

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

29 JUN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (22-28 June 1983)

Office of the Director

On Monday, 27 June, the Director of Information Services met with the Director of SIGINT Operations/DS&T to discuss the MI Career Sub-Group and OIS employees assigned to OSO.

The Agency's Information Systems Board conducted its first meeting on 27 June and the Director, OIS attended as one of four DA representatives to the Board.

An OTE Curriculum Review Officer visited OIS on 24 June and met with the Director, Deputy Director, Executive Officer, and Chief, Records Management Division to discuss the support now provided by OTE and the broad training needs anticipated by OIS to support its plans and programs for the ensuing two to five years.

Classification Review Division

The amount of material to be reviewed for the Westmoreland v. CBS case is steadily increasing. The latest material has been received from the LBJ Presidential Library and the U.S. Army. CRD personnel, the Information Review Officer/DI, and an OGC representative met to discuss methods for processing the material. Procedures agreed upon include the preparation of a comprehensive index to track the material and identify duplicates. CRD will prepare some CIA material for release during the next two weeks to meet the court's requirement that CIA start passing material to CBS. We have been informed that the subpoenaed CBS material gets priority handling over the material requested by Westmoreland under FOIA.

UNCLASSIFIED except
where marked

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CRD processed 127 documents (435 pages) for NARS, one document (one page) for DOD, six manuscripts (61 pages) for PRB, 16 Summaries of Agency Employment (23 pages), and 282 miscellaneous (2,163 pages) documents.

Records Management Division

A Records Systems Branch (RSB) representative met with a Project Review Officer from the Directorate for Information Resources Management (IRM) Systems, DOD, to discuss experience gained in conducting IRM program reviews of DOD components. IRM reviews are conducted by teams composed of personnel from the IRM Directorate, DOD's Office of the Inspector General (IG), IRM offices in the other components, and specialized personnel as required. The IRM Directorate also works closely with the IG office to take advantage of the results from previous inspections and to ensure that specific IRM interests are included on on-going or future IG inspections. IRM is currently working on a three-year plan for future reviews and will make a copy available to RSB when it is completed.

Members of RMD attended a briefing by the Chief of the Information Systems Research Division, Office of Research and Development/DS&T, on current and projected projects. One of the projects has led to the development of a security device, called RECON GUARD, which may have some application for OIS. RECON GUARD is being developed to prevent the release of certain intelligence documents by using hardware rather than software programming and may have application in RSB's machine-readable records program.

Chief, RSB presented a lecture on "Agency Records and National Security Classification" at the Orientation for New Employees course. The class consisted of about 50 clerical and technical employees with up to 18 months Agency service. The presentation provided an opportunity to stress activities to be carried out as part of the Headquarters records review and to clarify procedures for using the Agency National Security Classification Guide.

Two members of the Information Technology Branch conducted the second RAMS User Training Course on 21 June. Seven students participated in the course, which was conducted in the OIS Conference Room, and made use of RMD computer terminals for hands-on training.

An RMD officer provided the Information and Privacy Division with two special reports on FOIA cases assigned to the DO. One report listed all active cases on which the DO provided a positive response or has not yet responded, and all other tasked components have already provided a negative response; the other report indicated those cases in which the DO was the only component tasked. These reports were needed in anticipation of congressional questions regarding the proposed legislation that would exclude DO operational files from FOIA searches and review.

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Regulations Control Division

RCD completed 55 major actions on regulatory issuances, including the processing and preparation of eight new and revised issuances, negotiations involving 15 issuances, and the publication of four issuances.

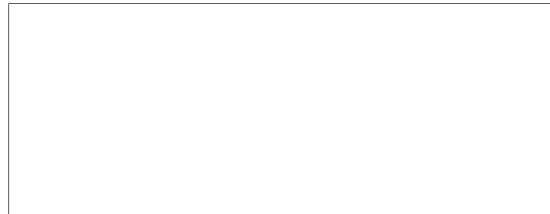
RCD continued to monitor progress of [redacted] Marriage of Employees. Chief, CI Staff is not in agreement with the stated position to allow the Director of Security discretionary authority to polygraph both the employee and the intended spouse who is an alien. Chief, CI Staff believes that continued employment of the employee is contingent upon the polygraph requirement. [redacted]

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

OIS/EXO/[redacted] (29 Jun 83)

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