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*Handwritten notes:*  
D/OOD CI  
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CLASS B  
RELAS/NO  
CIP/BGMB  
MCIP/PG  
S.S.

22 April 1981

MEMORANDUM FOR: Director of Data Processing  
THROUGH : Executive Officer  
FROM :   
          Chief, Management Staff, ODP  
SUBJECT : Management Staff Weekly Report  
          for Week Ending 21 April 1981

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Agency Regulations

ODP concurred on proposed  Records Disposition Handbook, subject to the inclusion of a revised Appendix E, "Magnetic Tape Offsite Storage Procedures." The original Appendix E was found to be seriously out-of-date. Revised procedures were prepared by CSS in conjunction with OD.

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Project Activity Report (PAR)

The March 1981 PAR has been initially processed and is being reviewed. If acceptable, the distribution copies will be sent to the customer offices early next week.

In an effort to conserve paper, the PAR support listings are being output on back-to-back Xerox cut paper. Side benefits are considerably reduced storage space requirements and improved ability to file and retrieve reports.

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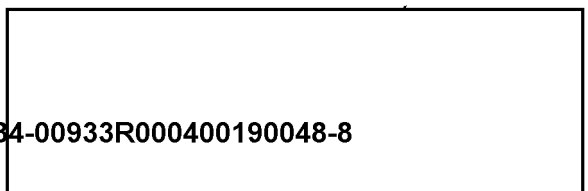
1983 Program

The Administration Group in the Comptroller's Office has coordinated the division of the 1983 CAMS enhanced level decision package into two separate enhanced packages. One package will contain all eight staff positions and will be ranked next to the austere package these positions will support. The other package which contains funds for communications and graphics enhancements, will be ranked with other enhanced level packages.

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Budget Reduction

We have received a memo from the DDA Management Staff directing us to reduce our operating budget [redacted] This reduction is made up of [redacted] for environmental monitoring of the computer center and [redacted] for equipment for the secure computer center control point. These reductions are in lieu of reductions for terminals [redacted] and distributed output services [redacted] These reductions are actions we did not plan to do in 1981 and were substituted for items selected by the Comptroller from a list of 1981 ODP budget offsets forwarded to the DDA on 6 November 1980. The actual reductions are consistent with the information we developed on 11 February in response to the moratorium on procurement which was sent to OMB. [redacted] (ODP Only)

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Outstanding Advances

As of 22 April 1981, 26 advances remain outstanding, of which, none are delinquent. [redacted]

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