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511  
15 JUN 1983

MEMORANDUM FOR: Director of Communications

FROM: [Redacted]  
Executive Assistant, OC

SUBJECT: D/CO Staff Monthly Report - May 1983

Senior Support Assistant

Nothing significant to report.

Programs and Budget Staff

1. The OC 1985 Budget Capability Statement was forwarded to the Comptroller through the DDA Management Staff.

2. The staff responded to inquiries from the DCI concerning our assessment [Redacted] on the OC Budget and concerning a study of the OC Capability to support certain FBIS requirements by satellite.

Planning Staff

The initial post-Recapitalization strategy paper was forwarded to the D/CO for review and comment.

Information Management Staff

1. The official inauguration of the OC/OL/IMC combined registry took place on 25 May when the D/CO, the Acting D/OL and the D/OIS cut the ceremonial ribbon.

2. All Top Secret collateral material held by OC components in the [Redacted] has been consolidated and is now centrally stored in OC/OL/IMC.

3. Thirty-five cubic feet of record material was transferred to the Records Center and 95 cubic feet of non-record or duplicate material was destroyed.

[Redacted]

[Redacted]

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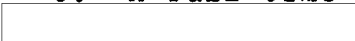
SUBJECT: D/CO Staff Monthly Report - May 1983

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5. Transfer of the pouch function to the DO awaits the development and publication of procedural guidelines.

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6. A full-time ceiling count position, vacated with the transfer of  was made available for reallocation within OC.

Safety Staff

Nothing significant to report.

Executive Assistant

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1. The names of  were forwarded to the DDA as persons interested in filling positions as DDA representatives to the CIA Federal Women's Program Board.

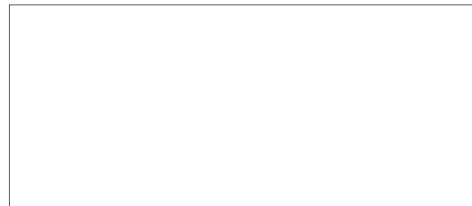
2. The DDA Safety Staff, in coordination with local fire authorities, has approved the removal of certain HRMD and ED corridor walls. Requests to have the walls removed (to acquire some additional work space) will be forwarded to the Office of Logistics.

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3. A major revision of  the OC Mission and Functions, was forwarded to Regulations Control Division for coordination and publication.

4. Area Headquarters were notified that an Area Chiefs Conference is being planned for 15, 16 and 17 September 1983.

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