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OC-M83-163
8 March 1983

MEMORANDUM FOR: Director of Communications

FROM:
Executive Assistant, OC

SUBJECT: D/CO Staff Monthly Report - February 1983

Senior Support Assistant

No significant activity to report.

Programs & Budget Staff

1. Met with Division Chiefs on 16 February 1983 to discuss the preparation of the Base and Ongoing Initiatives.

2. Submitted the Initial Base and Ongoing Initiative Program to the DDA.

Planning Staff

No significant activity to report.

Information Management Staff

1. The Office of Information Services conducted an audit of the OC Top Secret document holdings. One hundred TS documents (about one-quarter of our total foreign and domestic TS holdings) were selected for audit. All documents were accounted for.

2. A survey, conducted in response to a request to decrease the number of Agency forms, resulted in the elimination of 15 of the 79 forms which are sponsored by OC.

3. The Office's ADP terminal requirements for FY-1985 were forwarded to the DDA ADP Control Officer. In previous years,

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SUBJECT: D/CO Staff Monthly Report - January 1983

Information Management Staff (Cont.)

these submissions have proven to be largely exercises in futility because our allocation has been only a miniscule proportion of the number requested.

4. We were pleased at the turnout for the Wang Alliance briefings. Approximately [] OC people attended.

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5. Approval in principal to proceed with the consolidation of OC and OL registry functions has been received. The first step of the merger, is planned for early March 1983 when the OL registry will physically move into OC-IMS space.

Safety Staff

Based on a recommendation from EUCA, we have approved the replacement of [] outdated manual fire alarm and automatic fire detection systems. EUCA's recommendation was the result of the system's local manufacturer's representative advising [] Engineering of the uncertainty of available spare parts to maintain the system. Additionally, since [] [] is currently installing an OC-approved smoke detection/audible alerting system in their shielded enclosure, this would be an opportune time to upgrade [] overall fire detection/alerting capability.

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Executive Assistant

At the request of the DA Planning Officer, OC requirements for GSA-assigned space in FY-1985 were submitted to OL/RECD. We asked for [] square feet of office space in the [] and [] square feet of warehouse space in the [] area.

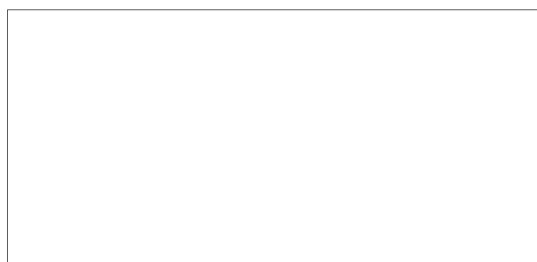
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OC-P&BS Monthly

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