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TOT: 071509Z OCT 97

DIRECTOR 529853

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STAFF 071509Z DIRECTOR 529853
TO: PRIORITY AIS NEWS.

FROM: LIMITED DISSEM AIS. INFO

SLUGS: AIS NEWS

SUBJECT: 7OCTOBER97 WHAT'S NEWS NUMBER 460

REF: NONE.

TEXT:

ACTION REQUIRED: AS DESCRIBED BELOW:

~~PLEASE DISTRIBUTE THE FOLLOWING WHAT'S NEWS NEWSLETTER INFORMATION AMONG EMPLOYEES. MESSAGE SHOULD NOT BE RETAINED IN BASE~~

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FILES. PLEASE DESTROY AFTER ALL PERSONNEL HAVE READ.

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 UPDATE ON USAA INSURANCE INITIATIVE;

2. OFFICE OF INFORMATION MANAGEMENT ESTABLISHED;

ON OCTOBER 1 THE OFFICE OF INFORMATION MANAGEMENT (OIM) WAS ESTABLISHED WITHIN THE DIRECTORATE OF ADMINISTRATION WITH IDEN A AS THE DIRECTOR. THE OBJECTIVES OF OIM ARE TO STRENGTHEN THE AGENCY'S RECORDS AND CLASSIFICATION MANAGEMENT SYSTEMS AND IMPROVE THE CONSISTENCY AND EFFICIENCY OF OUR NUMEROUS RELEASE ACTIVITIES.

THE PRIMARY MISSIONS OF OIM ARE TO:

- ESTABLISH AND IMPLEMENT CORPORATE RECORDS AND CLASSIFICATION MANAGEMENT POLICIES, PROCEDURES, AND PRACTICES;
- PROVIDE CENTRAL COORDINATION AND RESOURCE OVERSIGHT OF INFORMATION RELEASE ACTIVITIES; AND
- DEVELOP AND MAINTAIN AUTOMATED TOOLS FOR AGENCYWIDE INFORMATION MANAGEMENT AND RELEASE ACTIVITIES.

THE ESTABLISHMENT OF OIM ADDRESSES AGENCY MANAGEMENT'S CONCERNS ABOUT MANAGING THE TRANSITION FROM A PAPER FILING SYSTEM TO AN ELECTRONIC RECORDKEEPING SYSTEM IN AN ENVIRONMENT CHARACTERIZED BY THE NEARLY EXPONENTIAL GROWTH OF INFORMATION, NEW COLLABORATIVE WORK TOOLS, AND CHANGING BUSINESS PROCESSES. OIM WILL ALSO ADDRESS THE INCREASING DEMAND FOR DECLASSIFICATION AND RELEASE OF INFORMATION. THESE REQUESTS ARE DRIVEN BY FREEDOM OF INFORMATION AND PRIVACY ACT *REQUESTS, LITIGATION, SPECIAL SEARCHES REQUESTED BY <EXECUTIVE, > *CONGRESSIONAL, AND JUDICIAL TASKINGS, A PRESIDENTIAL <EXECUTIVE> ORDER REQUIRING THAT HISTORICALLY VALUABLE RECORDS 25 YEARS OLD OR OLDER EITHER BE REVIEWED FOR DECLASSIFICATION OR BE AUTOMATICALLY DECLASSIFIED IN APRIL 2000, AND SPECIAL STATUTES THAT MANDATE, FOR *EXAMPLE, RELEASE OF <JFK ASSASSINATION> RECORDS, AND RELEASE OF INFORMATION NEEDED FOR THE STATE DEPARTMENT'S FOREIGN RELATIONS OF THE UNITED STATES (FRUS) SERIES.

TASKED WITH INTEGRATING INFORMATION MANAGEMENT INTO BUSINESS PROCESSES IN A USER FRIENDLY, EFFICIENT, AND TRANSPARENT WAY, OIM WILL DEVELOP ELECTRONIC RECORDKEEPING SYSTEMS, AND MANAGE RESOURCES ACROSS AGENCY RELEASE PROGRAMS TO ENSURE THAT AGENCY PRIORITIES ARE MET. OIM, IN CONJUNCTION WITH DIRECTORATE AND COMPONENT INFORMATION MANAGEMENT OFFICERS, WILL WORK WITH AGENCY EMPLOYEES TO ENSURE THAT THE AGENCY CREATES THE RECORDS WE NEED, FINDS THE RECORDS WE HAVE, MAINTAINS RECORDS WE SHOULD KEEP, AND PROPERLY DISPOSES OF RECORDS THAT WE NO LONGER ARE REQUIRED TO KEEP. ADDITIONALLY, OIM WILL WORK IN CONCERT WITH DIRECTORATE INFORMATION REVIEW OFFICERS TO ENSURE THE

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~~PROPER BALANCE BETWEEN~~ ~~RELEASING INFORMATION THAT NO LONGER REQUIRES~~
~~CLASSIFICATION AND PROTECTING THE INFORMATION THAT DOES.~~

IF YOU HAVE ANY QUESTIONS ABOUT OIM, PLEASE CALL X31354.

3. PRINTING AND PHOTOGRAPHY GROUP RECEIVES DO UNIT CITATION;

IN A CEREMONY HELD ON OCTOBER 2, C/NROC PRESENTED OFSS/PRINTING AND PHOTOGRAPHY GROUP (P PG) WITH A MERITORIOUS UNIT CITATION FOR ITS ASSISTANCE TO THE DO'S CIA50 EFFORTS. C/NROC, WHO ORCHESTRATED THE DO'S CIA50 CELEBRATIONS, CITED P PG'S "INCREDIBLE CREATIVITY AND SUPPORT" TO THE DO DURING ALL OF ITS CIA50 EVENTS FROM JANUARY THROUGH SEPTEMBER, INCLUDING THE BLAIR HOUSE RECEPTION. SHE NOTED "I AM SURE THAT I SPEAK FOR THE ENTIRE DO MANAGEMENT TEAM WHEN I SAY THAT P PG'S ROLE IN CRAFTING ARTISTIC POSTERS, DEVELOPING CREATIVE WALL DISPLAYS, ASSISTING IN THE DESIGN AND TIMELY PRINTING OF THE MANY BROCHURES AND INVITATIONS, AND PROVIDING OUTSTANDING PHOTOGRAPHIC COVERAGE WAS CRITICAL TO THE SUCCESS OF EACH EVENT. WITHOUT P PG, THE CELEBRATION WOULD NOT HAVE BEEN WHAT IT WAS--A TRULY CLASS ACT. WE ARE IN AWE OF ALL YOU DO."

DDA DICK CALDER ECHOED HER SENTIMENTS, POINTING OUT THAT "I'VE HAD AN ENORMOUS POSITIVE RESPONSE FROM CUSTOMERS OF P PG'S CIA50 EFFORTS, WHICH WERE THE RESULT OF AN ENORMOUS AMOUNT OF HOURS AND WEEKENDS. SUPERB WORK ROUTINELY COMES FROM P PG, WHOSE TEAM MEMBERS ALWAYS SHOW EXCEPTIONAL COMMITMENT AND QUALITY OF WORK. I JUST WANTED YOU TO KNOW HOW PROUD THE ADDA, THE ENTIRE DA, AND I AM OF P PG."

4. UPDATE ON USAA INSURANCE INITIATIVE;

REPRESENTATIVES FROM THE AGENCY'S CENTER FOR SUPPORT COORDINATION (CSC), COUNTERINTELLIGENCE CENTER (CIC), AND OFFICE OF CENTRAL COVER (OCC) RECENTLY TRAVELED TO SAN ANTONIO, TEXAS TO MEET WITH REPRESENTATIVES OF THE US AUTOMOBILE ASSOCIATION (USAA) REGARDING POTENTIAL CIA ELIGIBILITY TO OBTAIN USAA PROPERTY AND CASUALTY INSURANCE.

THE DISCUSSION CENTERED AROUND USAA'S INTERPRETATION OF THEIR EXISTING BYLAWS TO DETERMINE IF AGENCY EMPLOYEES COULD BE EXTENDED MEMBERSHIP. USAA'S LEGAL COUNSEL IS ANALYZING ITS CURRENT BYLAWS THAT LIMIT INSURANCE COVERAGE TO COMMISSIONED OFFICERS. A PROPOSED AMENDMENT TO THE BYLAWS WOULD EXTEND COVERAGE TO MILITARY NON-COMMISSIONED OFFICERS. IF APPROVED, USAA WOULD ALSO EXAMINE THE LANGUAGE TO DETERMINE IF AGENCY OFFICERS (CURRENTLY DEFINED AS GS-9 AND ABOVE) QUALIFY.

USAA MEMBERSHIP WAS EXTENDED TO SPECIAL AGENTS OF THE FEDERAL BUREAU OF INVESTIGATION (FBI) AND SECRET SERVICE (USSS) OFFICERS BECAUSE THEY ARE PROHIBITED FROM HOLDING A COMMISSION IN THE MILITARY RESERVES, RENDERING THEM ELIGIBLE TO RECEIVE USAA MEMBERSHIP. BECAUSE CIA EMPLOYEES MAY JOIN MILITARY RESERVES, THE BYLAWS APPLY TO THE AGENCY.

~~A RECOMMENDATION BY USAA'S LEGAL COUNSEL ON THE ELIGIBILITY OF~~
~~AGENCY EMPLOYEES TO APPLY FOR MEMBERSHIP IS EXPECTED IN APPROXIMATELY~~

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TWO MONTHS.

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END OF MESSAGE

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