

ADMINISTRATIVE - INTERNAL USE ONLY

12 February 1987

MEMORANDUM FOR: Director of Information Technology

FROM:

[REDACTED]

Executive Assistant to the DDA

SUBJECT: Planning the OIS/OIT Merger

STAT

Ed,

Bill Donnelly asked me to take the lead on a myriad of administrative issues related to the impending OIS/OIT merger. One of these is the formal updating of responsibilities and authorities which, prior to the abolishment of OIS, are held by D/OIS. In particular, these are:

- Agency Security Classification Officer
- Agency Declassification Officer
- Agency Information Management Officer
- Agency Archivist
- Agency Top Secret Control Officer
- Agency Treaty Organization Control Officer
- Focal Point for Information Security Oversight Office
- Liaison with National Archives and Records Administration
- Liaison with General Services Administration concerning the Agency Information Management Program
- Agency Liaison on Federal Register inquiries
- Chairman of the MI Career Sub-Group

We need to formally assign those responsibilities to you, vice D/OIS, in a Headquarters Notice. I'll do the work on this, but I wanted to give you a chance to think about these relative to your plans for the impending OIT reorganization. Please let me know by COB 16 February if you want to further delegate these in the HN. Otherwise, no note is needed and I'll go ahead with the list, as is. You can always redelegate these later, in writing. You might want to scan Headquarters Regulation [REDACTED] for the current mission and functions of OIS.

STAT

Thanks,

[REDACTED]

STAT

ADMINISTRATIVE - INTERNAL USE ONLY