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OC-M83-268
12 April 1983

MEMORANDUM FOR: Director of Communications

FROM: [redacted]
Executive Assistant, OC

SUBJECT: D/CO Staff Monthly Report - March 1983

Senior Support Assistant

1. Two members of the Budget Control Staff completed TDY travel to ASCA [redacted]. The trip encompassed on-site reviews of financial records, administrative procedures and discussions of matters of mutual concern. The records and procedures which were reviewed were found to be in excellent condition and in compliance with Agency regulations. One area of concern at each location centered on cash safekeeping methods. This matter was discussed at length and the appropriate modifications have been instituted.

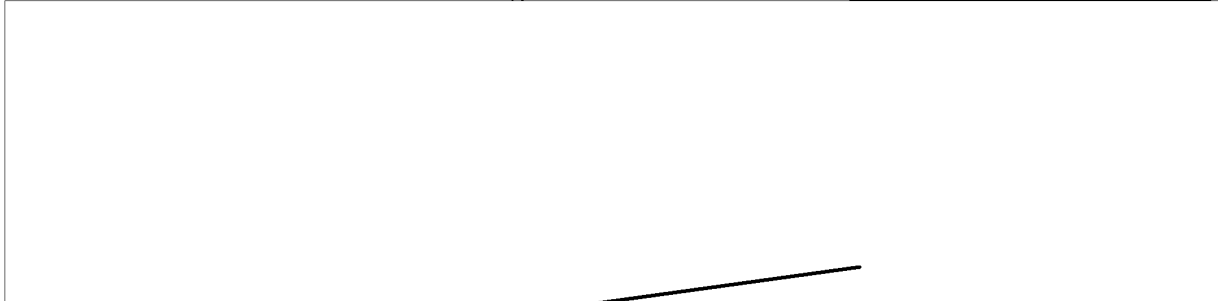
2. The Budget Control Staff provided financial training and counseling to an MG careerist who will be providing TDY assistance [redacted] for approximately 2 months pending the arrival of a PCS replacement. Arrangements were also made for this TDYer to receive training in the Central Travel Branch and Payroll Division of the Office of Finance in order to provide [redacted] with a more skilled TDY support assistant.

Programs & Budget Staff

1. The FY-1985 Program book was completed and submitted to the Comptroller through the DDA.

2. Approval was granted by the Comptroller allowing OC to hire independent contractors to assist in our workload. However, we will have to use our current level of non-personal services funds to cover this requirement.

3. It appears more and more likely that we will get no outside assistance in funding our hard unfunded requirements. This means: the funds being held for MERCURY [redacted]



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Planning Staff

No significant activity to report.

OC/OL Information Management Center

1. On 3 March 1983 the OL Records and Services Branch merged with the OC Information Management Staff to form the OC/OL Information Management Center.

2. The revised OC Records Control Schedule was completed and forwarded to the DDA Records Management Officer for his review on 30 March 1983.

3. Twenty-eight cubic feet of records were deposited in the Records Center and 70 cubic feet of non-record or duplicate material was destroyed.

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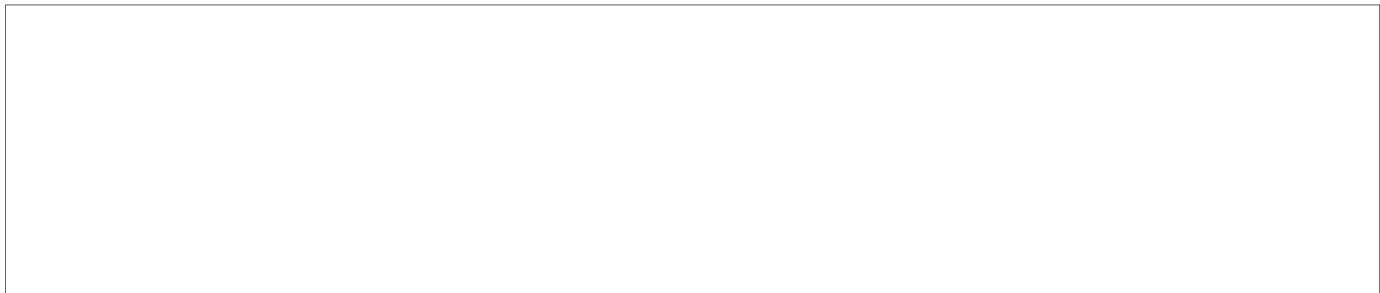
Safety Staff

[redacted] is attending the Mid-Career Course and will return on 2 May 1983.

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Executive Assistant

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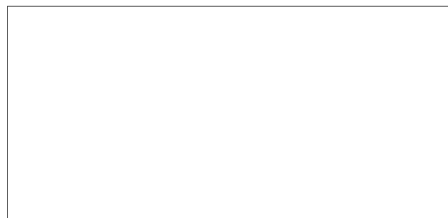
2. The title and duties of Chief, Panel MCA were transferred from the Executive Assistant to [redacted] of OC-HRMD.

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3. In response to an IG request, the Office of Communications reviewed its files and notes for evidence of contacts between OC persons and [redacted]. No such evidence was found.

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