MEMORANDUM FOR: Deputy Director for Administration

FROM:

Assistant for Information

SUBJECT: Reorganization of the Components Under the Assistant
              for Information

        1.   This memorandum contains options for a reorganization of
the components under the supervision of the Assistant for Information
into an independent staff pursuant to your request. The new staff
would be named the Information Services Staff (ISS) with the Assistant
for Information (AI) as its chief. The AI would continue to perform his
present staff functions along with his duties as Chief, ISS. This memo-
randum also recommends that a new Career Sub-Group be established to
administer the career needs of staff personnel.

        2.   The organization and mission and functions of the new staff
are shown in Tab A. It incorporates the positions presently in the
Information Systems Analysis Staff, the Information and Privacy Staff,
and the Office of the Assistant for Information.

        3.   We have developed three staffing options. Under Options I and
II at Tabs B and C, the staff would function within the current manpower
ceiling. Under Option III at Tab D, the number of staff positions is
enhanced.

        4.   Tab E presents a brief discussion of the need for a career
service for records officers. Tab F identifies unresolved issues that
will require your attention.

        5.   Your approval of one of the three proposed staffing options is
requested.

APPROVED:

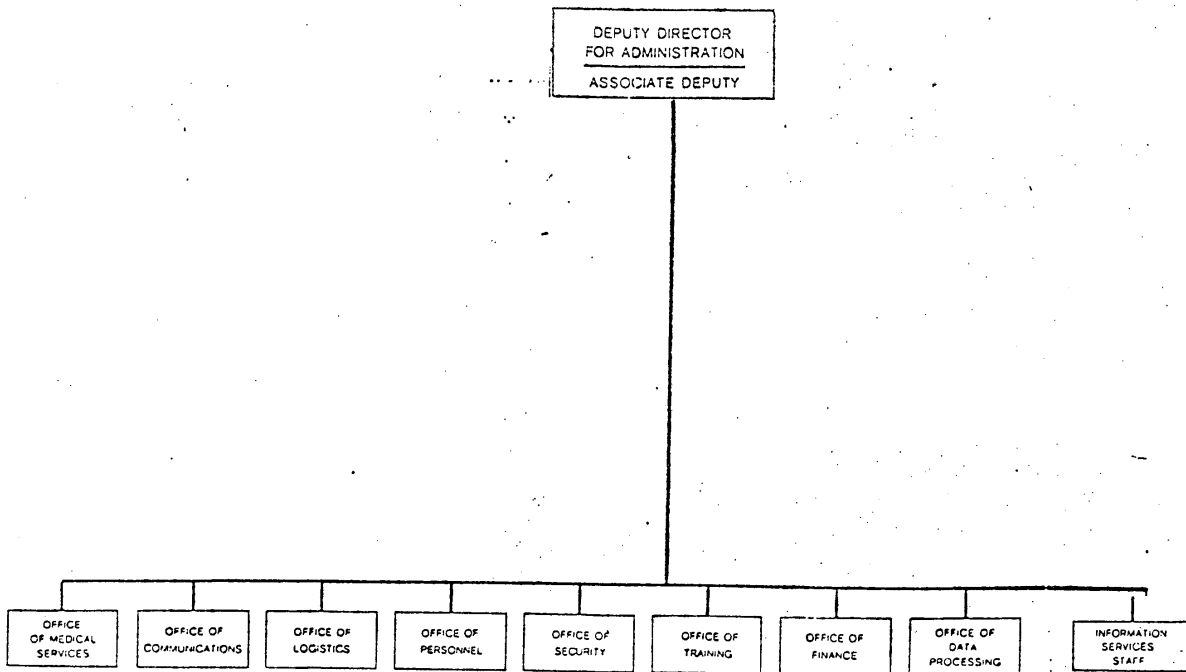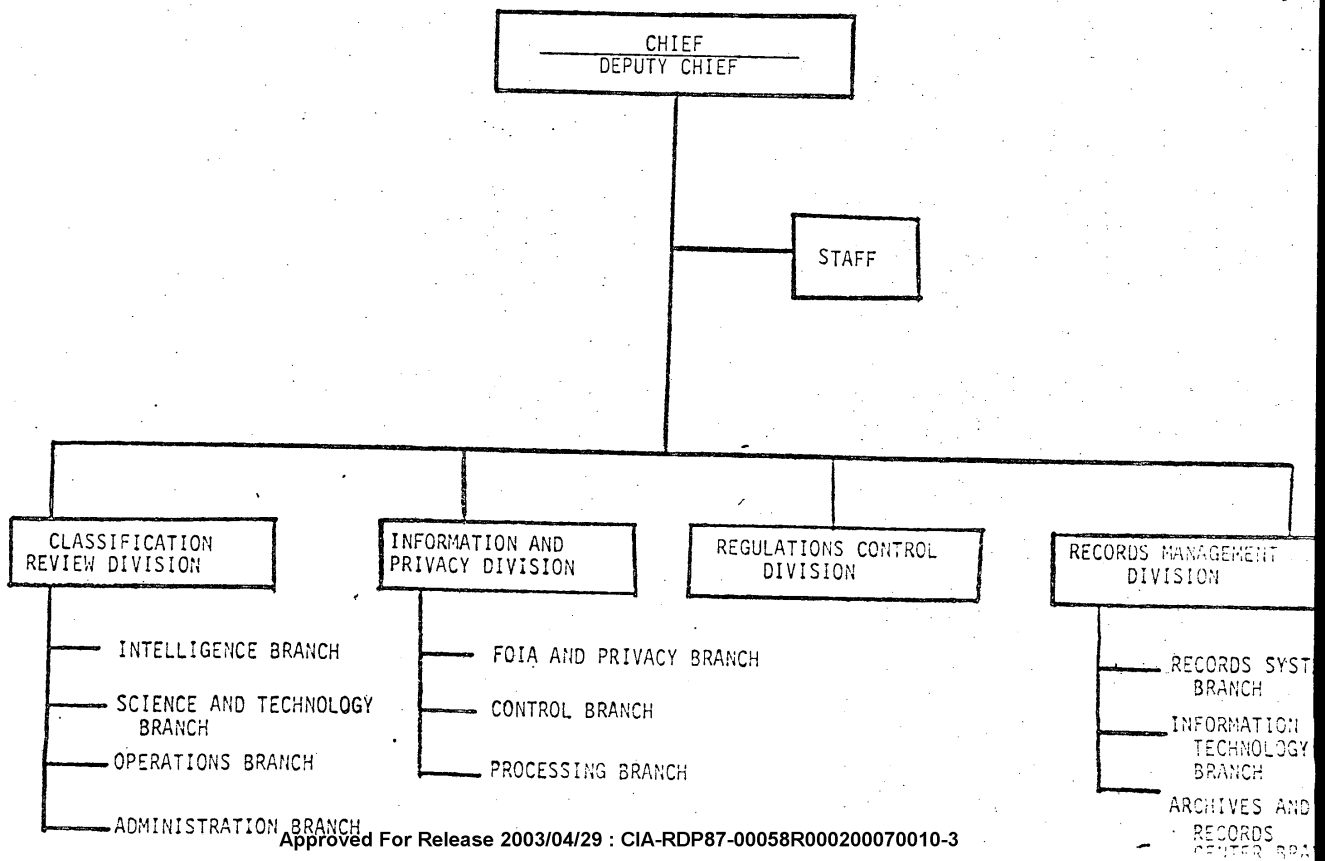OPTION I ( )   OPTION II ( )   OPTION III ( )

_____   _____
      Don I. Wortman   Date
  Deputy Director for Administration

DIRECTORATE OF ADMINISTRATION

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| OFFICE OF MEDICAL SERVICES | OFFICE OF COMMUNICATIONS | OFFICE OF LOGISTICS | OFFICE OF PERSONNEL | OFFICE OF SECURITY | OFFICE OF TRAINING | OFFICE OF FINANCE | OFFICE OF DATA PROCESSING | INFORMATION SERVICES STAFF |

INFORMATION SERVICES STAFF

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                        │     DEPUTY CHIEF     │
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- INTELLIGENCE BRANCH

- SCIENCE AND TECHNOLOGY BRANCH

- OPERATIONS BRANCH

- ADMINISTRATION BRANCH

- FOIA AND PRIVACY BRANCH

- CONTROL BRANCH

- PROCESSING BRANCH

- RECORDS SYST BRANCH

- INFORMATION TECHNOLOGY BRANCH

- ARCHIVES AND RECORDS CENTER BRA

INFORMATION SERVICES STAFF MISSION AND FUNCTIONS

CHIEF, INFORMATION SERVICES STAFF

The Chief, Information Services Staff is responsible for planning and managing Agency records management programs, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system. In addition to his other duties, Chief, Information Services Staff also serves as Head of the MI Career Sub-Group, Acting Executive Officer, DDA in the absence of the Executive Officer, the DDA representative to the Public Affairs Advisory Group and the Publications Review Board, the Executive Secretary of the Information Review Committee (IRC), Chairman of the IRC Working Group, and DCI representative on the Inter-Agency Information Review Committee of the Information Security Oversight Office. The Chief, Information Services Staff is assisted by a Deputy Chief and a small support staff.

RECORDS MANAGEMENT DIVISION

The Records Management Division through its components directs the Agency Records Management Program. The Agency Records Management Program provides for effective controls over the creation, maintenance and use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; and facilitates the segregation and disposal of records of temporary value. The Division is also responsible for the Agency Classification Program as required by E.O. 12065. The chief of the division serves as the DDA Records Management Officer.

The Records Systems Branch provides guidance and assistance to Agency components on records creation, records maintenance and use, and records disposition; performs periodic inspections of Agency records management practices and procedures; and develops and maintains an Agency records management training program.

The Information Technology Branch provides assistance to the division and staff on the application of information technology to the solution of records management problems, and performs systems analysis in the field of office automation with emphasis on records systems.

The Archives and Records Center Branch provides for the storage, maintenance, and use of inactive records and their ultimate destruction or physical transfer to the National Archives.

INFORMATION AND PRIVACY DIVISION

The Information and Privacy Division receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of Executive Order 12065. The division reviews the requests to determine if sufficient information has been provided to initiate a records search; acknowledges receipt of requests within statutory time requirements; assigns records search to appropriate Agency components, and provides guidance to them on the interpretation of requesters' queries and on sanitization and release of materials; prepares responses to requesters with the assistance of components that maintain the requested records; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive order.

CLASSIFICATION REVIEW DIVISION

The Classification Review Division (CRD) manages the Agency program for systematic classification review under Executive Order 12065. In carrying out this function CRD establishes declassification guidelines, develops and implements classification review procedures, and prepares classification guides in coordination with other Agency components and the Agency Security Classification Officer. CRD also maintains liaison with the National Archives and Records Service and other U.S. Government agencies concerning the classification of records over which they or the Agency have classification jurisdiction.

REGULATIONS CONTROL DIVISION

The Regulations Control Division directs and monitors the processing, coordination, and publication of Agency regulatory issuances. It is responsible for maintaining editorial standards, working directly with initiators and coordinators of regulations to resolve substantive differences during coordination, ensuring that time limits imposed by [ ] for completing the regulatory process are adhered to, and prepares coordinated proposals for DCI, Deputy Director for Administration, or Deputy Director for Operations approval.

OPTION I

(Current staffing. Personnel and B&F Support from O/DDA)

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Under Option I the staff would be established within the current manpower level of ☐ positions. This number is based on the 4 August 1978 memorandum from the Deputy Director for Administration to Chief, Position Management and Compensation Division requesting implementation of the FY-79 O/DDA Staffing Complement, the subsequent establishment of ☐ positions for the Classification Review Group, and an addition of ☐ positions to the original ☐ positions requested for the Information and Privacy Staff in the 4 August 1978 memorandum. The staff would be able to provide two positions for its minimal administrative support needs, relying in various degrees on O/DDA elements in the areas of budget, finance, training, personnel, and support of the MI Career Sub-Group.

Staff resources under Option I would continue to be spread thin. The lack of a personnel officer would make the administration of a separate Career Sub-Group more difficult. The problems concerning the backlog in the Information and Privacy Division are well-documented, and the current level ☐ positions reflect the number of employees now on board. Similarly, the Classification Review Division with its authorized ☐ positions will be able to review only a part (probably no more than 25 percent) of the Agency's permanent records requiring review during the next ten years under E.O. 12065. The Records Management Division, with ☐ positions divided among its three branches, will still have insufficient resources to fully meet its Agency records management responsibilities. As stated in the recent draft IG audit report, sufficient resources are lacking to fully implement programs, and the limited resources often must be reallocated to meet pressing requirements. The draft audit report also stated that final success will be contingent upon the availability of resources and a positive determination that implementation should have priority. Only the Regulations Control Division, with ☐ positions, appears adequately staffed to meet its obligations under the present system for coordinating and publishing regulatory issuances.

IMPACT OF OPTION I

Under Option I, the Information Services Staff would rely on the Office of the DDA for assistance in the areas of budget, finance, training, and personnel.

With respect to personnel, we have reviewed with the DDA Career Management Officer his role in supporting the MG Career Sub-Group as well as the new MI Career Sub-Group to which most of our personnel would be assigned. He recommended that the career management function be the responsibility of line management within the new staff. He concurred with our proposal to establish the position of Executive Officer/Career Management Officer. This function would primarily be concerned with the assignment of personnel and evaluation panels. The other support provided by the CMO in the areas of personnel, training, and clerical coordination could continue. This support to two career services, however, most likely would be cumbersome, especially since it includes the preparation of numerous statistical reports and records. In view of this, the CMO felt that relying on such support from the O/DDA would in time become inefficient and unsatisfactory.
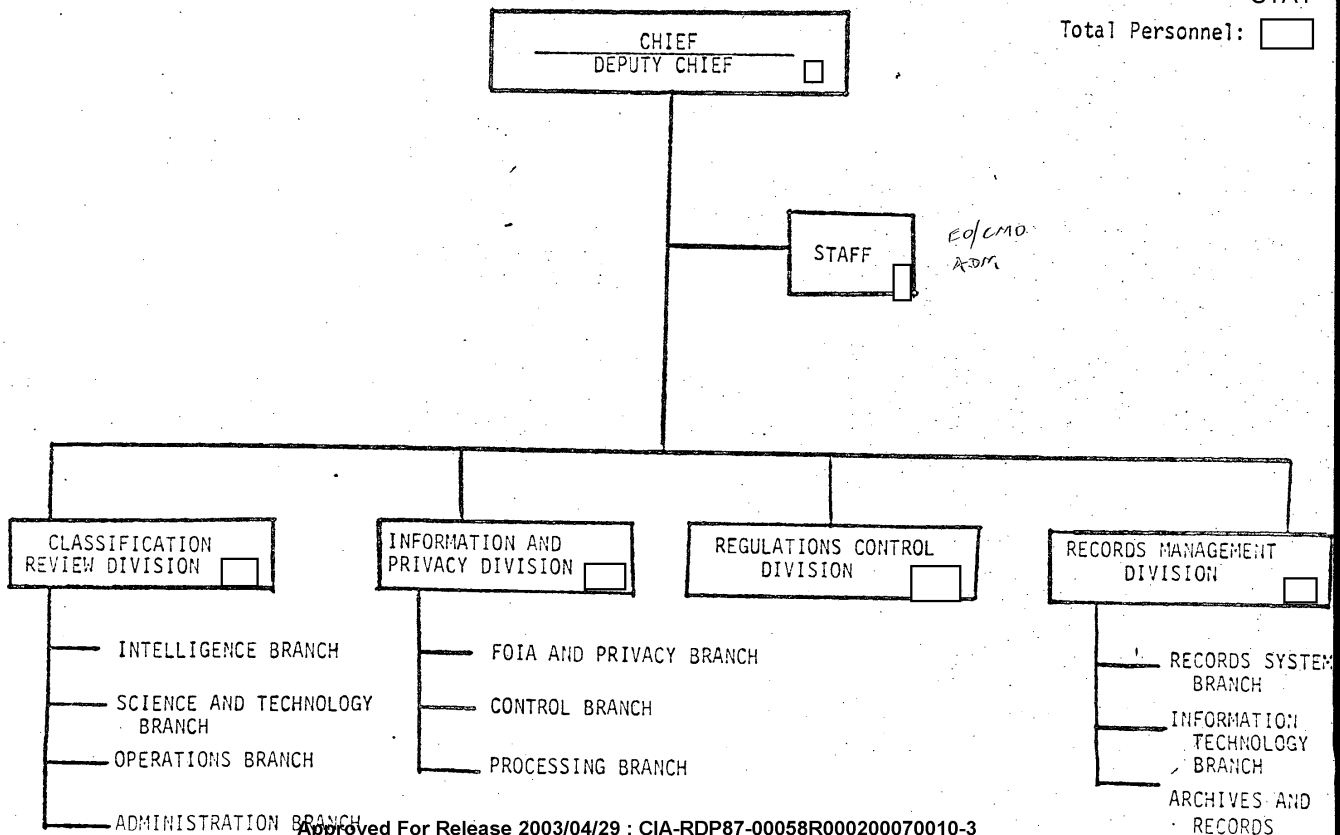
The DDA Budget Officer has assured us that his staff could continue to provide guidance in preparing the budget and input the necessary data into the Financial Resources System. His staff could also continue providing the finance officer support we presently receive.

INFORMATION SERVICES STAFF

Option I

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Total Personnel: ☐

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                        │        CHIEF        │
                        │  DEPUTY CHIEF    ☐  │
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│CLASSIFICATION │ │INFORMATION AND│ │REGULATIONS CONTROL│ │RECORDS MANAGEMENT│
│REVIEW DIVISION│ │PRIVACY DIVISION│ │     DIVISION      │ │    DIVISION      │
│          ☐    │ │          ☐    │ │            ☐      │ │             ☐    │
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   ── INTELLIGENCE BRANCH     ── FOIA AND PRIVACY BRANCH      ── RECORDS SYSTEM
                                                                  BRANCH
   ── SCIENCE AND TECHNOLOGY  ── CONTROL BRANCH               ── INFORMATION
      BRANCH                                                     TECHNOLOGY
                                                                BRANCH
   ── OPERATIONS BRANCH       ── PROCESSING BRANCH            ARCHIVES AND
                                                               RECORDS
   ── ADMINISTRATION BRANCH
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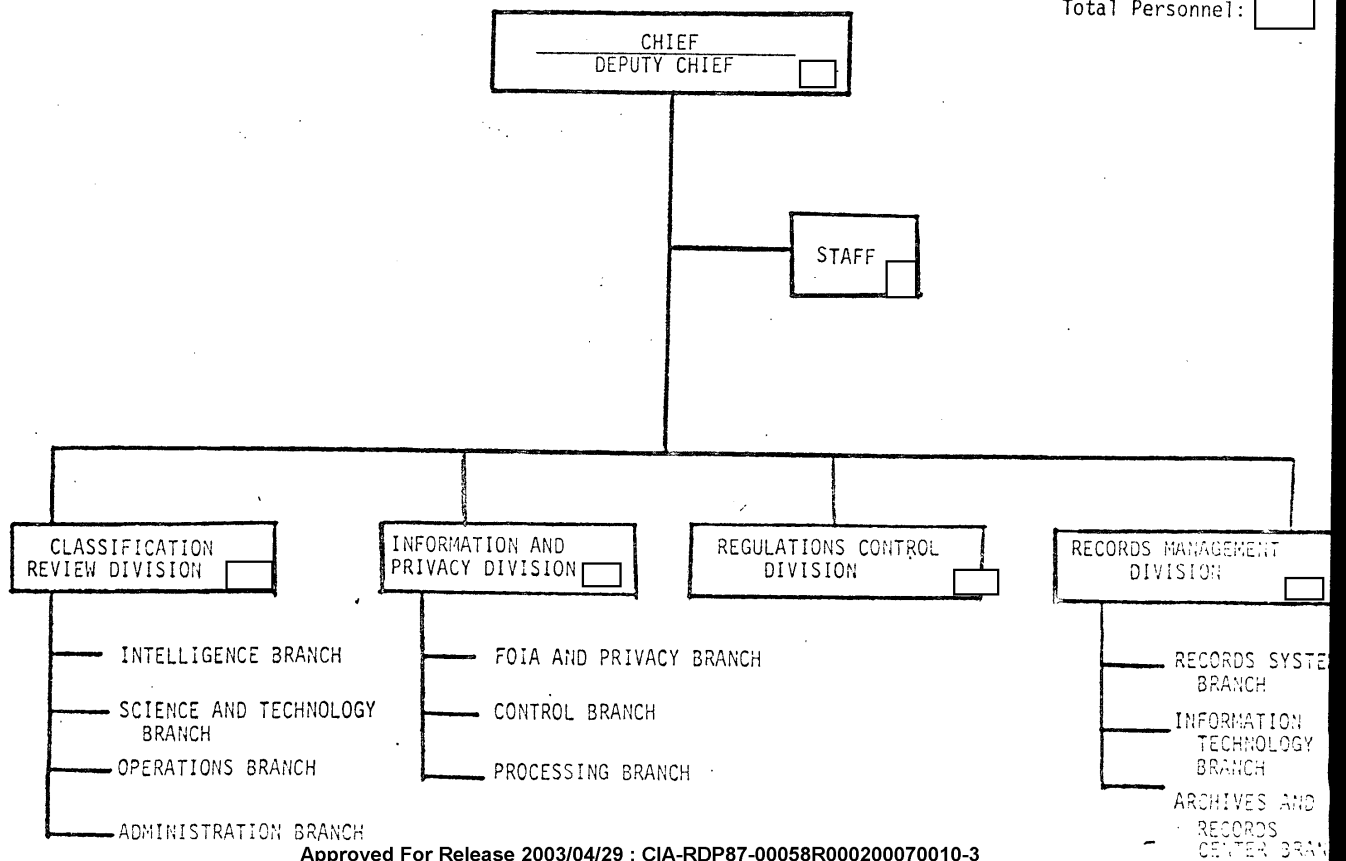TAB C

OPTION II

(Current Staffing. Provide for own personnel and finance support)

        Under Option II the staff support element would be increased
to [   ] positions with the addition of a personnel officer and a junior
finance officer. This would enable the staff to provide for most of its
support needs, including the needs of the MI Career Sub-Group. The total
number of staff positions would remain at [   ] but the two additional
support positions would have to be taken from the Records Management
Division. Such a reduction would put further strain on the division's
ability to carry out its records management program. Since each element
of the program if properly conducted with adequate resources would
result in direct benefits to the Agency, inadequate resources would
result in a direct loss. For example, even at the Option I level the
Records Management Division has not been able to devote sufficient
resources toward ensuring proper control over records creation or to
ensure that Agency records are effectively and economically utilized.
Under the reduced staffing level of Option II, the entire division
effort would be hard pressed to achieve a positive approach to records
management rather than simply meeting minimum legal requirements.

INFORMATION SERVICES STAFF

Option II

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Total Personnel: ☐

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                        │        CHIEF        │
                        │    DEPUTY CHIEF  ☐   │
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CLASSIFICATION REVIEW DIVISION ☐	INFORMATION AND PRIVACY DIVISION ☐	REGULATIONS CONTROL DIVISION ☐	RECORDS MANAGEMENT DIVISION ☐
INTELLIGENCE BRANCH	FOIA AND PRIVACY BRANCH		RECORDS SYSTE BRANCH
SCIENCE AND TECHNOLOGY BRANCH	CONTROL BRANCH		INFORMATION TECHNOLOGY BRANCH
OPERATIONS BRANCH	PROCESSING BRANCH		ARCHIVES AND RECORDS CENTER BRAN
ADMINISTRATION BRANCH			

Approved For Release 2003/04/29 : CIA-RDP87-00058R000200070010-3

INFORMATION SERVICES STAFF

Option III

Total Personnel: ☐

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| CLASSIFICATION REVIEW DIVISION ☐ | INFORMATION AND PRIVACY DIVISION ☐ | REGULATIONS CONTROL DIVISION ☐ | RECORDS MANAGEMENT DIVISION ☐ |

— INTELLIGENCE BRANCH

— SCIENCE AND TECHNOLOGY
   BRANCH

— OPERATIONS BRANCH

— ADMINISTRATION BRANCH

— FOIA AND PRIVACY BRANCH

— CONTROL BRANCH

— PROCESSING BRANCH

— RECORDS SYSTEMS
   BRANCH

— INFORMATION
   TECHNOLOGY
   BRANCH

— ARCHIVES AND
   RECORDS
   CENTER BRANCH

TAB E

CAREER SERVICE

Agency management has begun to recognize the benefits of a properly conducted information management program. Senior management also is aware of the resources the Agency has expended in FOIA, the information security issues that have been raised, and the cost of applying technology to information handling. Moreover, the 1975 Office of General Counsel legal opinion that the Agency must comply with the Federal codes on records management has created a revolutionary change in Agency policy, procedures, and methods in the life cycle of its records holdings. Nevertheless, these changes in management concepts have not yet resulted in the provision of adequate human resources dedicated to the success of the information management program. The status of the people who develop information management procedures and carry out information handling activities needs enhancement. They need to see their legitimate career aspirations developing normally, and they need to be given opportunity for training to meet the challenges they face now and in the future. A dedicated separate Career Sub-Group for the entire directorate could create a life line between the new program and qualified high caliber personnel whom we need to attract. A separate Career Sub-Group would provide careerists with an opportunity for growth in a profession where their performance is judged in competition with their peers and not with other disciplines. The Sub-Group eventually should include the directorate personnel who are involved in the information control functions, especially component records management officers and registry personnel.

ISSUES

The following are issues which require senior management attention.

ISSUE 1: History Staff

The History Staff now under the purview of the Assistant for Information is not included in the proposed Information Services Staff. The history function has been the subject of a recent study concerning its future placement and function. [   ] are involved. A decision must be made as to its functional location.

ISSUE 2: Word Processing Program

We recommend that the responsibility for coordinating the acquisition of word processors be transferred to the Office of Data Processing. Word processing technology is becoming more computer/data processing oriented. The Agency's needs will be better served if this function is integrated with the management of computers. The existing program consists of one position encumbered by a GS-13. If ODP agrees to take on this function, we propose to transfer both the position and the incumbent.

ISSUE 3: Space

(Would this be a proper issue paper without a plea for space?) The headquarters area components that make up the proposed staff presently are in eight different locations in three buildings. Our minimum requirements follow:

    a. The Office of Chief, Information Services Staff needs space for [   ] people depending on which option is approved.

    b. The Chief, Records Management Division and two of its branches need to be colocated [   ].

ISSUE 4: PMCD View of the Reorganization

This issue is to alert management to the possible negative reaction PMCD may have to locating a "staff" at the office level in an organization chart. Experience tells us that PMCD will ask some very hard questions as to why the staff is at that level, and then why it is not called an "office."

Option 3

Under Option 3 (enhanced staffing), RMD should be increased by four professional positions. This would enable RMD to assign resources in the areas of Agency records management that are not being thoroughly carried out. These additional positions would also provide the resources needed to apply to records systems the new technologies such as "office of the future" that have potential for significant improvement in Agency productivity, and at the same time ensure Agency compliance with legal requirements. Additionally, internal developments such as the task forces on information security and information handling will require RMD participation in both the study and implementation stages in order to be effective. The added positions would also provide RMD with needed flexibility to develop the professional capabilities of its personnel through rotation and training,without seriously detracting from ongoing program responsibilities. In short, augmenting the RMD staff by four professional positions would enable RMD to accomplish its mission.

Option 1

Under Option 1 (present staffing level), RMD would continue to be unable to fully meet Agency records management requirements. RMD would be hard pressed, as described in the recent IG Audit Report on ISAS, to devote the necessary time for a really productive approach to Agency records management, rather than only meeting minimal legal ~~compliance~~ requirements. For a fully functional Agency Records Management Program, RMD staffing should be augmented (see Option 3).

Option 2

Under Option 2 (give up one slot), RMD would have to further reduce its efforts in managing Agency records systems. Each element of the program can provide direct savings to the Agency, but ~~the amount of~~ these savings depend on the time available for RMD to provide guidance and assistance to Agency components in reducing their information handling costs. Even at its present level, the staff has not been able to properly control records creation and ensure that records are effectively and economically used. At a reduced staffing level, the *productive effort in* Agency Records Management Program would have to be further cut back ~~to less productive levels~~ in order to ensure *continuing* compliance with basic legal requirements.