

ROUTING AND TRANSMITTAL SLIP

Date

14 Jan 85

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. OC-MLS/RAG	<i>[Handwritten Initials]</i>	1/14/85
2. OC-MLS/PPBG		
3. OC-MLS/LOG	<i>[Handwritten Initials]</i>	1/14
4. OC-MLS/SINAG	<i>[Handwritten Initials]</i>	
5. OC/OL/IMC		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

C/OC-MLS

Room No.—Bldg.

Phone No.

5041-102

☆ GPO : 1983 0 - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 31 December 1984-4 January 1985

FROM:

C/OC-AMD

EXTENSION

NO.

OC- 1212

DATE

10 January 1985

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. D/CO	10 JAN 1985	14 JAN 1985	W
	RECEIVED	FORWARDED	INITIALS
2. DD/CO	11 JAN 1985	11 JAN 1985	✓
3. OC-MLS	14 JAN 1985	14 JAN 1985	Roy
4. OC-EXA	11 JAN 1985	11 JAN 1985	G
5. OC/OL/IMC			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Archiving

CONFIDENTIAL

OC 12112-95

1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted Name]

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 31 December 1984-4 January 1985

1. Representatives from OC-AMD/CDTG/CS and CDB toured Capitol Tech College of Engineering Technology in Laurel, Maryland on 4 January 1985. Capitol Tech will be considered by CDTG as a possible substitute for Basic Electronics and Code Training during Project SURGE.

25X1 [Redacted Content]

3. OC has accepted an OMS/PSD project proposal to conduct a job analysis on Panel D duties prior to developing an aptitude test battery to be administered to all Panel D applicants.

25X1 4. OTE has agreed to a one-year rotational assignment to the Communications School for [Redacted Name] in a newly established Educations Officer position.

25X1 5. The first of three runnings of the Pacific UPS was completed by the factory representative. Our present plan is to leave the equipment at the School, and it will be introduced into the curriculum. [Redacted Name] will attend two runnings of the course and will become the primary UPS instructor at CS.

6. Three members of the CS staff participated in discussions with representatives from Capitol Tech College on 4 January. These discussions were undertaken to formulate a possible interim training program for our new students.

25X1 WARNING NOTICE - INTELLIGENCE SOURCES OR METHODS INVOLVED

[Redacted Content]

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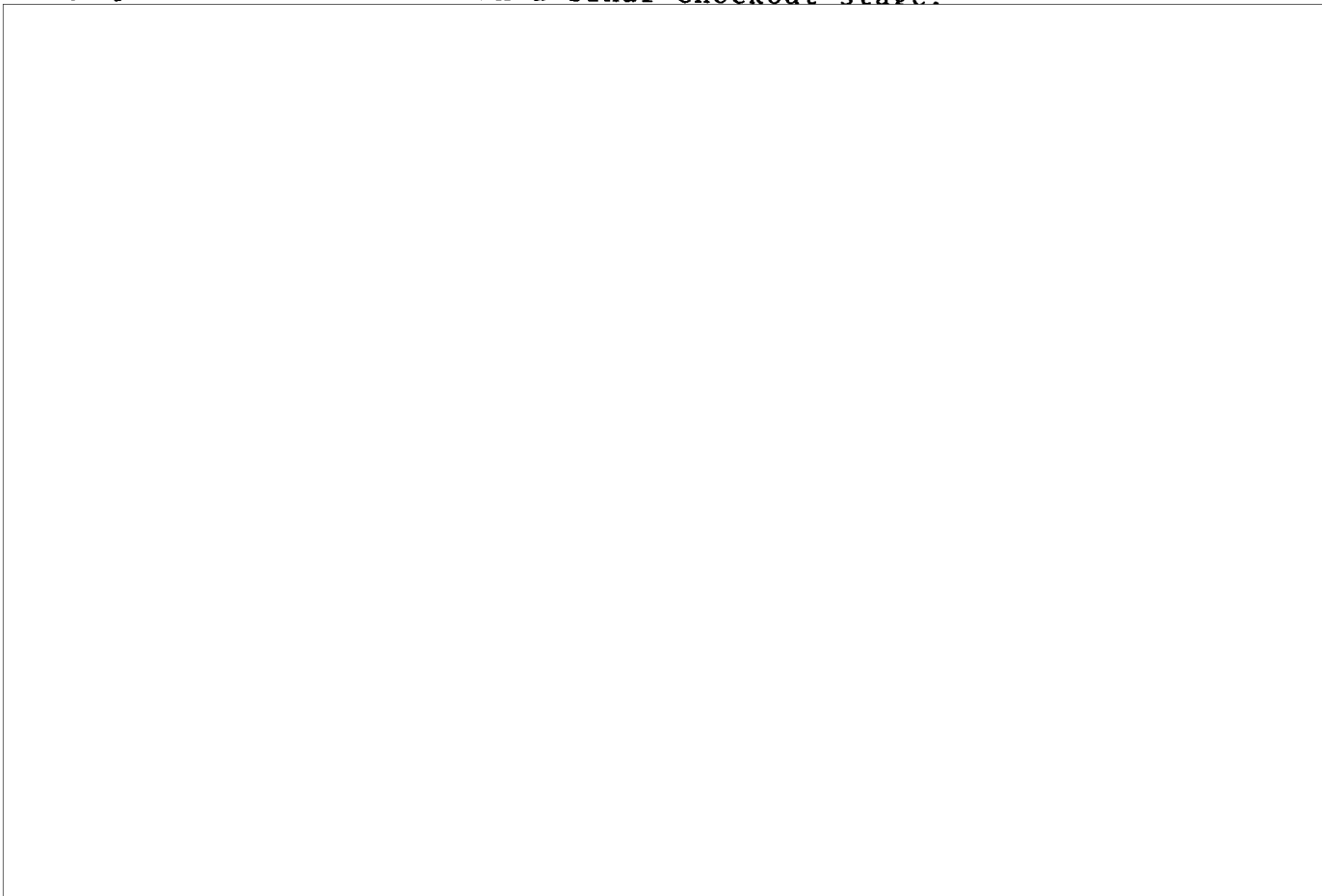
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SUBJECT: OC-AMD Staff Notes - 31 December 1984-4 January 1985

7. Class 4-84 has completed their formal classroom training and will commence comprehensive exercises after a week of overseas orientation 7-14 January.

8. Work has been completed on the Digital Comp room. The equipment and cable are in a final checkout stage.

25X1



14. During the week, Panel MCN personnel strength decreased by 5 (1 resignation and 4 retirements). Panel N is 1 technician under 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

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SUBJECT: OC-AMD Staff Notes - 31 December 1984 - 4 January 1985

other than Panel MCN. With these categories deleted, Panel MCN is 35 technicians under strength. Panel MCD personnel decreased by 5 (6 retirements and a gain of one EOD). The Panel is 81 employees over authorized ceiling. There are 117 EOD students in training, while 15 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 66 personnel under strength.

15. PSS completed the personnel actions to convert Panel D employees to Banding on 20 January 1985. The actions will be forwarded to the Office of Personnel for processing on 7 January 1985.

16. On 4 January 1985, representatives from OC-AMD/PAB attended a meeting with OP/Deputy Director, Employment and other component personnel officers involved in recruitment. New procedures are being implemented in OP/Employment to ensure that the average processing time for applicants will not exceed four months. Each component is being tasked to ensure that new applicant files are reviewed, and a reply given to OP/Employment, within one week. OP will send a "reject" letter after seven days (five working days), unless they are advised otherwise. In addition, following the interview, a decision must be made within two days as to whether the Office wants to hire the applicant. OP/Deputy Director Employment commented about the higher acceptance rate "pre-commit teams" have in the field. OP feels this is due to face-to-face contact with the applicants.

25X1

