

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

Monthly Report for August 1982

25X1

Chief, Human Resources Management  
Division, OC

EXTENSION

NO.

OCHRM M82-466

DATE

08 September 1982

**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

08 SEP 1982

09 SEP 1982

*[Handwritten initials]*

2. SSA

9 SEP 1982

9 SEP 1982

OC-EXA

9 SEP 1982

10 SEP 1982

3.  
OC/P&B

22 SEP 1982

*[Handwritten initials]*

*[Handwritten notes: "OK PM per"]*

4.  
OC/IMS

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15.

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OCHRM-M82-466

08 SEP 1982

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted]

Chief, Human Resources Management Division, OC

SUBJECT:

Monthly Report for August 1982

1. On 2 August 1982, the Director of Central Intelligence, accompanied by the Deputy Director for Administration (DDA), the Acting Director of Communications, and the Acting Chief, Human Resources Management Division, visited the Communications Training Branch (CTB) for a tour of the school. [Redacted]

[Redacted]

3. The Directorate of Administration's Senior Personnel Resources Board approved the nomination of [Redacted] for the Army War College. [Redacted] is one of seven DDA officers nominated to attend Senior School Programs during the 1983-1984 academic year. [Redacted]

4. As a result of the DDA's nomination, Messrs. [Redacted] will attend the 13 September-10 December 1982 Senior Officer Development Course. [Redacted]

5. The Office of Medical Services has advised HRMD that the drug abuse orientation program for overseas bound employees and their dependents has been reinstated. [Redacted]

6. As part of its follow-up to the 1979 survey of EOD processing and orientation, the Office of the Inspector General will interview four new OC employees who are currently students [Redacted]

7. PSS personnel visited CTB on 13 August to discuss pre-employment briefings with TCS Class 2-82. Definite improvements in the dissemination of information prior to actual EOD were indicated. [Redacted]

WARNING NOTICE -  
INTELLIGENCE SOURCES OR  
METHODS INVOLVED

[Redacted]

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9. The 82/83 Personnel Evaluation Cycle has commenced. PSS has received the GS-13 Evaluation Panel nominations which are being consolidated and formalized. The GS-13 panels will convene in September.

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10. The revised Performance Appraisal Handbook was distributed to domestic OC components the week of 23 August. PAB/PSS is in the process of preparing updated PAR guidance for field distribution.

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Distribution:

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

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