

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:

[Redacted]
 AC/OC/AMD

EXTENSION

NO.

OC-

DATE

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

No.	TO	DATE		INITIALS
		RECEIVED	FORWARDED	
1.	D/CO	14 JUN 1985	14 JUN 1985	<i>ML</i>
2.	DD/CO	17 JUN 1985	17 JUN 1985	<i>OM</i>
3.	C/OPS			
4.	OC/EXA	17 JUN 1985	17 JUN 1985	<i>[Signature]</i>
5.	OC/OL/ISC			
6.				
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Archiving

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OC- 1001- 10

13 JUN 1985

MEMORANDUM FOR: Director of Communications

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FROM:

[Redacted]

Acting Chief, Administrative Management
Division, OC

SUBJECT: OC-AMD Staff Notes - 3-7 June 1985

1. The opening session of the 1985 Spring Semester Mini-Masters was postponed due to the last minute cancellation of the Department of State (DOS) guest speaker.

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SUBJECT: OC-AMD Staff Notes - 3-7 June 1985

25X1 5. The development of OC Utility Net Course in the Criterion
25X1 Referenced format is progressing well. [redacted]
Instructional Support Department, and [redacted]
Contractor, have completed the task analysis and four modules of
instruction for the "sub-course" entitled "Basic Operations."
This sub-course will contain ten modules of instruction and will
be completed in draft, reviewed by Subject Matter Specialists,
and trial tested by students in the "OPS-100" class 1-2 July
25X1 1985. Revisions will then be made and a final "Master" copy of
the course will be delivered [redacted] prior to 16 July 1985.
This will be the first of three Utility Net "sub-courses" to be
completed by December 1985. The remaining two "sub-courses" are
25X1 "Advanced Operations" and "Site Surveys."

25X1 7. On 6 June, [redacted] represented CS at the
25X1 Intderdirectorate Computer-Based Training Group, facilitated by
[redacted] C/CBTG/OTE, at headquarters. [redacted] was the
keynote speaker, providing the group with an update on CS'
progress in Computer-Based Training efforts. Other members also
contributed an update on their progress in this training delivery
media. The meeting concluded in agreement that it will meet
again, specifics to be announced at a later date.

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[REDACTED]

10. Eight new ComSec officers were provided overview briefings and demonstrations of communications equipment, including the PRS-4/6, WANG/1CT, TERP/OCR, and SC-3 terminal on 4 June by the CS.

11. CS has initiated action to ensure that all TCA graduates, beginning with Class 1-85, will receive credit for having completed TERP-11A training in the EOD program. This decision is based on the fact that students receive 60 hours of classroom instruction, and use the equipment operationally for approximately 40 hours during the Comprehensive Exercise. Additionally, TCA students are required to pass the same exam and evaluation procedures currently required in the TERP-11A returnee course, OPS-310.

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12. [REDACTED] met with personnel from [REDACTED] on 5 June. The main thrust of the meeting was to provide [REDACTED] with certain operational and technical knowledge of the Harris PRS-6. [REDACTED] will use the data to present a briefing on how we can use Computer Based Training courseware to lower training costs and time while increasing student preparedness and general knowledge.

13. On 5 June, the CS Video Staff taped a demonstration of fiber optic termination procedures at the OC-ED Lab. It is anticipated a finished, edited product will be delivered in mid-July.

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15. During the week, Panel N personnel strength increased by one technician. Panel N is 33 technicians under authorized ceiling. In order to provide greater opportunities for technicians utilizing their project management and unique skills, there are 12 technicians serving in assignments for Panel E, Panel O, and Panel D. Ironically but justifiably, while satisfying an Office need, the aforementioned 12 technicians decreases effective strength. In conclusion, our gain this week is the beginning of a personnel drive with more gains projected in the near future. In Panel MCD, two TCA officers entered on duty with OC during the week. This, coupled with one officer who did not complete TCA training and is presently leaving the panel, our panel strength figures indicate we are 87 employees over authorized ceiling. Taking into account all factors that govern our staffing, including those personnel in training, Panel D is currently 24 personnel understrength.

16. The Panel D TCA Class 2-85 is scheduled to graduate from the CS on 9 August 1985. On 4 June, the 15 students in this class were briefed on their onward assignments. All have received two-year assignments to facilities in the Headquarters Area.

17. OSG activities included the processing of one returnee, one resignation (Panel MCU) and 20 TDYers. OC is currently providing 25 Panel D and 2 Panel N CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

18. This week RES mailed 165 PHS packets to potential ET applicants. An additional 91 packets were mailed to applicants for other disciplines within OC.

19. RES established a database to track the number of resumes received for Panels MCD, MCN, MCE and MCS. This is the first step in establishing the procedure to follow-up on overdue PHS returns.

20. Seventeen applicants were interviewed this week with seven failing to meet OC requirements and six Placed-In-Processing (PIP). The four remaining applicants have not fully completed all necessary paperwork. Of the 17 interviewed, 11 applicants were for Panel MCN, 3 Panel MCD, 2 Panels MCE and MCS and 1 for Panel MCU.

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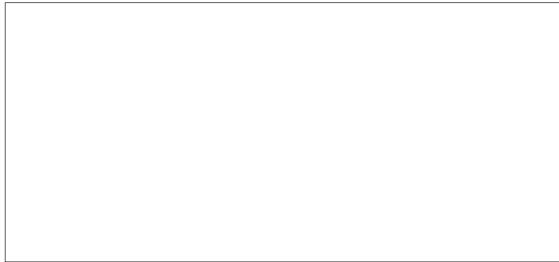
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21. A meeting was held between C/RES, Senior Recruiter [redacted] of OMS. The purpose of the meeting was to receive input from OMS on OC's use of the new TCS test which was designed by [redacted] was impressed with the test and believes that as long as the test is not the only criteria used in deciding the eligibility of a potential TCS'er, it should be helpful to OC in determining some of the qualifications of a potential TCS candidate.

22. Six personnel EOD'd in OC this week. Two in Panel MCS, three in Panel MCD and one in Panel MCN.

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