

ADMINISTRATIVE - INTERNAL USE ONLY

15 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

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SUBJECT: OIS Weekly Report (8 - 14 January 1987)

1. The Regulatory Policy Division provided copies of Agency regulatory issuances on proprietary operations to the Office of Congressional Affairs (OCA). OCA gave the issuances to the House Foreign Affairs Committee which had requested them following the DCI's 10 December testimony on the Iran/Contra matter.

2. Electrical contractors continue to modify the electrical system on the first floor of the Agency Archives and Records Center in preparation for installing the new movable shelving. Installation is scheduled to begin on 20 January 1987.

3. The Classification Management Branch, Information Resources Management Division (CMB/IRMD), began its 1987 classification briefings with presentations to components within the Office of General Counsel (OGC). CMB/IRMD is in contact with other offices that have expressed an interest in security classification briefings.

4. As part of his assigned duties in IRMD, the CIA North Atlantic Treaty Organization (NATO) Control Officer coordinated the annual inventory of Top Secret COSMIC NATO documents held by the Agency. Using a TSCADS computer listing, he assisted in verifying the Agency's holdings of 174 such documents maintained in the Document Library Branch, Office of Information Resources, Directorate of Intelligence. The inventory report is being prepared for submission to the Department of Defense Central United States Registry whose representatives will visit the Agency to review our NATO document handling procedures.

5. IRMD has reviewed approximately 1500 Agency forms in its Forms and Reports Management System (FARMS) data base. Forms determined to be in need of revision, reclassification, or cancellation will be sent to their Office of Primary Interest. The review has resulted in the cancellation of 67 unneeded forms.

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6. IRMD is preparing the annual update of the Agency Forms Catalog for publication by 1 March. The field version is expected to be published by 1 April.

7. An IRMD representative met with a representative from the National Archives and Records Administration (NARA) to conduct an informal review of the final draft of the Office of Information Services machine-readable records control schedule items. This was a major step in the process toward formal NARA approval.

8. The Regulatory Policy Division (RPD) is providing priority processing for several regulatory issuances pertaining to the Agency's new Secretarial Career System. They include headquarters notices on submitting nominations for the first annual secretarial performance awards and on the conditions under which training requirements for promotion may be deferred.

9. The Office of Congressional Affairs (OCA) requested assistance from the Classification Review Division (CRD) in determining whether confidential CIA testimony on Iran to a House Foreign Affairs subcommittee in 1983 recently had been declassified as reported on 15 December 1986 by the New York Times. A search of CRD mandatory reviews and the ORIS/DECAL system and an inquiry among knowledgeable Agency officials confirmed that there had been no such declassification.

10. The backlog of initial FOIA/PA requests continues to decrease and is now 1159. This compares with a backlog of 1629 one year ago and 2889 two years ago.

[Redacted]

material. A separate report from the Information and Privacy Division is attached.

[Redacted]

Attachment

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**ROUTING AND TRANSMITTAL SLIP**

Date 15 Jan

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14 January 1987

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 6 January 1987 - 14 January 1987

1. The Office of Congressional Affairs (OCA), on 6 January, requested the assistance of CRD in determining whether certain confidential 1983 CIA testimony on Iran to a House Foreign Affairs subcommittee had, in fact, "only recently been declassified," as the New York Times reported on 15 December. A search of CRD mandatory reviews and the ORIS/DECAL system reveals no such declassification. An expanded CRD query, made at the request of OCA, revealed that [redacted] Assistant to the NIO FOR NESA would be aware of any recent release of this information and when asked [redacted] stated that there has been no such declassification, and that the New York Times reporter was quoting from an unofficial leak at the subcommittee or elsewhere. [redacted]

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2. Research in CRD on a mandatory review case involving a series of 1959 NIEs on the Soviet ICBM buildup brought to light a statement that some of these very NIEs had been passed to the KGB by Lt. Col. William H. Whelan, during the period 1959-61 when Whelan was attached to the Joint Chiefs of Staff. Whelan was arrested in 1966 and given 15 years in prison for espionage. CRD checked with the DO/CI Staff who had a file on the case and reported that Whelan had not passed any CIA-originated information to the Soviets and certainly no finished intelligence publications such as NIE'S. [redacted]

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3. The invitation to C/CRD to attend the weekly IMS/DO Staff meetings was renewed at the end of 1986 and C/CRD did attend the IMS Staff meeting held on 8 January 1987. C/CRD's attendance came about originally at the invitation of Bill Donnelly when he was Chief of IMS/DO. The purpose was to help CRD keep abreast of developments in the DO and particularly in IMS as they could have influence on CRD actions regarding the possible declassification of DO information or documents. After a hiatus of some time the idea was resurrected and implemented by the current Chief of IMS, [redacted]

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[redacted]  
[redacted]  
C/CRD

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13 January 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

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Chief, Regulatory Policy Division, OIS

SUBJECT:

Regulatory Policy Division Activities  
7 - 13 January 1987

1. RPD is currently processing 134 jobs, an increase of two over last week.

2. Priority processing is being provided to several regulatory issuances which provide guidance and instruction on certain provisions of the Agency's new Secretarial Career System. These issuances include a headquarters notice on procedures for submitting nominations for the first annual secretarial performance awards and a notice which provides guidance to career panels on the conditions under which training requirements for promotion may be deferred.

3. Copies of Agency regulatory issuances pertaining to proprietary operations were provided to the Office of Congressional Affairs (OCA). The issuances were requested by OCA so they could be made available to the House Foreign Affairs Committee which had requested the issuances following the DCI's 10 December testimony on the Iran/Contra Connection.

4. An employee bulletin is being processed which announces that the Office of Medical Services will begin testing Agency applicants and certain employees and dependents for infection by the AIDS virus. The bulletin explains the nature of the testing to be performed, the justification for testing, and the policy for dealing with individuals who test positive for AIDS.

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14 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:  Acting Chief, Information and Privacy Division, OIS

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SUBJECT: IPD/OIS Weekly Report (7 January - 13 January 1987)

| <u>1. The Week in Review</u>               | <u>7 - 13 Jan. 1987</u> | <u>1987<br/>Weekly Average</u> |
|--|-------------------------|--------------------------------|
| a. New cases                               | 40                      | 33.5                           |
| b. Cases closed                            | 44                      | 39.5                           |
| c. New appeals logged                      | 1                       | .5                             |
| d. Appeals closed                          | 2                       | 1.5                            |
| e. Manpower (man-weeks)                    | 69.3                    | 71.7                           |
| <br>                                       |                         |                                |
| <u>2. Current Backlogs</u>                 |                         |                                |
| a. Initial requests - 1159                 |                         |                                |
| b. Requests in administrative appeal - 164 |                         |                                |
| c. Requests in litigation - 48             |                         |                                |

3. Spotlighted Requests

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STAT HGH/JAE:krc [ ] (14 January 1987) (FINAL)  
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13 January 1987

MEMORANDUM FOR: Director of Information Services

FROM: [redacted]  
Chief, Information Resources  
Management Division

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SUBJECT: IRMD Weekly Report (7 - 13 January 1987)

WORK IN PROGRESS

a. Top Secret Collateral Holdings. [redacted] continues to process Top Secret Control Automated Data System (TSCADS) adjustments submitted by the Directorate of Operations for their collateral TS document holdings. In addition, a followup visit to the Office of Technical Services (OTS), Directorate of Science and Technology, will be scheduled to complete an on-site review of its document-handling procedures and to conduct a limited audit of randomly selected documents at their South Building offices. Review of OTS document-handling procedures at [redacted] and other component locations were found to be satisfactory. [redacted]

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[redacted] Document Accountability Section, summer employee on semester break from University of Hampton, will conclude her activities this week and return to school. She has been quite helpful and a welcome addition to the DAS cadre over the holidays, and we wish her well in future endeavors.

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b. Forms Management. The inventory of all forms in the Agency Forms Program is nearly completed. The data base for approximately 1,500 forms in the Forms and Reports Management System (FARMS) has been reviewed and updated. Inventory and review of the data base for the remaining 300 forms will be completed in the next two weeks. At the conclusion of the inventory, the forms determined in need of revising, reclassifying, or possible cancellation will be sent to their Office of Primary Interest for review. The inventory of the Agency Forms Program has resulted in the cancellation of 67 forms to date.

The annual update of the Forms Catalog, for Headquarters Use Only, is being prepared for printing and should be published by 1 March. The field version of the Forms Catalog is also being updated and will be targeted for distribution by 1 April.

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SIGNIFICANT ITEMS/EVENTSa. Electronic Information Control Task Force.

[redacted] Chief, Electronic Information Control Branch, 25X1  
 met with Mr. Charles M. Dollar, Research and Evaluation Staff,  
 National Archives and Records Administration (NARA), on  
 8 January 1987. Messrs. [redacted] and Dollar discussed Mr. Dollar's 25X1  
 planned presentation before the Agency's Electronic Information  
 Control Task Force on 29 January 1987. Mr. Dollar is the Chairman  
 of a joint NARA and National Security Agency (NSA) working group  
 involved with the research, development, and implementation of an  
 office automation system at NSA. In his presentation to the Task  
 Force, Mr. Dollar will address the records management  
 considerations associated with electronic recordkeeping systems.

b. Machine-readable Records.

[redacted], Chief, 25X1  
 Electronic Information Control Branch (EICB), met on January 9 with  
 Col. Ray Tagge, the Agency's assigned Appraiser from the National  
 Archives and Records Administration (NARA) to conduct an informal  
 review of the final version of the Office of Information Services  
 (OIS) machine-readable records control schedule items. EICB  
 members are in the process of making minor revisions that resulted  
 from the review. The review was a major step in the process that  
 will eventually lead to NARA approval.

c. NATO Documents. Chief, Document Accountability Section,  
 serving as the CIA North Atlantic Treaty Organization (NATO)  
 Control Officer, in coordination with other Agency officials, is  
 responsible for ensuring the proper handling of NATO documents  
 issued to CIA. As part of this activity, it is required that the  
 Agency conduct an annual inventory of COSMIC (NATO) Top Secret  
 documents that it holds. This activity was completed by the  
 Document Library Branch (DLB), Office of Information Resources,  
 Directorate of Intelligence in December 1986. DLB is the only  
 Agency unit authorized to function as a NATO Sub-Registry.

Using a TSCADS computer listing, DLB and DAS verified  
 Agency holdings of 174 COSMIC Top Secret documents. C/DAS is  
 preparing to submit this inventory to the Department of Defense  
 Central United States Registry (CUSR) to report these findings.  
 After its submission, a visit by CUSR inspections personnel will be  
 arranged so they can review Agency procedures for handling and  
 safeguarding NATO documents. They, in turn, will submit to CIA  
 their inspection findings at a later date.

d. Security Classification Briefings. Classification  
 Management Branch (CMB) began 1987 classification briefings in the  
 Intelligence Law and Special Studies Divisions of the Office of  
 General Counsel (OGC). Additional briefing dates are being  
 arranged for OGC components through the OGC Information Management  
 Officer. Also, follow-up discussions are being pursued with a  
 number of offices that have expressed an interest in receiving  
 CMB's security classification briefings.

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e. Micrographics Management. On 12 January, P&PD's Computer Output Micrographics (COM) Center successfully completed a conversion test of a sample magnetic tape submitted by the OD&E Field Office. This will provide the first such COM application for the field office. [redacted] Agency Micrographics Officer, is working with ODE to ensure that the resulting microfiche meets their requirements. This includes working out details such as titling, indexing, turnaround time, etc. All indications point to a substantial savings in space and data retrieval time, both on-site and at the Agency Archives and Records Center (AARC).

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f. Occupational Panel Representation. [redacted] Information Technology Branch, IRMD, continues to work on the Occupational Panel as the DDA Representative. The panel was tasked with defining the Computer Assistant positions throughout the Agency. The first phase of the Occupational Panel's responsibility, which has been completed, included writing the generic position descriptions, defining the different levels within the position and the required training necessary to move between levels, defining evaluation precepts, and determining requirements for promotion. The second phase of the Occupational Panel's responsibility will begin in March for the purpose of writing a Personnel Handbook for the Computer Assistant position. OP/PMCD is going to recommend that the second phase which will take an additional four to six weeks also be accomplished by the original team members.

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g. Reston Steering Committee. [redacted], Chief, Information Services Branch, attended the 9 January Reston Steering Committee meeting. Topics covered were: an OS briefing on the

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[redacted] An OIT representative discussed the difficulty in getting technicians who are qualified to work on the secure switch through the security process. OIT has asked DDS&T to recruit at least four DDS&T technicians to work on this project.

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h. Information Services Branch Registry. Chief/ISB sent copies of the CIA Incentive Awards Program Exceptional Accomplishment and Special Achievement Handbook and an information packet on available training to the Chiefs of Registries and Information Management Officers.

i. Records Center Activities. The electrical contractors continue to modify the electrical system on the first floor in preparation for the installation of the movable shelving. The Engineering Office informed the Chief, Archives and Records Center Branch, that the actual construction of the movable shelving will begin 20 January 1987. [redacted]

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Records Center personnel performed the following activities during the week:

|               |   |
|---------------|---|
| RAMS:         | Made 15 additions and 28 deletions and 1 change.                        |
| ARCINS:       | Jobs received/edited: 15.<br>Jobs keyed: 6 consisting of 1,617 entries. |
| Accessions:   | Received 15 jobs totalling 544 cubic feet.                              |
| References:   | Serviced 1,525 requests for records.                                    |
| Special Runs: | Two to NCD.   |



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