

ADMINISTRATIVE - INTERNAL USE ONLY

11 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

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SUBJECT: OIS Weekly Report (5 - 11 February 1987)

1. The Regulatory Policy Division (RPD) currently has 148 regulatory proposals in process, fifty of which were received since the first of January 1987. Of the 50 proposals, 18 have required priority handling.

2. Representatives from the Information Resources Management Division (IRMD) and the Directorate of Intelligence Information Management Officer (DI/IMO) met with several office representatives to continue discussions on the DI Information Services Center (ISC) planned for the new Headquarters Building. Emphasis was placed on the need to identify all the support, space, and equipment that will be needed.

3. Representatives from the Office of Communications/Office of Logistics Information Services Center met with a representative from the Office of Information Technology to discuss problems experienced with the communications circuit during the recent snow storms. Certain procedural changes were agreed upon to prevent reoccurrence.

4. The Information Resources Management Division will conduct a records disposition course for Office of Communications personnel on the 17th and 27th of February. All of the speakers will be drawn from IRMD.

5. The Agency Forms Manager, assigned to IRMD, received a priority request from the Office of Personnel for two new forms concerning the Thrift Savings Plan. All necessary coordination is complete and the forms have been delivered to the Printing and Photography Division for printing and distribution.

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6. Chief, IRMD chaired the fifth meeting of the Agency Electronic Information Control Task Force. Representatives from the General Services Administration (GSA) gave a briefing on GSA's project to develop electronic record-keeping guidelines to aid federal agencies in examining their electronic information management programs.

7. The Agency Security Classification Officer, assigned to IRMD, attended a meeting of the Information Security Committee (ISCOM) of the Interagency Group/Countermeasures (Policy) (IG/CM (P)). Information security issues and vulnerabilities identified in the PRESIDENT'S REPORT TO CONGRESS ON THE NATION'S COUNTERINTELLIGENCE and SECURITY COUNTERMEASURES PLANS, PROGRAMS and CAPABILITIES were identified as appropriate for ISCOM to address.

8. The response to a recent IRMD memorandum urging Agency Information Management Officers to hold classification briefings is encouraging and several such briefings have been scheduled throughout the Agency.

9. The Agency Archives and Records Center sent 76 cubic feet of OSS records to the National Archives and Records Administration.

10. The backlog of initial FOIA/PA requests now stands at 1149. This compares with 1542 one year ago and 2819 two years ago. Stephen Engelberg, Washington Bureau of the NEW YORK TIMES, has requested all records "relating to the Iran initiative by the United States." For our convenience, he asks that we "first provide documents declassified for use by" Special Counsel Lawrence Walsh, HPSCI, SSCI, or the House and Senate Select Committees on Iran." He was informed that "pursuant to consultation with the Office of Special Counsel release of the records would interfere with a pending law enforcement proceeding and must be withheld pursuant to FOIA exemption (b)(7)(A)." The Information and Privacy Division report is attached.



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Attachment

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11 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

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SUBJECT: IPD/OIS Weekly Report (4 - 10 February 1987)

	<u>4 - 10 Feb 87</u>	<u>1987 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	84	45.0
b. Cases closed	86	48.9
c. New appeals logged	1	1.2
d. Appeals closed	2	2.3
e. Manpower (man-weeks)	94.8	88.4
2. <u>Current Backlogs</u>		
a. Initial requests - 1149		
b. Requests in administrative appeal - 159		
c. Requests in litigation - 52		
3. <u>Spotlighted Requests</u>		

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10 February 1987

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 3 February 1987 - 10 February 1987

CRD wrote a two-page paper titled "A Brief History of the Historical Review Program" for possible use by the Acting DCI in his nomination hearings before Congress. As a program that originated in correspondence between Director Casey and head of the SSCI Senator David Durenburger and was mandated by Congress, the Director of Information Services wanted to be sure information on this subject was available to the Acting DCI in case questions about it should arise.

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10 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

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Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (4 - 10 February 1987)

WORK IN PROGRESS

[Redacted], Classification Management Branch (CMB), 25X1
IRMD, forwarded written instructions to the Deputy Director for
Administration Top Secret Control Officer (TSCO) for updating Top
Secret Control Automated Data System (TSCADS) information on O/DDA
held documents. Following TSCADS data entry by the TSCO, an audit
of O/DDA Top Secret handling procedures will be scheduled. In
addition, [Redacted] is providing assistance to the Information 25X1
Privacy Division (IPD) TSCO on procedures for recording information
into TSCADS for documents retired to the Agency Records Center.

SIGNIFICANT ITEMS/EVENTS

a. New Information Services Center. [Redacted] Chief, 25X1
Information Services Branch (ISC) of the Information Resources
Management Division (IRMD), and [Redacted] DDI/Information 25X1
Management Officer, met with representatives from DDI/Office of
Management, Planning and Services, Office of Scientific and Weapons
Research, Office of Near Eastern and South Asian Analysis, Office
of East Asian Analysis, and Office of Current Production and
Analytic Support to continue discussions on the proposed
DDI/Information Services Center (ISC) in the new Headquarters
Building. [Redacted] Chief/DDI/MPS re-emphasized the 25X1
need to complete the identification of support, space and equipment
requirements in coordination with Chief/ISB and the DDI/IMO.

b. Communications Circuit Problems. Chief, Office of
Communications and Office of Logistics ISC and ISC staff members
met with a representative from Office of Information Technology,
General Operations Group to discuss problems experienced with the
communications circuit during the recent snow storms. As a result
of the meeting, Chief/OC/OL-ISC has agreed to assume the crypto
change-over responsibilities in the [Redacted] Communications 25X1
Equipment Room (CER).

[Redacted]

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c. Records Disposition Course. Chief, Information Management Branch of the Information Resources Management Division, has prepared the agenda for the records disposition course and coordinated it with the appropriate speakers/instructors. The course will be conducted solely by members of the Information Resources Management Division. Administrative arrangements have been made to run the course for Office of Communications personnel on 17 and 27 February at [redacted]

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d. Forms Management. The Agency Forms Manager received an immediate request from the Office of Personnel/Retirement Division for two new forms concerning the Thrift Savings Plan. All necessary coordinations were made and the forms were delivered to P&PD for printing. Approximately 80,000 copies will be printed and distributed throughout Headquarters, other domestic locations, and overseas stations.

e. Machine-readable Records. On 10 February 1987 [redacted] of the Electronic Information Control Branch, IRMD, met with [redacted] Office of Logistics, Information Management and Support Staff (OL/IMSS), who is providing information on OL's computer systems from a technical standpoint. After interviews with OL users of computer systems, some areas require further technical clarification. Additionally, [redacted] is providing information relating to the Logistics Employee Training/Tracking System (LETTS).

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f. Electronic Information Control Task Force Meeting. [redacted] Chief/Electronic Information Control Branch (EICB) of IRMD, and [redacted] Chief/IRMD, led the fifth meeting of the Electronic Information Control Task Force. The meeting was conducted on 4 February 1987 in 1D35, Headquarters Building. The invited speakers were [redacted] of the General Services Administration (GSA), who briefed on the GSA's Electronic Recordkeeping Project. The GSA project resulted from a GSA-convened interagency task group formed to explore the impact of office automation on the Federal work environment. The purpose of the project is to develop and publish electronic recordkeeping guidelines including a Federal regulation, a how-to-do handbook, and a self-inspection guide to aid agencies in examining their electronic information management program. It is believed that continued contact with GSA to discuss the data obtained during their interviews with 58 agencies will be useful to the task force.

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A 9 February 1987 meeting of the Electronic Information Control Task Force was presided over by [redacted] Chief/IRMD, and [redacted] Chief/EICB/IRMD. Task force members reviewed the presentations provided by external speakers, identified agency speakers who should be invited to speak to the task force, polled

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members interested in a trip to the National Security Agency to discuss further their office automation system development, and discussed strategy as to how to proceed for the remainder of the task force.

g. NATO Security Procedures. The annual inspection of Agency NATO handling procedures took place on 4 February and showed the Agency to be in full compliance with NATO information security procedures. The Chief, Document Accountability Section (DAS)/CMB/IRMD serves as the Agency NATO Control Officer. All federal agencies handling classified North Atlantic Treaty Organization (NATO) material must adhere to USSAN Instruction 1-69, Implementation of NATO Security Procedures and, in order to insure compliance, the Department of Defense (DoD) Central United States Registry performs annual inspections.

h. Security Classification Briefings. [redacted] of CMB 25X1 briefed the Administrative Law and Management Support Divisions of the Office of General Counsel (OGC) as part of the ongoing security classification briefing program presented by the Classification Management Branch (CMB). The briefing also provided an opportunity for secretaries and officers to discuss security classification procedures and problems.

The response of Agency Information Management Officers (IMO) to CMB's recent memorandum urging IMO's to schedule classification briefings in their components is encouraging and, as a result, security classification briefings are being scheduled in a number of offices throughout the Agency.

i. [redacted], Chief, CMB, attended a meeting of the 25X1 Information Security Committee (ISCOM) of the Interagency Group/Countermeasures (Policy) (IG/CM (P)) on 3 February. Information security issues and vulnerabilities identified in the President's Report to Congress on the Nation's Counterintelligence and Security Countermeasures Plans, Programs and Capabilities and from the Senate Select Committee for Intelligence (SSCI) Report were identified as appropriate tasks for ISCOM action and further reviewed for government-wide adoption. A report of findings will be submitted by ISCOM to the IG/CM(P) by 1 April 1987.

j. Records Center Activities. Another shipment of OSS records (76 cubic feet) was sent to National Archives and Records Administration (NARA) this week. [redacted] 25X1

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Records Center personnel performed the following activities during the week:

RAMS:	Made 23 additions, 10 deletions and 2 changes.
ARCINS:	Jobs received/edited: 13. Jobs keyed: 16 consisting of 677 entries.
Accessions:	Received 18 jobs totalling 147 cubic feet.
References:	Serviced 3,035 requests for records.
Dispositions:	Transferred 270 cubic feet of material to the hammermill.
Special Run:	One to OIS.

SCHEDULED EVENTS

a. [redacted] of EICB/IRMD are scheduled to visit the [redacted] on 11 February 1987 where they will conduct interviews with Office of Logistics, Supply Division (OL/SD) personnel involved with the four known computer data bases used at [redacted]

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b. The secure line telephone meeting in the [redacted] Engineering Office has been rescheduled for Thursday, 12 February, at 0930. The meeting will focus on the installation of the fibre optic line and the other problems being experienced at [redacted] and the A&RC in particular.

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10 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

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SUBJECT: Regulatory Policy Division Activities
4 February - 10 February 1987

1. RPD is currently processing 148 jobs, an increase of two over last weeks total. It is particularly noteworthy that as of the end of this reporting period, RPD has received a total of 50 issuances this year, 18 of which required priority processing.

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[Redacted]

3. Priority processing was provided for an employee bulletin announcing the 25th Anniversary Celebration of the Directorate of Science and Technology (DS&T). In addition to the scientific, technological, and analytical achievements of the DS&T that will be on display at headquarters, a 25th anniversary ceremony will be held in the Headquarters Auditorium on 19 February 1987 which will be attended by former Deputy Directors and Office Directors. The ceremony will be followed by a reception in 1C and 1D corridors which will be open to all employees.

4. Priority processing was also provided to an employee bulletin, initiated by the Office of the Executive Director, to inform all employees of the Agency's information technology policy and to invite them to contribute their thoughts and suggestions on how the Agency can best achieve its goals in this increasingly important area. The bulletin included a broad set of principles that the Information Systems Board has adopted to guide the Agency's automated information systems and communications networks.

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