

11 August 1988

NOTE TO: C/OG

FROM: DD/OIT

Please read the attached package concerning the responsibility for handling collective address indicators. Is there a solution to the problem? The DO makes the decision as to who to add and who to delete, so it's logical they should keep the list. However, I sense that OGC wants to know who is excluded message by message. Why couldn't we add it to the front of the cable in the form of a listing which states "not sent" as "exempted" to the following stations? Please check this out and do an appropriate answer to the SSA/DDA for my signature.

Thanks,



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**ROUTING AND TRANSMITTAL SLIP**

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.			
2.	Larry		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Here's the packet re the retention of the collective address on a given date. Wouldn't <sup>it</sup> be possible to recover what & when changes were made to the initial program?

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
SSA/DDA	7D10

★ U.S. GPO: 1986-491-247/40012

OPTION Prescribed FPMR (41 CFR) 101-11.6

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CONFIDENTIAL





OIT 10204-88


26 FEB 1988


MEMORANDUM FOR: Chief, Information Management Staff, DO

FROM: Edward J. Maloney  
Director, Office of Information Technology

SUBJECT: Responsibility for Handling Collective Address  
Indicators 

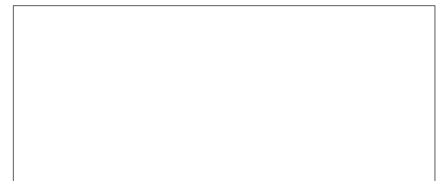
REFERENCE: Your Memo:  dtd 5 Feb 88, Subj:  
Request for Permanent Retention of Stations and Bases  
Excluded from Collectively Addressed Messages

1. Stations and bases automatically excluded from Collective Address Indicators (CAI) are the responsibility of the cognizant authority for each collective address established. Office of Information Technology (OIT) is not authorized to add or delete stations and bases for a CAI unless appropriate notification is received from the approving authority. OIT is only responsible for maintaining current CAI addressees in the communications system utilized for addressing messages using a CAI. OIT communications systems do not have the capability of maintaining long term records of the type indicated in reference. 

2. As OIT is not the approving authority for a CAI, it is suggested the office with approving authority also serve as the focal point for all records concerning that particular CAI. This would provide a central point for all matters concerning a CAI including records-management. 



Edward J. Maloney



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

OIT/TRIS

LOGGED

9 FEB 1988

25X1

[Redacted]

05 FEB 1988

MEMORANDUM FOR: Director of Information Technology, DA

25X1

FROM:

[Redacted]

Chief, Information Management Staff, DO

SUBJECT: Request for Permanent Retention of Stations and Bases Excluded from Collectively Addressed Messages

25X1

REFERENCES:

- A. [Redacted] Draft B, Subject: Collective Message Indicators
- B. Memo to RPD/DA from OGC, dated 9 December 87, Subject: Proposed [Redacted] Draft B

25X1

1. The Directorate of Operations (DO) requests that the Operations Group of the Office of Information Technology (OIT) maintain a history of all stations and bases excluded from collectively addressed messages.

2. Many offices are not properly using collectively addressed indicators. In some instances offices are copying the indicators from previously disseminated messages, eliminating stations and bases which should be included in the distribution. In addition, many originators are not aware that there are stations and bases automatically excluded from distribution. To alleviate this problem the DO drafted the attached proposed [Redacted] to remind originators of their responsibility when sending collectively addressed messages.

25X1

3. The Office of General Counsel (OGC) did not concur on the draft, stating that a permanent record has to be made of any station or base which is automatically excluded from receiving any message using a collective message indicator. OGC suggested that OIT be responsible for maintaining this information in the event that questions arise concerning a station's knowledge of policy information.

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[Redacted]

[Redacted]

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

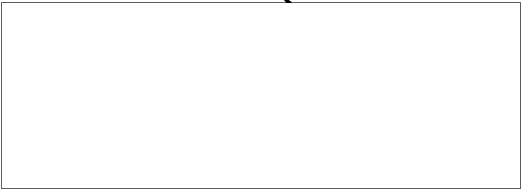
C O N F I D E N T I A L

SUBJECT: Request for Permanent Retention of Stations and Bases  
Excluded from Collectively Addressed Messages

4. Accordingly, we request OIT's concurrence on the proposed course of action for maintaining a record of stations and bases excluded on preestablished multiple addressed messages. We would appreciate a response as soon as possible because the Regulatory Policy Division (RPD) has  pending.

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Attachments:  
References

CONCUR:

\_\_\_\_\_  
Director of Information Technology

\_\_\_\_\_  
Date

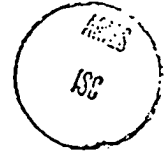
yc

OGC-87-53366  
9 December 1987

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MEMORANDUM FOR:

[Redacted]  
Regulatory Policy Division/DA



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FROM:

[Redacted]  
Associate Deputy General Counsel for  
Administrative Law and Management Support

STAT

SUBJECT:

Proposed [Redacted] Draft B

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1. Per your request, I have reviewed Proposed [Redacted] Draft B on collective message indicators. I cannot concur with the proposed HN as it is presently written unless a provision for the permanent retention of stations excluded from collective message indicators is added.

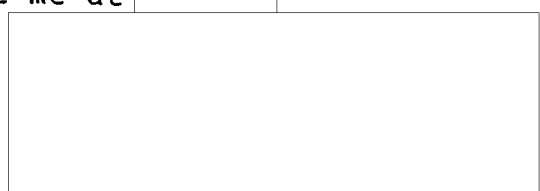
2. OIT should undertake the additional responsibility of maintaining a permanent record of any station or base which is automatically excluded from receiving any message using a collective message indicator that would ordinarily include the excluded base or station. Without a system for the retention of such information, potential questions regarding a station's actual knowledge of important policy information can not be resolved. In the case of stations or bases which are specifically excluded by the originator of a cable, the exclusion is noted on the addressee line of the cable itself. Thus, the actual recipients of the cable can be determined from the face of the cable. Where stations or bases are automatically excluded from the message indicator, however, no notation is made on the cable nor is there any other permanent record of the exclusion made. It would be extremely difficult, therefore, if not impossible, to determine whether a specific station actually received a certain cable sent out to a collective message indicator address.

3. A system enumerating the stations or bases excluded from a collective message indicator need not be organized cable by cable but could be indexed chronologically, giving a list of the particular stations or bases excluded for each date or for given time periods.

4. If you have any further questions about the reasons for my non-concurrence, please contact me at [Redacted]

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