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OC/OL/IMC-M83-034

3 June 1983

MEMORANDUM FOR: Executive Assistant, D/CO

FROM:

[Redacted Name]

Chief, Information Management Center, OC/OL

SUBJECT: OC/OL/IMC Monthly Report-May 1983

1. Operational Activities:

- o Although officially functioning as the Office of Communications and Office of Logistics Information Management Center (OC/OL/IMC) since 3 March 1983, a ribbon cutting ceremony acknowledging the merger took place on 25 May 1983. The Director of Communications, Acting Director of Logistics, and the Director of Information Services participated in the ceremonies.
- o OC/IMC forwarded 35 cubic feet of record material for deposit in the Records Center. An additional 95 cubic feet of non-record or duplicate material was destroyed.
- o Nine staff personnel from OC/OL/IMC attended the OIS Conference on 4 or 5 May.
- o During this reporting period the OC/OL/IMC publications officer published OCHB-F 10.10.18 in Fiche and paper and the MAINS insert to OCHB 18.20.4.
- o OC/OL/IMC completed the centralization of all OC's collateral Top Secret holdings [Redacted]
- o The Chief and Deputy Chief, OC/OL/IMC attended the DDA/ADP Control Officers meeting on 12 May.

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2. Training

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- o [] attended Logistics Orientation 9-11 May and OARS Course 23-27 May.

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- o [] attended RAMIS Report Writing 23-26 May.

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- o [] attended GIMS II User Language Course.

3. Personnel

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- o The D/CO presented Federal Length of Service Emblems to the following OC/IMC Personnel:

25 years

20 years

15 years

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- o [] reported for duty 2 May 1983.

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- o On 27 May, the Director of OIS presented [] a retirement certificate for twenty years of faithful and dedicated services.

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