

ADMINISTRATIVE - INTERNAL USE ONLY

14 February 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (7 - 13 February 1985)

A. PROGRESS ON ACTION ITEMS

2. OIA Survey Followup. A representative from the Information Resources Management Division (IRMD), the DI Records Management Officer, and representatives from the Office of Imagery Analysis visited Supreme Equipment and System Corporation in Alexandria, Virginia, to look at movable shelving. The visit was in response to a recent OIS survey of OIA which recommended considering new filing equipment to store film in the OIA registry. The Supreme system is modular in design and not bolted to the floor, whereas the current shelving system in OIA is permanently mounted. OIS personnel must determine how close the proposed shelving would be to the ceiling and the weight of the film to be stored on the shelves before a decision can be made whether to buy the Supreme system. The group also looked at other Conserv-a-file type equipment for use by OIA.

3. Top Secret Documents. Representatives from IRMD conducted an inspection of OCR's Document Library Branch to review its procedures for maintaining Top Secret (TS) collateral documents. They also verified a sample of TS documents charged to OCR and recorded in the TSCADS system. IRMD recommended that OCR retain Form 26s (the green cover sheets) for documents that are microfiched until these microfiched documents are destroyed.

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## B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Computer Tape Holdings. The ADP Control Officer for the Office of Training and Education (OTE) reported that OTE has completed its review of all the computer tapes it had stored at the Agency Archives and Records Center (AARC). A total of 34 tapes were reviewed, resulting in 14 tapes being destroyed and the other 20 being returned to AARC for continued storage. This is the first office-wide review of computer tapes stored at the AARC. Based on OTE's experience, the review by other offices of their 34,000 tapes stored at AARC will be a long and difficult undertaking.

2. Information Services Centers. The OIS referent for the New Headquarters building met with appropriate Agency personnel to coordinate the copier requirements for ISCs in the new building. P&PD has been allocated an additional 1400 square feet in the existing Headquarters Building and plans to expand its GJ 56 printing facility rather than set up small satellite printing operations in the Information Services Centers. P&PD believes that an expanded centrally controlled printing facility is easier to manage and will provide more services than decentralized units in the ISCs. The original ISC design included plans to equip each center with two Kodak Ectaprint 250 high speed copiers operated by P&PD personnel. The revised plan calls for replacing the Kodak 250s with Xerox 1075s, a high speed, heavy volume copier that can easily be operated by ISC as well as other personnel.

3. TRIS. Project leaders of TRIS met to review the status of TRIS programming and testing and to identify potential problems that might prevent Initial Operational Capability (IOC) in August 1985. The review determined that all phases of the project are on schedule and the system will achieve its projected IOC date.

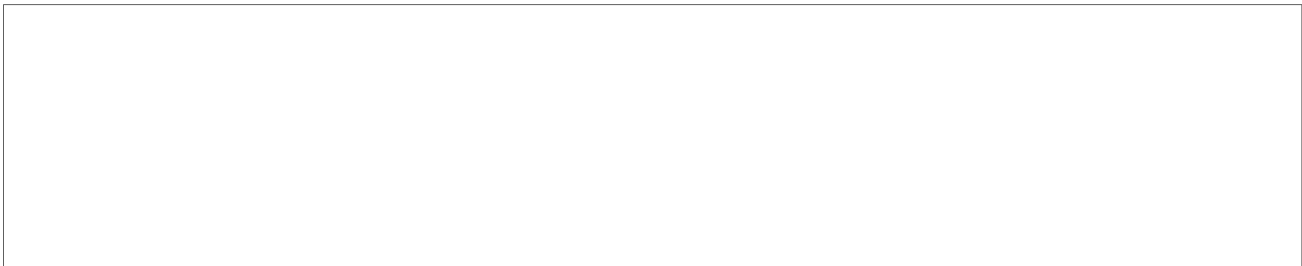
4. Forms Problem. A scheduling and delivery problem concerning Form 102, Receipt for Refund, was overcome by imaginative thinking by IRMD and cooperation by P&PD. The Procurement Division, OL, advised IRMD that the form could not be delivered as scheduled on 25 February. The Deputy Chief, Monetary Division, reported that there were only forms to last until 8 February, forcing the disbursing offices to close. The problem was complicated through a printing technicality which prevented P&PD from printing this type of form. To keep disbursing offices from closing--a critical activity for the Agency--IRMD made a technical suggestion that overcame the printing problem. P&PD accepted the suggestion and rescheduled printing projects to meet OF's needs.

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3. Micrographics Application. A representative of IRMD met with a representative of the Public Affairs Office (PAO) to assist in program planning for FY 1987 when micrographics technology might help to reduce the holdings of the Publications Review Board to a more manageable size. Discussions centered on the holdings and how they currently are used, how to approach the problem, possible solutions for both the short- and long-term, and the estimated cost to start up a micrographics program if that is the medium selected. Liaison will be maintained with the PAO to provide further assistance when a plan is decided upon.

4. Enhancement of Wang Link in Regulatory Issuances. On 7 February, representatives from the Regulatory Policy Division met with ODP representatives at Headquarters to receive additional training in Wang/VM electronic communication of regulatory issuances.

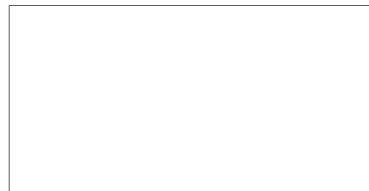
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**C. SCHEDULED ACTIVITY**

Representatives from IRMD will meet with representatives from the Arms Control Intelligence Staff, Directorate of Intelligence, on 20 February and later with the Director of ORD to discuss a possible OIS survey of their information handling and records management practices.

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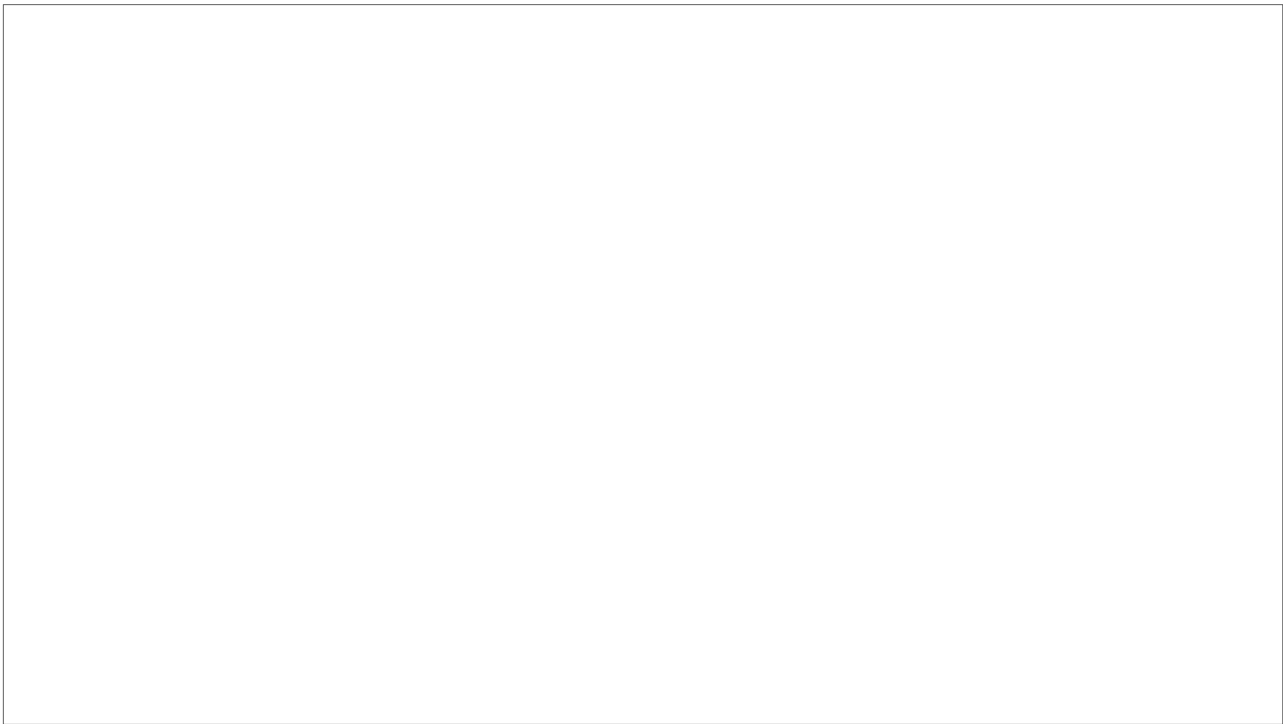
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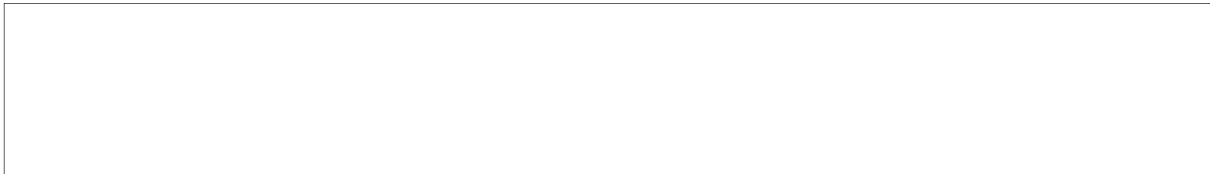
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12 February 1985

MEMORANDUM FOR: Director of Information Services  
25X1 FROM: [redacted]  
Chief, Classification Review Division  
SUBJECT: Weekly Report, 6-12 February 1985



25X1 3. Chief of the Classification Review Division, at the suggestion of  
the DDIS, met with [redacted] of the DO Career Management Staff to  
25X1 brief him on the personnel needs of CRD relative to the Historical Review  
25X1 Program. [redacted] was quite positive in his reaction and said that  
they might be able to help us with our needs. [redacted] who handles  
the GS-13 officers, will brief his colleagues at the next CMS staff  
meeting. Our pitch was for experienced DO officers who had proven  
25X1 judgment and would put forth a good effort, but were ready for a somewhat  
25X1 slower pace in a regular eight to five job. [redacted]




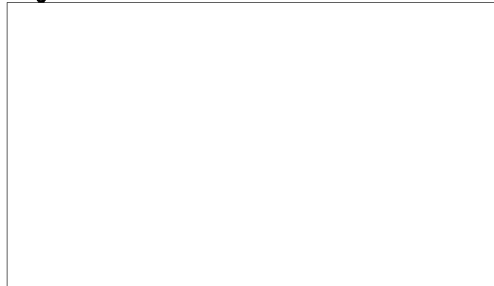
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5.  of CRD is away for two and one-half weeks at the  
Advanced Intelligence Seminar.



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12 February 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources  
Management Division, 6 - 12 February 1985

1. Work in Progress

a. Computer Tape Holdings. The ADP Control Officer for the Office of Training and Education reported that OTE has completed its review of all the computer tapes which it had stored at the Agency Archives and Records Center (AARC). This review, which is part of the machine-readable records schedule process, was a difficult and time-consuming task, because the ADP Control Officer first had to obtain authorization to read each tape, then produce a full or partial list of the data, and finally review the listing with knowledgeable individuals in OTE to determine if the tapes should be retained or destroyed. A total of 34 tapes were reviewed resulting in 14 tapes being destroyed and the other 20 being returned to AARC for continued storage. This is the first office-wide review of computer tapes stored at the AARC. As additional machine-readable records' schedules are completed, other offices will be asked to review their computer tapes in order to reduce the number of tapes stored at AARC and to provide an authorized disposition date for tapes being retained. Based on OTE's experience and the number of tapes individual offices have stored at the AARC, some 34,000, this will be a long and difficult undertaking.

b. OIA Survey Followup. [REDACTED] Information Management Branch, [REDACTED] the DI Records Management Officer, [REDACTED] the RMO for the Office of Imagery Analysis, and two OIA Support Officers, visited Supreme Equipment and System Corporation in Alexandria, Virginia, to look at movable shelving. The visit was in response to a recent OIS survey of OIA which recommended considering new filing equipment to store film in the OIA registry. OIA believes that the movable wooden shelving currently being used will not withstand a reorganizational move [REDACTED] and the eventual move to Headquarters in two years. The Supreme system is modular in design, not bolted to the floor, whereas the current shelving system is permanently mounted. OIS personnel must determine how close to the ceiling the proposed shelving would be and the weight of the film to be stored on the shelves before it can make a decision on whether or not they will buy the Supreme system. The group also looked at other conserva-a-file type equipment for use by the OIA analysts.

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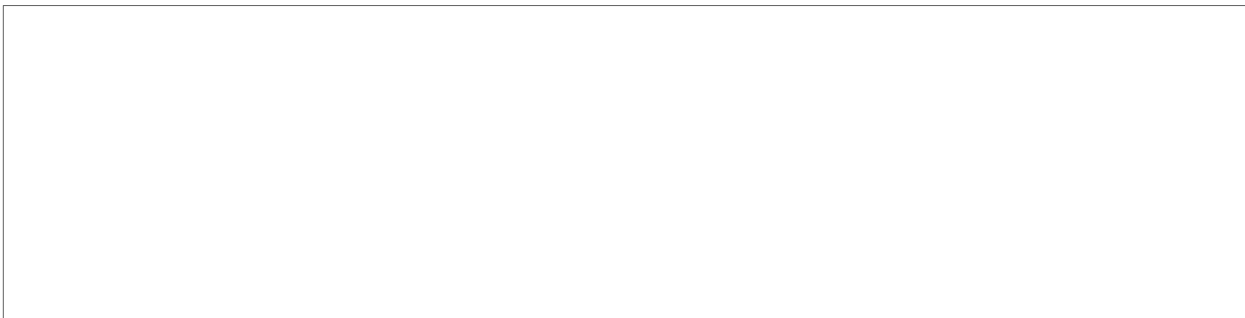
c. Top Secret Documents. [redacted]

Information Control Branch, conducted an inspection of OCR, Document Library Branch, to review its procedures for maintaining Top Secret collateral documents. They also verified the presence of a sample of TS documents that are charged to OCR and recorded in the TSCADS system.

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[redacted] had only one recommendation for improving OCR's handling of this material--that OCR retain Form 26s (the green cover sheets) for documents that are microfiched until these microfiched documents are destroyed.

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d. Information Services Centers. [redacted] ICB, met with [redacted]

[redacted] New Building Project Office, OL, and [redacted] Printing and Photography Division, OL, to coordinate the copier requirements for ISCs in the new building. [redacted] said that P&PD was recently allocated an additional 1400 square feet in the existing Headquarters Building and plans to expand its GJ 56 printing facility rather than set up small satellite printing operations in the Information Services Centers. P&PD believes that an expanded centrally controlled printing facility is easier to manage and will provide more services than decentralized units in the ISCs. The original ISC design included plans to equip each center with two Kodak Ectaprint 250 high speed copiers operated by P&PD personnel. The revised plan is to replace the Kodak 250s with Xerox 1075s, a high speed, heavy volume copier that can easily be operated by ISC personnel.

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e. TRIS. [redacted] Chief, Information Technology Branch, met with TRIS Project Leaders-- [redacted] --to review the status of TRIS programming and testing and to identify potential problems that might prevent an Initial Operational Capability of August 1985. The review determined that all phases of the project are on schedule and the system will achieve its projected IOC date. The only potential problem area will be in the training of system users, which would include records management officers, registry personnel, and Top Secret control officers. This training requirement will be difficult to meet quickly with current personnel resources, so ITB is exploring various options for dealing with this problem.

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2. Significant Events and Activities

STAT a. Forms Problem. [ ] the Agency Forms Management Officer, was notified by Procurement Division, OL, that Form 102, the Receipt for Refund, scheduled for delivery by a contractor on 4 February would not be delivered until 25 February. This form is used by all the disbursing STAT offices in the Office of Finance (OF) to record refunds. When [ ] informed OF of the delay, the Deputy Chief, Monetary Division, said that they only had enough forms to last until 8 February and without this form, the disbursing offices would have to close down. The problem was STAT complicated by the fact that Form 102 is a continuous pin-feed form and Printing and Photography Division does not have the capability to run this type of form. To keep disbursing offices from closing, [ ] suggested that P&PD print enough copies of the form on non-continuous pin-feed sets to last until the contractor could make delivery. OF and P&PD agreed to this solution, but it required a great deal of rescheduling of printing projects to meet the 8 February deadline. Without P&PD's cooperation and willingness to shift their priorities, this problem could not have been resolved.

STAT b. Micrographics Application. [ ], IMB, met with STAT [ ] Public Affairs Office (PAO) to assist her in program planning for FY 87 when micrographics technology might help to reduce the holdings of the Publications Review Board to a more manageable size. Discussions STAT centered on the collection and how it is currently used, how to approach the problem, possible solutions for both the short and long-term, and the estimated cost to start up a micrographics program if that is the medium selected. [ ] indicated that she will get back to IMB for further STAT assistance when the PAO decides when they plan to proceed.

STAT c. Upward Mobility. [ ] ICB, and [ ] Chief, STAT Personnel and Training Staff, attended a meeting of representatives from each DA component participating in the 1985 Upward Mobility Program STAT (UMP). [ ] Psychological Services Division, OMS, STAT IAI briefed the representatives on the applicant testing program. [ ] covered testing levels, how they are applied, the methods of evaluating STAT results, and the categories used to rank applicants for employment. The STAT UMP Career Day Seminar for the DA will be held on 19 February. [ ] and [ ] ICB, will represent OIS in the Career Day Program and STAT respond to questions from interested employees about the position in the Ames Building ISC that OIS is offering for this program.

STAT d. New Form. [ ] IMB, met with [ ] OF, to STAT discuss a new form for travel accounting that OF has requested. The form STAT is one developed by the Office of Technical Service for its budget and STAT developed similar internal travel accounting forms. [ ] indicated STAT that he had checked with budget and finance officers Agency-wide and that STAT they will all use the new form proposed by OF. [ ] expressed his STAT appreciation for [ ] suggestion.

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

RAMS	Made 18 additions, 21 changes, and 42 deletions.
ARCINS	Jobs received/edited: 5. Jobs keyed: 20 consisting of 923 entries. Jobs completed: 18. Title searches: 2.
Accessions	Received 27 jobs totalling 227 cubic feet.
References	Serviced 2200 requests for records.
Dispositions	Transferred 364 cubic feet to the hammermill for destruction.
Special Runs	Two: one to OLL and one to OP.

3. Scheduled Events

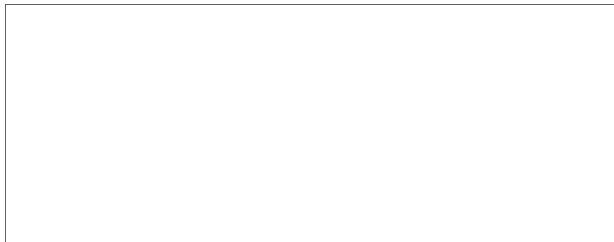
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[redacted] Chief, Information Technology Branch, and [redacted] the Wang Administrator, will meet with a Wang representative on 19 February to discuss possible PC configurations that could be used with the Alliance system.

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[redacted] ICB, will meet with representatives of the Arms Control Intelligence Staff, DDI, on 20 February and later the same day with the Director of ORD to discuss a possible of an OIS survey of the information handling and records management practices of those offices.

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C-O-N-F-I-D-E-N-T-I-A-L

12 February 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 6 February  
through 12 February 1985

25X1 1. RPD is currently processing 98 jobs. [Redacted]

2. Among the issuances of special interest processed in RPD during this week are: a notice listing senior intelligence service rank stipends for Fiscal Year 1984; a bulletin advising that the Federal Women's Program Advisory Council will sponsor a one day seminar and workshop in April conducted by a highly acclaimed consultant on the topic, "Professional Impact/Personal Power"; a bulletin on asbestos in Remington Rand safes; and another bulletin on income tax information and the availability of forms. [Redacted]

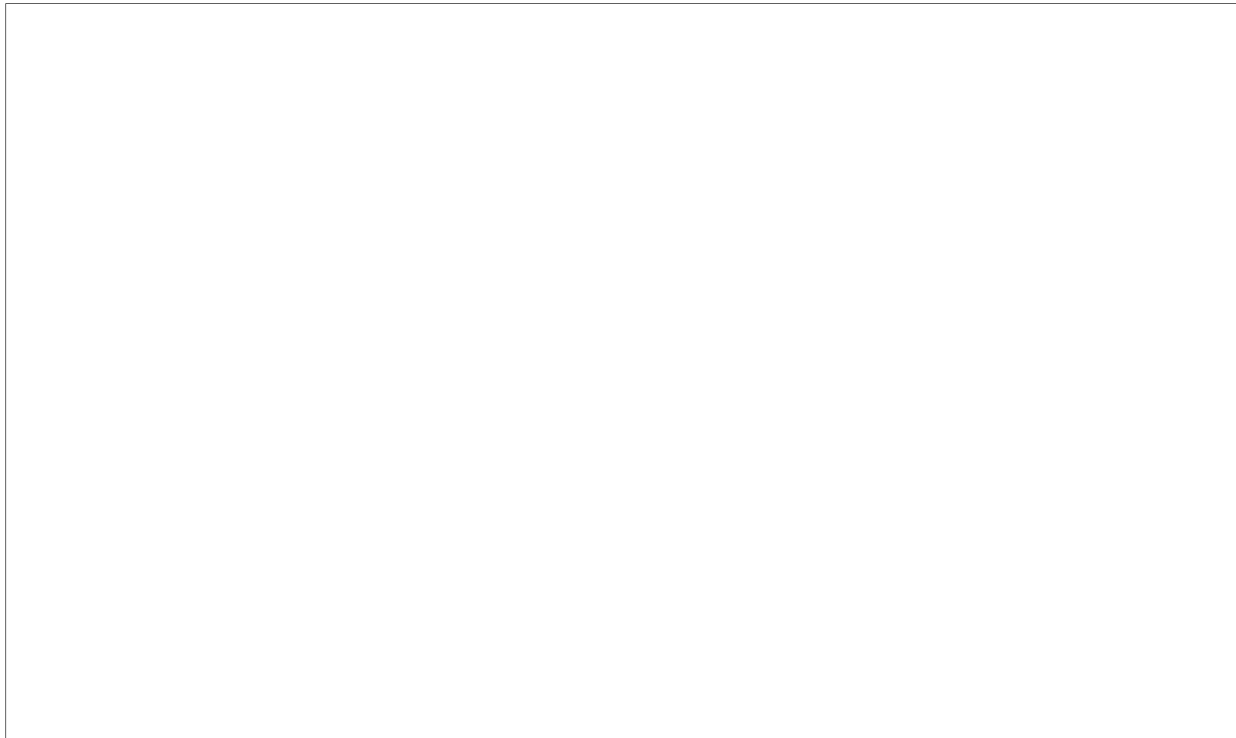
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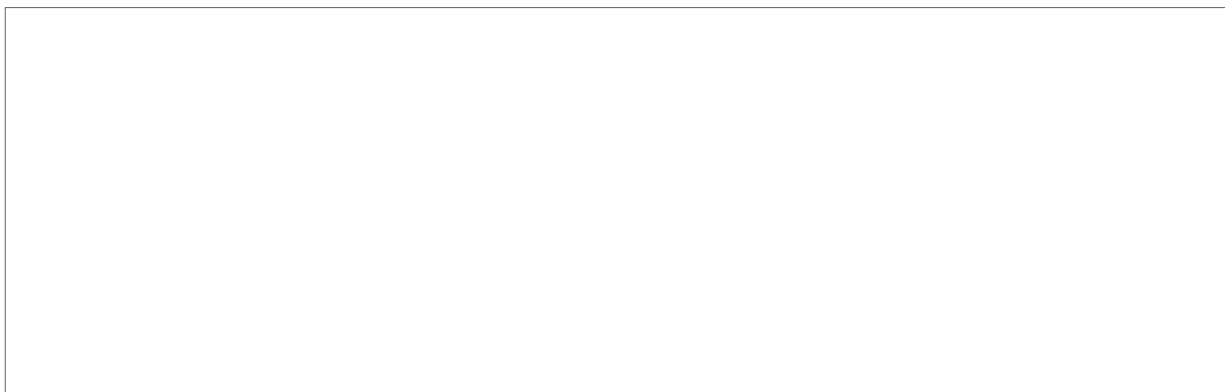
25X1



5. In response to a request from EO/DDA who expressed the general concern (including that of the Inspector General) about overtime abuse in the Agency, RPD located four notices dealing with the subject of overtime. The notices were forwarded to him for information.

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25X1



**C-O-N-F-I-D-E-N-T-I-A-L**

**C-O-N-F-I-D-E-N-T-I-A-L**

25X1 7. [ ] will serve on the committee for the 1985 OIS  
25X1 Conference to be held from 17-19 June. [ ]  
25X1 met with [ ] ODP officers at Headquarters on  
25X1 7 February to receive additional training in WANG electronic  
25X1 communication of regulatory issuances. [ ]

25X1 8. RPD responded to requests from OCR, OP, OIS, PAO, OP, DDI/RMO,  
25X1 and DCI/Administrative Officer. Our clerical personnel handled 189  
25X1 telephone calls. [ ]

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