S E C R E T

13 - 17 January 1986

OC-PBS

25X1

> 2. All FY-88 New Initiatives have been revised, ranked
25X1 and rewritten. Twelve initiatives, totaling [   ]
and 28 positions in FY-88, are being submitted to the DDA.

25X1 > 3. A total of [   ] hours of annual leave was forfeited
25X1 by [   ] OC employees in 1985.

OC-CS

25X1 > 1. A contract has been negotiated with [   ]
25X1 [   ] covering the remainder of FY-86.
This contract will, on a quick reaction basis, provide services,
studies, spare parts, modifications to and repair of Time
Division Multiple Access (TDMA) equipment.

25X1 > 2. Contract negotiations with the [   ]
25X1 [   ] were completed on 17 January. Under
25X1 the Statement of Work, [   ] will install 10 kW and 1 kW trans-
mitters, remote control systems, equipment racks, including patch
panels, Other Equipment Manufacturer (OEM) equipment and wiring
25X1 at the remote transmitter site [   ]
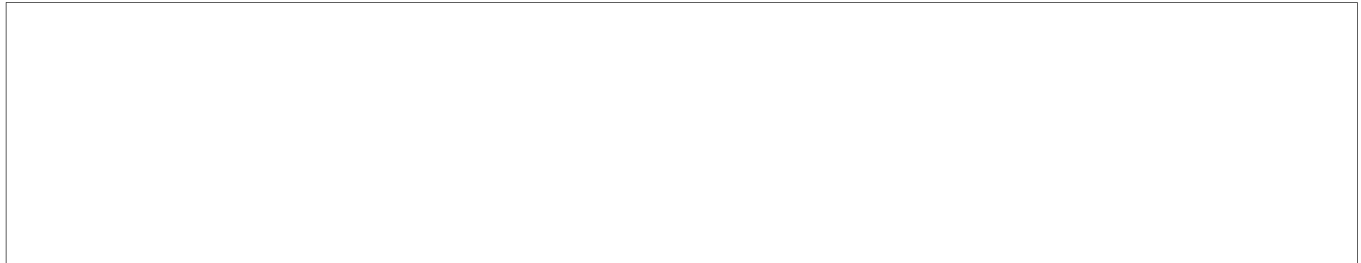
25X1

S E C R E T

S E C R E T

OC-CS (Continued)

25X1

OC-MPS

1.   The FY88-92 New Communications Services have been received from all the Directorates except for the DI. Costing figures for these requirements will be coordinated between OIT components and the OC Divisions in the very near future.
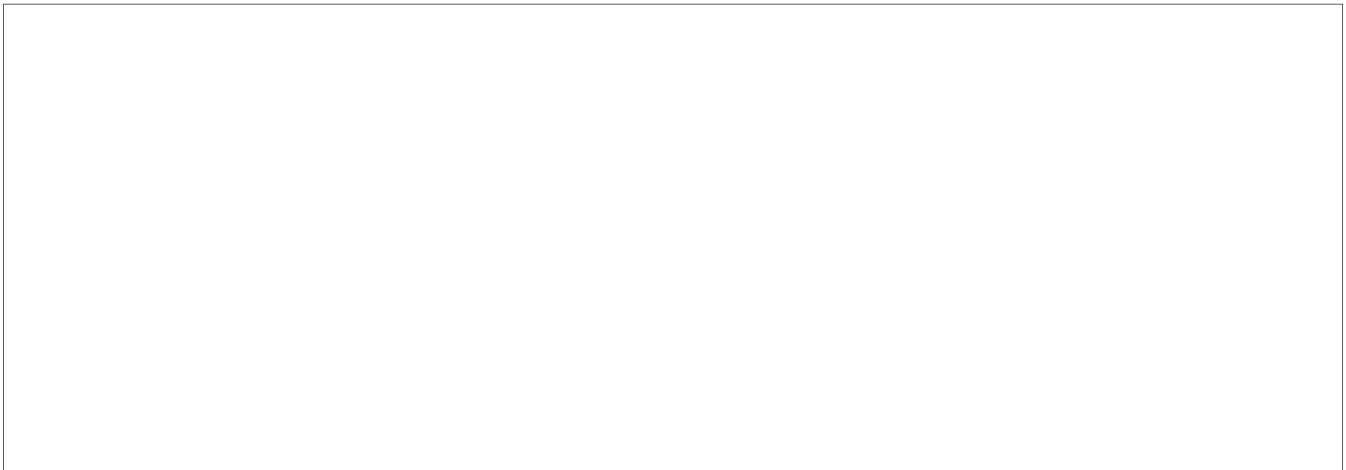
2.   Responses to the corporate business areas of the OC Strategic Plan are being integrated into the OC-MPS Requirements Tracking System (RTS). The RTS will allow the Office to maintain a chronology and track the development of each business area.

3.   Satellites:

25X1

a.   [   ] participated in a special MILSATCOM Panel working session on 14-15 January at the MILSATCOM Office, Arlington Hall Station (AHS). The purpose of the session was to collect, analyze and prepare to present information relating to an EHF wideband package to the C^3 Review Council. A second working session is planned during the first week of February.
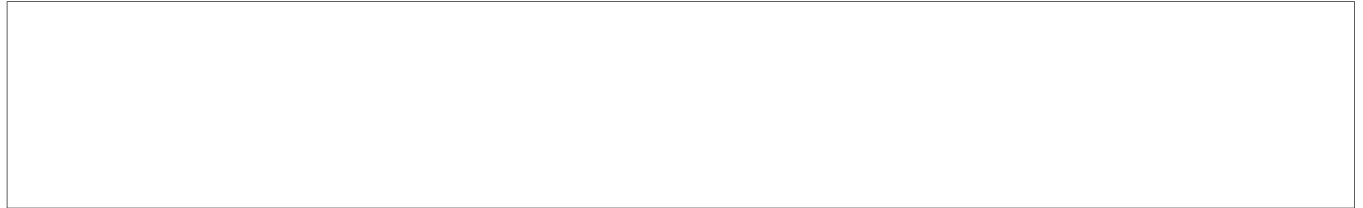
25X1

2

S E C R E T

S E C R E T

OC-MPS (Continued)

25X1

OC-AMD

25X1

    1.   OTE careerist, reported in 21 January as Chief, Developmental Training Branch.

25X1

    2.   has been named to replace

25X1

as OC's Security Officer. The tentative date for his reporting is 10 February.

    3. About 20 employees attended the Wang PC briefing on 17 January. The audience was comprised of personnel with a variety of interest and levels of experience in the use of the Wang PCs. As a follow-up to the briefing, the forming of an OC Wang PC Users Group was discussed and will be explored.

    4. On 16 January, the D/CO accompanied Mr. Richard J. Kerr, Deputy Director for Administration, on a tour of the training facility and an introduction to the Department Chiefs.

25X1

    6. Four operations training instructors are conducting overseas training with six additional instructors processing for on-site training. There is presently a lull in training activities but projections for February and March indicate a significant increase in overseas training requirements may be expected.

    7. With completion of the second TDMA installation in

25X1

the Communications School instructor utilized the training session to determine minimum terminal downtime required

3

S E C R E T

S E C R E T

OC-AMD (Continued)

for TDMA training. Although the goal was a minimum of 24 hours,
only eight hours downtime was required to conduct this training.

25X1   8. [   ] will join the Educational Support
Staff (ESS) as the Video Production Specialist on 21 January.
25X1 [   ] is transferring from the DI Television Center at
Headquarters.

25X1

    10. On 12 January, the second running of Project SCREEN
testing was held at the Ramada Inn with nine TCO applicants
taking the profile testing.

    11. OC-AMD/RES personnel telephoned more than 600
individuals who had received Personal History Statement (PHS)
packets from OC in response to reviews of their resumes or from
recruitment presentations to request they return the completed
PHS packets as soon as possible. An interesting note evolved
from this endeavor. Of 102 applicants who stated they no longer
had an interest in employment with the Agency, 36 indicated their
lack of interest was due to the increase in terrorism throughout
the world. Although several other reasons, such as continuing
education or additional job opportunities, were also cited, the
requirement to serve overseas and the associated risk from
terrorism was the major reason given for cancelling many
employment applications.

    12. All biographic profiles produced by OP for OC have now
been placed in the soft files.

    13. Agency records retention schedules have been modified
to allow us to keep soft files on retirees for up to 18 months.

4

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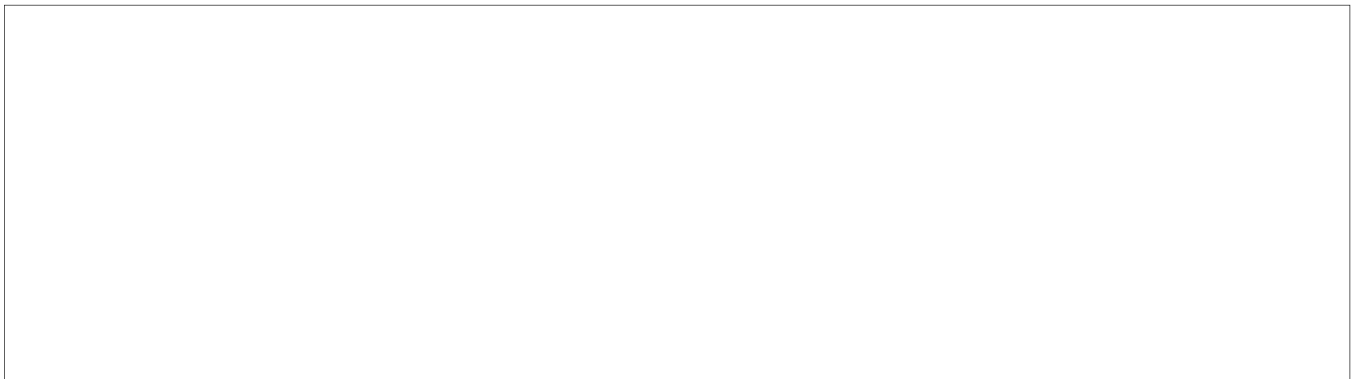
S E C R E T

OC-AMD (Continued)

This will be particularly useful when annuitants are processed for independent contracts. Because soft files cannot be stored at the Records Center, it will be necessary to send all original material to OP for inclusion in an employee's Official Personnel File and destroy the remainder. Retention beyond 18 months would be difficult even if the schedules allowed more flexibility. The new motorized OC filing system requires careful monitoring for balance. Before the recent purge of retiree files, the machinery was beginning to experience considerable stress due to load imbalance. Reduction of the files on retirees and resignees has corrected the problem.

14. OC Officers attended the Upward Mobility Program, DA Career Day, which was held at Headquarters on 16 January. OC advertised three Upward Mobility vacancy notices: _____ _____ (OC-AMD) represented the TCO position. (OC-AMD) represented the ET position and _____ (OC-ED) represented the ADP Librarian position. Several employees were interviewed in connection with the vacant positions. The DA was well represented and a special "thanks" is extended to the three participants who represented OC.

OC-CSD

1. The DDA and the D/CO toured the Cryptographic Materiels Branch (CMB) on 16 January.

2. CMB personnel received a well-earned certificate of appreciation and cash awards on 17 December. The awards were in recognition of sustained high performances during the period 1984-1985.

25X1

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S E C R E T

S E C R E T

OC-CSD (Continued)

25X1

       4. On 15 January, ⬚ of
OC-CSD/NSB attended a briefing at NSA by two representatives of

25X1

⬚, on voice recognition technology. NSB is gathering
information to apply towards a voice recognition project. The

25X1

representatives from ⬚ will forward their research
information on the subject as well as an extensive bibliography
to us via our NSA liaison.

25X1

25X1

       6. ⬚ also performed
software certification testing on the WASH-SPARS system from
9-14 January, which was subsequently certified for on-line
operation.

25X1

OC-ED

   1. MERCURY Program Office (MPO):

25X1
25X1

     a. A meeting between representatives from ⬚

25X1

OIT/DNG/DATEX and MPO was conducted ⬚ on 15 January. The
purpose of the meeting was to resolve the last outstanding Design
Problem Report from the External Network Server detailed design
review conducted last December.

25X1

     b. Working level meetings were held on 14 January at
⬚ and 16 January at OIT/DNG to formulate a list of
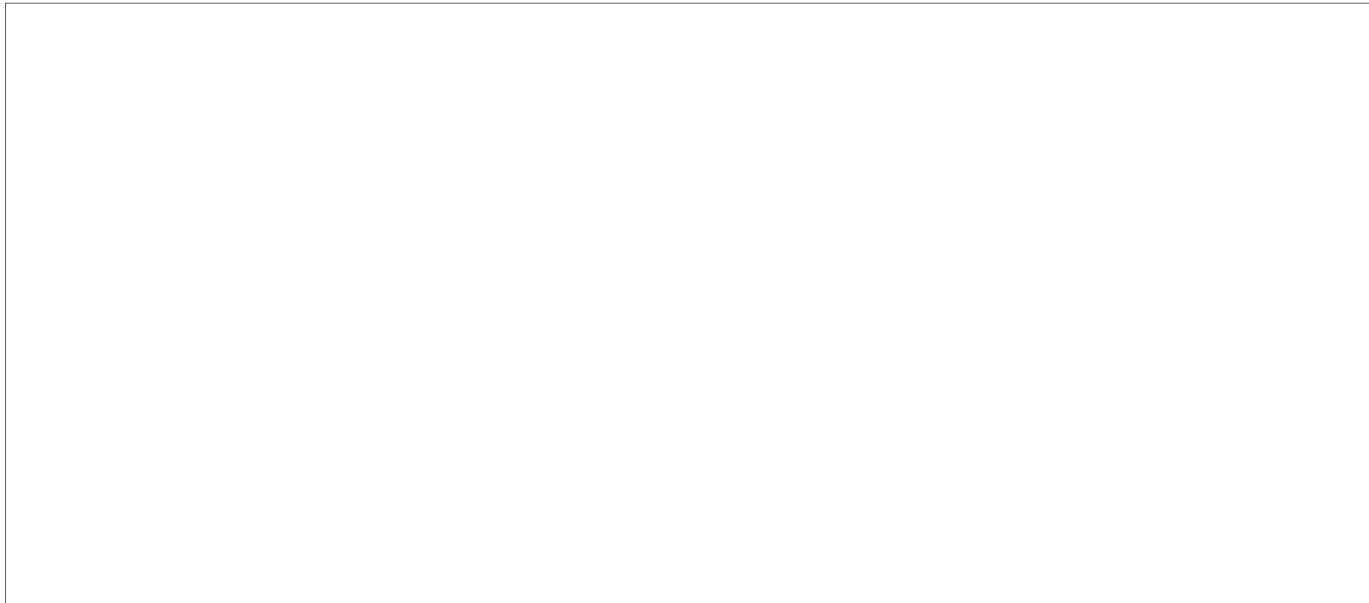
S E C R E T

OC-ED (Continued)

candidate circuits for the Initial Operational Capability Packet
Switch (IOCp). The listings will be compiled into a tasking
memorandum to the appropriate OC and OIT offices for approval.
25X1   A total of 60 circuits [   ] and 30 circuits at OIT have been
identified as most representative of the circuitry handled by the
message switches.

    c.   CONTEL presented an updated draft of the results of
a network simulation model to determine potential problems in the
MERCURY architecture. The results show that projected volumes
can be handled for the four-node CONUS network which will be
fielded from 1986 through 1988. Additional refinements of the
model data will occur and expansion to simulate remote deployment
of MERCURY systems is planned.

    2.   Second Phase Automated Relay Switch (SPARS):

25X1   a. [   ] SPARS installation team members [   ]
25X1   [   ] returned after a successful
25X1   installation. Control of the [   ] SPARS was transferred to the
25X1   PCS SPARS Programmer. [   ]

25X1   b. [   ]
25X1   [   ] departed on 18 January for TDY [   ] to install the
25X1   SPARS.

25X1

S E C R E T

OC-ED (Continued)
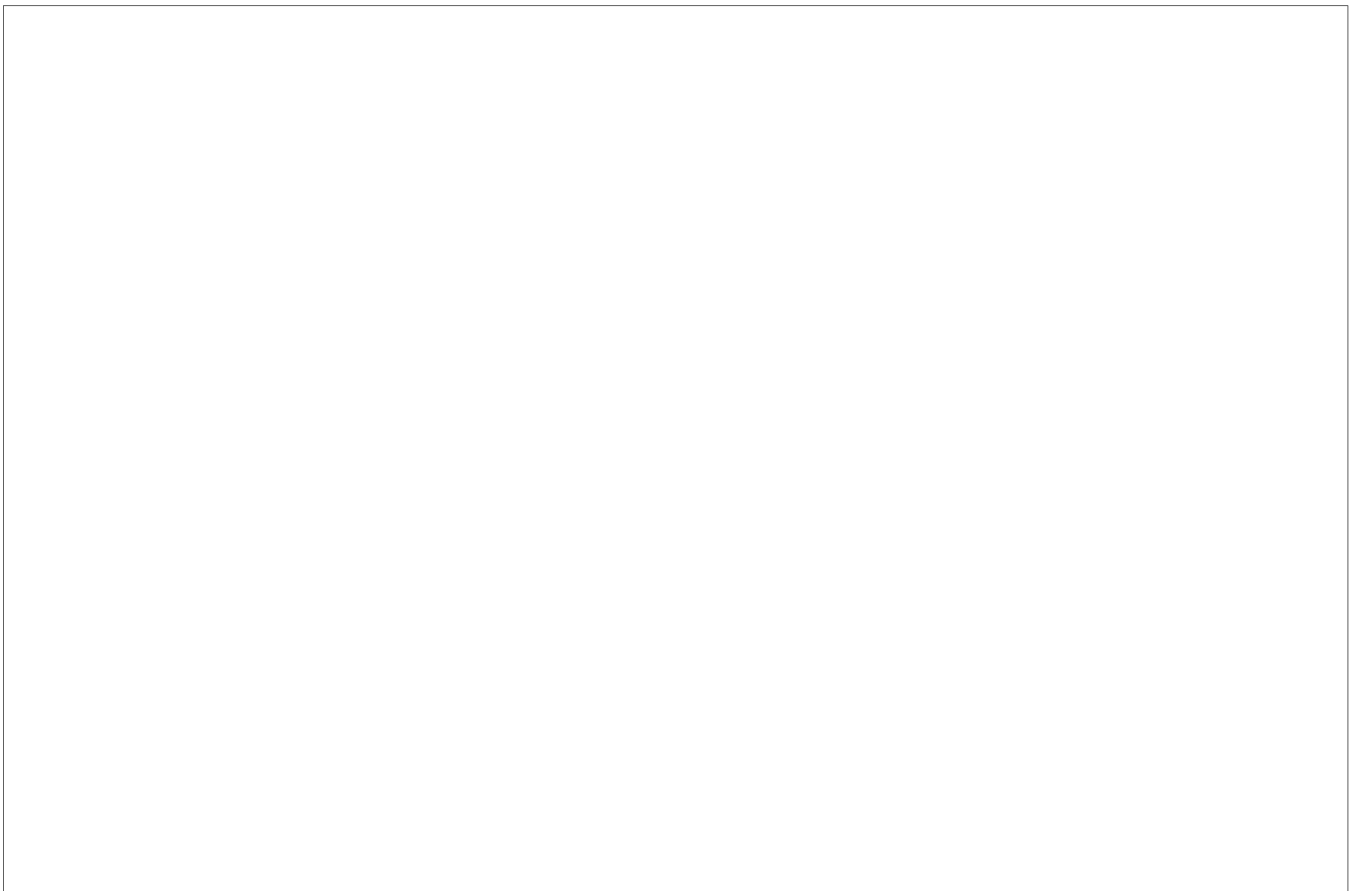
25X1
25X1
   5. STU-III - _____
(OC-CSD) and _____ (OIT/VCB) attended the STU-III Users Conference
from 15-17 January. NSA provided briefings on the Key Management
Center, STU-III terminal acquisition, Integrated Logistics
Support, STU-II/STU-III swap-out, terminal testing and the
STU-III contractors provided information on their base model
terminals and the enhancement options. The Users Conference
also provided the opportunity to develop contacts with the
three contractors.

OC-FND

   1. In response to requests, Agency communications support
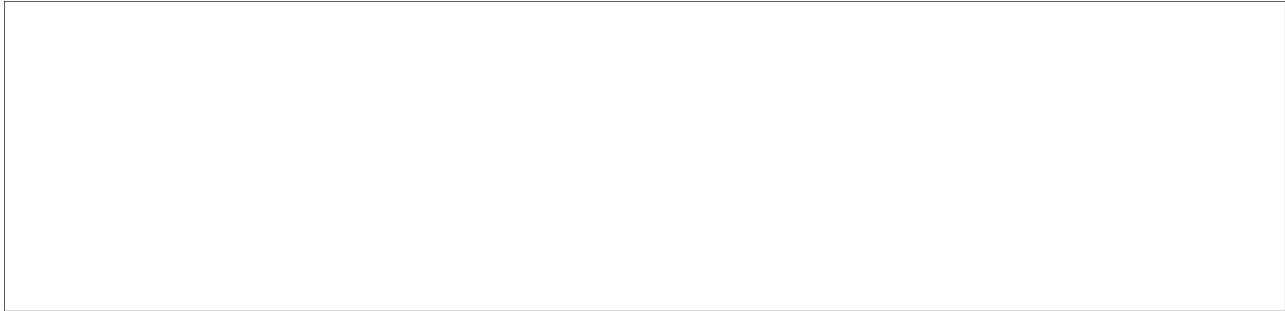was provided to:

25X1

8

S E C R E T

S E C R E T

OC-FND (Continued)

25X1

6. Capitalization Program Status: <u>PRS-6/7</u>   <u>TERP-IIA</u>

25X1

Systems Operational
Installations in Progress
Equipment on Site
Equipment Being Shipped

25X1   PRS installations are underway
25X1   system was "partially activated" on 17 January due to the sudden demise of the existing PRS-1A transmit system.

25X1   TERP-IIA installations are underway
25X1

25X1

8. Representatives of OC-FND/RMS and OC-ED visited the
25X1   from 13-16 January to operate the SELCAL unit with new software changes and discuss revisions for operator and maintenance manuals. Price quotations for training to be conducted in the Headquarters area were obtained for both the SELCAL and receiver units. The receiver training has been slipped one month (to early March) due to production delays, but SELCAL production and training is expected to continue on schedule.

25X1

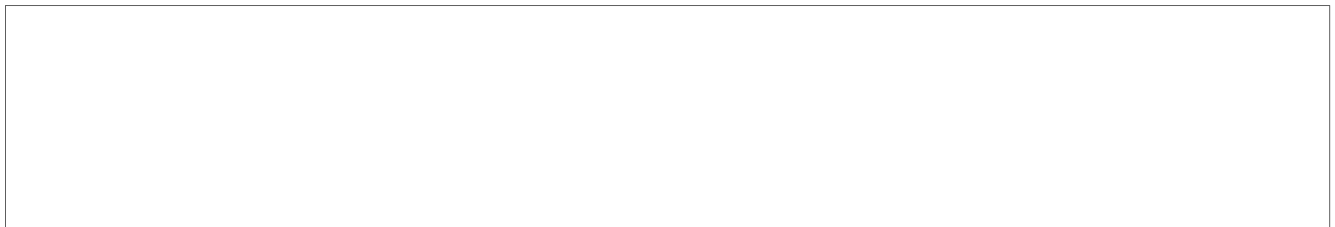**S E C R E T**

S E C R E T

OC-FND (Continued)

25X1

25X1
     11. Representatives of TSB met with ☐
OL, and representatives of the Wang Corporation on 17 January
to discuss current Wang Maintenance contract problems and the
possibility of assigning two additional Wang engineers to TSB.

25X1

     13. Requisitions for installation materials totalling $66,585
are being held until the OC-FND FY-86 budget reductions have been
determined. To date, approximately 47.4 percent of the OC-FND
FY-86 budget has been encumbered.

25X1

Executive Assistant, OC

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S E C R E T