8 July 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Office of Information Services FY1985 Second Quarterly Review

1. The FY 1985 Second Quarterly Review for the Office of Information Services (OIS) was held at 1400 hours on 4 June, 1207 Ames. The meeting was hosted by   (D/OIS) and attended by the DDA, ADDA, and members of the DA management staff.   25X1

2.   began by noting four major areas where OIS should ensure continued momentum, i.e., The Records Information System (TRIS), FOIA, File Designation, and the Agency Historical Review program. He also updated the status of the unfinished Ames building Information Service Center (ISC) and noted the delays which have kept this project from being completed.   than introduced   to address the audience on staffing OIS Management Information (MI) Sub-Group positions.   25X1 25X1 25X1

3. Regarding MI staffing,   pointed out that current MI career service positions total   of which   are located in the central office, and the remainder assigned to Agency registries, RMO positions, and other rotational duties.   said that although position growth indicates an increase of   positions in FY84 and   additional positions in FY85 (for the Historical Review Program), the career service was still 41 understrength. He also commented that the EOD rate has been extremely low for clerical employees and management must not allow the need for CT's and Analysts to override the requirement for reliable clerical personnel.   25X1 25X1 25X1 25X1

4.   then spoke on recent criticisms of Agency Regulations. He said that new suggestions regarding regulations control are not any different than those received from the beginning of time, i.e, too long, too many, too legalistic, too technical, etc. He cited some specific complaints and/or suggestions such as publishing a digest of regulations, eliminating all field issuances, and publishing employee bulletins and notices in 3/4 hours.   stated that the Regulatory Policy Division (RPD) keeps an open mind, examines all complaints or suggestions very thoroughly, and is always searching for a better way to run the regulatory system. He said that the following RPD actions have been initiated in attempts to streamline operations: 25X1 25X1

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    a. Conduct an annual review and solicitation of RPD members in order to examine the past years operations to initiate appropriate internal improvements.

    b. Personal visits to components, such as OGC and the DO, are being made to facilitate coordination and resolve policy differences.

    c. Strict enforcement of the six months expiration date on notices.

    d. Meetings with approximately 40 Agency coordinators and editors.

    e. Meetings with all Agency distribution Officers.

Additionally, future plans call for the preparation of memorandum to select representatives to check their own regulations and make specific suggestions and comments. RPD will then evaluate the information and go back to the DDA with final recommendations.

5. The preservation of Agency Records was addressed by Messrs. _____ began by giving a brief history of the Agency Archives and Records Center (AARC) program and location sites from 1951 to present. He also included information on preservation efforts of the past such as the periodic reinspection of microforms, the rewinding of motion picture films, and the replacement of storage containers. _____ then explained that because of delays in transferring Agency records to the National Archives (due to sensitivity), a resurrection of the preservation program is considered necessary until the transfer can be accomplished. He further explained the type of equipment required to reinstitute the microform maintenance program, and time and cost estimated to test and maintain 37,000 cubic feet of permanent records. _____ volunteered to provide the necessary information relative to hardware and software and page copy conversion costs. _____ then concluded the presentation by stating that future expansion of the AARC would include consideration of the recent Eastern Kodak study recommendations and a recommendation for a much larger area for cold storage.   25X1

6. _____ presented updates on the search for Top Secret documents and on The Records Information System (TRIS). He said that of the 12,000 TS DOCUMENTS unaccounted for in 1983, over 2,000 have since been located. _____ also stated that the Top Secret Control for Agency Documents System (TSCADS) will be going on-line in August 1985 to assist in keeping track of records. The Agency has 49 TS control points (DCI-9, DA-16, DI-15, DO-1, DS&T-8), and a meeting will be held with all control officers prior to TRIS implementation to ensure proper training is received in new TS control procedures. It is estimated that it will take 4-6 months to bring Offices into TRIS, and OIS will focus on each Offices' individual needs and unique requirements.   25X1

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SECRET

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7. The final speaker, [   ] discussed new Information and Privacy Division (IPD) management initiatives. He explained that in order to improve IPD response to the FOIA bill, all case support efforts (letter proofers, word processors, etc.) have been consolidated into one branch to provide built-in redundancy. He summarized the following six efforts which were initiated by IPD to improve FOIA response time:

   a. Reorganization of Support Functions: consolidated all case support efforts into one branch.

   b. Acquired new Office furniture: An office morale booster designed to lessen fatigue.

   c. Resurrection of old cases: Preparation of back-log reports in attempts to initiate appropriate action on cases being held up at the component level.

   d. Institution of a shelf review: Analyzing cases that have been "sitting" and initiating appropriate action.

   e. Use of Annuitants.

   f. Expanded use of OIS legal advisor.

[   ] stated that a net result of these initiatives has been a continuous downward trend in the FOIA backlog, which has been reduced by 21%.

25X1

8. The conference room session was adjourned at 1515 hours and an extra added attraction to the review then followed with [   ] and [   ] conducting a tour for the DDA and his staff of the IPD facilities. Mr. Fitzwater expressed his appreciation to IPD personnel for their fine work and dedicated performance in responding to the provisions of the FOIA relief bill.

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DDA/MS [   ] 8 July 1985

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Distribution:
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SECRET

OFFICE OF INFORMATION SERVICES
FY 1985 SECOND QUARTER REVIEW

1400 Hours, 4 June 1985

Room 1207, Ames Building

AGENDA

TIME	TOPICS AND SPEAKERS	
1400-1410	**Opening Remarks and Office Overview** Director of Information Services	25X1
1410-1420	**Staffing MI Sub-Group Positions** Deputy Director of Information Services	25X1
1420-1430	**Criticisms of Agency Regulations – What Can We Do?** Chief, Regulatory Policy Division	25X1
1430-1445	**Preservation of the Agency's Records** Information Resources Management Division	25X1
1445-1455	**TS Search and TRIS Update** Deputy Chief, Information Resources Management Division	25X1
1455-1510	**IPD Management Initiatives** Chief, Information and Privacy Division	25X1
1510-1530	**Visit to the Information and Privacy Division**	

OFFICE OF INFORMATION SERVICES

Progress on Certain Action Items Not
Presented for Formal Discussion

Information Resources Management Division

During the quarter IRMD moved closer to achieving a full-service Information Services Center in the Ames Building. Now that full registry support is being provided to the Office of Research and Development, all Ames Building components are receiving ISC services. Installation of a supplemental air conditioning system also was completed during the quarter. It not only provides cooling for our Wang Alliance system but also will cool the laser printers that are to be installed when renovations to the ISC facility are completed.

The National Archives and Records Administration has approved one of the new Agency records control schedules. This schedule contains the "common items" that also are included in each of the Agency component schedules. Implementation can only proceed after NARA begins to approve the component schedules, a notice concerning our records schedule revisions is published in the Federal Register, and after review by the Senate Select Committee on Intelligence.

Work has begun to update the Agency's National Security Classification Guide. Directorate RMOs have been tasked with identifying a focal point in each major component to provide comment and coordination on the forthcoming revisions. Memorandums also have been sent to Agency offices requesting assistance in the project.

The goal to update the vital records schedules of the DS&T and DCI area is being pursued with the principal records management officers. During the quarter, IRMD provided guidance on the substance of the schedules as well as the procedures for updating them. A tasking memorandum was sent to the DDS&T to further promote the effort within that directorate. The DS&T Records Management Officer believes that his vital records schedule updating can be completed by the end of the year.

Progress in completing ADP records schedules in the DA has been limited. IRMD met during the quarter with DA component records management officers to explain procedures, to provide samples to use as guides, and to offer direct assistance as necessary. A memorandum to the DA Office Directors has been prepared for the DDA's signature reminding them of the need to complete the schedules. The memorandum will be forwarded to the DDA early in the third quarter.

The objective to conduct four information management audits and train two additional employees in audit techniques is on target. IRMD auditors have completed two audits (OIS and ORD) and are about to begin a third (OSWR). A fourth audit will be completed by the end of the fiscal year. One additional officer has been trained in audit techniques and a second is scheduled for training by year's end.

Regulatory Policy Division

Further progress was achieved this quarter toward revising all the Headquarters and field regulations issued in 1980 and before. Sixteen proposed revisions to the regulations issued before 1980 were received and two have been published, bringing the total to 87 out of the original group of 148. Moreover, five revisions to the regulations issued in 1980 were received and seven revisions already in process were published for a total of 62 out of the original group of 83. In addition, revisions to five of the nine regulations dated 1981 were received this quarter by RPD for processing.

Automation of the regulatory process also is progressing. Communications links for sending and receiving initial and edited regulatory proposals have been established with the Offices of Personnel, Finance, Security, and Communications, and also with the Office of General Counsel and the Directorate of Science and Technology. Diskettes are being exchanged with the Office of Logistics. Continued progress to a great extent will depend on the ability of the components to train more of their employees to use the new automated procedures. The capability to communicate electrically with the Printing and Photography Division continues to undergo technical refinements. An additional enhancement to RPD's capabilities will occur when the division goes on the Wang Alliance System in June 1985.

Classification Review Division

CRD is working with the principal components in planning an Agency historical review program and has contributed significantly to a report to the Congress being prepared by Chief, History Staff, on the feasibility of such a program. An objection expressed by the Directorate of Operations to CRD having access to its records is a potentially troublesome matter to be resolved, and meetings to resolve this issue are under way.

As an initial test of the centralized review for declassification concept, CRD has begun handling mandatory classification review requests. By providing first review of the material before sending it through the Information and Privacy Division to the cognizant Agency components, considerable savings of time and effort can be expected. Approximately 230 such requests are received each year.

OFFICE: Office of Information Services
OBJECTIVE STATEMENT: Institute an Effective Career Development Program
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: $ _____ FY 85
DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Develop employee skills and professionalism through internal and external training			X			X			0			0	
Develop and implement certification of MI sub-group careerists prior to assignment as Information Management Officers												0	

OFFICE: Office of Information Services
OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: $_____   FY 85
DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Establish full-service ISC in Ames Building; refine requirements for ISCs in new Hqs building												0	
Bring TRIS to initial operating capability and begin training users												0	
Complete search for unaccounted for TS documents in the DI and DO												0	
Initiate disposition of records in accordance with updated records control schedules												0	
Train two employees in archival techniques and implement program at AARC									0				

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources

RESPONSIBLE OFFICER:

SIGNIFICANT FUNDING AMOUNT: $ _____   FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Update the Agency's National Security Classification Guide												0	
Update the vital records schedules of the DS&T and DCI area												0	
Complete the disposition schedules of ADP records in the DA												0	
Conduct four Information Management audits and train two additional employees in audit techniques												0	
Analyze a sampling of permanent records at the AARC to determine their physical condition									0				

OFFICE: Office of Information Services
OBJECTIVE STATEMENT: Provide timely, consistent responses to requests for release of Agency
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: $ _____   FY 85
DATE SUBMITTED: 12 October 1984

Information

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1				Quarter 2				Quarter 3				Quarter 4			
	Oct	Nov	Dec		Jan	Feb	Mar		Apr	May	Jun		Jul	Aug	Sep	
Reduce the current case backlog			⊠				⊠				0				0	
Develop Agency-wide FOIA action plan, monitor performance, and report to Congress									⊠							
Streamline the workflow of IPD							⊠									

OFFICE: Office of Information Services
OBJECTIVE STATEMENT: Manage the Regulatory System in accordance with Statutes, Executive Orders,
RESPONSIBLE OFFICER: and Agency Policy
SIGNIFICANT FUNDING AMOUNT: $_____ FY 85
DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Complete revision of all Hqs and field regulations issued in 1980 and before												O	
Maintain regulatory system so no Hqs or field regulation is older than three years												O	
Continue to automate the regulatory process; train personnel on the Wang Alliance			X			X			O			O	
Continue to reconcile numbering sequence of Notices and Handbooks to the regulations			X			X			O			O	

OFFICE: Office of Information Services
OBJECTIVE STATEMENT: Manage an Effective Classification Review Program
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: $_____   FY 85
DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Prepare detailed plan for a selective historical review program and implement			X			X			0			0	
Further develop proposal for centralized classification review									0				
Expand RIMS data base and test system									0				
Update guidelines for reviewing summaries of Agency employment and contribute to updating									0				

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