



DD/A Registry
81-0514

06 MAR 1981

Mr. Max Hugel
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

DD/A REGISTRY
FILE: *meetings*

Dear Mr. Hugel:

Public Law 96-511, the "Paperwork Reduction Act of 1980", set the stage for this year's Records and Information Management Conference (RIMCO '81) sponsored by the National Archives and Records Service May 20-22, at Gettysburg, Pennsylvania.

The 1981 conference will provide an opportunity for Federal managers and records and information management specialists to participate in the development of recommendations for productive implementation of the Act by Federal agencies. Discussion groups will be formed to study the topics listed in Attachment A. The Administrator of GSA and the Director of the Office of Management and Budget have expressed an interest in the conference and are looking forward to receiving recommendations from the discussion groups.

The RIMCO '81 program also includes noted authorities from the Federal Government and private sector who will discuss timely topics on the theme, "Implementation of the New Paperwork Reduction Act of 1980." Likely conference speakers include Congressman Jack Brooks, co-author of the Paperwork Reduction Act, and the noted commentator Joe McCaffery. A program with a complete list of scheduled topics and speakers is enclosed for your review.

Unfortunately, accommodations can not be made for all Federal managers; therefore, we recommend that the agency nominations be highly selective. Emphasis should be on individuals with backgrounds in several aspects of records and information management. Special consideration should be given to those managers whose responsibilities will be most directly affected by the Act. We have reserved 5 places for your nominees. If you would like to send more people than we have allotted for your agency, please list their names on the sheet provided and we will notify you if they can be accommodated. The deadline for submitting nominations is March 25, 1981.

Please complete and return the enclosed shared-training agreement and the Proposed Registrants Form.

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In an attempt to keep travel costs to a minimum we are considering providing chartered buses to Gettysburg. Please indicate on the Proposed Registrant Form if the nominee would like to be a passenger on the bus. The tentative pickup points are: Farragut Square (west-side) 17th Street, NW; 8th and Pennsylvania Avenue, NW, (National Archives); Montgomery Mall; and the New Carrollton Metro Station.

If you need additional information, please contact the Conference Coordinator, Yvonne Starbuck on (202) 376-8837.

Sincerely,



ROBERT M. WARNER
Archivist of the United States

Enclosures

RIMCO '81 is an opportunity for Federal managers and records and information management specialists to participate in developing recommendations for the implementation of the Paperwork Reduction Act of 1980. About 50% of the conference will be devoted to working group sessions dealing with the more specific subject areas listed below. Nominees to attend the conference should select their preferences from the working groups described below. Selections should be indicated on the form enclosed with the agency nominations.

A-1. Organization and Staffing. How does the Act offset the existing structure of operational RIM programs in the agencies? What does the single-manager concept do to existing staffing patterns and organizational structures? Will existing services and lines of authority and communication be enhanced or diminished? Will professionalism in the RIM disciplines be increased and how can we increase it in the agencies?

A-2. FILS. What will FILS do to existing workloads? How can an agency make FILS work for it without taking away from other services? Who becomes the agency FILS expert? How do FILS requirements effect agency mission accomplishment? How will agency personnel accept and use the FILS system? Will they be the sellers?

A-3. Reviews. What are triennial reviews? How can the agencies expect to benefit from them? What areas should be reviewed? How thorough can triennial review be? How can these reviews improve agency RIM programs? How will implementation of review recommendations be evaluated?

A-4. Program Manager Responsibilities. How are agency program managers affected by the Act? How are agency RIM personnel affected by the Act? How does the Act affect the relationship between the two staffs? What is the relationship between agency program managers and agency RIM managers? How can the relationship be enhanced? What is the responsibility/authority/expertise of each manager? What is the line of authority/expertise?

B-1. Government-wide Initiatives. What can agencies do to increase productivity? How do agencies measure white-collar productivity? Can agencies work both independently and together to make use of office automation effectively and productively? To what extent can an agency work independently or in concert to use electronic mail efficiently? How best can agencies work together to meet the spirit and the intent of the Act? What structures work best for co-operative efforts?

B-2 NARS Programs. This group will meet to discuss the papers coming out of the recent RIMD Conference that evaluated how well NARS meets its goals in TA, training, professional and clearinghouse activities, inspections, and standards development. How do agencies view the NARS role in RIM? What areas need greater emphasis?

B-3 Lead Agency Roles. Participants from OMB, GAO, NBS, ADTS, and NARS will be invited to discuss their roles as set forth by the Act. How can the lead agencies better serve the other agencies? What do the other agencies expect from the lead agencies? How should the lead agencies interact? What lines of communication should be established?

May 20-22, 1981

SHERATON INN, GETTYSBURG, PENNSYLVANIA

SHARED TRAINING AGREEMENT

between

(Department or Agency)

and

General Services Administration
National Archives and Records Service

Under the authority of Section 8 of the Government Employees Training Act (5USC 4103), the Annual Federal Records and Information Management Conference has been scheduled to meet Federal Agencies' needs.

A registration fee of \$175 per conferee will cover expenses incident to the conference (including accommodations, meals, gratuities, and all conference materials). Agencies issuing travel orders to participants should provide for transportation costs to and from the Conference. A small per diem of \$3.50 (depending upon the agency's per diem rate) is commonly provided by the agency to meet incidental expenses.

Two copies of this agreement should be signed by an agency official authorized to commit funds and then be returned by March 25 to: General Services Administration (NR), Washington, DC 20408. Cancellation of this agreement, in whole or in part, by either party will be honored until May 1. No part of the registration fee can be cancelled or refunded after that date. Substitution of appropriate personnel will be honored.

Inquiries concerning this agreement should be directed to: Yvonne Starbuck Conference Coordinator, (202) 376-8837.

Terms of Shared Training Agreement

The _____ agrees to pay to the National
(Name of Agency)
Archives and Records Service the sum of \$ _____ for registration of the personnel listed herein to attend the Annual Federal Records and Information Management Conference to be held at the Sheraton Inn, Gettysburg, Pennsylvania, on May 20-22, 1981.

In return, the National Archives and Records Service agrees to cover expenses incident to the conference (including accommodations, meals, gratuities, and all conference materials).

1.		RIM TOPIC CHOICES
NAME OF REGISTRANT	OFFICE PHONE	(Indicate three preferences; number 1 - 3 by priority)
TITLE	GRADE	<input type="checkbox"/> A-1. ORGANIZATION & STAFFING
ORGANIZATION		<input type="checkbox"/> A-2. FILS
MAILING ADDRESS		<input type="checkbox"/> A-3. INSPECTIONS
TRANSPORTATION	<input type="checkbox"/> CHARTER BUS <input type="checkbox"/> OTHER	<input type="checkbox"/> A-4. PROGRAM MANAGERS' RESPONSIBILITIES
		<input type="checkbox"/> B-1. GOVERNMENT-WIDE INITIATIVES
		<input type="checkbox"/> B-2. NARS PROGRAMS
		<input type="checkbox"/> B-3. LEAD AGENCY ROLES

2.		RIM TOPIC CHOICES
NAME OF REGISTRANT	OFFICE PHONE	(Indicate three preferences; number 1 - 3 by priority)
TITLE	GRADE	<input type="checkbox"/> A-1. ORGANIZATION & STAFFING
ORGANIZATION		<input type="checkbox"/> A-2. FILS
MAILING ADDRESS		<input type="checkbox"/> A-3. INSPECTIONS
TRANSPORTATION	<input type="checkbox"/> CHARTER BUS <input type="checkbox"/> OTHER	<input type="checkbox"/> A-4. PROGRAM MANAGERS' RESPONSIBILITIES
		<input type="checkbox"/> B-1. GOVERNMENT-WIDE INITIATIVES
		<input type="checkbox"/> B-2. NARS PROGRAMS
		<input type="checkbox"/> B-3. LEAD AGENCY ROLES

3. (attach additional sheets for other nominations)		RIM TOPIC CHOICES
NAME OF REGISTRANT	OFFICE PHONE	(Indicate three preferences; number 1 - 3 by priority)
TITLE	GRADE	<input type="checkbox"/> A-1. ORGANIZATION & STAFFING
ORGANIZATION		<input type="checkbox"/> A-2. FILS
MAILING ADDRESS		<input type="checkbox"/> A-3. INSPECTIONS
TRANSPORTATION	<input type="checkbox"/> CHARTER BUS <input type="checkbox"/> OTHER	<input type="checkbox"/> A-4. PROGRAM MANAGERS' RESPONSIBILITIES
		<input type="checkbox"/> B-1. GOVERNMENT-WIDE INITIATIVES
		<input type="checkbox"/> B-2. NARS PROGRAMS
		<input type="checkbox"/> B-3. LEAD AGENCY ROLES

BILLING	
BILLING ADDRESS	BILLING TO BE MADE ON
	<input type="checkbox"/> SF 1080, VOUCHER FOR TRANSFER BETWEEN APPROPRIATIONS AND/OR FUNDS
	<input type="checkbox"/> SF 1081, VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

APPROVALS	
AGENCY APPROVAL (typed name)	GSA/NARS APPROVAL (typed name)
TITLE	SIGNATURE DATE
SIGNATURE DATE	(office use, only)

Return to: GSA/NARS/NRM, RIMCO '81, WASHINGTON, DC 20408

IMPLEMENTATION OF THE NEW PAPERWORK REDUCTION ACT OF 1980

May 20-22, 1981

Gettysburg, Pennsylvania

Wednesday, May 20

8:30 - 12:00

Registration

10:00 - 11:30

Welcome

- The Archivist of the United States

Keynote Address

- Honorable Jack Brooks

12:00 - 1:30

Luncheon

"Motivation"

- Blair Ewing, Office of Personnel Management

2:00 - 3:30

Speakers

"Organization"

- Reed Phillips, Department of Interior

"Quality Circles"

- Dave Hatcher, Department of the Navy

3:34 - 4:30

"Work Group Techniques"

- Office of Personnel Management

4:30 - 5:00

Group Planning

6:30 - 9:00

Banquet

- Everett O. Aldredge Award

- Joe McCaffery, after dinner speaker

Thursday, May 21

7:30 - 8:45	<u>Breakfast</u>
9:00 - 12:00	<u>Group speakers on specific interest area</u>
	<u>Group discussions - work sessions</u>
12:00 - 1:30	<u>Luncheon</u> - Kincannon, Office of Management and Budget, speaker
1:30 - 3:30	<u>Group discussions - work sessions</u>
4:00 - 6:30	Exhibits (cash bar at 5:00)
6:30 - 8:00	<u>Barbecue dinner</u>

Friday, May 22

7:30 - 8:45	<u>Breakfast</u>
9:00 - 12:00	<u>Group presentations</u>
12:00 - 1:30	<u>Luncheon - wrapup</u> - Assistant Archivist of the United States

RIMCO '81

ADDITIONAL AGENCY NOMINEES
(on a space available basis)

NAME

TELEPHONE NO.

We will contact you for a supplemental shared-training agreement if any of the above people can be accommodated.

Please send this list to:

GSA/NARS/NRM
RIMCO '81
Washington, DC 20408