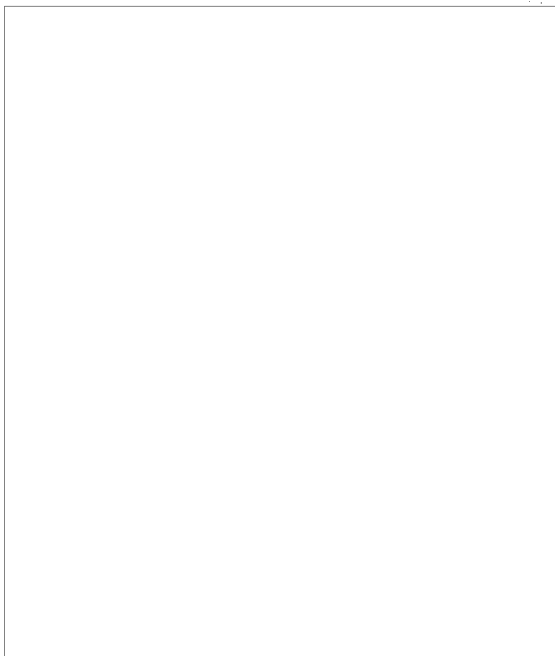


Electronic Processes Study Group

**Using Electronic Processes
For Everyday Activities**

Briefing to ISB
4 November 1988

STAT



OIT (Chairman)

OGC

IMS

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Observers: **O/COMPT and**

O/EXDIR

Background

Problem Statement

Draft Policy

Risks of Implementation

Recommendations

EPSG Future

Background

Primary Focus

- **Electronic processes today**
- **Records management requirements**

Related Issues

- **Architecture**
- **Automating specific forms**
- **Managing electronic documents**

Problem

Agency resources cannot keep pace with growth in information

- **Focus has been on solving substantive problems with technology**
- **Lack of management focus on everyday processes**
- **We need to develop a policy for automating these processes**

Draft Policy

The Agency will promote electronic systems for everyday processes by:

- **Providing connectivity for each employee to any other employee**
- **Providing an electronic inbox and outbox for each employee**
- **Providing every employee access to a consistent set of electronic tools and services at their workstation**
- **Encouraging all employees to use electronic documents for communicating and conducting Agency business**

Risks of Implementation

- **Information stored electrically can be more difficult to retrieve**
- **"Management by Walking Around" could become a lost art**
- **Inadequate records management could result in loss of information**
- **We could exceed our capacity for storage, transmission, or processing of everyday information**
- **Changing technology could make older electronic records inaccessible**
- **Electronic information may not be admissible as evidence**
- **The security risks may be perceived to be greater than with paper**

**These risks are not new
They can be overcome**

Recommendations for the ISB

- **Publish Policy as a Headquarters Notice**
- **Establish a goal that the architecture will support the policy**
- **Set a date when connectivity will be accomplished**

General Recommendations

- **Promote the continuing development of Agency standards for electronic connectivity. New systems must include the "hooks" needed to connect with other Agency systems.**
- **Every employee should be provided with an electronic inbox and outbox which are connected both within and outside the local work group to send and receive the information needed to perform their everyday processes.**

Recommendations

- **Each directorate should provide a node (electronic address) that is the entry point to their architecture, such as exists in the DCI and DDS&T areas.**
- **Each directorate should provide an electronic registry that is the default recipient for all electronic messages not specifically addressed to an individual.**

Recommendations

- **The Agency should provide a standard set of electronic tools for requesting services**
- **The services providers must process requests received through the network regardless of originating system**
- **Service components should give priority to processing requests submitted by electronic means. All correspondence between the service provider and requester should be via electronic means.**

Recommendation

- **Broaden the interpretation of the term "Official Business" to include computer activities which promote interpersonal communications and are not prohibited by law (e.g., no use for personal gain or for illegal activities).**

Recommendation

The Agency should not wait to resolve the connectivity problem before developing an aggressive schedule/plan to start automating everyday processes, beginning with memos, cables, and common Agency forms.

2062-89

EPSG Future

- **Propose policy for managing electronic records**
- **Re-formulate recommendations so that Directorates can capture them in their ADP strategic plans**

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