ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

25X1

25X1

C/OC-AMD

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. AD/CO	4 OCT 1984	4 OCT 1984		
2. A/DD/CO	4 OCT 1984	4 OCT 1984		
3. OC-MLS	4 OCT 1984	9 OCT 1984		
4. OC-EXA	4 OCT 1984	4 OCT 1984		
5. OC/OL/IMC				Archiving
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

EXTENSION

NO.

DATE

FORM 610 USE PREVIOUS EDITIONS
1-79

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OC 10631-84

3 OCT 1984

MEMORANDUM FOR: Acting Director of Communications

25X1   FROM: [ ]
                   Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 24-28 September 1984

25X1   1.   [ ] CDTG/CDB, attended the McGraw Hill
Training 1984 Film Festival and Supervision Showcase on 28
September. A number of management and training films were viewed
25X1   for the upcoming Brown Bag Seminar scheduled for [ ]

2.   The final course to be taped for archival purposes, KW-7
Full Maintenance, will commence on 1 October. Several minor pieces
of HF equipment also remain to be taped.

3.   The ESS video crew taped a Question and Answer session for
25X1   the Office of Personnel on 27 September at the [ ] D/OP,
25X1   Robert McGee, and [ ] expressed their thanks to the crew
for their efforts.

4.   A first for Communications School (CS). TCA Class 3-84 is
the first graduating class to use the KG-84 crypto device and the
TERP message handling equipment during their comprehensive exercises
that began on 24 September. The new equipment was well received by
the students.

5.   CS has received approval to phase out the training of KW-7,
M-28, KG-13, CAU, PRS-2 and 4, at the end of calendar year 1984.
Equipment removal will take place during the January-March 1985
quarters. These actions will allow CS to free up valuable floor
space to accommodate future capitalization equipment and training.
The last training sessions for these modules will be video taped and
archived for any future requirements.

6.   CS, as of 1 October, has 14 instructors TDY supporting
overseas requirements for TERP, PRS-6, and SC-3 training.

25X1

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes - 24-28 September 1984

25X1

8. During the week, Panel N exerienced no technical personnel gains or losses. Panel N is 33 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 9 technicians under strength. Panel MCD experienced a gain of 3 employees with no losses. The Panel is currently 78 employees over authorized ceiling. There are 108 EOD students in training, while 17 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 64 personnel under strength.

9. The EDAC Coordinator conducted the OC-Overseas Orientation Program at CS 17-21 September. The program was attended by 39 employees and 21 spouses. Presentations were made by C/PAG, C/APB and several Processing Officers.

10. A question concerning FLSA overtime during a week with a legal holiday was given to PAG and the answer bears repeating for employees and managers. In order to be eligible for FLSA computed overtime, employees must have worked their basic 40 hour workweek. If there was a holiday, or the employee was on leave during a week that he/she worked overtime, then the overtime payment will be computed according to Title V of the U.S. Code (i.e., at a rate no higher than GS-10, step 1, hourly pay). Also, all claimed overtime is automatically calculated by Payroll under Title V and FLSA and the employee receives the larger amount, if there is a difference.

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11. _____ assumed the duties of Chief, Personnel Support Staff (PSS), OC-AMD/PAG/PAB 24 September 1984.

12. Beginning 1 October 1984, PSS will start the process of "cleaning out" the OC soft files and converting the contents to the new file folders.

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