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OC-M83-024
10 January 1983

MEMORANDUM FOR: Director of Communications

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FROM: [redacted]
Executive Assistant, OC

SUBJECT: D/CO Staff Monthly Report - December 1982

Senior Support Assistant

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[redacted]

2. The Budget Control Staff received from the Assistant Director for Liaison, OF, the revised FY-83 constructive cost rates applicable for the one-way PCS movement of personnel under

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[redacted]

Programs & Budget Staff

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The 1984 budget [redacted] was compiled and forwarded to the Comptroller.

Planning Staff

Nothing significant to report.

Information Management Staff

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1. Shipment of the five Wang Alliance systems for OC users in the [redacted] has been delayed until late February 1983 due to the possible relocation of certain OC offices.

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[redacted]

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3. Twelve cubic feet of record material was forwarded to the Records Center for archiving. Fifty-one cubic feet of non-record material was destroyed.

4. On 29 November 1982, IMS discontinued human analysis of cables and telepouches. Assignment of OC action and information components on cables and telepouches is now done by the Cable Dissemination System. On the same day, OC also discontinued its formal suspense system. The transition appears to have gone relatively smoothly, but it is too soon to say that it has been an unqualified success.

Safety Staff

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2. During the latter part of the month, we were provided a new Headquarters Regulation, [] Radiation Safety. The regulation requires each independent office to establish through their component safety officer, a listing of all radiation producing equipment under their cognizance and to report in writing to the Chief, Safety Staff, DDA within 60 days of the issuance of the regulation, identifying the exact location of all equipment and materials capable of producing either ionizing or non-ionizing radiation, excluding cathode ray tubes, video display terminals, and television sets. Additionally, [] requires reporting in writing on a monthly basis future acquisitions of such equipment or materials to the Chief, Safety Staff, after plans for such acquisitions have been approved. Agency-wide, OC will bear the greatest reporting responsibilities and will make every reasonable

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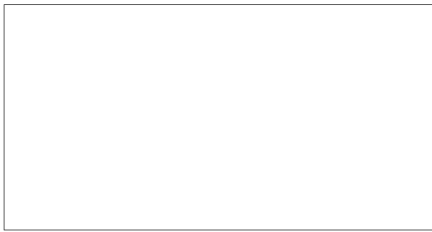
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attempt to provide the required information as soon as it can be collected. The Safety Officer will broker any OC reporting variance to this regulation with the Chief, Safety Staff as/if required.

Executive Assistant

1. A recommendation to approve the consolidation of the OC and OL registry functions was forwarded to [redacted] who elected to defer a decision on the matter pending the arrival of the new D/CO.

2. As a result of the ODP move, OC acquired [redacted] square feet of permanent space and [redacted] square feet of temporary space [redacted] That acquisition is much less than the [redacted] square feet of permanent space requested, but it will alleviate some of the overcrowding. Allocation of the new space is under study.



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