

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

5 January 1983  
OC-IMS-M83-001

MEMORANDUM FOR: Executive Assistant, D/CO

FROM: [redacted] Acting Chief, Information Management Staff, OC

SUBJECT: OC-IMS Monthly Report - December 1982

1. Operational Activities

STAT  
STAT  
STAT  
• On 14 December 1982, [redacted] ADC/IMS, and [redacted] C/CSD, attended a meeting with DDO/IMS representative Messrs. [redacted] to discuss AMCA pouch problems. As former Chief, AMCA, [redacted] had initiated correspondence that outlined excessive pouch delays created by [redacted]

STAT  
• An OC telepouch and Headquarters Notice containing additional telepouch formatting guidance was sent to all field and Headquarters components.

STAT  
• The installation of Wang-Alliance word processing equipment within [redacted] will be delayed until late February 1983 due to the possible relocation of certain OC offices.

• Sample testing of OC publications transferred from CPT floppy disks to Wang floppy disks was done on 28 December. Straight character typing appears to convert to Wang disks easily with minor garble. Forms with vertical lines prepared on CPT disks and converted to Wang disks have some garble and require editorial clean-up. This will affect several OC publications, especially OCHB-F 50.20.2.

STAT  
• DND requested that the OC analyst profile dissemination handbook, consisting of 97 pages, be inputted into VM. This information, already on CPT disk, was converted to Wang disk on 3 January 1983. With conversion to Wang disk and discussion with ODP, [redacted] this information can now be converted into VM eliminating several 8 hour days of initial clerical input.

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STAT [Redacted]

• OC-IMS forwarded 12 cubic feet of record material for deposit in the Records Center. An additional 51 cubic feet of non-record or duplicate material was destroyed.

STAT • [Redacted] is OC TS Control Officer vice [Redacted]  
STAT [Redacted]

2. Training

STAT • [Redacted] attended the Information Management Seminar conducted by the Information Science Center held from 6-17 December 1982.

STAT • [Redacted] attended the AL-10 Wang Systems Administrative Seminar conducted by the Wang Corporation on 6 - 8 December 1982.

3. Personnel

STAT • [Redacted] was awarded a OSI by [Redacted] Director, Office of Information Services on 17 December 1982.

STAT [Redacted]

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