

S E C R E T

OC-M83-562
30 June 1983

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[Redacted]
Acting Director of Communications

SUBJECT: Weekly Report

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2. Software enhancements made in April to the Automatic Printing and Reproduction System (APARS) allowed all categories of messages to be sent electrically to the four Remote APARS in the combined DO registries. That dramatically reduced the need for manual processing by the Cable Secretariat Branch and led to an 89 percent reduction in CSB overtime. In hard numbers that translates

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to a reduction of 2,333 hours of overtime in May 1983 as compared with May 1982. In contrast, the CSB message workload increased by 10 percent during that same period. We are working on further enhancements to the Remote APARS to increase their efficiency.

3. The DD/CO attended the first meeting of the Agency's Information Systems Board chaired by the Executive Director. Of the three short term issues with which the Board will deal, one is of direct interest to OC; it is the local area network (LAN) for the new building and how distribution systems in the existing building can be used most efficiently. OC will make a presentation to the Board next month.

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