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OC-M83-380
9 May 1983

MEMORANDUM FOR: Director of Communications

FROM: [redacted]
Executive Assistant, OC

SUBJECT: D/CO Staff Monthly Report - April 1983

Senior Support Assistant

1. The Budget Control Staff provided background data and a briefing on the financial operations of [redacted] to the two members of the Audit Staff who are presently performing an on-site audit of these installations.

2. A comprehensive review of all other government agency funds allotted to the Office of Communications for specific tasks was performed to determine the validity of the outstanding obligations. The accounts have been adjusted as necessary and all excess funds are being returned to the appropriate agencies.

Programs & Budget Staff

1. P&B prepared background data for the 28 April 1983 D/CO briefing of the Comptroller on OC's FY-85 Budget. [redacted] accompanied the D/CO, and the briefing appeared to be effective in informing the Comptroller of OC shortfalls and related resource requirements.

2. A number of questions on CIA's Communications Program were received from the House Permanent Select Committee on Intelligence (HPSCI) in late April 1983. OC's replies were prepared and forwarded to the DDA for transmission to HPSCI.

Planning Staff

Division responses to the DDA request for information on post-Recapitalization planning, i.e., how OC plans, after RECAP,

[redacted]

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SUBJECT: D/CO Staff Monthly Report - April 1983

Planning Staff (Cont.)

to keep the network technically current, efficient and responsive to future requirements have been received. The individual submissions are being consolidated into an Office response to the DDA.

Information Management Staff

1. The Memorandum of Understanding (MOU) between the Office of Communications (OC) and the Office of Logistics (OL) was approved by both Directors on 13 April 1983. This MOU sets forth the administrative procedures which govern the operation of the OC/OL Information Management Center (OC/OL/IMC).

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3. OC-IMC forwarded 24 cubic feet of record material for deposit in the Records Center.

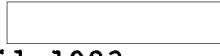
4. Procedures are being developed for the transfer of the OC Headquarters pouching function from OC/OL/IMC to the DO Information Management Staff.

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5. On 4 April 1983,  assumed the duties of Chief, OC/OL Information Management Center.

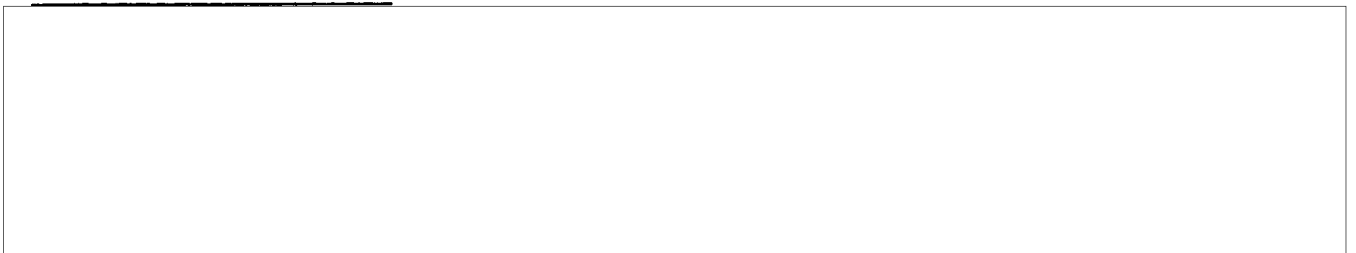
Safety Staff

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 attended the Mid-Career Course during the month of April 1983.

Executive Assistant

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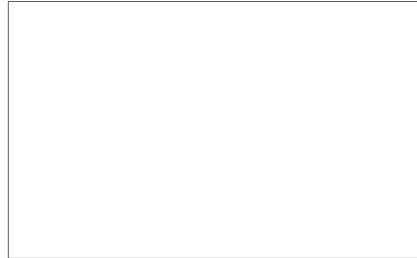
Executive Assistant (Cont.)

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3. OC/OL/IMC will be providing some support to a DO compartmented activity.

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