concept after the one-year Panel D experiment. The task force has met three times and it is expected they will have administrative recommendations ready by June 1985 for the possible banding of Panel N employees. However, implementation may have to wait for the one-year Panel D experiment to be evaluated and given permanent approval by the Agency and Congress.

25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

[Redacted]

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes 25 February - 1 March 1985

5. OC-AMD representatives traveled to San Diego, San Jose, and Colorado Springs 18-23 February for OC recruitment purposes. A total of 194 applicants attended the three separate briefings.

25X1



12. ESS was visited by [redacted] of the IG Staff on 26 February. [redacted] was collecting information on the video facility for a study on the feasibility of consolidating all Agency television operations under one management roof. He has requested copies of three or four in-house productions as well as an equipment list to include cost figures.

25X1
25X1

2
CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes - 25 February - 1 March 1985

25X1

13. A set of UPS video tapes was duplicated for ISD for forwarding [redacted] Tapes will be used as an aid in the development of a CRI course on the UPS system.

25X1

14. [redacted] is continuing to provide the "Myers-Briggs-Type Indicators" and Thomas-Kilmann Conflict Mode Instrument" personality assessments to those interested personnel at the Communications School (CS). To date, the response has been very supportive and informative to those who are interested in these self-evaluation tools.

25X1

15. The Instructional Support Department (ISD) has been in contact with the [redacted] gaining additional information and costs for the IVIS (Interactive Videodisc Information System) Computer Based Training delivery system. DEC is in the process of assembling the requested information for forwarding to the ISD.

16. There are 22 instructors involved in TDY during this week. Twenty-one are overseas and one domestic.

17. Class 1-85 completed an OTE instructed writing course during this reported period.

25X1

