

2079
DEC 1982

MEMORANDUM FOR: Senior Support Assistant, OC
Chief, Programs & Budget Staff, OC
Chief, Planning Staff, OC
Executive Assistant, OC
Acting Chief, Information Management Staff, OC

25X1 FROM: [Redacted]
Director of Communications

SUBJECT: Consolidated Staff Monthly Narrative Summary Report

1. Effective with the date of this memorandum, each addressee will prepare a Monthly Narrative Summary Report recapping the key issues and activities of the month. The report should be addressed to the Executive Assistant who will be responsible for preparing a Consolidated D/CO Staff Monthly Narrative Summary Report.

2. These procedures apply:

a. The individual Monthly Narrative Summary Report should record only key issues and activities. It should be written in a style which allows it to be incorporated into the consolidated report without editing.

b. Individual reports should be submitted to the Executive Assistant by the 5th of each month.

c. The consolidated report produced by the Executive Assistant will be submitted to the D/CO by the 10th of each month.

d. The original copy of the consolidated report will be routed to the D/CO, DD/CO, OC-SSA, OC-P&B, OC-PS and OC-IMS (for information, vital documents and archiving).

e. One copy of the consolidated report will be disseminated to each of the following components: OC-FND, OC-DND, OC-ED, OC-CSD, OC-HRMD [Redacted]

3. At the time of its next revision, OC Order 7.4 will be amended to include this management requirement.

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CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

7. MANAGEMENT

7.4 MONTHLY NARRATIVE SUMMARY REPORT

*A. (C) GENERAL

This order requires that a Monthly Narrative Summary Report be submitted to the Director of Communications by Chiefs Engineering, Operations, Communications Security Staff, Administration Division, Career Management and Training Division, , Information Control Staff,

B. (C) PROCEDURES

1. The Monthly Narrative Summary Report should be prepared by the Component Chief to ensure that only key issues are reported.
2. The Monthly Narrative Summary Report is due on the 5th of every month.

*3. The Monthly Narrative Summary Report will be prepared and disseminated as follows:

- a. Original to the D/CO, DD/CO, OC-EXA, OC-P&B and to OC-IC for Vital Documents and Archiving.
- b. One copy to OC-O,
- c. One copy to OC-CS, OC-AD, OC-CMD.
- d. One copy to OC-E.
- e. One copy to