

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION**NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

05 JUL 1985

09 JUL 1985

2.

DD/CO

05 JUL 1985

05 JUL 1985

3.

C/OPS

5 JUL 1985

5 JUL 1985

4.

OC/EXA

5 JUL 1985

5 JUL 1985

5.

OC/OL/ISC

Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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OC 12 423 85

3 JUL 1985

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 24-28 June 1985

1. Panel N personnel strength remained at status quo. Panel N remains at 31 technicians under authorized ceiling. In order to provide greater opportunities for technicians who possess project management and other unique skills, 12 technicians are serving in assignments for Panels E, O, and D. Ironically but justifiably, while satisfying an Office need, the aforementioned 12 technicians tend to decrease effective strength. In Panel D, one TCA officer entered on duty. There were again no losses and the Panel is presently 89 employees over authorized ceiling. Taking into account all factors that govern Panel D staffing, including those personnel in the training complement, the Panel is currently 24 personnel understrength.

2. OSG activities included the processing of seven TDY personnel. OC is currently providing 28 Panel D and 2 Panel N, CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

3. During the week, RES reviewed a total of 271 personal resumes for possible OC interest. A breakout of this total follows:

CSD	-	10
ODP	-	17
MCF	-	4
MCE	-	64
MCD	-	37
MCN	-	107
OTHERS	-	5
REJECTS	-	27
TOTAL	-	<u>271</u>

WARNING NOTICE -
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes - 24-28 June 1985

4. RES was tasked, at the beginning of May 1985, to speed up its recruiting efforts especially for Panel MCN. Heavy newspaper ads were run throughout the U.S. and many days were spent on the road as a follow-up to the ads. Changes were implemented to speed up the processing and testing of applicants in the field. In addition, RES has developed a library within the Wang Visual Memory to track all applicants responding with either a personal resume or PHS packet. PHS packets were either mailed to applicants responding with personal resumes or provided forms during field interviews as follows:

MCN - 273	PHS Returned - 22
MCD - 143	PHS Returned - 14
MCE - 5	PHS Returned - 1

5. EOD's for week of 24 June were as follows:

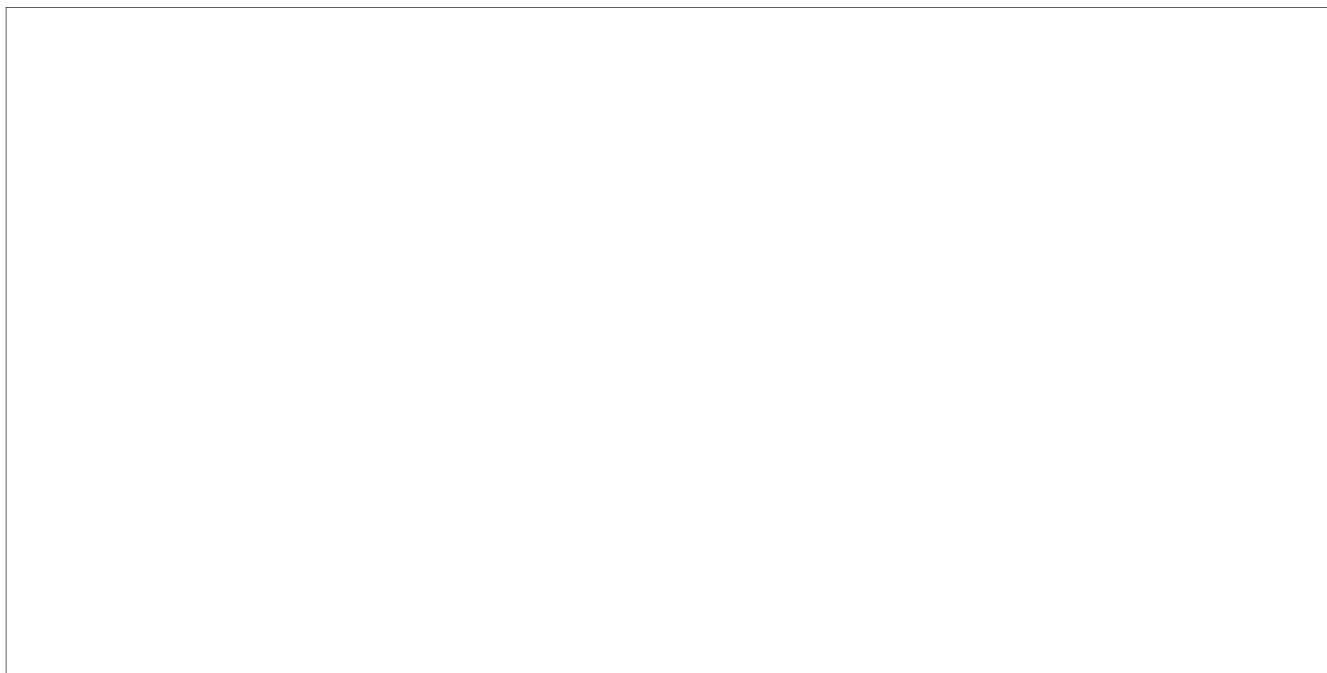
MCE - 2
MCD - 1

25X1

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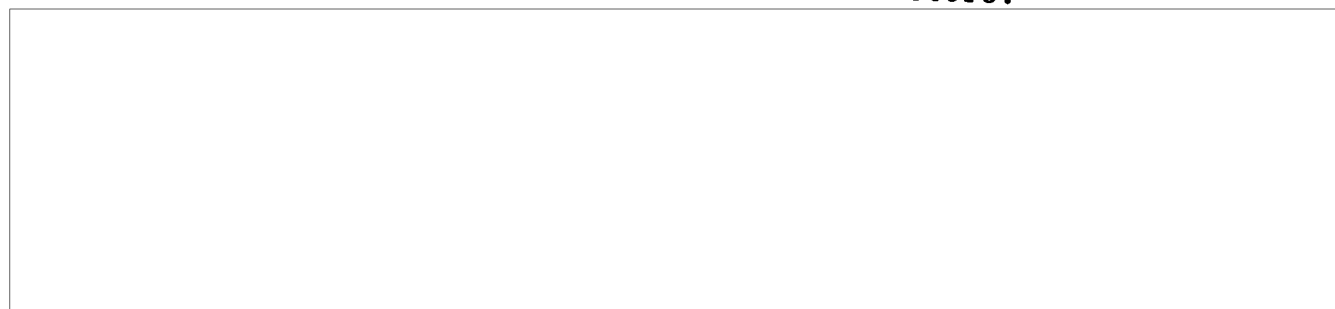
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11. Mid-Career Course Group No. 93 visited the CS on 25 June and received an overview and tour of the training facility. The group consisted of 29 students and staff instructors.

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