

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for January 1983

FROM:

 Chief, Human Resources Management
 Division, OC

EXTENSION

NO. OCHRM M83- **067**

DATE
16 FEB 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED	FORWARDED
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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

TO:	RECEIVED	FORWARDED	OFFICER'S INITIALS
1. D/CO	16 FEB 1983	25 FEB 1983	<i>[Handwritten initials]</i>
2. OC-EXA	25 FEB 1983	28 FEB 1983	<i>[Handwritten initials]</i>
3. OC-P&B	01 MAR 1983		<i>[Handwritten initials]</i>
4. OC-IMS	3/2/83		<i>[Handwritten initials]</i>
5.			
6.			
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15.			

25X1

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OCHRM M83- 067

16 FEB 1983

MEMORANDUM FOR: Director of Communications

25X1 FROM: [redacted]
Chief, Human Resources Management Division, OC

SUBJECT: Monthly Report for January 1983

25X1 1. [redacted] presided over a ceremony [redacted]
25X1 [redacted] on 05 January 1983 to present [redacted] a recent
retiree, with a Certificate of Merit for sustained superior per-
25X1 formance throughout a twenty-five year career with the Office of
25X1 Communications. [redacted]

[redacted]

25X1 3. Special runnings of the KG-84 Limited Maintenance Course
have been scheduled for February, April, and May, and two special
25X1 runnings of the Wang Limited Maintenance Course have been arranged
for the month of February. An SC-3 Tutorial Class, conducted for
OC-ED/SSB, was completed on 14 January. [redacted]

25X1 4. Notifications of promotion to GS-10 and to GS-11 were
forwarded to overseas areas and to Headquarters components on
25X1 27 January. [redacted]

25X1 5. [redacted] Career Training Branch
25X1 (CTB) instructors, travelled [redacted]
25X1 during the month to perform AFT updates. [redacted]

25X1 6. OC-FND delivered to CTB one complete [redacted]
25X1 including manuals, signal plans, and other related material. [redacted]

25X1 7. The DDA concurred with an OC request that OP reestablish
a task force to recruit technicians and telecommunications spe-
cialists; unfortunately, HRMD was subsequently advised by OP that
25X1 a task force cannot be implemented until the Spring at the
earliest. [redacted]

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[redacted]

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SUBJECT: Monthly Report for January 1983

25X1 8. On 27-28 January, Panel N representative [redacted]
25X1 assisted the [redacted] OP recruiter in briefing and
25X1 testing 37 Panel N applicants, all of whom expressed very strong
interest in Agency employment. [redacted]

25X1 9. Mr. William Donnelly, Director of Communications, pre-
sented Certificates of Accomplishment to Panel N ETA classes 1-83
and 1-84 on 28 January. A total of seven technicians completed
their initial training in these two classes. After graduation,
Mr. Donnelly related his views of OC and his management philo-
sophies to the CTB staff. [redacted]

25X1 10. A total of 16 TCS and 30 Panel N applicants were pro-
cessed during the month. Of these totals, 12 TCS and 24 Panel N
candidates were continued in process. At the end of the month,
Panel D was 45 personnel under strength and Panel N was 11 people
under strength. [redacted]

25X1 11. Four Washington-area recruiting officers toured [redacted]
25X1 [redacted] on 06 January. A multitude of questions were answered
25X1 regarding the type of individuals that OC requires, and various
25X1 methods of recruiting them. [redacted]

Distribution:

Original - D/CO, EXA, P&B, OC-IMS
1 - OC-CSD
1 - OC-DND
1 - OC-ED
1 - OC-FND
1 - OC-PS
25X1 1 - [redacted]
1 - OC-HRMD/CTB

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