

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

18 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: OIS Weekly Report (11-17 July 1985)

A. WORK IN PROGRESS

1. TRIS TRAINING. TSCADS training in TRIS continues. On 11 and 12 July, twenty students received instruction in the basic menus through classroom exercises which simulated the real TSCADS electronic environment. To date 46 employees have received training. Another training session is scheduled for 18 and 19 July.

2. TS INVENTORY. The Information Resources Management Division (IRMD) has initiated the 1985 Top Secret (TS) collateral document inventories for Agency offices. Memoranda and document listings were sent to forty TS control points for Top Secret Control Officers' verification. IRMD has received nineteen responses and they are being processed in preparation for followup office audits. The remaining inventories will be issued as office search or data processing activity progresses.

3. OFFICE AUDITS. The final report of the OIS information management audit for the Office of Research and Development (ORD) was sent to the Director, ORD, for his information and action as appropriate. In addition, a memorandum was sent to the Director of Legislative Liaison requesting permission to conduct an OIS information management audit of the Office of Legislative Liaison in mid August.

B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST.

1. \*CLASSIFICATION MANAGEMENT. From 9-11 July a representative of IRMD attended the National Classification Management Society Seminar. The theme of the seminar was "Classification Management - A Prerequisite to an Effective Information Security Program". The speakers from both government and private industry discussed current and future problems in the field of classification management. Prominent speakers ranged from

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the Director of Security, Ministry of Defense, Great Britain, to the FBI agent responsible for the prosecution of the "Walker" case. As expected, considerable discussion focused on the damage to national security as a result of the "Walker" case and the impact of pending legislation. There also was a great deal of discussion--at times heated--on the recent announcement by the Secretary of Defense requiring a 10 percent reduction in security clearances for all components of the Department of Defense (DoD), including defense contractors. The seminar was very informative and provided a great deal of insight into the plans, programs, and problems of other government agencies and private industry in the field of classification management.

2. DoD INSPECTION. A representative from IRMD met with representatives from the Offices of Security, Communications, and Central Reference to make preparations for the DoD inspection of the Agency's facilities holding NATO documents and procedures for handling NATO documents. The inspection will be conducted on 25 July 1985.

3. MICROFICHE REPRODUCTION. A representative from IRMD is assisting the Printing and Photography Division (P&PD), Office of Logistics, in determining if there is an Agency requirement for a centralized service to provide high-volume, high-speed reproduction from microfiche. A memorandum and questionnaire have been sent to appropriate component Records Management Officers requesting that microfiche users in each office complete the questionnaire and return to IRMD by 2 September 1985. The information will be collated and assessed and then forwarded to P&PD for a decision.

4. INFORMATION AND PRIVACY DIVISION ACTIVITIES. \*The backlog of initial requests was reduced by 20 cases; it now stands at 2208. Among the most interesting spotlighted FOIA requests found in the attached IPD report are: (1) for documents on which Mr. Casey allegedly based certain statements in his speech to the World Business Council in May (see item 3. a ) and for information possibly found in Agency files from an "informant" of Ambassador Jacob Beam during his posting as Third Secretary in the U.S. Embassy in Berlin from 1935-1940 (see item 3. c). As most "FOIA watchers" know, the Agency maintains a "reading room" pursuant to the FOIA for those individuals who prefer to come and review documents prior to accepting. This right of review at the Agency's reading room is not often exercised by requesters, but this week

[Redacted]

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17 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (10 - 16 July 1985)

- | 1. <u>The Week in Review</u>           | <u>10 - 16 July 1985</u> | <u>1985 Weekly Average</u> |
|--|--------------------------|----------------------------|
| a. New cases                           | 62                       | 55.5                       |
| b. Cases closed                        | 82                       | 81.1                       |
| c. New appeals logged                  | 0                        | 2.4                        |
| d. Appeals closed                      | 2                        | 1.6                        |
| e. Manpower (man-weeks)                | 69.4                     | 99.0                       |
| 2. <u>Current Backlogs</u>             |                          |                            |
| a. Initial requests -                  | 2208                     |                            |
| b. Requests in administrative appeal - | 162                      |                            |
| c. Requests in litigation -            | 87                       |                            |
| 3. <u>Spotlighted Requests</u>         |                          |                            |

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STAT IPD [redacted] (17 July 1985) (Final)

Distribution:

Orig - Adse

- 1 - DCI/DDCI/Executive Director
- 1 - DCI History Staff
- 1 - DDI
- 1 - DDO
- 1 - DDS&T
- 5 - OIS
- 1 - C/PAO
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OLL
- 1 - OP
- 1 - OL
- 1 - C/IMS [redacted]
- 1 - DDO/IRO [redacted]
- 25 - DDO/IMS [redacted]
- 1 - DDI/IRO
- 1 - DDA/IRO
- 1 - IC/IRO
- 1 - OTE/MAT
- 1 - OIS/LA
- 1 - IRG/OS
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board
- 1 - HGH

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16 July 1985

MEMORANDUM FOR: Director of Information Services, DA  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 10-16 July 1985

A meeting was held between the officers of IPD and CRD to discuss the status of the new procedures used in processing mandatory review requests. All such requests now are sent by IPD to CRD for an initial classification review which then is coordinated with the originating or otherwise concerned components to ensure that any special equities are protected. The major points that were covered included:

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- a. Classification decisions should be unambiguous and clearly marked;
- b. CRD should highlight deletions with a special marker as well as bracket them with red pencil;
- c. Standard methods of marking deletions were agreed upon;
- d. Any mandatory reviews sent by outside agencies directly to CRD will be handed over to IPD so processing can be handled in the regular manner; and
- e. To determine what a document is, for review processing purposes, we will use the identification provided by the requesting Presidential Library or other agency.

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16 July 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]  
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 10 July  
through 16 July 1985

1. RPD is currently handling 132 jobs. We are in the process of obtaining a delegation of authority from the DCI to the EXDIR as part of the protracted work of completing the revision of [redacted] and its companion handbook. [redacted]

2. [redacted] completed reviewing the page proofs of [redacted]. This includes verifying the content, paragraphs, pages, and formatting. The printed version amounts to 120 pages compared to the 300 pages in the typed version. [redacted]

3. [redacted] processed [redacted] initiated by the Office of Finance at the request of the Special Support Assistant to the Deputy Director for Administration (SSA/DDA). It provides current information to Agency personnel concerning the United Airlines 50 percent rebate program and the Agency policy regarding its implementation. RPD processed this notice on an immediate basis because of United's cut-off date. [redacted]

4. The proposed revision to [redacted] initiated by the Office of Personnel, will add reduction in grade as a disciplinary action for serious misconduct. We have returned the proposed revisions with comments to OP for their final review. [redacted]

5. Our chief of research perused the background of [redacted] at the request of the IG. We advised the IG that the regulation was rescinded in 1980 at the request of the Director of Training. A revised [redacted] was to have been issued following a first-year review of CIA's Language Incentive Program. C/RPD explained to the IG that OTE made use of Headquarter's Notices in place of the regulation format until the program took form. Recently, when the Notice on this Language Incentive Program was published, C/RPD recommended to OTE that the time had come to put the information into a regulation; OTE agreed. [redacted]

6. [redacted] attended a WANG training course on 15-16 July 1985. [redacted]

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7. RPD responded to requests for previously published issuances from OP, OGI Registry, OF Registry, IRMD, ORD, OS Registry, NPIC, OD&E Registry, DDI/RMO, and OC/OL. [redacted]

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8. C/RPD has invited the C/Administrative Law Division, OGC and one of the attorneys in that Division to visit RPD later this week to discuss the coordination process for regulatory issuances and to improve OGC's response time. (A-IUO)

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9. [redacted] edited, coordinated, and prepared for DDA Approval to publish an employee bulletin advising employees that OPM had provided some erroneous information on the FEGLI Open Enrollment Election which was in effect during June 1985. [redacted]

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10. Sometimes, telephone callers unnecessarily take time and come up with the wildest remarks. As an example, Editor [redacted] received a call from a DO member concerning a statement in proposed [redacted] "While on duty an employee may not gamble, consume alcoholic beverages, or commit an act of physical violence." She was asked the basis for the prohibition regarding consumption of alcoholic beverages because a DO individual considered it a "ridiculous requirement since everyone has alcoholic beverages in the office" (or words similar to this). Peggy referred the inquirer to a related statement of policy in [redacted] which references General Services Regulation 101-19.3. End of conversation.. [redacted]

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11. [redacted] is handling the coordination of [redacted] Concurrences have been received from the DDS&T, DDI, DDO, and Comptroller; the Inspector General has suggested some alternate wording as was the General Counsel. OGC also recommends that [redacted] be approved by the DCI. These comments have been referred to OGC for review.

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12. [redacted] responded to research requests from [redacted] for a number of regulations in effect during a specific period. [redacted] needs these documents to respond to OGC tasking in connection with the Rewald Case. [redacted]

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13. [redacted] conducted research at the request of C/RPD to identify Headquarters Notices in the past two years that were also of immediate interest to the field and would have generated immediate response or action from the field. She was also asked to locate any Headquarters Notices or Employee Bulletins that might have been published after the dissemination of WWSB's on the same topic to the field. No example of either situation was found. There were, however, several Headquarters Notices that were published in this time frame for which there was a field counterpart issued afterwards. [redacted]

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14. Page proofs for 4 separate regulations, including [redacted] [redacted] are being given editorial review in RPD.

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MEMORANDUM FOR: Director of Information Services, DA  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 10-16 July 1985

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- d. Any mandatory reviews sent by outside agencies directly to CRD will be handed over to IPD so processing can be handled in the regular manner; and
- e. To determine what a document is, <sup>purposes,</sup> for review processing, we will use the identification provided by the requesting President's Library or other agency.

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CLASSIFICATION REVIEW DIVISION  
RECORD OF REVIEW

PERIOD: 08-12 July 1985	REVIEWER:	BRANCH: Combined Division	
<u>SOURCE OF MATERIAL</u>	<u>TYPE OF REVIEW</u>	<u>NO. OF DOCUMENTS</u>	<u>NO. OF PAGES</u>
<u>EXTERNAL REQUESTS:</u>			
DOD			
AIR FORCE			
ARMY	Manuscript	1	450
DIA			
JCS			
NAVY			
NSA			
OSD	Systematic	2	3
NARA (STATE)	Systematic	102	764
(Eisenhower Library)	Systematic	10,374	24,000
STATE			
OTHER			
SUB TOTALS		10,479	25,217
<u>INTERNAL REQUESTS:</u>			
PRB	Pre-Publication	3	56
IPD			
OLL			
OGC			
SAE	Separation	14	18
OTHER			
SUB TOTALS		17	74
<u>SPECIAL PROJECTS:</u>			
RIMS			
GRAND TOTALS		10,496	25,291

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16 July 1985

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[redacted]  
Chief, Information Resources  
Management Division

SUBJECT: Weekly Report of Information Resources  
Management Division, 10 - 16 July 1985

1. Work in Progress

a. TRIS Training. TSCADS training classes continued on 11 and 12 July. Twenty students received instruction in the basic menus of the new TSCADS system through classroom exercises which simulated the real TSCADS environment. To date 46 individuals have received training in this new system. The next training sessions are scheduled for 18-19 July.

STAT b. Microfiche Reproduction. [redacted] IMB, is assisting Printing and Photography Division (P&PD), Office of Logistics, in determining if there is an Agency requirement for a centralized service to provide high-volume, high-speed reproduction from microfiche. A memorandum and questionnaire have been sent to the component Records Management Officers requesting that microfiche users in each office complete the questionnaire and return to IMB by 2 September 1985. The information collected will be forwarded to P&PD for a decision on whether the demand for such service is sufficient enough to warrant looking into the purchase of equipment.

STAT c. TS Collateral Documents. OIS annuitants continue their search efforts for TS collateral documents. Last week [redacted] reviewed 21 Intelligence Community Staff (ICS) jobs at the Records Center finding 634 documents: 414 were charged to ICS and 220 will require follow-up action.

STAT [redacted] is still going through files in the Office of Global Issues (OGI). Last week he found 26 documents: 18 were charged to OGI and eight will require additional processing. ICB processing of previously submitted information has identified one unaccounted for document that was charged to the Office of Scientific and Weapons Research.  
STAT [redacted] will resume her search this week for TS documents in the Office of Soviet Analysis.

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d. TS Inventory. [redacted] initiated the 1985 TS collateral document inventories for Agency offices. Memoranda and document listings were sent to 40 TS control points for TSCO verification. Nineteen of the issued inventories have been returned and are being processed in preparation for follow-up office audits. The remaining inventories will be issued as office search or data processing activity progresses.

e. Office Audits. The final report of the information management audit conducted in the Office of Research and Development was forwarded to the Director of that office for his action.

A memorandum was sent to the Director of Legislative Liaison (OLL) requesting permission to conduct our next information management audit in his office in mid August.

2. Significant Events and Activities

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a. Classification Management. [redacted] IMB, attended the National Classification management society Seminar at the Crystal City Hyatt Regency. The theme of this year's seminar was "Classification Management - A Prerequisite to an Effective Information Security Program". The speakers from both government and private industry discussed current and future problems in the field of classification management. Some of the more notable speakers at the seminar included David Major, FBI agent responsible for the prosecution of the "Morrison" and "Walker" cases, who is now assigned to the National Security Council; Steven Garfinkel, Director, Information Security Oversight Office; Maynard Anderson, Director of Security Plans and Programs, Office of the Secretary of Defense; Arthur Rucker, Director of Security, Ministry of Defense (United Kingdom), Lawrence Howe, Science Applications International Corporation [redacted]

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[redacted] and Congressman David McCurdy, a member of the House Permanent Select Committee on Intelligence. As expected, considerable discussion focused on the damage to national security as a result of the "Walker" case, and the impact of pending legislation, such as limited use of polygraph tests by DoD. There also was a great deal of discussion on the recent announcement by the Secretary of Defense requiring a 10 percent reduction in security clearances for all components of DoD, including defense contractors. This issue seemed to be the most heated and emotional topic discussed at the seminar. In general, the seminar was very informative and provided a great deal of insight into the plans, programs, and problems of other government agencies and private industry in the area of classification management.

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b. DoD Inspection. [redacted] ICB, attended a meeting with representatives from the Offices of Security, Communications, and Central Reference to make preparations for the DoD inspection of the Agency's facilities and procedures for handling NATO documents. The inspection will take place on 25 July 1985.

c. OIS WANG Problems. The Wang Administrator is looking into what caused the problems in certain libraries on 10 July. Corrective action has been taken and all system libraries have been returned to service as of 15 July. We are not certain that we will ever know for sure what happened to cause this kind of problem.

d. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 29 additions and 4 changes.
ARCINS:	Jobs received/edited: 17.
	Jobs keyed: 18 consisting of
	1,805 entries.
	Jobs completed: 15.
Accessions:	Received 30 jobs totaling
	300 cubic feet.
Dispositions:	Transferred 180 cubic feet of
	material to hammermill for
	destruction. Sent four boxes
	of orange folders to OP for
	reuse.
References:	Serviced 1,386 requests for
	records. Conducted two
	records searches for DCI.
Special Runs:	Three to [redacted]

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