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17 January 2003

MEMORANDUM FOR:

[Redacted]

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FROM:

[Redacted]

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SUBJECT: (U//~~ATUO~~) CIA Declassification Center ~~Weekly~~ Report 9-15 January 2003

REFERENCE:

(U//~~ATUO~~) The Automatic Declassification Date is 17 April 2003! but an Extension to December 2006 is under Serious Consideration by the Administration

(U) Activities and Accomplishments Highlights

(U//~~ATUO~~) Items of Management Interest:

(U//~~ATUO~~) Status of the Move to TWL:

(U//~~ATUO~~) *The move to TWL has begun.* [Redacted] our move POC (poor [Redacted]!) summed up the status in a note I've excerpted below:

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(U//~~ATUO~~) "Just wanted to provide you with an update on the move [Redacted] It starts this week !

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"The facility looks really good.... we've been pleasantly surprised. Everything is new -- the furniture and chairs are good quality, attractive and comfortable! ISI and CINTELCO has had some issues with crypto gear and phone switches, but everything currently appears to be moving forward.

Beginning Thursday, January 16th, we will be taking some furniture and shelving units along with some motion picture film [Redacted] Friday, ISI will be delivering our new PCs, FAXes, etc. and begin set up. Our DCC technical folks will be taking the DCC servers down here [Redacted] and reconstituting operations on Friday a [Redacted] CINTELCO will be installing phones.

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During the week of January 21st, we will have ISI continue to hook up the PCs for ADSN connectivity, and the ITG folks will be there to test the IWAS operations. The DCC will be installing their new PCs and doing further testing. CINTELCO will finish up with the phone instruments, and provide phone training. The [redacted] copiers will be delivered. Also, we have several "field trips" set up for the folks going to [TWL] to be badged and to visit the facility if they desire. We've prepared a welcome package for them which includes a map, phone lists, etc. to help them get familiar with the facility and area quickly.

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The movers will be coming on Friday, January 24th, between 4:00-5:00 and start loading the boxes .. and this will continue into the night. Depending upon the energy level of the movers, they may finish the move that evening; otherwise, the unloading will begin on Saturday, January 25th.

We will be open for business at [redacted] on Monday, January 27th.

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We had limited success so far with some of the amenities. The ATM is still an unlikely TBD; the exercise facility is being renovated, but no equipment is being purchased. We are working with OMS on the nurse, which will happen in the short term -- and we had an office built [redacted] especially for this purpose. There will be a vending area with cold sandwiches/salads, but no onsite cafeteria. We will have VTC [(Video Teleconferencing) connectivity there, and will work getting the equipment once we get the [redacted] node. "[redacted]

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~~(U//AUCO)~~ External Referral Working Group (ERWG) Holds its January Meeting at NARA I:

~~(U//AUCO)~~ On 15 January 2003, the Information Security Oversight Office (ISOO) hosted ERWG's regular monthly meeting at the National Archives in Washington, D.C. Attendance totaled 46 representatives from 20 federal organizations. ISOO's Director, J. William Leonard, updated members on efforts to revise E.O. 12958. He reported that the revision draft completed the NSC process and is receiving White House clearance from the Chief of Staff. He anticipates its release by OMB later this month for interagency review. The timing of final approval by a very busy White House is harder to predict. But no major surprises in its content are expected. The imperative of granting an extension to the Order is fully appreciated. However, he warned that this extension would be the last one. [redacted] of ISOO then outlined the collection methods and data results of ISOO's 2001 Annual Report to the President. [redacted]

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~~(U//AUCO)~~ Members next considered a proposal to ERWG's Referrals Working Group from NARA's Jeanne Schauble (Director, Initial Processing, Declassification Division). NARA is willing to centralize and coordinate community efforts to review referrals in its collection of withholds (material reviewed by agencies but requiring review by referral agencies and completely processed by NARA). NARA would provide reviewers with common workspace. In turn, reviewers would observe a prioritized work schedule established by NARA. And each selected group of withheld boxes would be reviewed within a set time period. Members agreed to conduct a pilot study of this proposal. However, they recognize that NARA withholds are only one portion of their total referral workload. The ERWG continued to debate how best to coordinate the closure of referrals within E.O. 12958's deadline. The Chair, [redacted], announced that two NARA officials plan to address ERWG concerns over the prohibitive cost of reviewing records at the Washington National Records Center at

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ERWG's 19 February meeting. WNRC's recently increased handling fee (\$13/box) and limited workspace hinder interagency referral reviews. Before adjourning, members reviewed ERWG's monthly (Remote Archive Capture) "RAC Shares and Processing Report." [redacted]

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~~(U//AFO)~~ **Presidential Library Archivists Visit the Satellite Review Center (SRC):**

~~(U//AFO)~~ On Tuesday, Chief/ER&L [redacted] Remote Archive Capture (RAC) Team Chief/Certifier [redacted] and MSO Team Chief/Certifier [redacted] escorted Presidential Library Archivists [redacted] (Eisenhower) and [redacted] to the SRC to discuss their respective libraries and collections. The archivists brought along library literature and a number of handouts, including lists of names of key administration officials and NSC personnel, fact sheets, lists of ambassadors, NSC committee and working group titles and names, FRUS information, and sample documents from their collections; information that is invaluable in ensuring a quality review of RAC folders. SRC Site manager [redacted] (Y) and the SRC reviewers engaged the archivists in a lively exchange that shared thoughts on our respective review processes and was followed up with a brief tour of the SRC. All in all, this was another excellent exchange with presidential library archivists that enhanced both our professional and personal ties. [redacted]

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~~(U//AFO)~~ **From the Archives:**

~~(U//AFO)~~ *Management by Objectives at the Senior Levels:*

~~(U//AFO)~~ A 12 September 1974 White House memo to DCI from President Ford briefly outlined the President's expectations:

" Dear Bill,

"As one of my first undertakings in the Presidency, I have reviewed your accomplishments for the past year and the objectives you have set for the current fiscal year.

"I commend you on your 1974 results and strongly endorse your new plans. The objectives you have set for your agency are both challenging and important, and I am looking forward to meeting with you soon to discuss them and to meet with you and your key staff periodically to review your progress." The President signed off "With warmest personal regards."

In January of the following year, President Ford, under pressure to respond to allegations of CIA involvement in domestic affairs, created a "Commission on CIA Activities," chaired by Vice President Rockefeller and DCI Colby spent much of his tenure dealing with this and other investigations into Agency activity. According to Roberta Knapp's book The Central Intelligence Agency, The First Thirty Years, Colby was dismissed in November 1975 as part of the President's "major overhaul of the national security leadership," which included Donald Rumsfeld, a friend of the President, replacing

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Defense Secretary Schlesinger, a former DCI, and George Bush, then serving as Chief US Liaison Officer in China, returning home to take over the Agency as DCI. [redacted]

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~~(U//AIUO)~~ *A Meal Almost Spoiled:*

~~(U//AIUO)~~ One of the sidesplitters uncovered by DI reviewers this past week, more specifically by Level II'er [redacted] [redacted] was a 30 January 1979 item on Deng Hsiao-ping - - China's Deputy Prime Minister at the time - - dealing with the atmospherics surrounding his official visit to the White House and Capitol Hill. At a luncheon in his honor, Taiwan - - not surprisingly - - was a major topic of conversation with Deng reminding Senators that while the PRC did not intend to use force to reunify the mainland, he wasn't able to rule it out completely. Before lunch, the Senate wait staff nearly had convulsions when it was discovered that chop sticks to be used for the meal came in "Made in Taiwan" labelled wrappers! Much to the servers relief, however, were the sticks themselves which conveyed but a simple thought: "Enjoy your meal!" [redacted]

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~~(U//AIUO)~~ *Dropping the "French" from French Indochina:*

~~(U//AIUO)~~ In an Operations Coordinating Board (OCB) Daily Intelligence Abstract from 25 June 1954 (after the fall of Dien Bien Phu) that was reviewed by the SRC-RAC Team, the US Embassy in Saigon states that "the Viet Minh could easily take over all Vietnam if the country is partitioned and the US takes no steps to prevent conquest. When the French forces leave the country, Vietnam will probably appeal to the United States and we will then have to answer these appeals bearing in mind the effect of an answer on Indochina and on the opinion of Asia as a whole. The United States should as rapidly as possible train and develop armies in Vietnam, Cambodia, and Laos. Then, if a [South Vietnam] republic is established it should be possible militarily to hold the narrow line along the 17th parallel. The US should abrogate the pentilateral agreement between itself, France, and Indochina, and negotiate direct military agreements with the three Indochinese nations." **Comment:** France, though departing, was still engaged in political dealing in Indochina and was perceived by US officials as interfering with efforts to counter a Viet Minh expansion into the south. In September, Ngo Dinh Diem demanded French withdrawal be stepped up and the United States announced that Vietnam Aid would bypass French administration. In October, President Eisenhower approved a plan to train the Vietnamese Army. [redacted]

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~~(U//AIUO)~~ *Hell in the Pacific:*

~~(U//AIUO)~~ An NSC document from the Eisenhower Library is a brief 1951 memorandum that provides Japanese WWII casualties from "Japanese sources" (probably official records reviewed at war's end). The Japanese Army and Navy losses in China from 1937 through 1945 were 419,200 personnel. Their losses in the Pacific from December 1941 through August 1945 fighting the United States, Britain, and the Allies was 1,729,110; quadruple the casualties they suffered in China in less than half as many years. [redacted]

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~~(U//AIUO)~~ **Production Status:**

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(U//~~ATUO~~) The production Thermometer Charts contain data current to 11 January. We recently made a major motion picture delivery to NARA and that is reflected in the chart below. As in the past, we are lagging in automated review in the first half of the year. The disruption of the move to "TWL" has also had an impact on automated production. We expect a major acceleration in the second-half.

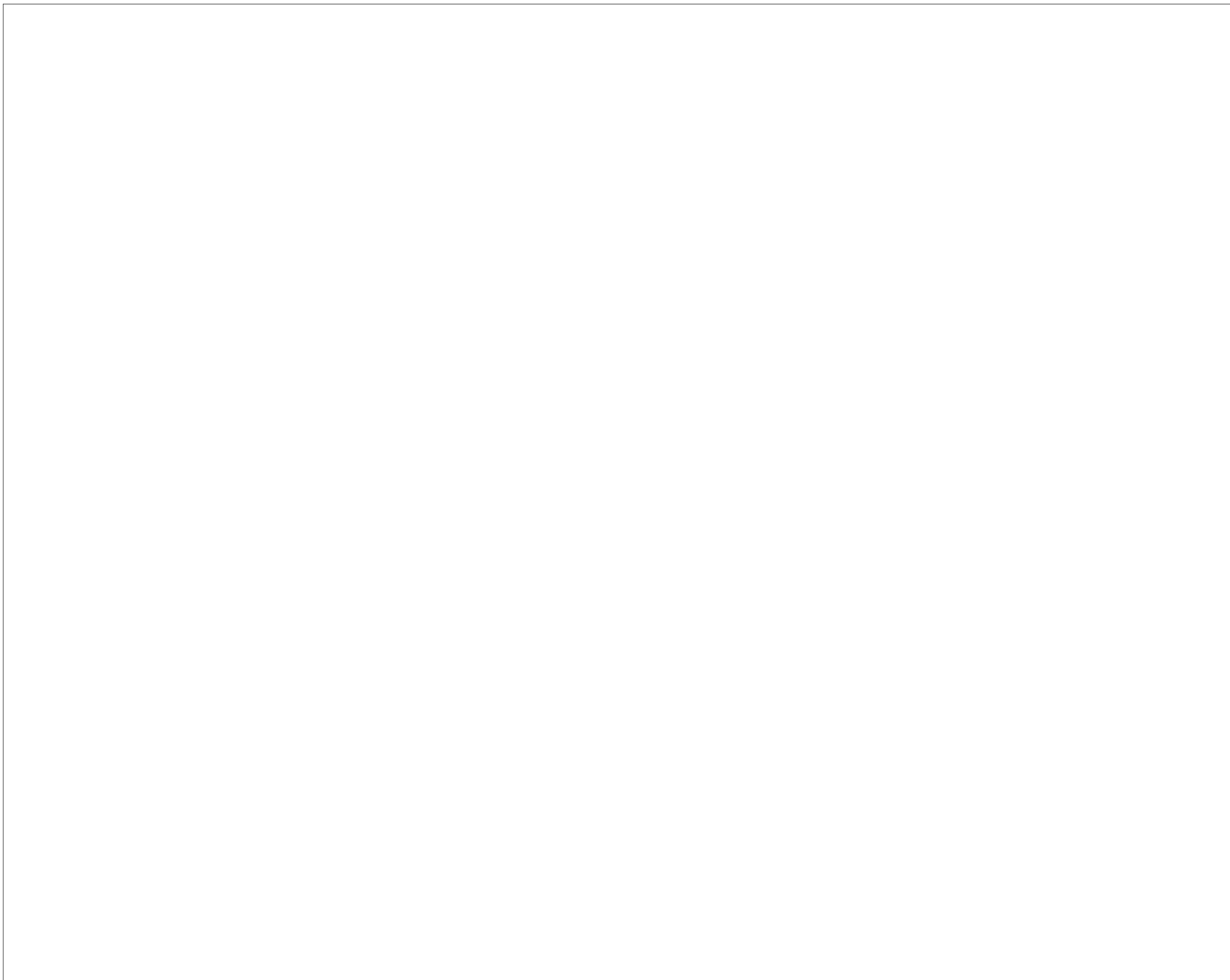
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(U//~~ATUO~~) Declassification Review Branch:

(U//~~ATUO~~) SRC-RAC Team:

(U//~~ATUO~~) One of the publications provided by [redacted] the Eisenhower Library archivist, during her visit to the SRC was a pamphlet on the *Organizational History of the National Security Council under the Truman and Eisenhower Administrations* that provides details on the NSC and its subordinate boards and committees. Library publications such as this are invaluable as reference materials and in developing accurate declassification guidance. [redacted] is currently scrutinizing this particular publication to sort out the history and "equity issues" surrounding the Psychological Strategy Board and the Operations Coordinating Board from the 1950s. Some of this kind of information may also be available online from the Library websites. [redacted]

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(U//~~ATUO~~) DI Team:

(U//~~ATUO~~) The DI's crack team of economic experts, [redacted], [redacted], and [redacted] have completed a proposed redraft of current guidance dealing with arms transfers, which will be forwarded to CDC's policy team for processing. The current guidance is vague and misleading and somewhat difficult for reviewers to apply. The "BAS" team has combined Agency experience of some 30-40 years working arms transfer issues and is intimately familiar with most of the DI material related to this subject. Congratulations for a job well done! [redacted]

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(U//~~ATUO~~) DCI Team:

(U//~~ATUO~~) The DCI team reviewed ODCI processing progress and examined possibilities for increasing resources. The recent retirement of the DCI team deputy chief has crimped our certification effort and the position is currently being readvertised. (Would appreciate the readers bringing this to the attention of potential strong candidates). The team also did a small amount of manual processing. [redacted]

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(U//~~ATUO~~) MSO Team:

(U//~~ATUO~~) On Wednesday, 15 January 2003, NASA delivered [redacted] boxes of documents and picked up [redacted] completed boxes. Current planning is to process half of the boxes [redacted] and work the remaining half at the new location. This will provide workable material for the redactors during the transition as personnel and systems are sorting out and gearing up. [redacted]

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(U//~~ATUO~~) On Thursday, 16 January 2003, [redacted], the new MSO Team Chief, travelled to the Western location and got a familiarization tour of the refurbished facility. Present plans are for [redacted] to remain [redacted] with a small contingent of MSO redactors when the bulk of the redactor team relocates west. [redacted]

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[redacted] long-time MSO certifier will be moving [redacted] The Lotus Notes address will shortly reflect this. [redacted]

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(U//~~AFUO~~) DS&T Team:

(U//~~AFUO~~) The DST team this week finished manually certifying five boxes of FBIS Reports, and continued their work on IWAS and CTS. Additionally, the reviewing team is planning for large segments of their team to move to TWL, and they are also considering new ways of processing their workload. Senior Reviewer [redacted] sent out a memo to the team that discusses some of the details of the move and how the workload priorities will be determined. The priority of work at TWL for DST will be CTS and Triage; the priority of work [redacted] will be STAR GATE and IWAS. [redacted]

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(U//~~AFUO~~) Quality Assurance/Training:

(U//~~AFUO~~) The Dirty Word Search team of [redacted] is researching any policy problems from the documents pulled during the search of the [redacted] CDs from the 1999 and 2000 CD release in DWEEZIL. The documents released in 1999 and 2000 were all processed before the advent of the Reviewers' Handbook in May 2000. EHU's [redacted] continues to work on the MDR analysis project for C/DRB. [redacted] also supports the SRC in answering questions which arise during duplicate detection for RAC documents. Handbook guru [redacted] is working on the draft of the next version of the Handbook due out early this year. A draft of the new Handbook will be delivered to C/DRB next week. Raytheon QA/QC Manager [redacted] is working on a new RAC Handbook which incorporates much of the RAC specific training and guidance used for the SRC team as well as new guidance which has been developed by SRC for RAC material. This RAC Handbook will be of use to any new RAC team established. IQM delivered to C/CDC two Human Factors reports on the causes of work-related eyestrain and way of reducing it--including a comparison of the strengths and weaknesses of flat panel monitors versus traditional CRT displays. We are also conducting analyses of the relationship between production and quality across the teams and preparing a dataset of "user attribute variables" to be sent to Northrop Grumman Information Technology to aid in their analyses. [redacted]

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(U//~~AFUO~~) External Referral & Liaison Branch:

(U//~~AFUO~~) Referral Operations:

(U//~~AFUO~~) Account Managers Activity:

[redacted]

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(U//~~AFUO~~) Remote Archive Capture:

(U//~~AFUO~~) OGA Document Review:

(U//~~AFUO~~) Reviewers from the Office of the Secretary of Defense, the Joint Staff, and the Federal Bureau of Investigation visited ER&L this past week to review their NLE, NLK, and NLJ documents in the STAIRS system.

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(U//~~AFUO~~) [Redacted] documents totaling [Redacted] pages were forwarded to Mr. Andre Prewitt at the Office of Naval Intelligence for ONI's referral review from the Defense Intelligence Agency. [Redacted]

[Redacted]

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(U//~~AFUO~~) CIA/NARA Operations:

(U//~~AFUO~~) Technicians continue surveying already reviewed boxes to identify and flag candidate documents for certification in the continuing effort to expedite the certification process. Reviewers continue working the Army 319, State RG 84, and the State RG59 collections. [Redacted]

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(U//~~AFUO~~) [Redacted] spent time at NARA this week making changes to the metrics database and cleaning out invalid records. [Redacted]

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(U//~~AFUO~~) During the past week, NARA redactors reviewed [Redacted] pages at Level 1 and [Redacted] pages at level 2. These pages represent material in [Redacted] boxes. [Redacted]

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(U//~~AFUO~~) Declassification Services Division (DSD) Support to CDC:

(U//~~AFUO~~) Records Management Branch:

(U//~~AFUO~~) Survey Activities:

(U//~~AFUO~~) [Redacted] DST jobs consisting of [Redacted] boxes were completed by the Team during this reporting period. [Redacted] of the boxes were recommended for IWAS, [Redacted] for SPREE, and [Redacted] for SPU processing. A large number of these boxes were microfiche copies of FBIS reporting (both silver and diazo copies), with an estimated image count of over [Redacted] million. [Redacted]

[Redacted]

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(U//~~AFUO~~) SI Support Activities:

(U//~~AFUO~~) Duplicate Detection, Resolution, and Reconciliation (D2R2):

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(U//~~ATUO~~) Weekly Report re Duplicate Detection & Resolution (DDR):

(U//~~ATUO~~) Between COB, 8 January 2003 and COB 15 January 2003:



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(U//~~ATUO~~) Other D2R2 Activities:

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- [redacted] was the focal point for analyzing and resolving a D2R2 production issue this week that impacted DDR, IWAS, IWAS-R and CDF Tracker. All affected data and documents appear to have been corrected, however system analysis continues concerning a performance issue that was discovered during the week's analysis.
- [redacted] brokered the effort to analyze production issues that commenced on 8 January 2003, in order to determine and fix the cause of the problems, to identify other related issues, to coordinate analysis and resolution, and to verify that data and system corrections/modifications properly fixed the affected documents and data. Disseminated guidance and status updates as appropriate.
- Conducted extensive analysis, including resolving and analyzing Duplicate Detection Results on a batch of documents that were processed as both a DA rush job and as a test to ensure that the production issue was resolved.
- Checked all documents in IWAS-R from all jobs that could have been affected, identified affected documents, and coordinated the effort to correct the affected documents. This effort also generated detailed results that will become documented IWAS-R test results.
- Coordinated the effort to process into the ORR, through DDR, and into IWAS and IWAS-R several DA rush jobs. Several of the jobs were processed successfully into the DA Team New Work queue in IWAS. Some of these rush jobs contained the documents affected by the week's system issue. As of COB 15 January, the remaining rush jobs are ready for export to IWAS and IWAS-R subject to the completion of ongoing system analysis.

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- Other than the documentation from the week's production analysis/cleanup effort that will be used to support IWAS-R test results, IWAS-R test efforts were suspended due the higher production issues. However, [redacted] began to review and test outstanding IWAS-R RFCs from 2002. [redacted]

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~~(U//AFO)~~ **STAR GATE:**

~~(U//AFO)~~ Review work on Tranche 2 is continuing; [redacted] pages are in process. The total collection contains [redacted] pages. [redacted]

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~~(U//AFO)~~ **O/DCI Collection:**

~~(U//AFO)~~ The O/DCI Collection IWAS processing meeting was held on 15 January. There are now over [redacted] pages in the Certification queue; C/DRB discussed ways to provide help to the short-staffed DCI Certification team. Timelines for completion of the collection were also discussed. Also included in [redacted] report this week is the actual whereabouts of over [redacted] pages of O/DCI collection referral material out in other teams' work queues. [redacted]

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~~(U//AFO)~~ **National Libraries/RAC Tracking:**

~~(U//AFO)~~ [redacted] is working with [redacted] to produce a presidential libraries IWAS production tracking report which would display, in addition to the information included in the current tracking report: 1) the number of folders and pages that go into and come out of each IWAS queue during the reporting period, to better demonstrate queue activity, and 2) the whereabouts, by review team, of referral material listed in the respective RAC presidential library collection queues, e.g., Refer Team New Work and Refer Initial Review. This should help RAC certifiers identify possible review bottlenecks. The new report will accompany the RAC Tracking spreadsheet scheduled for updating early next week. [redacted]

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~~(U//AFO)~~ **CDC Support:**

~~(U//AFO)~~ An Action Item meeting was held on Wednesday, 15 January. [redacted] is updating the Action Item list to provide the latest status of the action items, and will disseminate same when completed. [redacted]

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~~(U//AFO)~~ Following the 15 January Action Item Meeting, [redacted] created a draft RFC that requests that DCC limit folders to 200 pages, creating an "A," "B," "C," etc. version of the folder if the naturally occurring folder exceeds 200 pages. Large folders are difficult to handle in IWAS and limiting folder size will help avoid system lockups. [redacted]

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~~(U//AFO)~~ **Configuration Management:**

~~(U//AFO)~~ The second draft of the guidance for handling documents marked RESTRICTED (old national security category) is with C/DCC for review. [redacted]

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(U//~~FOUO~~) CADRE Activities:

(U//~~FOUO~~) [redacted] attended two meetings with CADRE developers who are beginning the design phase of the CADRE project. These meetings are part of an ongoing series of meetings to discuss CADRE design issues. At the first two meetings the participants received demonstrations of Vredenburg's existing 25-Year and FOIA applications and discussed discrepancies between those applications and CADRE requirements. [redacted]

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(U//~~FOUO~~) DCC Support to CDC:

(C) The DCC has been wrapped up in move activities this week and these will continue the following week. The DCC is moving all 25-year support [redacted] Lotus Notes address book reflects this. [redacted]

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(U) Upcoming Week

(U//~~FOUO~~) The FY 2003 March is well underway. [redacted]

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[redacted]
Chief, CIA Declassification Center

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CC:

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