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

MEMORANDUM FOR: Chief, Classification Review Division
                 Chief, Information and Privacy Division
                 Chief, Information Resources Management Division
                 Chief, Regulatory Policy Division

25X1   FROM: [   ]
                 OIS Planning Officer

        SUBJECT: New Initiatives for 1988

        1. Attached is a memorandum from the DA Executive Officer asking
that a one-page description of each new initiative for 1988 be submitted
to him by COB 8 January 1986. To meet this deadline, by 2 January please
provide OIS Plans and Management Staff with any initiatives you wish to
have considered by DIS for inclusion in OIS's submissions .

        2. For your information or comment, also attached are eight
proposed OIS initiatives that have already been coordinated with the
appropriate OIS division(s). These initiatives are:

        a. Information Management for Office Automation

        b. Review for Downgrading of CIA Top Secret Documents

        c. TS SCI and Collateral Electrical Document Control

        d. External Audits of CIA Top Secret Documents
        e. Associate IMO Program (assistants to the Directorate IRO's)
        f. e.g. Paper Problem Program

        g. h. Headquarters Regulatory Issuances System (REGS)

        g. Officially Released Information System (ORIS)

        h. i Automation Resources System

        3. Any questions or comments on the attached, or problems with the
2 January deadline, may be directed to the undersigned on [   ]   25X1
25X1   [   ]
                                                [   ]   25X1

        For Official Use Only When
        Detached from Confidential Attachment

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

85-3298/1

1 9 DEC 1985

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

25X1 FROM:

Executive Officer

SUBJECT: Proposed 1988 New Initiatives

REFERENCE: DDA 85-3298, dtd 23 September 1985, same subject

1.   The purpose of this memorandum is to solicit input on your Office's 1988 new initiatives. Although we haven't received the Comptroller's Program call or the Executive Director's perspective and guidance, we must begin thinking about what new initiatives that we want to propose for 1988. We have been informally advised that a one-page description of each proposed new initiative will be due to the Comptroller circa 21 January 1986. To allow my staff, the ADDA and DDA time to review your initiatives, it is requested that you submit your one-page descriptions, arranged in rank order (highest priority first), to the EXO/DDA by COB 8 January 1986. Please refer to the 1987 Program call book for general guidelines in preparing the proposed 1988 initiatives. Also, please ensure that the one-page descriptions describe how the positions and funds requested will be used.

2.   The purpose of reference memorandum was to solicit information from each Directorate of Administration office on their plans to incorporate new programs in the 1988 budget. In generating the data the offices essentially developed "think pieces" with no consideration given to a constrained resource environment in 1988. Overall, the DA offices submitted 87 new programs
25X1 totaling some [   ] and [   ] positions. We expect very little

25X1

25X1

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

SUBJECT: Proposed 1988 New Initiatives

capacity for new growth in the DDA in 1988, (i.e., [_____]range);   25X1
therefore, it is very important that you submit only those initiatives that
address current existing shortfalls or those that enhance the current level of
support which we are providing to the Agency's collection and production
activities. As you are aware, we had to reduce some of our Ongoing
Initiatives to accommodate new growth in 1987. To accommodate similar growth
in 1988 it may be necessary to reduce our base program. In developing our
1988 program we should use innovation and imagination and only concentrate on
handling our most pressing shortfalls in the least expensive way possible.

    3. As additional guidance is received, we will pass it on to you
immediately.

25X1

2

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

DA/Office of Information Services

Information Management
for Office Automation

Date of Full Operating Capability: 1989

Cost Estimate:

STAT

	1988	1989	1990
Positions			
Funds			

Problem to be Addressed: 'Office automation (OA) will continue to
proliferate throughout the Agency over the next several years.
Without the inclusion of information management (IM) standards and
procedures, costly legal and administrative mistakes will be
inevitable. Of particular importance are disposition (what goes in
must come out) instructions. These instructions do not exist and
must be developed and set forth in the form of records control
schedules for submission to the National Archives and Records
Administration and approval by the Archivist of the United States.
In addition, rapidly increasing capabilities and decreasing prices
dictate that OA be explored as a space-saving, less-costly
alternative to the use of paper as a long-term storage medium for
office-level records.

Proposal: Establish the capability in OIS to develop, test, and set
OA standards and procedures that adhere to the laws and regulations
governing Federal records. That is, set standards and procedures
that will deal with the creation, maintenance, use, and disposition
of office administrative, management, and policy-related documents
when the record copy is maintained in electronic form. The
standards and procedures would, in turn, form the basis of an
Agency-wide IM-OA program to ensure that all Agency OA applications
conform to existing legal and administrative requirements. In
addition to the benefits realized by addressing the problem up front
instead of waiting until it becomes larger and more unwieldy, the
IM-OA program would serve as the first step in a longer-range effort
to reduce the space required for records storage; i.e., by
implementing OA life-cycle management the reduction in
administrative paper holdings could more than offset the additional
space needed for electronic storage devices.

Coordination: No coordination outside the MI Career Service has been
undertaken.

DA/Office of Information Services

Review for Downgrading of
CIA Top Secret Documents

Date of Full Operating Capability: 1988

Cost Estimate: 1988   1989

STAT

Positions
Funds

STAT

Problem to be Addressed: More than half the documents covered by the
Collateral Top Secret Control Program are ten years old or older
[   ] and may no longer warrant the Top
Secret (TS) classification. The program does not have the
resources, however, to review these documents to determine if the
passage of time has brought about a sufficient loss of sensitivity
to warrant their downgrading. This failure to downgrade documents
no longer warranting TS classification is greatly eroding our
ability to maintain personal accountability on those that do.

Proposal: Establish the capability in OIS to review older collateral TS
documents to determine if they can be downgraded. When downgrading
is warranted, the holders of the documents, both within and outside
of CIA, would be notified and the documents dropped from the program.

Coordination: No coordination outside of OIS has been undertaken.

DA/Office of Information Services

TS SCI and Collateral
Electrical Document Control

Date of Full Operating Capability: 1989

Cost Estimate:

	1988	1989	1990
Positions			
Funds			

STAT

Problem to be Addressed: It is incongruous that the Agency requires
personal accountability for non-electrical collateral Top Secret
(TS) documents but does not require it for either TS cables and
telepouches or for TS Sensitive Compartmented Information (SCI)
documents. Instead, accountability for SCI goes only to the office
level, not to the "person" level, and TS collateral electricals are
not controlled at all. Further, there is no annual inventory of
either TS SCI or the electricals even though one is required by
Information Security Oversight Office Directive Number 1.

Proposal: Establish the capability in OIS to develop and maintain a
program that requires, as a first step, personal accountability and
an annual inventory of all TS collateral electricals and selected
types of TS SCI documents (i.e., those most difficult and most
important to control. As envisioned now, the program would expand
the existing Collateral Top Secret Control Program to include the
electricals and selected types of TS SCI finished intelligence.
This initiative does not provide for resources that may be needed in
other components.

Coordination: No coordination outside the MI Career Service has been
undertaken.

DA/Office of Information Services

External Audits of CIA
Top Secret Documents

Date of Full Operating Capability: 1988

STAT

Cost Estimate: 1988   1989

       Positions
       Funds

Problem to be Addressed: Over the years, [   ] CIA   STAT
collateral Top Secret (TS) documents have been forwarded from CIA to
about 10 different agencies, several contractors, and a few
Congressional committees. By definition, these documents concern
our most sensitive human sources and methods information, and their
compromise could cause exceptionally grave damage to the national
security. Although the handling of collateral TS documents is
closely monitored inside CIA, there is no parallel capability to
follow-up on the ones forwarded to other Government entities.

Proposal: Establish the capability in OIS to expand the Collateral TS
Program to include the requirement to audit the handling and
disposition of CIA collateral TS documents located in other
Government agencies. Auditing would be accomplished on a periodic
basis and adherence to a formal set of guidelines would be
required. Where appropriate, deficiencies would be reported to the
Office of Security.

Coordination: No coordination outside the MI Career Service has been
undertaken.

DA/Office of Information Services   Paper Problem Program

Date of Full Operating Capability: 1989

STAT

Cost Estimate:	1988	1989	1990
Positions			
Funds			

Problem to be Addressed: In spite of the increased use of automation, the magnitude of problems associated with managing paper or hardcopy collections in the Agency is not decreasing. Instead, because of decreasing space, the difficultly in retaining clerical employees, and the increasing paper output from computers, problems in many areas are growing worse. The process by which they are addressed is dependent on individual office initiatives. There is no centralized approach. As a result, there is no clear picture of which ones might be susceptible to similar solutions and the pooling of resources for common benefit is not possible. In short, efforts tend to be based on the amount of money or other resources individual components have in a given year and tend to look to the near-term.

Proposal: Establish a program to develop a "paper problem" investment strategy for the Agency. The program would identify problem areas such as space, retrieval, dissemination, backup, etc., aggregate the requirements of those that could benefit from common or similar solutions, identify the ones with special or unique needs, and rank the results on a cost versus benefits basis. This process would lead to the identification of offices that would benefit from implementing similar technological or administrative solutions and at the same time allow unique areas to be addressed.

Coordination: The proposal was recommended by an Agency-wide task force in June 1985.

FOR OFFICIAL USE ONLY

DA/Office of Information Services

Headquarters Regulatory
Issuances System (REGS)

Date of Full Operating Capability: 1989

Cost Estimate:
  Positions
  Funds

1988	1989	1990

STAT

Problem to be Addressed: Headquarters regulatory issuances
contain policies and procedures essential to the control and
direction of Agency activities. In order to provide timely
and necessary guidance to Agency personnel, CIA regulatory
issuances should be made available to employees as soon as
possible. Further, a system must be devised for ready
identification and retrieval of the pertinent policy
information sought by the average employee who does not work
with the regulatory issuances (regulations, handbooks, and
notices) on a daily basis. At present, regulatory issuances
are circulated by distribution officers and maintained by
designated custodians in various components throughout the
Agency. This system, though manageable, places a heavy
burden on these individuals. It also tends to limit or
inhibit accessibility and familiarity with the issuances
thereby negating the premise that all employees are fully
informed at all times on Agency policy and procedures.

Proposal: Establish an Agency-wide system that would put all
current Headquarters regulatory issuances on line. As now
envisioned, the system would include a detailed index to the
regulatory issuances, have a full-text search capability,

STAT   and be accessible to all employees [   ] It
is contemplated that the system also would include an
associated bulletin-board or "coming events" service to
announce projected briefings, other events, and current
news-style information of interest to employees.

Coordination: Coordination has been accomplished within OIS --
coordination with other components is considered unnecessary
at this time.

FOR OFFICIAL USE ONLY

DA/Office of Information Services
Officially Released
Information System (ORIS)

Date of Full Operating Capability: 1991

Cost Estimate:	1988	1989	1990	1991	1992
Positions					
Funds					

STAT

Problem to be Addressed: Since the mid-1970s numerous managers have
expressed the need for a method to rapidly determine what CIA
information has been officially released to the public and the
circumstances of the release. Although a program to record officially
released information was recently established, the methods of storing
(manual microfiche) and disseminating (manual) that information are
slow and cumbersome and the indexing mechanism (GIMS) is not working
the way it should. Further, the information we release is often on old
and poor quality documents and the process of filming further reduces
its quality—sometimes to the point of being illegible. In short,
because of technical limitations the program is not providing anywhere
near the support it should be.

Proposal: Establish an on-line capability for ORIS by "piggybacking" off
of OCR's much larger BIOSTAR effort. Currently, only the BIOSTAR
technology can help with the problem of poor quality originals. In
addition, this technology stores information electrically in a mannner
that prevents information from being altered, provides rapid retrieval
of document images, and will handle a very large amount of data.
Currently, no other technology can meet all of these requirements. An
indexing system different from the one plannned for BIOSTAR would,
however, need to be developed for ORIS.

Coordination: A system concept paper was coordinated in each directorate
and the PAO in 1984. OCR and OD&E concur with the piggyback approach.
The central storage device and related equipment may require up to 400
square feet in OIS and OCR space.

FOR OFFICIAL USE ONLY

DA/Office of Information Services

Automation Resources System

Date of Full Operating Capability: 1990

Cost Estimate:
  Positions
  Funds

1988	1989	1990	1991

STAT

Problem to be Addressed: There is no one place to go in the Agency to find out what is available or being developed in the way of automated hardware, software, or systems and their information content. Instead, employees must largely rely on personal contacts, ad hoc briefings, and information gleaned through training courses. The difficulties and duplication this situation creates will be compounded over the years as a larger variety of commercial hardware and software becomes available and user programming becomes more prevalent.

Proposal: Establish an Agency-wide system that would provide a description and contact point for each type of hardware, software, and system in existence or under development in the Agency. The two positions would be occupied by an information management and a technical specialist with the information specialist focusing on systems and their information content and the technical specialist on hardware and software.

Coordination: No coordination outside the MI Career Service has been undertaken.

FOR OFFICIAL USE ONLY

Next 2 Page(s) In Document Exempt

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: C/CRD

EXTENSION | **NO.**

DATE 26 Dec 85

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/RB		3 JAN		
2.				
3. C/HRB	2 Jan	2 Jan		
4.				
5. C/MSRB				
6.				
7.				
8.				
9.				
10.				
11. C/CRD				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

STAT