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Description of documents: Department of State reports to The Assistant Secretary of State on Information Sharing and Information Programs and Services, 2008

Requested date: 02-September-2008

Released date: 21-June-2011

Posted date: 12-September-2011

Title of documents: See following pages

Date/date range of documents: See following pages

Source of document: Freedom of Information Act Request
Office of Information Programs and Services
A/GIS/IPS/RL
U. S. Department of State
Washington, D. C. 20522-8100
Fax: 202-261-8579
(Subject: "Freedom of Information Act")
[Online Request Form](#)

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REPORTS INCLUDED
(in order of appearance in the file)

(as best as can be determined)

Acronyms used:

A/ISS = Deputy Assistant Secretary for Information Sharing Services

ISS = Information Sharing Services

IPS = Office of Information Programs and Services

Memorandum for Under Secretary Kennedy-M, Weekly Achievements Report

August 19, 2008

A/ISS Weekly Achievements Report [date]

Jan 8, 2008	Mar 24, 2008
Jan 25, 2008	Mar 31, 2008
Feb 1, 2008	April 7, 2008
Feb 11, 2008	Apr 21, 2008
Feb 26, 2008	Apr 28, 2008
Mar 3, 2008	Jun 9, 2008
Mar 17, 2008	June 21, 2008

Weekly Achievements Report for ISS [date]

Jul 21, 2008

IPS Weekly Achievements Report [date]

Jan 4, 2008	Jun 6, 2008	Oct 16, 2008
Jan 25, 2008	Jun 20, 2008	Oct 23, 2008
Feb 8, 2008	Jul 18, 2008	Oct 30, 2008
Feb 15, 2008	Aug 1, 2008	Nov 6, 2008
Feb 29, 2008	Sep 12, 2008	Nov 13, 2008
Mar 21, 2008	Sep 18, 2008	Nov 20, 2008
Mar 28, 2008	Sep 25, 2008	Nov 26, 2008
Apr 4, 2008	Oct 2, 2008	Dec 11, 2008
Apr 25, 2008	Oct 9, 2008	

A/ISS Weekly Achievements Report [date]

Jan 14, 2008	May 12, 2008
Jan 22, 2008	May 20, 2008
Feb 19, 2008	May 28, 2008
Mar 17, 2008	Jun 2, 2008
Apr 14, 2008	Jun 16, 2008
May 5, 2008	

Weekly Achievement Report for ISS [date]

Jun 30, 2008

Jul 8, 2008

Jul 11, 2008

IPS Weekly Achievements Report [date]

Jan 11, 2008

Jan 18, 2008

Feb 1, 2008

Feb 22, 2008

Mar 7, 2008

Mar 14, 2008

Apr 11, 2008

Apr 18, 2008

May 2, 2008

May 9, 2008

May 16, 2008

May 23, 2008

May 30, 2008

June 13, 2008

Jun 27, 2008

Jul 3, 2008

Jul 11, 2008

Jul 25, 2008

Aug 15, 2008

Aug 22, 2008

Aug 29, 2008

Sep 5, 2008

Dec 4, 2008



United States Department of State

Washington, D.C. 20520
JUN 21 2011

Case No.: 200805526 ER001, ER002, ER003

In response to your request dated September 2, 2008 under the Freedom of Information Act (Title 5 USC Section 552) and modified in a conversation on April 24, 2009 with Elizabeth Forster, we conducted a search of the records of the Bureau of Administration and retrieved 83 documents responsive to your request.

After reviewing these documents, we have determined that 45 may be released in full and 38 may be released with excisions. All released material is enclosed.

An enclosure provides information on Freedom of Information Act exemptions and other grounds for withholding material. Where we have made excisions, the applicable exemptions are marked on each document.

In some cases, two or more exemptions may apply to the same document. In the case of a document released in part, all non-exempt material that is reasonably segregable from the exempt material has been released.

With respect to material withheld by the Department of State, you have the right to appeal our determination within 60 days. A copy of the appeals procedures is enclosed.

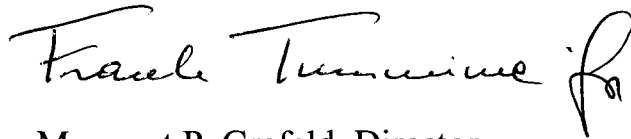
The Freedom of Information Act provides for the recovery of the direct costs of searching for and duplicating records requested for non-commercial use. No charge is made for the first two hours of search time or the first one hundred pages of duplication. Total fees due in this case are \$32.10, representing: an additional 214 pages duplicated @ \$0.15 per page (\$32.10). Please make your

check or money order payable to the Treasurer of the United States, and mail it to the Office of Information Programs and Services, Room 8100, SA-2, Department of State, Washington, D.C. 20522-8100. Please be sure to write the case number on your check or money order.

We have now completed the processing of your case. If you have any questions, you may write to the Office of Information Programs and Services, SA-2, Department of State, Washington, DC 20522-8100, or telephone us at (202) 261-8484. Please be sure to refer to the case number shown above in all correspondence about this case.

We hope that the Department has been of service to you in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Margaret P. Grafeld".

Margaret P. Grafeld, Director
Office of Information Programs and Services

Enclosures:
As stated.

The Freedom of Information Act (5 USC 552)

FOIA Exemptions

- (b)(1) Withholding specifically authorized under an Executive Order in the interest of national defense or foreign policy, and properly classified.
Executive Order 12958, as amended, classification categories:
- 1.4(a) Military plans, systems or operations
 - 1.4(b) Foreign government information
 - 1.4(c) Intelligence activities, sources or methods, or cryptology
 - 1.4(d) Foreign relations or foreign activities of the US including confidential sources
 - 1.4(e) Scientific, technological or economic matters relating to national security, including defense against transnational terrorism
 - 1.4(f) USG programs for safeguarding nuclear materials or facilities
 - 1.4(g) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans or protection services relating to US national security, including defense against transnational terrorism
 - 1.4(h) Information on weapons of mass destruction
- (b)(2) Related solely to the internal personnel rules and practices of an agency.
- (b)(3) Specifically exempted from disclosure by statute (other than section 552b of Title 5), e.g.:
- | | |
|---------------|--|
| INA | The Immigration and Nationality Act, Title 8 USC Section 1202(f) |
| CIA | The Central Intelligence Agency Act of 1949, Title 50 USC Section 403(g) |
| ARMEX | The Arms Export Control Act, Title 22 USC 2778(e) |
| EXPORT | The Export Administration Act of 1979, 50 App. USC 2411(c)(1) |
- (b)(4) Privileged/confidential trade secrets, commercial or financial information from a person.
- (b)(5) Interagency or intra-agency communications forming part of the deliberative process, attorney-client privilege, or attorney work product.
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy.
- (b)(7) Information compiled for law enforcement purposes that would:
- (A) Interfere with enforcement proceedings
 - (B) Deprive a person of a fair trial
 - (C) Constitute an unwarranted invasion of personal privacy
 - (D) Disclose confidential sources
 - (E) Disclose investigation techniques
 - (F) Endanger life or physical safety of any individual

Other Grounds for Withholding

NR Material not responsive to your FOIA request, excised in accordance with our agreement.

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RELEASED IN FULL

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August 19, 2008

UNCLASSIFIED

MEMORANDUM FOR UNDER SECRETARY KENNEDY - M

FROM: A – Steven J. Rodriguez, acting

SUBJECT: Weekly Achievements Report

Afghanistan Civil Support Advisor: DynCorp was awarded the \$300 million task order to provide at least 580 Civilian Police Advisors to the Afghanistan National Police and Ministry of the Interior under the Afghanistan Civilian Advisor Support (ACAS) program. DynCorp will also provide security and life support for those advisors. The performance period will be 18 months.

Georgia Conflict Causes Ripples in Logistics: Shipments for Tbilisi, Baku, and Yerevan via Poti, Georgia are being held until further notice. Maersk's terminal there was damaged by a Russian air strike on August 8th. Maersk is determining whether operations can resume there and are also looking at the feasibility of alternate ports.

Integrated Real Property Management System (IRPMS): The Integrated Real Property Management System (IRPMS) was upgraded to include important changes related to building and lease data import. This allows us to accommodate GSA's requirements for reporting building and lease data. The updated IRPMS passed user acceptance testing and was deployed to A/OPR/RPM and A/EX/FMD on August 12.

BNET Supports Georgia Task Force: The BNET team provided recorded video statements by principal players involved in the Georgia Task Force.

Additional Space Available at Mount Weather: Mount Weather has offered the warehouse adjacent to building 604 for lease effective October 2008 (FY 2009). The additional lease cost would be \$198,000 but space could be converted into lodging for the Mission Critical Team, pending availability of funds.

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USUN floor slabs completed up to the 22nd floor: On August 1, the final floor slab for the 22nd floor level was completed for the typical office floors. The space above the 22nd floor will be the representational space. Trade work on the lower floors of the building is progressing.

International Chancery Center (ICC): Preliminary approval has been received by both the Commission on Fine Arts (CFA) and the National Capitol Planning Commission (NCPC) for the design proposal submitted by the Embassy of Morocco for one of the two lots it has leased at the ICC. On August 26th architects will meet with the commissions to discuss changes that were suggested by the commissions.

Interpreter Support for the President: Interpreter Nik Sorikin went to the White House Situation Room very early the morning of Saturday August 10 to interpret a phone conversation between President Bush and President Medvedev about the crisis in Georgia. This past week, Jim Brown has been President Bush's Chinese Language Interpreter during his visit to Beijing for the Olympics and has interpreted meetings with President Hu, Vice President Xi Jinping, and Premier Wen Jiabao.

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January 8, 2008

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MEMORANDUM

RELEASED IN FULL

TO: A –Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 01-08-2008

Information Program Services - A/ISS/IPS

Department Receives New FOIA/PA Lawsuit:

In a new lawsuit filed against the Department and other agencies (*Kabil Anton Djenasevic v. Department of State, et al.*), the plaintiff alleges that he was extradited to the U.S. from South Africa based on inaccurate information contained in the files of the defendant agencies. The Department has no record of receiving a FOIA or Privacy Act request from the plaintiff, and the plaintiff may lack standing under the Privacy Act to bring the lawsuit. For these reasons, among others, the Department of Justice will move the court to dismiss the lawsuit.

Customer Satisfaction Survey:

In order to determine how well we are meeting the needs of our customers and what areas need improvement, IPS Records and Archives staff developed a customer satisfaction survey utilizing the Office of Logistics Management (A/LM) survey tool. The survey covers four main areas: Records Service Center (RSC) services, which includes box retrieval/pick-up/delivery of retired files and Manifest Library services; Records Disposition Schedules, which includes use or creation/revision of schedules; Records Management Policy & Guidance, which includes answering questions via records@state.gov; and Training & Briefings. The survey will satisfy Records Service Center contract requirements as well as meet future ISO-9001 requirements. It will be distributed in a variety of ways including a link on all Records DL and Retired Records DL e-mail responses; a link on our web site; and a card requesting that the customer visit our intranet site to complete the on-line survey given out at training, briefings, or box retrieval and retirement functions. The survey may be found at the following link:

<http://lm.a.state.gov/websurvey/index.cfm?fa=showSurvey&survey=2172>.

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Intranet Update:

In response to a number of Records DL questions from our customers, the Records & Archives staff updated its "How to Retire Records" quick guide located on the Records Management Intranet site at <http://ips.state.gov/shortcut.cfm/4XKK>. The new version includes additional information on how to acquire boxes, how to store special media, and how to ship both classified and unclassified records. An updated "Do's and Don'ts of Retiring Records" is also included.

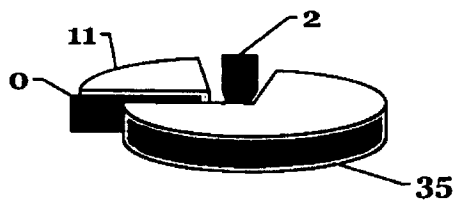
New Electronic Resources:

The Library recently added the following new electronic resources to its catalog: *Darfur's New Security Reality*; *Department of State: Human Capital Strategy Does Not Recognize Foreign Assistance Responsibilities: Report to the Honorable Richard G. Lugar*; *Outsiders?: the Changing Patterns of Exclusion in Latin America and the Caribbean*; *U.S.-China Economic and Security Review Commission: Actions Needed to Improve Controls over Key Management Functions*.

Directives - A/ISS/DIR**Information Collections****IC Processing Status:**

DIR has 48 active collections in process to obtain or renew OMB approval; 35 are in the preliminary review stage, 11 are in the 60-day public comment period, and 2 are at OMB for review and approval.

This chart shows the processing status of the Department's information collections:

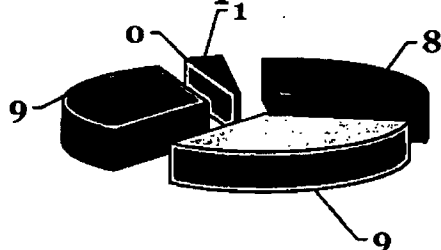
Information Collections Processing Status**48 Collections Being**

- ☐ Preliminary Review (35)
- ☒ Under Revision (0)
- ☐ 60-Day Comment Period (11)
- ☒ At OMB (2)

Foreign Affairs Manual/Handbooks**Clearance Web Page Status:**

A/ISS/DIR provides the FAM clearance web page as a central location to review and clear updates to FAM subchapters. DIR posts the material and reports on the clearance progress.

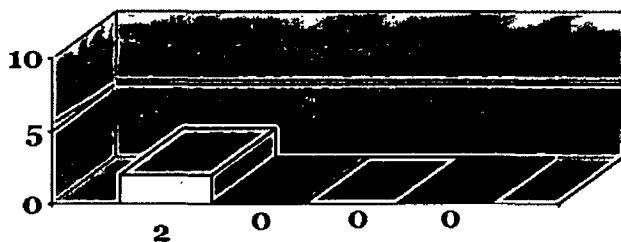
The following chart shows the status of the material on the clearance page:

Subchapter Clearance Processing Status**Subchapters Being**

- ☐ < 30 Days in Process (9)
- ☒ 31-60 Days in Process (9)
- ☐ 61-90 Days in Process (0)
- ☒ 91-120 Days in Process (1)
- ☒ > 120 Days in Process (8)

Forms Program

This chart shows the number of forms completed and published and includes new, revised, or converted forms:

Forms Published This Week

- ☐ e-Forms (2)
- ☒ PDF Forms (0)
- ☐ HTML Forms (0)
- ☒ Controlled Forms (0)

Global Publishing Solutions - A/ISS/GPS**GPS HST Weekly Activities Report****Mission Critical Highlights:****Subchapters Being**

- Cable installation in the Plant area is ongoing.
- MIS completed installation on the new master server, conducted preliminary printing of the DOS W2 domestic batch, shipped new computer software and equipment to Manila to leverage their operation with HST and coordinated training on new Océ copier for GPS Print Operators. In addition, MIS developed two new policies: 1) IT policies for the GPS production network; 2) Security Policy/Procedures Exceptions guidelines also for the production network both documents are awaiting review by Dean Cheves.
- Marketing Section indicated that all GPS websites that required modification has been made. Final changes to the websites should be completed by 1/18/8.

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- Graphics Services completed the Presidential Mid-East Trip book. In addition, Graphics also received kudos for their work for Diplomatic Security's SOP (5 FAH-7: Motor Vehicle Fleet Management Program).
- Customer Service completed several urgent ATA jobs with minimal disruption to ongoing projects.
- Selection for the second Supply Technician position was sent to HR.
- Finance section completed revenue and expense reconciliation of the November FY08 report, as well as reconciled the December FY08 revenue numbers.

GPS Vienna Weekly Achievement Report

Mission Critical Highlights:

No Report this week.

GPS Manila Weekly Achievement Report

Mission Critical Highlights:

No Report this week.

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January 25, 2008

P4

UNCLASSIFIED
MEMORANDUM

RELEASED IN FULL

TO: A –Assistant Secretary Chellaraj

FROM: A/ISS - Llewellyn H. Hedgbeth

SUBJECT: A/ISS Weekly Achievements Report 01-25-2008

*Information Program Services - A/ISS/IPS***IPS Director Signs Declaration in Freedom of Information Act Lawsuit:**

In *Rashad Ahmad Refaat El Badrawi v. Department of State, et al.*, the plaintiff (represented by a Yale Law School clinic) has sued the Department and other Federal agencies about his Freedom of Information Act (FOIA) requests for copies of records related to visas he had previously obtained as well as the decision to revoke his visa in October 2003. The purpose of the declaration was to inform the court of the Department's responses to the plaintiff's FOIA request made directly to the Department and to a referral from U.S. Customs and Border Protection. The declaration included descriptions of the information withheld and justifications for the withholding pursuant to applicable FOIA exemptions.

IPS Participates in Inter-Agency Sub-Committee:

IPS Privacy Office staff participated in the monthly meeting of the Social Security Number Elimination Sub-Committee hosted by the Internal Revenue Service. The discussion focused on agencies' current efforts to review and reduce social security numbers holdings in accordance with the Office of Management and Budget Memo 07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*.

New Partnership Forged With Information Technology Applications Base Team:

In an effort to further enhance the Office's ability to conduct Privacy Impact Assessments, the IPS Privacy Team (IPS/PRV) has become a stakeholder in the Bureau of Information Resource Management's (IRM) Information Technology Applications Base (ITAB). ITAB serves as an inventory of all the Department's information technology systems. As a stakeholder, IPS/PRV will have direct access to all systems information contained in ITAB, thus simplifying both customer outreach and the Federal Information Security Management Act reporting process.

IPS Assists U.S. Mission to the United Nations with Information Declassification Prior to Hill Testimony:

IPS staff provided assistance to the staff of U.S. Permanent Representative to the United Nations Dr. Zalmay Khalilzad in declassifying a 2006 U.S. Mission to the United Nations cable containing information the Department wanted to use in the Ambassador's Congressional testimony scheduled for Thursday, January 24, 2008.

IPS Completes Review of Iraq War Article Referred from Department of Defense:

In conjunction with the Bureau of Near Eastern Affairs and the Office of the Coordinator for Reconstruction and Stabilization, IPS completed review of an analytical paper by Dr. Joseph J. Collins, currently a Professor at the National War College and formerly the Deputy Assistant Secretary of Defense for Stability Operations. The article was entitled "Choosing War: An Analysis of the Decision to Invade Iraq and its Aftermath." The manuscript examines the administration's planning and decision-making process in invading Iraq, the execution of the war, and current policy.

Declassification Review Request in Connection with *Al-Haramain Islamic Association, Inc v. Department of Treasury*:

IPS provided the Office of the Legal Adviser with ten documents in response to another supplemental request from the Department of Treasury and the Department of Justice for a declassification review and for *ex parte* release to the court. As previously reported, IPS was asked to review ten documents at issue in the lawsuit *Al-Haramain Islamic Association, Inc v. Department of Treasury, No. 07-Civ-1155(D.Or.)*. IPS reviewed the documents and determined that four could be released in full to the public and that six must be withheld in full. IPS had no objections to the release in full of all ten documents to the Court for its *ex parte* review.

New eBooks:

The following eBooks have been added to the Library catalog:

Cholera outbreak : assessing the outbreak response and improving preparedness; How should NATO handle stabilization operations and reconstruction efforts?; International health regulations (2005); Nonproliferation: U.S. efforts to combat nuclear networks need better data on proliferation risks and program results; On the uses of cultural knowledge; Oral cholera vaccine use in complex emergencies, what next?; Poverty, social divisions, and conflict in Nepal; Securing, stabilizing, and rebuilding Iraq; Serbia's new government: turning from Europe; State Department: evacuation planning and preparations for overseas posts can be improved: report to congressional requesters; Strengthening capacity building and public-sector management in Iraq; United Nations: progress on management reform efforts has varied; Work-related migration and poverty reduction in Nepal

New 7 FAH-1 H-200, Managing Consular Operations:

DIR worked closely with CA/EX and published the new H-200 chapter in the *Consular Management Handbook* (7 FAH-1). This new chapter, which has nine subchapters, includes: Guidance on national security and emergency preparedness procedures; Lessons learned from Consular Management Teams (CMATs); Guidance on consular team building; and Time, space, and workload management.

Forms Published:

DIR published the following forms in e-Forms:

- DS-1996, *Living Pattern Questionnaire (LPQ) for Civilian Post Allowance and Military COLA*. Posts use this 5 page questionnaire to identify the consumer facilities and services that U.S. citizens use at their post/duty station. A/OPR/ALS uses the resulting data to develop the Department of State's "Indexes of Living Cost Abroad."
- DS-2001, *Notification of Applicant Readiness*. Immigrant visa applicants use this CA form to notify a U.S. Embassy or Consulate that they are ready for their personal interview.

Briefings on Forms, Information Collections, and the *Foreign Affairs Manual*:

DIR is organizing a series of three briefings:

- An interagency forms forum for Federal forms managers. This forum is to:
 - Exchange and share information;
 - Demonstrate the DIR forms toolkit;
 - Share information on DIR's forms design tracking system; and
 - Show DIR uses new technology through HTML public-use forms.This briefing is scheduled for January.
- An Information Collection Program Officer Meeting will review the Paperwork Reduction Act (PRA) process for submission of existing and proposed information collections (e.g., forms and surveys) to OMB for approval. DIR is contacting all appropriate bureaus to send representatives to ensure they are in compliance with the PRA. This briefing is scheduled for February.
- An Interagency information-sharing forum about changes and updates in the *Foreign Affairs Manual* and the Foreign Affairs Handbooks. This meeting is a means to coordinate policy and improve interagency communication for dealing with issues that involve overlapping jurisdictions or responsibilities. DIR has contacted 116 representatives from 20 agencies, and also representatives from the Department. This briefing is scheduled for March.

GPS HST Weekly Activities Report
Mission Critical Highlights:

Subchapters Being

- GPS Director and management staff met with WCF Manager Sherry Hannah and A/EX/FMD Debbie Lee to discuss appropriate realignments of GPS business units under WCF to more appropriately track revenue and expense streams as well as simplify the reporting process to the Competitive Sourcing Program Office (CPSO). Further discussions will be required before this can fully implemented.
- GPS Marketing Manager Roberta Mather-Brown along with Director Dean Cheves and MIS Consultant Ted Vickers developed a two-year GPS Marketing strategy plan, extending all coordinated marketing efforts on the part of GPS for the next 24 months. This includes aggressive marketing of our clients products on their behalf (namely IIP and ECA products), as well as several self-promotion items like holiday cards, calendars, note pads and the like. A series of GPS Product Showcases is under development specifically tailored to each of GPS' client segments.
- GPS Marketing Manager Roberta Mather-Brown developed a specific Marketing Strategy for GPS Cairo and implementation will begin immediately to ensure that GPS Cairo has clients lined up and waiting when the plant goes online.
- GPS finalized the SLA between ESOC and GPS for the production of the compensation systems printing project (aka W-2 job). The first large installment of 25,000 individualized W-2s is nearing completion early in the week.
- GPS managers attended the IT Consolidation managers briefing. A follow on meeting was scheduled for IT Discovery specific to GPS 'out of scope' requirements.
- GPS WAE Consultant Charles Gardner developed a budget tool to be used by GPS Finance Tracy Thorpe for planning purposes.
- GPS Director Dean Cheves presented his proposal for a succession and recruitment plan for the 4100 Foreign Service Printing Specialist cone with representatives of A/EX/HRD.
- GPS Director met with Oce to clarify outstanding issue regarding the various Oce contracts. Specifically, the backlog in delivery to passport agencies, the modification of the contract to include customer requested options, the addition of another color copier to the menu with increased capacity, and the deployment of the Oce Service website in conjunction with the customer requirements of ordering supplies and paper as well as reporting counts. This modification will be presented to GPS for approval by the end of the month.

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- GPS Director Dean Cheves and GPS Copier Management Manager E. Tamika Addison met with senior representatives of Xerox Corporation to clarify the issue of some outstanding invoices due payment by Vendor Claims. What was fast becoming a legal dispute was dissipated and a solution of invoice review and approval was determined for these carry over invoices from the legacy operation, Multi-Media Services.
- GPS completed its requirement for application for a Direct Internet Connection waiver with ITCCB/FAB with 19 out of 19 approvals. This will allow dedicated large file transfers from Washington to each of the overseas plants within the production environment, saving thousands of dollars in courier shipments of CDs and DVD with customer files.
- GPS Administrator John Henderson expedited the delivery of the HiFlex Server from Germany so that training in HST on the HiFlex MIS can begin sooner than anticipated originally.

GPS Vienna Weekly Achievement Report

Mission Critical Highlights:

No Report this week.

GPS Manila Weekly Achievement Report

Mission Critical Highlights:

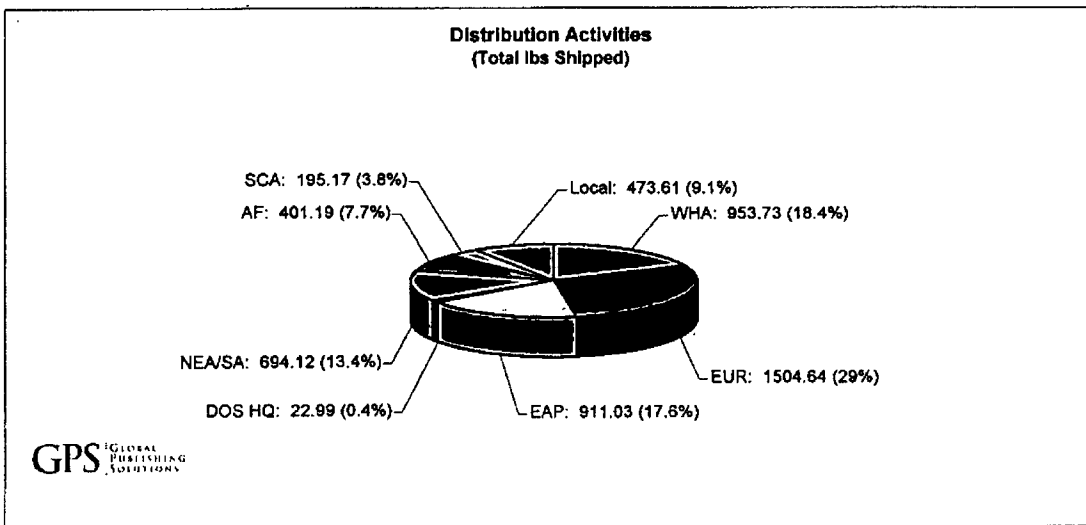
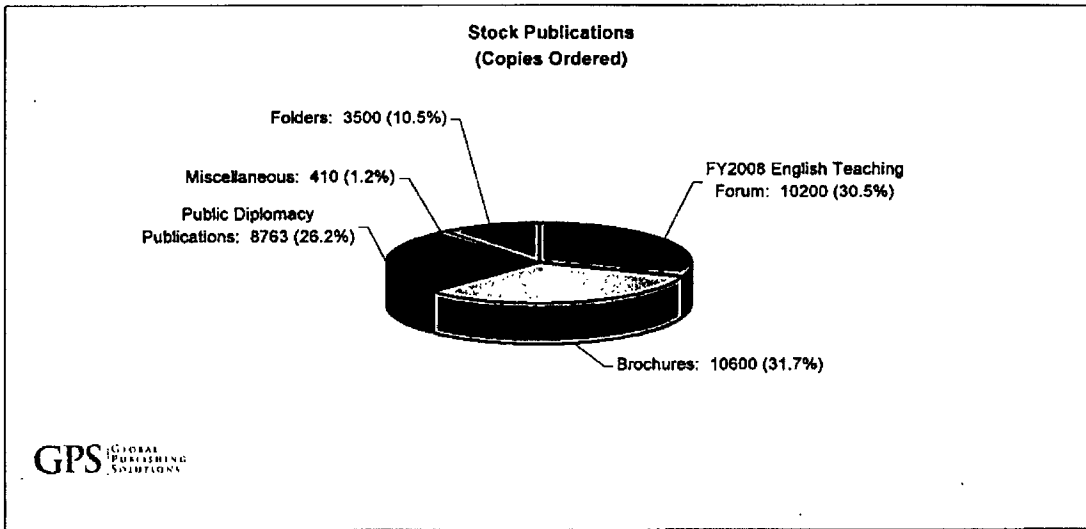
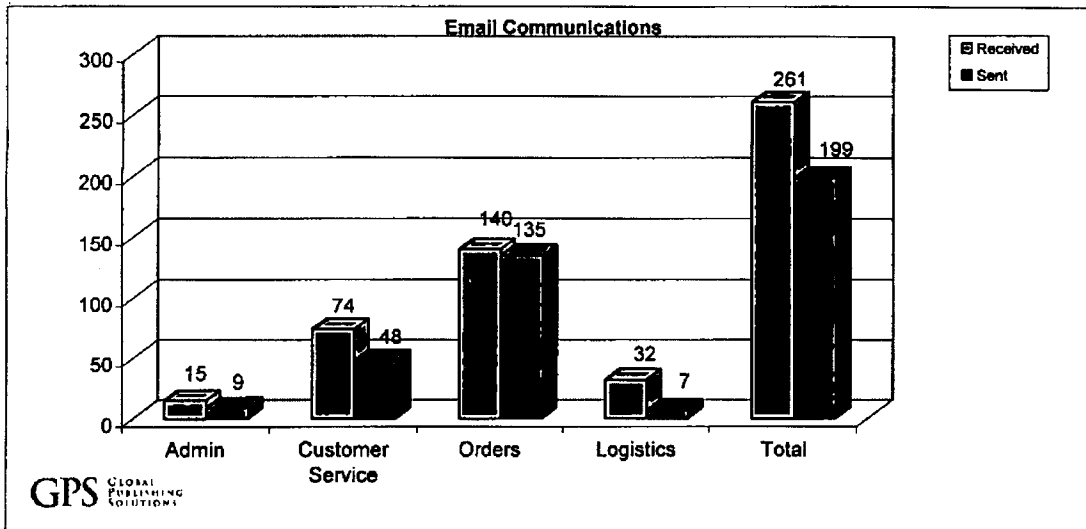
Distribution Activities

Number of global shipments (various modes) = 182

Pounds shipped = 5,188

	Number of Shipments	Pounds Shipped	% of Total Lbs.
WHA	38	953.73	18.38%
EUR	40	1,504.64	29.00%
EAP	39	911.03	17.56%
DOS HQ	4	22.99	0.44%
Non-DOS USA	8	31.92	0.62%
NEA/SA	21	694.12	13.38%
AF	12	401.19	7.73%
SCA	12	195.17	3.76%
Local	8	473.61	9.13%
Total	<hr/> 182	<hr/> 5,188	<hr/> 100.00%

UNCLASSIFIED



February 1, 2008

P5

UNCLASSIFIED
MEMORANDUM

TO: A –Assistant Secretary Chellaraj RELEASED IN FULL

FROM: A/ISS - Llewellyn H. Hedgbeth

SUBJECT: A/ISS Weekly Achievements Report 02-01-2008

*Information Program Services - A/ISS/IPS***IPS Participates in Inter-Agency Sub-Committee:**

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The following eBooks have been added to the Library catalog:

Cholera outbreak: assessing the outbreak response and improving preparedness; How should NATO handle stabilization operations and reconstruction efforts?;

International health regulations (2005); Nonproliferation: U.S. efforts to combat nuclear networks need better data on proliferation risks and program results; On the uses of cultural knowledge; Oral cholera vaccine use in complex emergencies, what next?; Poverty, social divisions, and conflict in Nepal; Securing, stabilizing, and rebuilding Iraq; Serbia's new government: turning from Europe; State Department: evacuation planning and preparations for overseas posts can be improved: report to congressional requesters; Strengthening capacity building and public-sector management in Iraq; United Nations: progress on management reform efforts has varied; Work-related migration and poverty reduction in Nepal

Information Collections:

DIR coordinated efforts with CA to publish the 30-day Notice for the Land Border Cross Survey in the *Federal Register* and submitted the notice to the Office of Management and Budget for their review. This submission allows CA to continue to use this information collection to determine demand for passports in CY2008.

Global Publishing Solutions - A/ISS/GPS**GPS HST Weekly Activities Report
Mission Critical Highlights:****Subchapters Being**

- GPS completed 95% of its IT Consolidation discovery process. This will define the "out of scope" activities justifying dedicated GPS IT professionals for its IT business infrastructure support.
- GPS HST completed fulfillment of the entire Department batch run of over 22,000 W-2 Wage and Tax forms this week with no errors.
- A legal issue with Xerox regarding past due invoices from has been rectified through cooperation of A/LM/AQM, GPS Management and Xerox. This was an outstanding issue from legacy division, Multi-media Services.
- GPSLink MIS (HiFlex Management Information System) software configured hardware arrived from Germany this week. Installation will begin next week, with implementation and testing to happen by mid-February.
- GPSLink MIS support staff (MIS Manager and IT Administrator) were in HiFlex offices in New Jersey this week testing the Citrix solution to HiFlex client/server relations as prototyped for GPS' worldwide server model.
- GPS Marketing increased its efforts for marketing customer products. In particular, GPS' IIP products are being showcased at various PAO conferences, including Singapore this month. GPS staff will also brief an Information Resource Officer conference planned for Croatia at the end of this month.
- GPS Marketing is planning to highlight much of its FOIA related and other information sharing products and services for the upcoming ISS Information Day Exhibition.
- GPS was contacted by OBO with a proposition to take over hosting and managing its rich-media site, TEAMS. Working with IRM/SIO, the feasibility of this is being discussed.

UNCLASSIFIED

- GPS was contacted by IIP to assess GPS interest in handling fulfillment and order management for PA on-demand and hard media video products worldwide. Feasibility discussions are ongoing.
- GPS dedicated T-1 Direct Internet Connection, approved by the ITCCB and the FAB last month is being implemented this month. This solution will allow direct point-to-point file transfers for each GPS office around the world, saving time and money for remote proofing and production file delivery.
- TWD completed the CAT-6 network upgrades to GPS HST in anticipation of the HiFlex MIS installation and the new improved file transfer speeds between GPS servers and its output device equipment.
- RPSO Frankfurt announced the winning bid for the GPS Cairo construction project. The award went to DARCOM Engineers and Architects, Cairo. FMO Ken Schroeder was named Project Manager. An onsite-planning meeting with GPS Managers is planned for end of February.

GPS Vienna Weekly Achievement Report

Mission Critical Highlights:

No Report this week.

GPS Manila Weekly Achievement Report

Mission Critical Highlights:

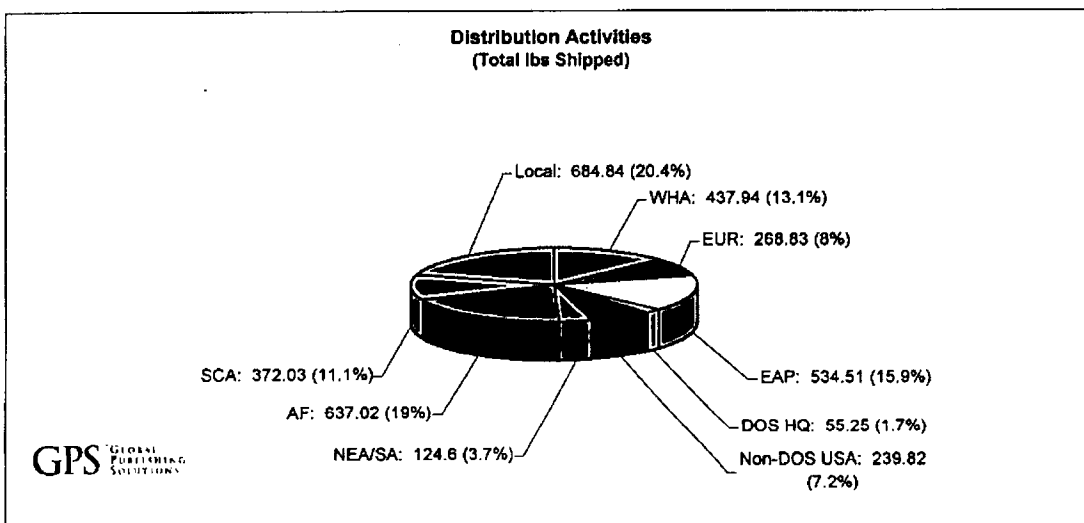
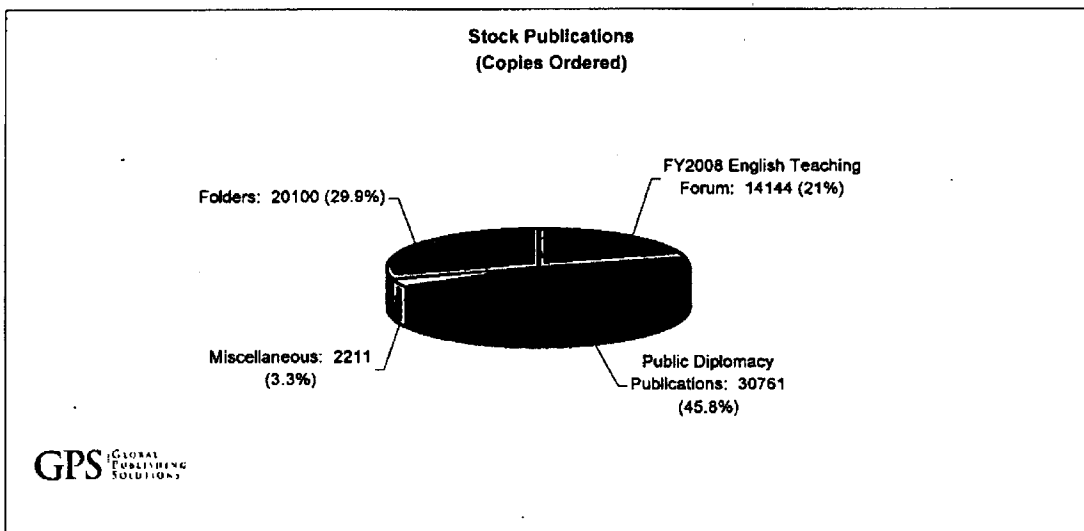
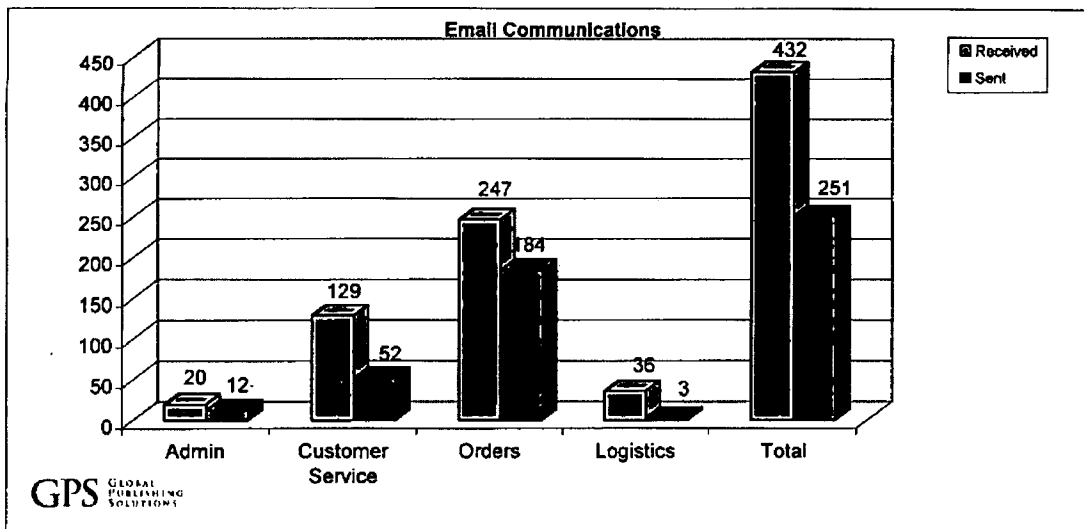
Distribution Activities

Number of global shipments (various modes) = 478

Pounds shipped = 3,355

	Number of Shipments	Pounds Shipped	% of Total Lbs.
WHA	24	437.94	13.05%
EUR	27	268.83	8.01%
EAP	99	534.51	15.93%
DOS HQ	15	55.25	1.65%
Non-DOS USA	246	239.82	7.15%
NEA/SA	15	124.60	3.71%
AF	13	637.02	18.99%
SCA	6	372.03	11.09%
Local	33	684.84	20.41%
Total	<hr/> 478	<hr/> 3,355	<hr/> 100.00%

UNCLASSIFIED

Graphical Analysis

February 11, 2008

P6

UNCLASSIFIED
MEMORANDUM

TO: A –Assistant Secretary Chellaraj RELEASED IN FULL

FROM: A/ISS - Llewellyn H. Hedgbeth

SUBJECT: A/ISS Weekly Achievements Report 02-11-2008

Information Program Services - A/ISS/IPS**Executive Secretariat Records Workshop:**

On February 6th, the Executive Secretariat hosted a Record Keeping Workshop for Seventh Floor Principal Office staffers. Representatives from the Office of Correspondence and Records (S/ES-CR) and the IPS Records Management Staff discussed the laws, procedures, and responsibilities for the preservation of U.S. Government records with the 13 staffers in attendance. In addition, the Records Management staff discussed the procedures for retirement and the removal of documents by departing officials.

Public Interest Declassification Board Report Recognizes IPS Program:

The Public Interest Declassification Board (PIDB) published *Improving Declassification*, a report to the President assessing declassification practices throughout the executive branch. The report praised the Department's Foreign Relations of the United States (FRUS) program, recognizing the IPS review of documents for this series as the "oldest and arguably most significant declassification program in the Federal government." PIDB is an advisory group established by Congress that promotes public access to a thorough, accurate, and reliable documentary record of significant national security decisions. *Improving Declassification* provides a detailed summary of agency declassification activities and offers fifteen recommendations to further enhance the declassification process.

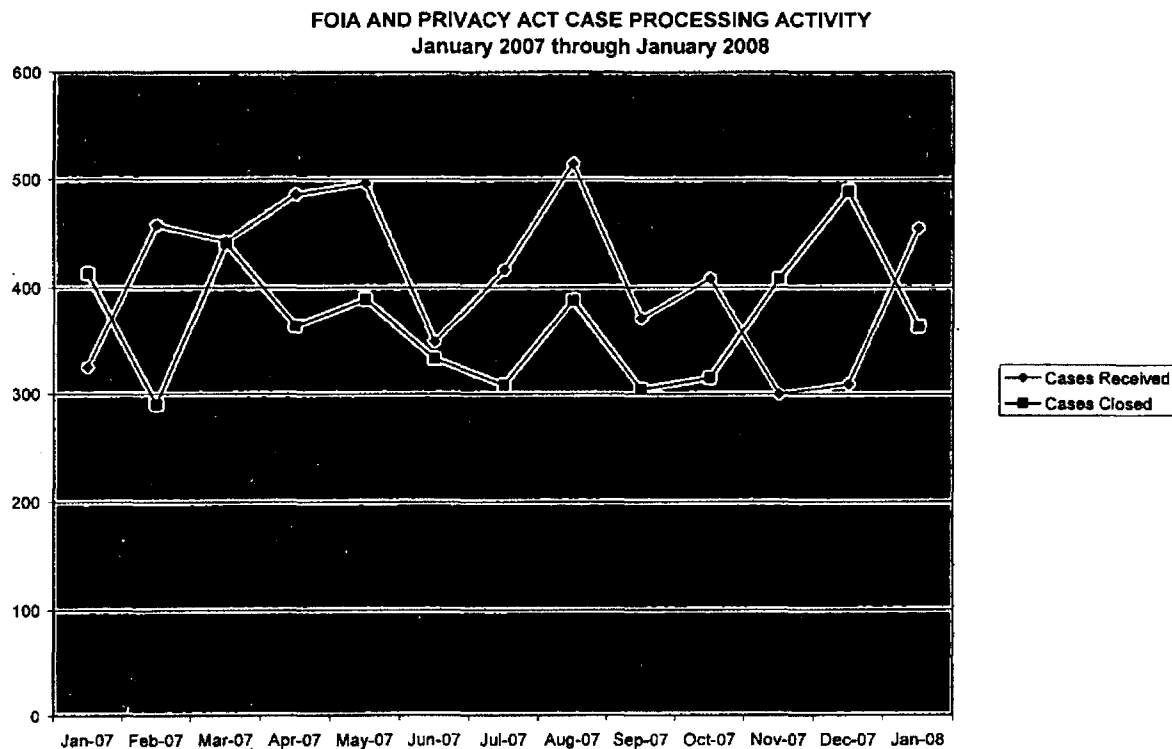
IPS Participates in National Declassification Initiative (NDI) Training Working Group:

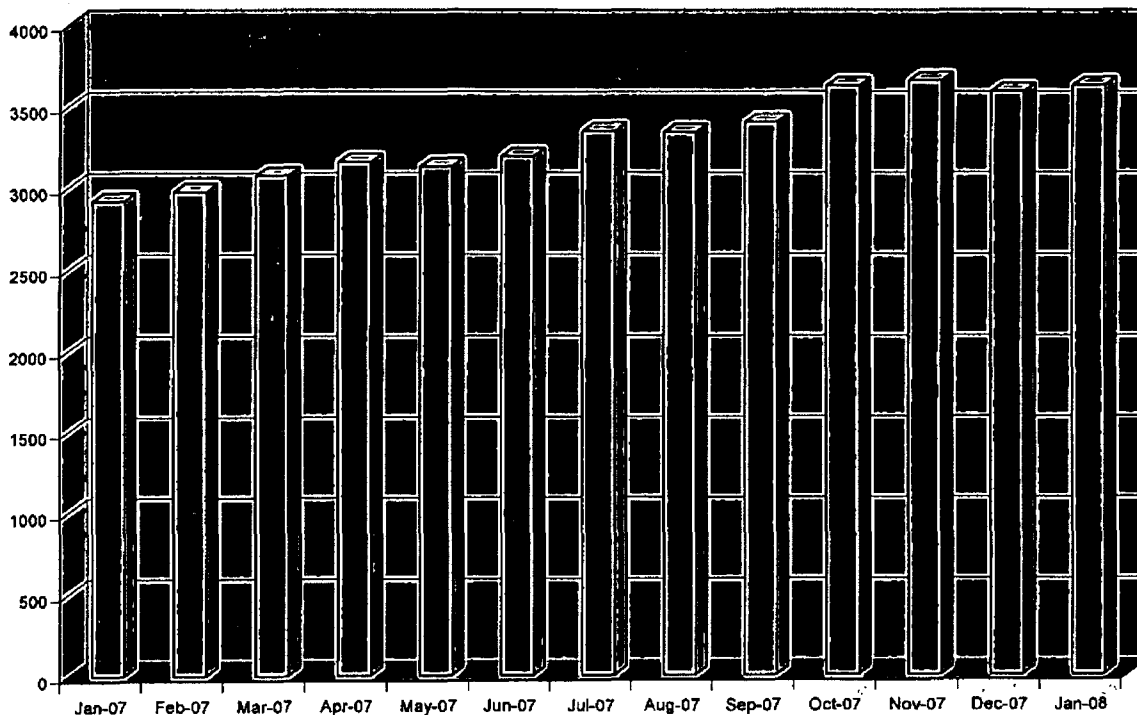
An IPS Systematic Review Program Senior Reviewer represented the Department of State in an interagency group convened to develop training standards for declassification reviewers. The group created an outline of the Basic Declassification Training Key Elements that will be used to create a cadre of professional declassification reviewers who can make accurate equity identification and authoritative declassification determinations.

January saw the second highest level of database use on record: 26,103 sessions. The average number of monthly sessions for fiscal year 2008 is up over 37% from the 2007 average.

IPS Participates in External Referrals Working Group (ERWG) Meeting:

Representatives of IPS' Systematic Review Program attended an interagency meeting of the External Referrals Working Group (ERWG) concerning twenty-five year old document declassification issues. The implementing directive concerning the 2009 deadline for the review of referred documents to agencies with equity issues under Executive Order 12958 has been approved by all of the executive agencies. However, the directive must now go through the Federal Register public comment process before implementation. Attendees to the meeting also discussed with high interest *Improving Declassification*, the report to the President from the Public Interest Declassification Board. A number of the actions recommended by this document have been suggested by or discussed with members of the working group in the past but never acted upon due to their resource-intensive nature.





Directives - A/ISS/DIR

Forms:

- DIR provided training in two areas:
 1. DIR trained two Bureau of Consular Affairs (CA) employees to design passport forms using the Department's e-Forms application. CA will submit their designed forms to DIR to be checked for quality assurance and adherence to Department forms standards, and for DIR testing and approval.
 2. DIR provided training to 28 students at FSI/SAIT/ET in Warrenton Virginia on February 5th. The training sessions covered both user training and network administrator functions.
- First Self-Designed Form for Jeddah: DIR worked with the Consulate Jeddah staff to provide support and design services and quality assurance to complete and publish their first post form, the SA-0001, *Work Order* request form. This form was designed as a generic form so all posts can use it.

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- DIR met with HR/RET to discuss the revision of the DS-5000, *Application for Approximate Retirement Computation*. The DS-5076, *The Secretary's Career Achievement Award Request*, and the DS-5079, *The Department of State Retirement Recognition Award Request*. The DS-5076 and DS-5079 will be combined into one form which will be the DS-5079. The DS-5076 will be discontinued.

Information Collections:

A/ISS/DIR's Information Collections Team and A/ISS/IPS/PRV's Privacy Office Team met with the IO/UNESCO Office to lay the groundwork for a proposed information collection: The U.S. National Commission for UNESCO Honorary Laura Bush Traveling Fellowship.

Information Collections Progress Towards eGovernment:

The A/ISS/DIR Information Collection team is assisting CA/VO as they progress towards a totally electronic Visa application system. A/ISS/DIR worked with the Visa Office to get OMB approval for their new, web-based Visa application. As a result, they discontinued the paper version of the DS-1648, Application for A, G, or NATO Visa.

Global Publishing Solutions - A/ISS/GPS

GPS HST Weekly Activities Report

Subchapters Being

Mission Critical Highlights:

- GPS is conducting a trial run of all reports required by the Competitive Sourcing Program Office for the month of January 2008. We anticipate a signed letter of agreement next month, requiring these reports monthly.
- GPS successfully completed the 1099 variable data printing for annuitants this month. This project is going flawlessly and our customer SIO/ESOC is pleased.
- GPS settled outstanding invoices with Xerox predating the A-76 and avoided a legal action.
- GPS concluded follow on question on the discovery phase for it's participation in IT consolidation and the draft report was completed by IRM.
- GPS management is planning a site visit to Cairo at the end of this month to meet with the contracting firm and other stakeholders at the embassy.
- GPS clarified a service issue with Oce when a part failed on one of the production copiers and Oce did not have this part in stock. Now Oce will stock spare parts at our HST premises at no cost until the time that such a part is utilized.

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- GPS streamlined the workflow of business card processing to a single server, eliminating redundancy in several areas. Now customers order online, pay online and receive their cards within days and no human interaction on the part of GPS is required. The advantage is that customer data is stored on the website and they can easily make new or repeat orders with little or no effort.
- The next phases for web-based automation are Certificates Online and Department Notices.
- GPS will move it's servers from the former MMS space this weekend, thus concluding the space move organized by RPM back in September 2007.
- Human Resource gaps still exists in some critical positions in the area of Web Development, IT management and Process Engineering. A special focus team was created under Dr. Hedgbeth's guidance to focus on specific GPS transition issues until they are resolved.

GPS Vienna Weekly Achievement Report

Mission Critical Highlights:

No Report this week.

GPS Manila Weekly Achievement Report

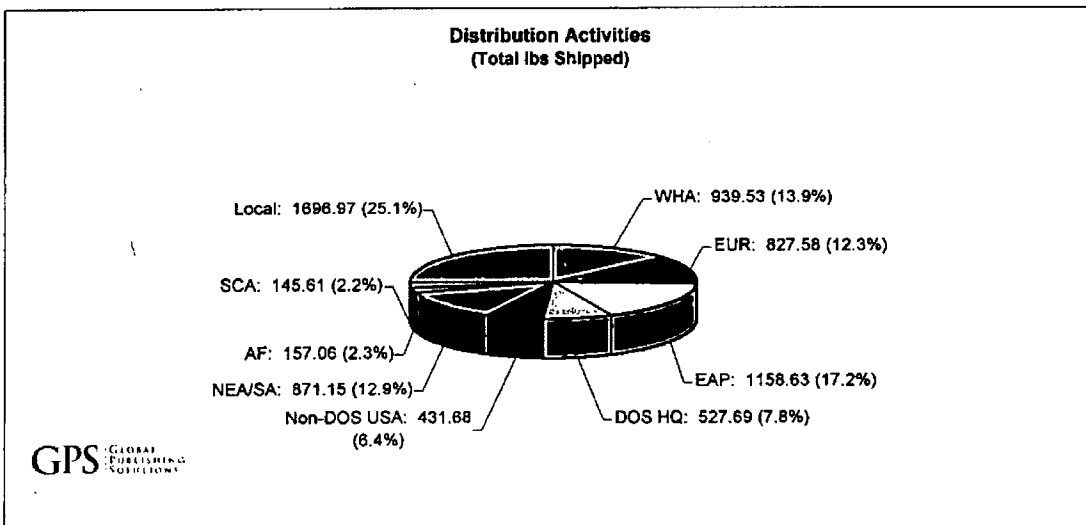
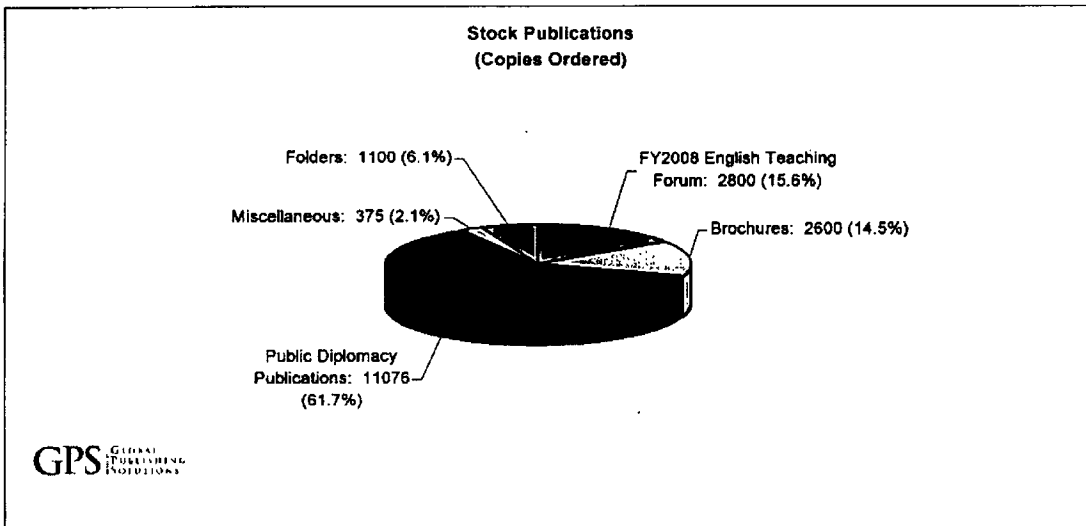
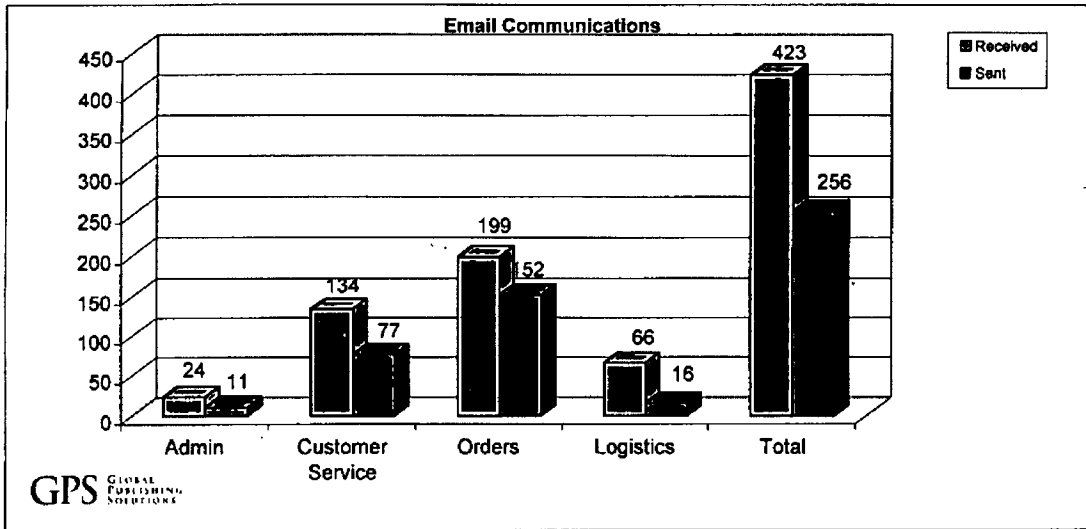
Mission Critical Highlights:

Distribution Activities

Number of global shipments (various modes) = 119

Pounds shipped = 6,756

	Number of Shipments	Pounds Shipped	% of Total Lbs.
WHA	20	939.53	13.91%
EUR	13	827.58	12.25%
EAP	47	1,158.63	17.15%
DOS HQ	8	527.69	7.81%
Non-DOS USA	5	431.68	6.39%
NEA/SA	12	871.15	12.89%
AF	9	157.06	2.32%
SCA	3	145.61	2.16%
Local	2	1,696.97	25.12%
Total	<hr/> 119	<hr/> 6,756	<hr/> 100.00%



February 11, 2008

P7

**UNCLASSIFIED
MEMORANDUM**

RELEASED IN FULL

TO: A –Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 02-11-2008

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Forms - Improved and Updated:

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Bunche Library Database Usage Hits Near Record Level:

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GPS Streamlines Business Card Processing:

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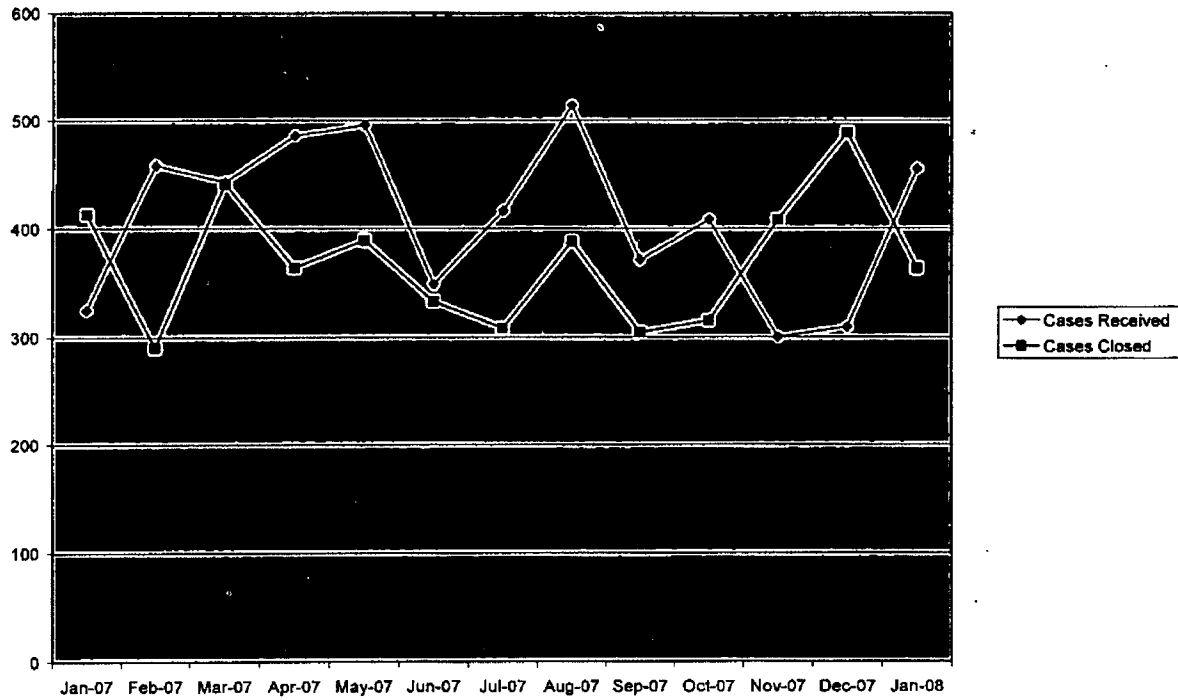
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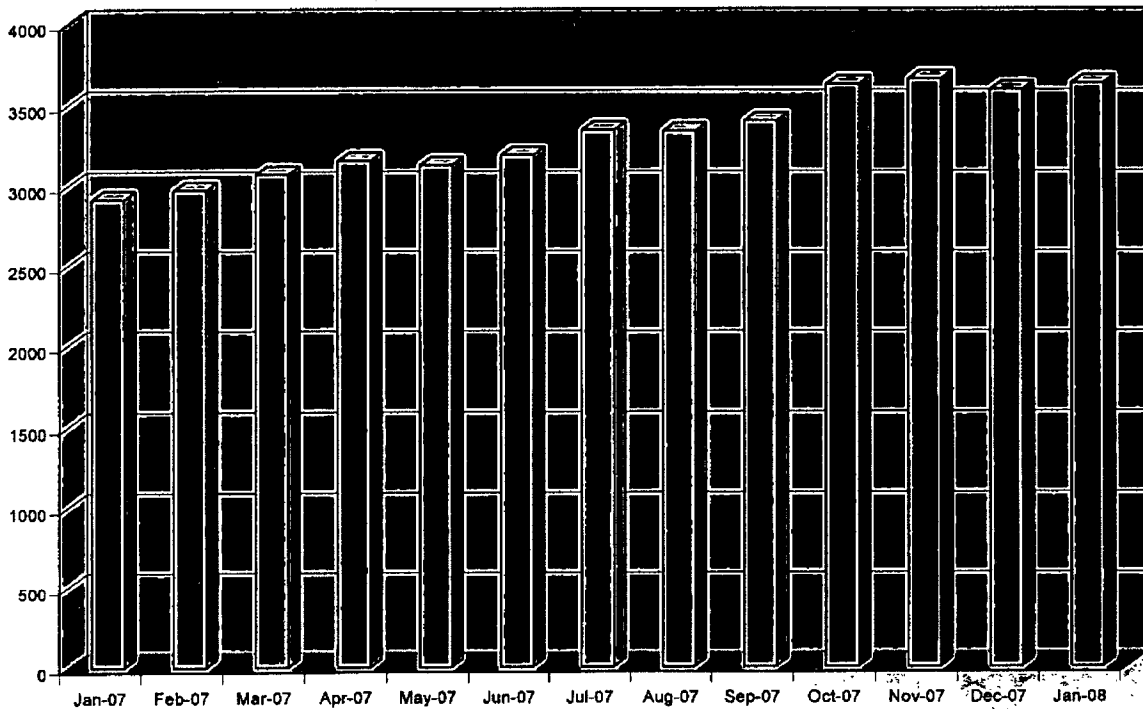
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FOIA AND PRIVACY ACT CASE PROCESSING ACTIVITY
January 2007 through January 2008



Backlog Cases

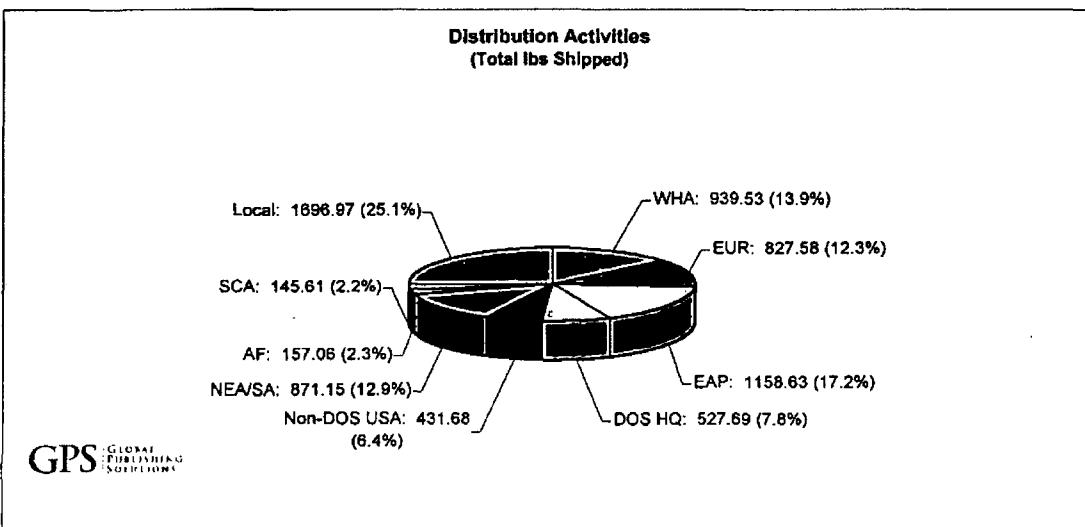
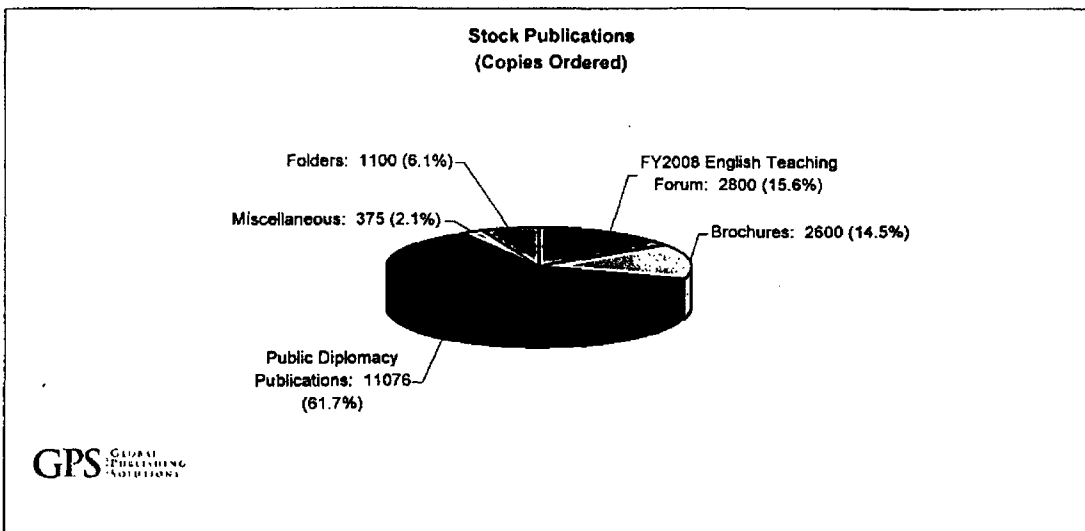
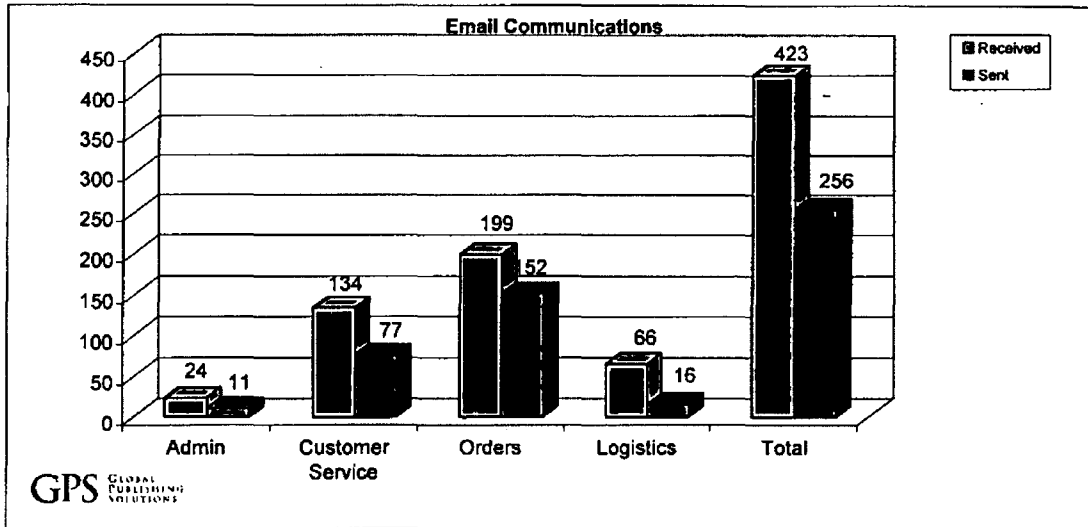


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GPS Manila Weekly Achievement Report

Graphical Analysis



UNCLASSIFIED

February 26, 2008

RELEASED IN FULL

P9

UNCLASSIFIED
MEMORANDUM

TO: A –Assistant Secretary Chellaraj

FROM: A/ISS - Llewellyn H. Hedgbeth

SUBJECT: A/ISS Weekly Achievements Report 02-22-2008

Information Collection Requirements Meeting:

A/ISS/DIR sent a second notice to the Department's EX Directors and Bureau Program Officers to participate in the February 27th Information Collection Requirements Meeting. At this meeting DIR will review the requirements of the Paperwork Reduction Act (PRA), the Privacy Act and e-Government assessment requirements, and provide guidance on submission procedure to OMB for information collection approval.

New Sales Projects Introduced:

GPS produced two new self promotion projects this week: a Top Ten Reasons to do Business with GPS flyer and a new GPS Product Showcase: General Services. Both items will be used at an upcoming GSO conference where GPS will present.

Pre-Publication Review:

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 28 JUN 2010 200805526

IPS has completed the pre-publication review, including extensive vetting and coordination with Department offices and other agencies, and cleared the following manuscript for publication:

- Thomas Farr's *World of Faith and Freedom: Why Religious Liberty is Vital to American National Security in the 21st Century*. Dr. Farr, a former Foreign Service Officer who served as the first Director of the Office of International Religious Freedom, is currently a visiting professor of Religion and International Affairs at Georgetown University as well as a contributing editor for *The Review of Faith and International Affairs*.

IPS also received the following manuscripts for pre-publication review:

- Three chapters from a manuscript about the Muslim world's relations with the United States written by Edward P. Djerejian. Ambassador Djerejian is a distinguished retired diplomat, serving various posts in eight presidencies, including Deputy Assistant Secretary for Near Eastern Affairs, U.S. Ambassador to both Israel and Syria, Special Assistant to President Reagan, and the White House Deputy Press Secretary for Foreign Affairs.

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Ambassador Djerejian currently serves as the Founding Director of the James A. Baker III Institute of Public Policy at Rice University in Houston, Texas.

- *When Combat Boots Meet Wingtips: Exploring Organizational Cultures of the Departments of Defense and State*, a doctoral thesis written by George Mason University Ph.D. candidate Frances Omori, who is also in the U.S. Army.

Kudos for New Online Business Card Ordering:

GPS continues to receive good acceptance of its new automated online ordering system for business cards. Some customers have legitimate trouble in creating their own account and managing their shopping carts, but refinements on the system due to their feedback has been made on a daily basis.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- E-mails to and from the Regional Security Office in Al-Hillah, Iraq, concerning the actions of Blackwater security contractors from June 2005 through August 2005.
- Copies of documents written by then U.S. Ambassador to Iraq, John Negroponte, in response to a November 2004 classified cable sent by the CIA's Baghdad Station Chief assessing the situation in Iraq. According to Mr. Prados, Ambassador Negroponte's response to the CIA was discussed in a *New York Times* article from December 7, 2004, titled "2 CIA Reports Offer Warnings on Iraq's Path."
- The current Mission Firearms Policy of the U.S. Embassy in Baghdad.
- The January 15 trip to Iraq by Secretary Rice.

Passport Forms Meeting:

A/ISS/DIR staff met with CA/PPT and CA/VO representatives to demonstrate the e-Forms HTML wizard application for Passports. Currently, users applying for passports fill out a PDF file that is printed out and submitted in hard copy to the passport processing centers. The new HTML technology provides the opportunity to electronically capture the applications data while reducing the applicant's workload. The possibility of adding photo capture software and payment modules to the HTML application gives CA/VO new options for the future.

Quality Management System:

An ISO 9001:2000 Management Review was conducted on February 21 as part of our quarterly program requirements.

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PAS Beijing:

As a result of our participation at last week's PAO conference in Singapore, GPS Manila received an invitation from PAS Beijing to discuss the possibility of printing 15,000 copies of "The Long Campaign: U.S. Elections 2008" in Mandarin. This is the first step for Manila to get back the printing of the quarterly issue of Jiaoliu.

New Contract:

GPS signed a contract worth \$35,000 with the U.S. Navy Regional Center Singapore to cover cost of printing various materials such as posters, handbills, and handouts.

UNCLASSIFIED

UNCLASSIFIED

March 03, 2008

UNCLASSIFIED
MEMORANDUM

P10
RELEASED IN FULL

TO: A – Llewellyn H. Hedgbeth, Acting
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 02-29-2008

Congressional Committee Request for Information Concerning Contractor Incidents and Condolence Payments to Iraq:

IPS received a request from the Office of the Legal Adviser requesting that we search for cables in connection with a subpoena from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning contractor incidents and condolence payments in Iraq. The Committee is specifically seeking any and all information mentioning incidents, incident reports, investigative reports, or other information concerning security contractor personnel in Iraq or Afghanistan, communications relating to offers of immunity or issuance of Kalkines warnings to private security contractors in Iraq, etc. Because most of the documents are expected from the Embassies, a formal tasker was not requested.

IPS Privacy Office Input on Second Quarter FISMA Report:

IPS reported a successful 93 percent compliancy score on the Second Quarter Fiscal Year 2008 FISMA submission. Annual and quarterly FISMA reports are required as part of the Federal Information Security Management Act (FISMA) of 2002. The report serves as the tool by which the Office of Management and Budget evaluates agencies' security and privacy performance for Congress.

Information Collection Requirements Meeting:

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

A/ISS/DIR hosted an Information Collection Requirements meeting for the Department's executive directors and bureau program officers on February 27th. Deputy Assistant Secretary Llewellyn Hedgbeth welcomed the 51 participants. The presentation covered the requirements of the Paperwork Reduction Act (PRA) and an overview of the Information Collection submission process. The Privacy Office gave a presentation on PII concerns and Information Collections. Other topics covered included e-Government requirements and OMB's submission guidelines. This is one of a series of annual update meetings DIR hosts for all Department Offices.

UNCLASSIFIED

Ralph Bunche Program:

As part of the Department's celebration of Black History Month and the 50th Anniversary of the Bureau of African Affairs, the Library hosted a very successful program on Ralph Bunche, distinguished African American diplomat and namesake of the Library. Pearl Robinson, Associate Professor of Political Science from Tufts University, delivered an address entitled, "Ralph Bunche: an African Odyssey" that over 65 people attended. Assistant Secretary for African Affairs Jendayi Frazer and Deputy Assistant Secretary for Information Sharing Services Llewellyn Hedgbeth introduced Dr. Robinson.

IPS Provides Input to British Embassy on Change to Thirty Year Rule:

At the request of the British Embassy and the Senior United Kingdom (UK) Desk Officer, IPS submitted comments on the proposed change to a longstanding United Kingdom tradition of declassifying information after thirty years. The UK proposed to reduce the time to twenty years. IPS argued for a twenty-five year standardization, both to harmonize with the US and to promote cost efficiencies not possible with review of the majority of foreign affairs classified material after only twenty years.

Continued Success for Privacy Impact Assessment Outreach:

In accordance with E-Government Act of 2002, IPS conducted outreach to Information Technology system owners to obtain new and updated privacy impact assessments (PIAs) for systems that collect personally identifiable information. As a result of those efforts, 12 additional PIAs are now posted on IPS's public-facing website at <http://www.state.gov/m/a/ips/c24223.htm>.

Privacy Training Created for E-Government Office:

The IPS Privacy Team created a privacy training program for the E-Government annual Non-Major Functional Training. The training will be presented to information technology (IT) system owners to acquaint them with the privacy evaluation criteria used for scoring new or modified IT systems.

Serendipitous GPS presence during the Singapore PAO conference nets Beijing Magazine:

As an offshoot of the PAO Conference held in Singapore, the Public Affairs section in Beijing has requested GPS Manila to work on their quarterly publication, Xin Jiao Liu. Starting with the April magazine, GPS Manila will work on the design portion of production. After issues with shipping and customers have been worked out, Manila will take over both design and printing. Beijing prints 15,000 copies of Xin Jiao Liu.

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- The minutes of a meeting between Secretary of State Condoleezza Rice and Bermuda's Premier Ewart Brown; which took place on June 15, 2007.
- Correspondence between the Department and Senator Barack Obama regarding visas for foreign individuals, and specifically for individuals from the Middle East, for the time period of January 2005 to the present.

Forms for Public Affairs Network:

A/ISS/DIR e-Forms team worked with the Public Affairs technical staff to provide them an offline version of our e-Forms to be used on the PA network not connected to OpenNet. This provides them fill, save and print capabilities but not all the features we have on OpenNet.

Pre-Publication Review:

IPS received the following manuscripts for pre-publication review:

- A dissertation, referred by the Department of Defense (DOD), concerning the negotiation and implementation of the Intermediate-Range Nuclear Forces Treaty. Written by Frances Omori, the dissertation includes extensive non-attributed interviews with U.S. government officials who participated in these negotiations in the 1980s and 1990s.
- A manuscript referred by DOD entitled, "Reflections on Intelligence Culture: Career Engagements of a U.S. Civil and Military Intelligence Officer." The article, written by Jon Wiant with Russell G. Swenson, examines the role of intelligence in domestic security and contrasts the intelligence cultures of various countries. Wiant draws on his own career experiences in the intelligence community, particularly in Central America, to suggest how a country's legal and constitutional framework affects an intelligence officer's approach to his work.

UNCLASSIFIED

March 17, 2008

P11

**UNCLASSIFIED
MEMORANDUM**

RELEASED IN FULL

TO: A – Llewellyn H. Hedgbeth, Acting
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 03-14-2008

Construction and Vendor Support in Place for GPS Cairo:

GPS Director Dean Cheves finalized during his trip to Cairo, the agreement for construction of the new facility in Egypt with the aid of embassy Cairo support staff. He also met with various vendors who will supply technology and support for the new operation.

Also this week GPS met with Oce to discuss and develop the contract for placing equipment into the Cairo plant.

Viatech Contract Support Under Discuss for Cairo:

GPS met with Viatech VP Joe Strong to discuss a payment vehicle to send contractors to Cairo, including a TCN from Vienna. Viatech has a large US Army contract for OCONUS projects and believes this to be their best offer. This would require payment from GPS to USA via MIPR on a monthly invoice basis.

GPS and A/EX/FMD Work to Align WCF Financial Tracking:

GPS met with WCF and A/EX/FMD managers to discuss options for better financial tracking within GPS WCF allotments. One result of this discussion was the creation of a new allotment for GPS Cairo 8729. This helps define actual revenues and expenses for both Cairo and Vienna separately.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

Final changes for DS-1829 and DS-1829i:

A/ISS/DIR provided the final changes for the DS-1829 Foreign Service Employee Evaluation Report and the DS-1829i Instructions to HRPE for the 2008 EER season. The key changes were references to the Senior Foreign Service Employees were removed from the form. The Senior Foreign Service employees now use the DS-5055. We are waiting for Union approval to publish the new versions.

UNCLASSIFIED

President's Management Agenda:

A/ISS/DIR attended the Federal Docket Management System Usability Work Group meeting. This meeting was held to review the Functional Requirements and as a group decide and agree on the importance or rank of each requirement. The agreed requirement ranking will be documented and presented to the Change Control Board meeting on 12 March.

President's Management Agenda:

A/ISS/DIR attended the Business Gateway Advisory Board Meeting (Business.gov). The meeting was held to provide an update on the initiative program status and marketing and outreach plans. Business Gateway was awarded both the GITEC 2008 Project Management Excellence Award and the ACT/IAC Excellence.gov Award for innovation and performance.

Information Collections:

A/ISS/DIR worked with IO/UNESCO to complete and submit to OMB an Emergency Review for the collection, "U.S. National Commission for UNESCO Laura W. Bush Traveling Fellowship. This high interest program is an international fellowship in The First Lady's honor.

Embassy Cairo Management Officer Met with GPS:

Assistant Secretary Chellaraj, Deputy Assistant Secretary Llewellyn Hedgbeth and GPS Director Dean Cheves met with MGT Officer Dolores Brown of Embassy Cairo Friday, March 14, 2008 to discuss further the relationship of GPS and the Cairo Mission.

Xin Jiao Liu Spring 2008:

Beijing confirmed design work for Xin Jiao Liu Spring 2008 with GPS. Design and layout is currently in process. GPS Manila will work with Beijing on production schedules in order to have GPS print the succeeding future issues.

GPS Outreach:

GPS Director, David Zweigel, has schedule meetings with PAS Bangkok, GSO and USAID Regional office for next week. All parties are eager to discuss future publishing projects with Manila.

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RELEASED IN FULL

March 24, 2008

P13

**UNCLASSIFIED
MEMORANDUM**

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 03-21-2008

Breach Response:

As a result of an incident reported to US CERT (U. S. Computer Emergency Readiness Team) involving unauthorized access of passport records of presidential candidates, the Privacy Office, in accordance with the Department's Breach Response Policy, will convene a Core Response Group to discuss the Department's mitigation strategy with the principal Bureau and stakeholders.

POTUS Photo Updated:

GPS received a request from the 7th floor on 3-21-08 to provide an updated official photo of the President for the Ops Center and the Secretary's office. After much research by Loretta Moore, 8 x 10" photos and a jpeg file were located at the old executive office building, the photo's were picked up and the file emailed to Ms Moore.

Once GPS retrieved the existing framed photos from the 7th floor, Regina Cross and Billee Hennington of GPS-Graphics reproduced copies of the updated photos, replaced the old photos with the updated official photo and returned them to the Ops Center around 6 P.M. on Friday.

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IPS Completes Privacy Survey:

The IPS Privacy Office completed a four-month Government Accountability Office (GAO) survey on Job Code 310794: Roles and Responsibilities of Chief Privacy Officers at Government Agencies. The survey covered topics such as the designation of the Assistant Secretary for Administration as the Senior Agency Official for Privacy and the guidance IPS provides to the Department on privacy issues. Other privacy issues addressed include the review process for systems of records notices (SORN), the Department's procedures for processing inquiries or complaints by the public regarding personally identifiable information (PII) the U.S. Government collected on them, and Department procedures for information collection.

IPS Amends System of Records Notice:

IPS amended its System of Records Notice (SORN) to support U.S. Government efforts to protect against and respond to suspected or confirmed breaches of personally identifiable information (PII). Consistent with the Office of Management and Budget (OMB) Memorandum M-07-16, "*Safeguarding Against and Responding to the Breach of Personally Identifiable Information*," the amended prefatory statement allows for the necessary disclosure of certain records to appropriate agencies, entities, and persons, thus mitigating the risk of identity theft, fiscal damage, and the loss or misuse of information, which could adversely affect individuals or undermine the integrity of a system or program.

New Congressional Committee Request for State Department Documents Relating to Construction of the Baghdad New Embassy Compound Project:

IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the construction of the New Embassy Compound (NEC) in Baghdad, Iraq. Since July 2007, the Bureau of Overseas Buildings Operations (OBO) and Bureau of Administration (A), including American Embassy Baghdad, have provided thousands of responsive documents to the Committee regarding this request. The Committee is now requesting that, in addition to OBO and A, all other Department offices that might have documents responsive to its requests also search and produce any and all information related to the construction of the Embassy compound site.

Final changes for DS-1829 and DS-1829i:

A/ISS/DIR provided the final changes for the DS-1829, *Foreign Service Employee Evaluation Report* and the DS-1829i, *Instructions to HR\PE for the 2008 EER season*. The key changes were references to the Senior Foreign Service Employees were removed from the form. The Senior Foreign Service employees now use the DS-5055. We are waiting for union approval to publish the new versions.

GPS HiFlex Management Information System (MIS):

A GPS Management orientation session was held Monday to introduce HST managers and supervisors to the new MIS system used for cost accounting and data capture. Training progressed throughout the week, with operator training to begin next week.

Oce Equipment Agreement for Cairo:

GPS Management submitted orders for the Oce production copier equipment to be installed in GPS Cairo. Phase I of the project is to remove the surplus equipment in the current IRO print shop and replace with robust high end copiers, both Black and White and Color. Phase II will be installation of the large 6110 copier in the new printing plant once operational in September 2008.

Department Wins in FOIA Law Suit:

In the case of *Frederick Banks v. Department of Justice, et al*, the Court granted summary judgment in favor of the Department. The plaintiff filed suit for the alleged failure to grant disclosure of the records sought under the Freedom of Information and Privacy Acts. IPS searched its automated case tracking system (FREEDOMS) and found no evidence of any request from the plaintiff. The court ruled that, "without any showing that the agency received the request, the agency has no obligation to respond to it."

Department Loses in FOIA Law Suit:

In the case of *Billington v. Department of Justice*, a 15-year old lawsuit, the federal Court of Appeals for the D.C. Circuit ordered the government to release portions of notes that a journalist voluntarily provided to the Government as well as portions of the Government's in camera statement to the court about those notes. The journalist had voluntarily given the notes to the Department, which had referred them to the Federal Bureau of Investigation (FBI). When the notes were then deemed responsive to a FOIA request received by the FBI, the Department requested that they be withheld in full on privacy grounds under FOIA Exemption (b)(6). The Court did not agree with the government's argument that the notes should be withheld in their entirety under this exemption. (The U.S. Attorney's office reports that the government will likely owe approximately \$30,000 in attorneys' fees in this case. Although the Department (L/M) is strongly advocating within the USG for such fees to come from Treasury's judgment fund, it is possible that the Department will have to pay the bill in light of Congress's recent amendments to the FOIA attorney fee provisions.)

Production Highlights:

GPS completed Vice President Cheney's Middle East Trip book on time. GPS is currently preparing Mr. and Mrs. Bush's Baltic Trip book for an upcoming trip.

PAS Beijing:

As a result of our participation at last week's PAO conference in Singapore, GPS Manila received an invitation from PAS Beijing to discuss the possibility of printing 15,000 copies of "The Long Campaign: U.S. Elections 2008" in Mandarin. This is the first step to for Manila to get back the printing of the quarterly issue of Jiaoliu.

Kudos from U.S. Embassy Jakarta:

GPS Manila received appreciation from U.S. Embassy Jakarta for the ART in Embassies brochure GPS Manila printed. Several photographs from the National Geographic Magazine are in the brochure and were well received at an event hosted by Ambassador Hume for the National Geographic and over 200 attendees including media reps, movie stars, National Geographic execs, etc.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- Orphan petitions for Vietnamese children, including those in which a Notice of Intent to Deny was issued.
- The possible establishment of a Government of Mexico Consulate in Boise, Idaho.
- Responses to FOIA requests where contract-related documents are the subject of the request, such as contract award vehicles, mods, task/delivery orders, excluding any responses to FOIA Group, Inc.
- The potential for free democratic elections in Palestine including discussions of possible outcomes.
- Bombing and arson attacks on US Embassy Athens.

New eBooks in the Library Catalog:

The following electronic documents were added to the Library's catalog this week:

- *Addressing Internal Displacement in Peace Processes, Peace Agreements and Peace-building.*
- *Dissent and Strategic Leadership of the Military Professions.*
- *Fight against Global Poverty and Inequality: the World Bank's Approach to Core Labor Standards and Employment Creation.*
- *Inspectors General: Limitations of IG Oversight at the Department of State: testimony before the Subcommittee on International Organizations.*
- *Instability at the Gate: India's Troubled Northeast and Its External Connections.*
- *North Korean Ballistic Missile Program.*
- *Regionalism in South Asian Diplomacy.*

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March 31, 2008

P14

**UNCLASSIFIED
MEMORANDUM**

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 03-28-2008

IPS Privacy Experts Meet with Passport:

On March 24, Privacy Officers attended a working group meeting at Passport headquarters to discuss mitigation strategies to reduce vulnerabilities related to unauthorized access of passport files. Passport convened the meeting to develop a comprehensive follow-up plan in response to recently reported passport file breach incidents involving the passport records of presidential candidates and U.S. Senators Hillary Clinton, John McCain, and Barack Obama. Follow-up meetings with more stakeholders are planned in the near future to finalize action items discussed at this meeting.

IT Consolidation:

The Bureau of Information Resource Management (IRM) IT Consolidation Project Management Office and A/ISS concluded the IT Consolidation Transition Phase on March 21. All A/ISS IT customers were notified of the transition and IRM and A/ISS have been advertising the new help desk phone number and e-mail addresses. Effective March 24, IRM assumed responsibility for 900+ desktop computers and 20 of the 76 servers. Six A/ISS/IPS personnel have been detailed to IRM. The transition went smoothly.

Director General Harry K. Thomas Visits GPS:

On March 24, Ambassador Harry K. Thomas, Director General of the Foreign Service and Director of Human Resources (M/DGHR) visited GPS Manila together with James A. Forbes, Bureau of Human Resources (HR/ER Director). After a tour of the plant, GPS Manila Director David Zweigel and GPS

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Administrative Specialist Manny Tolentino discussed the A-76 Competitive Sourcing results and the effects on operations as well as regional opportunities.

New EER Forms:

New DS-1829 and DS-1829I approved and electronically published! A/ISS/DIR received approval from HR\PE to release the revised DS-1829 Foreign Service Employee Evaluation Report and the DS-1829I, *Instructions for Preparation*, for the 2008 EER season. The key changes were the removal of references to the Senior Foreign Service Employees. Senior Foreign Service employees FS-02 and above now use the DS-5055.

Training sessions on EER Form DS-5055 for FS-02s and above:

On March 24, 2008 DIR staff attended the HR\PE training session to answer questions regarding the availability and use of the form. 2008 EER Preparations ALDAC: A/ISS/DIR co-drafted and cleared the 2008 EER Preparations ALDAC (ALDAC 00030014), "Technical Tips on Properly Completing the Foreign Service Employee Evaluation Report."

GPS Manager's View Commercial Scanning Facility:

In line with GPS' plan to stand up a more robust Digital Asset Capture (scanning) Business Unit, several GPS supervisors, accompanied by DAS Llewellyn Hedgbeth and CRO Thomas Gerry McGrath visited an industrial/commercial scanning site to see workflows, equipment and businesses management tools used in the private sector.

GPS Director moves forward with SIO/ESOC:

GPS Director met with ESOC Chief Ray Brow to finalize next steps in GPS/ESOC Partnership. GPS has been successful in the Wage and Compensation Systems Printing Project for SIO/ESOC since November 2007. A final SLA for perpetual processing of this project is being approved. GPS has proven on time quality, speed, accuracy and safeguards in PPI handling with it's data/printing infrastructure. ESOC also laid out requirements for GPS website hosting and Digital Asset Management Hosting services.

GPS Cairo Construction Progresses Rapidly:

GPS Cairo renovation has moved along quickly with major structural demolitions completed within 20 days. New structural components are now underway. GPS was able to utilize current post hardening infrastructure projects

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(trenches/conduits) to minimize the cost of its independent new electrical cabling requirements.

New Foreign Service Printing Specialist Departs for Post:

Michael S. Stinson, a newly converted FS Printing Specialist, sworn in last week, departed for Manila this week. Mr. Stinson will take on the responsibilities of Deputy Director and provide day-to-day production and plant management. He reports to GPS EAP Regional Director E. David Zweigel in Manila.

Department Wins Suit Involving FOIA Claim:

In the case of *David Ithamar Lynch v. Mary Ourisman, et al*, the Court granted summary judgment in favor of the Department. Among other claims, the complaint alleged that plaintiff was denied records sought under the Freedom of Information Act (FOIA). IPS searched its automated case tracking system (FREEDOMS) and found no evidence of any request from the plaintiff. The plaintiff did not refute the Department's declaration that he had never filed a proper request. Therefore, the Court ruled that the claim must be dismissed.

Pre-Publication Review:

IPS has completed the pre-publication review, including extensive vetting and coordination with Department offices and other agencies, and cleared for publication three chapters from a manuscript about the Muslim world's relations with the United States written by Edward P. Djerejian. Ambassador Djerejian is a distinguished retired diplomat who served in various posts in eight administrations, including Deputy Assistant Secretary of State for Near Eastern Affairs, U.S. Ambassador to both Israel and Syria, Special Assistant to President Reagan, and White House Deputy Press Secretary for Foreign Affairs. Ambassador Djerejian currently serves as the Founding Director of the James A. Baker III Institute for Public Policy at Rice University in Houston, Texas.

IPS Director Executes Declaration in FOIA Lawsuit:

The IPS Director signed a declaration in the Freedom of Information Act (FOIA) lawsuit titled, *Unidad Latina En Accion, et al v. Department of State, et al*. The purpose of the declaration was to address the Department's handling of the plaintiffs' FOIA request. The plaintiffs sought Bureau of Diplomatic Security (DS) records pertaining to the June 6, 2007 arrests of 29 illegal aliens by Immigration and Customs Enforcement (an investigative branch of the Department of Homeland Security), in which DS also participated, in and/or around New Haven, Connecticut. The declaration provided an explanation of the administrative

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processing of the request, a detailed description of the information withheld, and justifications for each withholding.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- Addresses and telephone numbers of the two contracting companies that employed the individuals who accessed the passport file of Senator Barack Obama, to include the names of any individuals who were fired or disciplined as a result of viewing the file.
- The improper access of the passport files of Senators Hillary Rodham Clinton, John McCain and Barack Obama, to include the names of companies who employed the contracted employees, the names of employees who improperly accessed the files, and any documentation or correspondence regarding the incidents.
- Correspondence from Senators Brownback, McCain, Santorum, Kyl, and Coleman regarding the funding of Iraqi opposition groups, including the Iraqi National Congress.
- Taliban actions to prevent children from attending school in southern Afghanistan.
- Cooperation between the Taliban and al-Qaeda on the Pakistan-Afghanistan border.
- The dismissal, firing, or censure of Taliban Commander Baitullah Mehsud by Taliban leader Mullah Mohammad Omar.

Selected Reference and Research from the Bunche Library:

- Provided the Director General for Human Resources' office with multiple examples of recent studies that conclude that the Department is understaffed and underfunded.
- Provided the Bureau of International Organizations with historical information on its formation.
- Provided a copy of a case from the Supreme Court of India for the Office of the Legal Adviser.
- Provided information on U.S. Foreign policy toward Pakistan during the Soviet Invasion of Afghanistan to the Bureau of International Information Programs.
- Library staff researched the connection between the Banco Internacional de Desarrollo and the Export Development (or Promotion) Bank of Iran using Spanish and English language resources for the Bureau of International Security and Nonproliferation.

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Library Meeting on new LexisNexis Contract:

Representatives from the Resources staff met with A/LM to initiate discussions on a Consolidated LexisNexis for the new contract year. Representatives from LexisNexis and the Library of Congress FEDLINK Program (Federal Library and Information Network, a purchasing, training, and resource-sharing consortium) also attended to explain how State Department contract staff could use this method of obtaining LexisNexis services.

New Business Opportunity for GPS:

USAID Philippines has expressed their desire to revive printing of the Growth with Equity in Mindanao (GEM) Pamphlet with GPS. This, they say, is mainly because of GPS's high standards for quality in producing its products as compared to the local print shops they currently do business with.

GPS Employee Immigrates to the U.S.:

Prepress staff member Salvador Joven has resigned effective on March 28 to immigrate and begin a new life with his family in the United States. Sal, as he is known, has logged in almost 30 years of service.

New eBooks in the Library Catalog:

The following electronic documents were added to the Library's catalog this week:

- *"Shi'i crescent": myth and reality.*
- *Al-Qa'ida's foreign fighters in Iraq: a first look at the Sinjar records.*
- *America's role in the world: foreign policy choices for the next President*
- *Assessing the tradecraft of intelligence analysis.*
- *Burma/Myanmar: after the crackdown.*
- *Byting back: regaining information superiority against 21st-century insurgents.*
- *Counterinsurgency in Iraq (2003-2006).*
- *Cracks in the foundation: leadership schisms in Al-Qaida from 1989-2006.*
- *Effects of increasing Chinese demand on global commodity markets.*
- *Towards a new Russia policy.*
- *United States intelligence community (IC) 100 day plan for integration and collaboration.*

RELEASED IN FULL

April 7, 2008

P15

**UNCLASSIFIED
MEMORANDUM**

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 04-04-2008

Privacy Protection Governance Board Meets:

On April 1, the Privacy Protection Governance Board convened to discuss Department-wide efforts to safeguard personal information. Assistant Secretary Chellaraj requested that member Bureaus review their current holdings of personally identifiable information to determine if proper safeguards are in place. Presentations were also made by the Matt Klimow of Consular Affairs, Deputy Chief Financial Officer Chris Flaggs, and Charlene Thomas, the Department's Privacy Officer.

IPS Director Welcomes Ambassador of Iceland:

On Friday, April 4, IPS Director Margaret Grafeld hosted a meeting with the Ambassador of Iceland, Albert Jónsson. Ms. Grafeld convened the meeting at Ambassador Jónsson's request to discuss the handling of a request submitted by Iceland's Ministry of Foreign Affairs for records concerning Halldór Laxness. Mr. Laxness, a famous Icelandic author and Nobel Prize winner, has been the subject of recent media attention in Iceland due to a researcher's accusation that the Department gave him the "run-around" in the handling of his FOIA request on the author. Ms. Grafeld explained to the Ambassador's satisfaction the Department's handling of the researcher's case, as well as the handling of the Ministry of Foreign Affairs request. She pledged to work with the Iceland Desk and the Embassy of Iceland to complete the processing of the Ministry's request in a prompt manner.

Overseas Buildings Operations Assistance:

On April 2, IPS staff members met with the Bureau of Overseas Buildings Operations (OBO) Records Coordinator and another staffer on OBO's internal

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Task Force on Records Management. The Task Force is conducting a bureau-wide survey on how they handle all of their electronic records and whether information can be shared internally. Since the records staff recently inventoried OBO's records holdings, IPS was able to assist the Task Force with identification of the records and point out problem areas. The Task Force plans to recommend a full time Records Officer with records management staff located in each division, develop OBO-wide records policy, and develop and implement strategic plans for the integration of RM systems.

President's Management Agenda-eRulemaking:

A/ISS/DIR made recommendations for new design elements and design changes to a vendor developed user interface for the Federal Docket Management System (FDMS). We also provided new functional designs for rule comment processing and organization in FDMS. A/ISS/DIR developed a user persona that is being used to elicit additional user interface and design requirements. Initial requirements developed as a result of the persona were reviewed and discussed in an inter-agency FDMS meeting on 27 March. Additional requirements are expected as the persona continues to develop.

GPS Manila Staffing Update:

GPS Plant Manager Michael Stinson arrive Manila on March 28, 2008 as Foreign Service Officer/LNA. He was assigned a three-year tour of duty with a TED of March 2011. He has undergone and completed Embassy check-in procedures this week.

Rules:

A/ISS/DIR provided Department coordination for review of the following Department of Health and Human Services Notice of Proposed Rule Making, and provided a unified response to OMB:

- "Regulation on the Organizational Integrity of Entities Implementing Leadership Act Programs and Activities"

New Library Exhibit:

Library staff worked with Chip Beck to mount the April/May exhibit entitled, *Africa: Land of History and Mystery*. Mr. Beck, a Program and Policy Coordinator in the Bureau of African Affairs, is an artist who first traveled to Africa in 1975 and has visited 40 countries on the Continent. The exhibit includes

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artifacts as well as paintings and sketches by Mr. Beck. The exhibit commemorates the upcoming 50th Anniversary of the Bureau of African Affairs.

Information Collections:

A/ISS/DIR started working with OES/OA to develop a new collection and form for Advance Notification of Tourist and Non-Governmental Activities in the Antarctic Treaty Area.

National Privacy Summit:

Last week representatives from IPS attended the International Association of Privacy Professionals' National Privacy Summit. The three-day summit, held in Washington, D.C., was attended by over 1,000 privacy professionals. IPS staff engaged in training and discussions focused on emerging privacy and security issues that affect the Federal government.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- The improper access of the passport files of Senators Barack Obama, John McCain, Hillary Clinton, and others.
- The trip of the New York Philharmonic to North Korea, to include the advice given by Assistant Secretary Christopher Hill regarding the planning of the trip.

Information Collections to OMB:

A/ISS/DIR submitted the following collections to OMB for final approval:

- "J" Visa Waiver Recommendation Application (form DS-3035)
- Affidavit Regarding A Change of Name (form DS-0060)
- Birth Affidavit (form DS-0010)

Privacy Matters Webpage Now More Accessible:

In response to recent feedback that the "Privacy Matters" webpage was difficult to locate on the intranet's search engine, IPS worked with the A Bureau

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Web Team and the iNet Search Group to create a privacy quick link. Users may now search the term "privacy" to access the page.

Pre-Publication Review:

IPS also received the following manuscripts for pre-publication review:

- Ronald Cole's *Mission to Haiti: Direction and Support of Peacekeeping and Humanitarian Operations 1994-2000*.
- Noral Bensahel et al's *After Saddam: Pre-War Planning and the Occupation of Iraq*.

Records Briefings and Meetings:

- The Agency Records Officer briefed managers from the Office of the Chief of Protocol and the Bureau of Oceans and International Environmental and Scientific Affairs on the Departing Officials procedures.
- IPS staff met with the Bureau of Legal Affairs' Records Manager to discuss two of their electronic systems.
- IPS staff members attended a meeting with a Bureau of Diplomatic Security's systems staffer to go over records management requirements for the upcoming Electronic Capital Planning and Investment Control (ECPIC) submissions for non-major systems.

April 21, 2008

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MEMORANDUM

P17

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 04-18-2008

RELEASED IN FULL

Increasing Transparency of Department's Systems:

Twenty new Privacy Impact Assessments (PIAs) are now available for viewing at <http://www.state.gov/m/a/ips/c24223.htm>. A PIA assesses a system's privacy risks and is mandated by the E-Government Act for all systems that contain personally identifiable information (PII). IPS has conducted 370 PIAs for Department IT systems to ensure that only the minimally needed amount of PII is collected. PIAs are posted on the Department's public facing website, so that the public may review the safeguards in place for protecting PII.

Privacy Assessments for CA IT Systems:

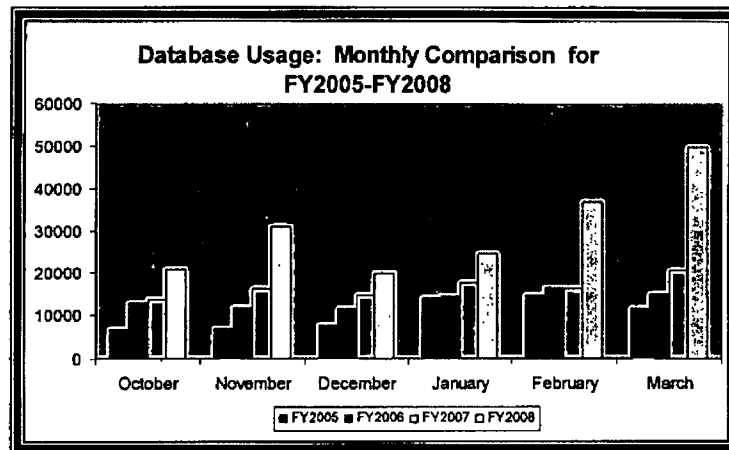
On April 14, IPS staff met with the Consular Affairs (CA) IT project manager to review the status of consular systems that lack a current Privacy Impact Assessment (PIA). This meeting provided another opportunity for IPS to partner with CA on minimizing privacy vulnerabilities in CA systems.

Congressional Committee Request for State Department Documents Relating to Iraq Reconstruction:

IPS provided four sets of a first tranche of 19 documents totaling 111 pages to the Bureau of Legislative Affairs (H) for possible distribution to Congress in response to an Executive Secretariat (S/ES) tasking memorandum dated March 21, 2008. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning Iraq reconstruction. The Committee requested that the Department provide all documents related to specific orders issued by the office of Iraqi Prime Minister Nouri al Maliki regarding Iraqi corruption.

eResource Use for March:

For the second month in a row, worldwide use of the Library's information databases by Department staff has set a new record high: 40,780 sessions. Several databases set their own records: EIU, Science Direct, Constitutions of the Countries of the World, Policy File, UN COMTRADE, and others. To put the growth of interest in online information resources into perspective, the 2006 monthly average was 13,635. The 2007 average was 17,750. For the first six months of FY 2008 the average was 29,231 sessions per month.

**Forms Presentation:**

DIR presented e-Forms to USDA managers who attended our recent Interagency Meeting for forms. This follow on meeting went into more detail showing our e-Forms in the real working environment. Like Department of State USDA was a FormFlow user looking for a better solution.

GPS-HST Prepares for Open House:

GPS continues preparation for Open House which is tentatively scheduled for May 15, 2008. In a clean-up effort, surplus equipment was picked up by USDA and several of the Copier Management Program vendors removed their equipment as well.

GPS Current Staffing Update:

The new Plant Manager for Cairo Theodore Vickers departs from the GPS-HST April 21, 2008 for post. While here at GPS- HST he has assisted greatly in both the new business development for the RPC and installing the Hilfex at HST.

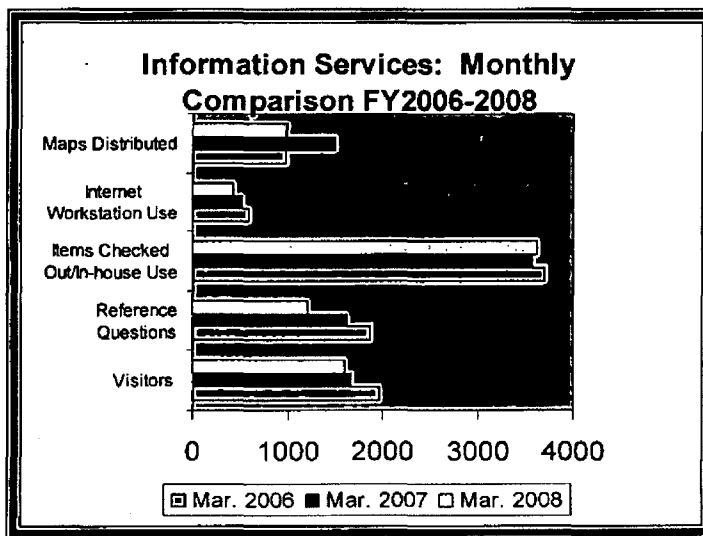
The new Supply Technician, John Williams began working at GPS this week. The Certificate of Eligibility was received for the other Supply Technician position. Applications will be reviewed and a selection made next week.

IPS Director Signs Declaration in FOIA Lawsuit:

In the case of *Amnesty International USA, et al. v. Central Intelligence Agency, et al.*, the IPS Director signed a declaration this week in support of declarations being filed in the same case by the Central Intelligence Agency (CIA), Office of the Director of National Intelligence (ODNI), and Department of Defense (DOD). The FOIA requests by the plaintiffs pertain to the U.S. Government's handling of "ghost detainees" in the War on Terror. The IPS declaration provided justification for withholding one Department of State document in full and part of another agency's document on the grounds they contain deliberative process and attorney-client privileged information. The declarations submitted by CIA, DOD, and ODNI will also argue that these documents must be withheld on national security and statutory grounds.

Library Information Services:

Activity levels in all categories of Library information services except for map distribution increased in March relative to the same month the previous year. The below graph compares Library information services from the month of March for the years 2006 to 2008.



Forms Meeting:

DIR met with S/OCR regarding the forms DS 3079, DS 3080, and forms DS 5080-5087 used to facilitate discrimination suits. DIR conducted a training session on sharing forms.

Information Collections:

DIR worked with OMB to expedite an approval of the "U.S. National Commission for UNESCO Laura W. Bush Traveling Fellowship"; OMB approval received; expiration date: 10/31/2008.

Interagency Pre-Publication Review Meeting:

An IPS employee represented the Department at an interagency meeting on pre-publication review practices. These biannual working groups foster discussion of best practices in assuring complete and timely pre-publication coordination for security reviews of manuscripts written by former United States Government officials. The National Reconnaissance Office (NRO) hosted this meeting and presented a classified briefing on NRO responsibilities and equities for representatives of over fifteen different executive branch agencies.

Pre-Publication Review:

Gary Maybarduk, a 2006 FSO retiree has written an article entitled, "Cuba and the US National Interest," which IPS has now finished reviewing. One redaction was made to prevent the inadvertent disclosure of classified information. Alyssa Ayers, who worked in Under Secretary Burn's office in 2007 and 2008, has submitted a book introduction and conclusion for review. The topic of the manuscript she is co-editing concerns India.

Training and Skills update:

Five members of GPS staff successfully completed GFMS training last week. This training will insure that purchasing will have some redundancy within the two allotments assigned to GPS.

Records Management:

On April 18th, GPS staff met with Records Management to discuss DoS regulations for converting paper documents into an electronic format. Additional meeting will be planned after Records Management rolls out their staff training module. GPS is still developing the business plan for the Document Asset Management section that will be responsible for overseeing the document conversions.

Postal Manager Dale Pinchart Visits GPS-Manila:

Far East Region Postal Manager Dale Pinchart accompanied by FPO Manila Officer Jose Ortiz visited GPS-Manila on Thursday, April 17. GPS-Manila Plant Manager Mike Stinson escorted the visitors on a tour of the plant. The visitors were impressed with the GPS facility. The tour was followed by a meeting where the discussion was on FPO procedures affecting GPS global shipping operations.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- All first-class and business-class travel for Secretary Rice, to include all Department officials and staffers who have traveled with her.
- The written views of Secretary Rice on the recommendations of the Public Interest Declassification Board relating to the declassification of classified national security information, as detailed in a report titled *Improving Declassification*.
- Assurances obtained from or agreements reached with Jordan or Jordanian officials regarding protection or treatment of the human rights of detainees transferred to Jordan.
- Pervez Musharraf's policies regarding the protest movement in Pakistan led by attorneys and other legal officials, to include documents which oppose Musharraf's policies related to Pakistan's Supreme Court and its Chief Justice, Iftikhar Muhammad Chaudhry.
- The Kohat tunnel, a key feature in the road connecting Peshawar, Pakistan to the Pakistan-Afghanistan border, near the town of Dara Adam Khel, which was seized by pro-Taliban and pro-al-Qaeda forces in late January 2008.
- Mansoor Dadullah, a key figure emerging in the Taliban resistance in Afghanistan, to include documents related to the February 11, 2008 capture of Dadullah by Pakistani officials.

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RELEASED IN FULL
April 28, 2008

UNCLASSIFIED
MEMORANDUM

P78

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report Ending 04-25-2008

Survey for President on Costs to Implement E.O. 12958 Completed:

IPS has completed a report of expenditures made by the Department in FY07 to implement Executive Order 12958 on Classified National Security information. This report includes costs for security clearances, facility planning and construction, classified couriers, classification training, declassification of all permanent Department records, and the creation and maintenance of classified databases, networks, communications equipment, and related information technology. In FY07, such costs for the Department tallied \$478,031,053, a steady increase over the prior years' spending. After a survey on such costs is conducted annually at all executive branch agencies that create or handle classified information, the Information Security Oversight Office compiles a report of these costs to present to the President.

Pre-Publication Review of RAND Report Completed:

IPS has completed the review of Rand Report MG-642-A, "After Saddam: Pre-War Planning and the Occupation of Iraq." The Army stated that parts of this contract/study have already leaked to the media, which have reported it to be critical of the current Administration's conduct.

External Referral Working Group:

IPS staff attended the April 16th meeting of the External Referral Working Group (ERWG). The ERWG is a monthly gathering of executive branch declassification officials, whose central task is to discuss and evaluate the process agencies use to identify, transfer, and review documents with multiple agency equities. The ERWG is currently studying the problems associated with declassification review of special media (photographs, maps, architectural drawings, motion pictures, sound recordings, microfilm, electronic databases, etc.). To date, the Department of State has been the most successful agency in declassifying and transferring electronic records to the National Archives and Records Administration.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

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Forms Meeting:

DIR staff met with A/OPR/ALS staff to discuss the Cost of Living Allowance (COLA) application. There are several forms used to collect the data that ALS uses to calculate COLA. We are exploring with them the possible use of e-Forms as a front end to their application.

Take Your Child to Work Day:

Library staff led 61 children through *Africa: Land of History and Mystery* as part of the Department's Take Your Child to Work Day. The children enjoyed a variety of educational activities, magic tricks, and prize drawings developed by the Library staff; several even stayed late to complete "extra credit" assignments.

Take Your Child 2 Work Day:

GPS successfully hosted an action packed event for over 60 children and their parents on Thursday, April 17, 2008. Everyone was given a souvenir gift bag at the end of the tour. The 45 minute tour included:

- Visual Information Specialists gave a demonstration on origami and how they use the Apple Mac computer to create design lay-outs.
- Print Service Specialists gave a demonstration on the capabilities of the digital presses.
- Bindery Machine Operators and Distribution staff demonstrated how notebooks are bound and the use of various equipment in that section.
- Customer Service Representatives hosted refreshments sponsored by Oce.
- GPS's in-house photographer took group photos of the three groups that toured the facility, each participant was given a copy.

Information Collections:

DIR worked with OMB to expedite an approval of the "U.S. National Commission for UNESCO Laura W. Bush Traveling Fellowship"; OMB approval received; expiration date: 10/31/2008.

GPS HST Print Production Area:

Work continued on removing excess equipment from the GPS HST shop area. Arrangements have been completed to ship materials to GPS Cairo next week. The new hydraulic cutter is scheduled for delivery next week.

President's Management Agenda—eRulemaking:

A/ISS/DIR participated in a Federal Docket Management System (FDMS) Usability Workgroup meeting to review the final designs for Federal agency comment on organization, access, and processing, and user interface design.

Foreign Affairs Handbooks Issuances: During the past week DIR published the following materials in the Department's Foreign Affairs Handbook series:

7 FAH-1 H-600 *Consular Management Controls* was published. This chapter provides tools to maintain the integrity of the Bureau of Consular Affairs (CA) operations, including specific standard operating procedures for control and accountability for consular controlled items.

14 FAH-3, *Acquisition Career Management Handbook*, was revised in whole and partly renumbered for the first time since its debut in 2005. This brings its contents current with the numerous changes that have been made to 14 FAM, *Logistics Management*.

SA-44 Renovation:

GPS HST managers meet with Building Services (Mr. Fred Newman) to discuss the upcoming renovation project which is scheduled for next month. GPS HST managers were shown the swing space they will occupy during the project and discussed the new room design/layout.

Intelligence Community Library Directors Forum:

The Branch Chief for Information Services attended the third Intelligence Community Library Directors Forum at the CIA Library. Among the issues discussed: a union catalog for the community and using Question Point, a reference management service, as a collaborative reference tool.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for records regarding the following subjects:

- The April 9, 2008, Olympic torch run in San Francisco.
- The February 13, 2008, kidnapping of Tariq Azizuddin, Pakistani Ambassador to Afghanistan.
- The freedom of the press in Pakistan, to include the expulsion of foreign journalists.
- Bribery, the Taliban, and the prison system in Afghanistan.

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- The State Department paper, "Diplomatic Plan for the Day After," concerning Iraq, and likely created in 2002-2003. The paper is mentioned on page 596 of Douglas Feith's memoir titled *War and Decision*.

US / NCIS Requested Use of GPS Manila Conference Room:

NCIS (Naval Criminal Investigative Service) used Conference Room and Training Rooms of the GPS Manila facility to conduct court martial proceedings and investigations from April 21-24.

GPS Vienna Receives Kudos:

Ambassador Niels Marquardt, Antananarivo, on the ART in Embassies brochures:

"The AIEP brochures arrived recently and I have been enjoying giving them out. It really turned out well! My thanks to all concerned for a very successful project."

From PAS Rome on backdrop, roll ups and bookmarks produced for an election event and shown on the Italian TV:

"Our first program with the panel was a great great great success!... The quality of the print is really good, and they are so versatile and easy to install!!"

From PAS Paris on posters for an exhibition on quilting in the US:

"Thank you all for the hard work! Everybody loves our visuals!! We opened the first exhibit last Friday in the Southwest of France: a real success!!"

Selected Reference and Research from the Bunche Library:

- Provided over 100 documents which were referenced in docket sheets to a patron in the Office of the Assistant Legal Adviser for Consular Affairs.
- Provided a list of state government-owned enterprises in the United States to a Public Diplomacy Officer in the Bureau of European and Eurasian Affairs.
- Located information on the ownership structure of three Indonesian telecommunications companies to a patron in Communications and Information Policy in the Bureau of Economic, Energy, and Business Affairs.
- Assisted the American University Library to find a biography and obituary of Lee Goldman, who had been a Foreign Service Officer in the 1960s.
- Provided the Government Accountability Office Library with a list of Iraqi ministries with an explanation of their functions.

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Training and Skills updates for GPS Manila:

E2 Solutions Training: Financial Management Center Manila conducted a training session for End-to-End Solutions, a new travel Management System soon to be implemented at Post. One GPS American officer and four (4) LES employees attended the training which was divided in three (3) categories: Travel Arranger's Training; Approver's Training; and Traveler's Training.

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June 9, 2008

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MEMORANDUM

TO: A – Assistant Secretary Chellaraj

FROM: A/ISS - Llewellyn H. Hedgbeth

SUBJECT: A/ISS Weekly Achievements Report Ending 06-06-2008

GPS HST Marketing Tour Underway:

GPS HST Director Dean Cheves and Marketing Director Roberta Mather are on the next leg of their 3-city tour. The team began its tour with the quadrennial international print conference Drupa in Dusseldorf, Germany. The next stop is Paris, followed by time in Vienna.

U.S. Government-Industry Forum on Privacy:

The Department's Privacy Officer recently attended a U.S. Government-Industry forum in New York City for government and private sector privacy experts. The agenda topics included employee training, internal messaging, and privacy internet web sites. Industry attendees included Lehman, JP Morgan/Chase, Morgan-Stanley, Merrill Lynch and Citi; the Departments of State, Homeland Security, and Justice, the Defense Intelligence Agency, the Office of the Director of National Intelligence, and the Central Intelligence Agency represented the federal government. Participation in the forum allows for the sharing of best practices and the opportunity to inform the public of the governments' ongoing privacy efforts.

President's Management Agenda-eRulemaking:

A/ISS/DIR participated in a Regulations.gov Usability Work Group meeting to prioritize and rank the final set of user interface, comment entry, Section 508 compliance, and enhanced search capability requirements for presentation to the Federal Docket Management System (FDMS) Change Control Board.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

SF-278 Financial Disclosure Form:

DIR met with L/EMP to discuss the SF-278 Financial Disclosure Form required for senior employees to annually disclose their private holdings to Office of Government Ethics. DIR is working with L to improve the functionality of the form to include scrollable tables and to use wizard technology (a question-driven way to fill in the form, similar to Turbo Tax) that populates the data collected into the form; this will considerably aid users. When completed, we will provide the form in HTML on the Internet so that users can complete it from home without downloading any software on their computers. The majority of these forms are completed outside the Department.

SF-182 Training Request Form:

DIR obtained permission from OPM to design SF-182 in the e-Forms format so users could complete and save their forms. Using the PDF that OPM provides only lets users to fill and print their form. To accommodate FSI needs, we have converted the form and are adding an FSI-required evaluation form, to make the form a complete package. This evaluation material had been part of the SF-182, but OPM eliminated it; this enables FSI to do continue doing more thorough evaluations than would be otherwise possible.

Freedom of Information Act Requests:

IPS received Freedom of Information Act requests for records regarding the following subjects:

- A "demand letter" issued by the Office of Acquisition Management to the contractor DynCorp in regard to the company's work associated with the newly constructed Embassy in Iraq, and any responses.
- Former Pakistani Prime Minister Benazir Bhutto and/or a combination of the following groups in Pakistan: Lashkar-e-Taiba; Jaish-e-Mohammad; Lashkar-e-Jhangvi; or Sipah-e-Sahaba.
- Pervez Musharraf's November 3, 2007, suspension of the constitution and declaration of a state of emergency in Pakistan.
- Public opinion in Pakistan regarding one or a combination of the following issues: Osama bin Laden; Al-Qaeda; The Taliban; or the current government in Afghanistan headed by Hamid Karzai.
- Domestic popular opinion in Pakistan of American involvement, policies, or interference in domestic Pakistani politics.

International Criminal Tribunal for Rwanda Request for Declassification of Documents:

IPS received a request from the Bureau of Intelligence and Research (INR) for declassification of Department cables in connection with the ongoing war crimes trials of suspected criminals at the International Criminal Tribunal for Rwanda (ICTR).

Congressional Committee Document Request for State Department Documents Relating to AEY, Inc.:

IPS provided a first tranche of documents (335 documents/1,789 pages) to the Bureau of Legislative Affairs (H) for distribution to Congress in response to an Executive Secretariat (S/ES) tasking memorandum dated April 4, 2008. As previously reported, IPS is coordinating Departmental responses to an S/ES tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the actions of AEY, Inc., a company with several U.S. Government contracts to provide weapons, ammunition, and munitions to military forces in Iraq and Afghanistan.

IPS Attends Historical Advisory Committee Meeting:

Members of the IPS Leadership Team attended the summer session of the Historical Advisory Committee (HAC). IPS staff introduced Tasha Thian, Agency Records Officer, to the body and presented an update of their declassification activities, which was well-received by the Committee. The HAC is a gathering of scholars, lawyers, and archivists charged with oversight of the Foreign Relations of the United States (FRUS) series and other Department declassification activities. During closed session, NARA representatives noted the SRP/P 1975 P-Reel printouts are in the final stages of Kyl-Lott review prior to their transfer to the open stacks.

GPS Manila Assists Embassy Manila in Preparation for 4th of July:

Preparations for the forthcoming 4th of July celebration in Embassy Manila are under way. GPS is working closely with Public Affairs and the J4 committee regarding their print requirements such as posters and brochures.

GPS Manila and Community Outreach:

David Zweigel, GPS Manila Director, delivered the keynote speech at this year's Graphics Expo in Manila. The expo is now in its 13th year of bringing together printing and graphics vendors, suppliers, and industry tradesmen from all over the Philippines.

Bunche Electronic Library User Survey:

The Bunche Library recently conducted a user survey. Employees from all bureaus and posts responded, and responses were split evenly between Foreign Service and Civil Service employees. The length of time worked at the State Department by responders was also evenly distributed. Among the interesting results of this survey are:

- 81.7% of respondents strongly agreed and 14.3% agreed with the statement that access to authoritative, relevant, and timely online resources was important to do their jobs effectively.
- Almost 80% indicated that they used the Bunche Electronic Library and included words such as "vital," "crucial," "authoritative," "fundamental," and "essential" to describe its importance.
- Over 50% used the Bunche Electronic Library weekly; 30% used it daily or more than once a day.
- 72% stated that they found the information useful most of the time.
- 38% responded that their bureaus or posts had realized cost savings by cancelling print subscriptions and relying on the electronic resources.
- Respondents also took the time to provide lengthy and informative comments about the Bunche Library and the resources it offers. Many of the comments mentioned the excellent reference service provided by Library staff and voiced the need for additional electronic resources.

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June 9, 2008

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MEMORANDUM

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Margaret P. Grafeld, Acting
SUBJECT: A/ISS Weekly Achievements Report Ending 06-06-2008

U.S. Government-Industry Forum on Privacy:

The Department's Privacy Officer recently attended a U.S. Government-Industry forum in New York City for government and private sector privacy experts. The agenda topics included employee training, internal messaging, and privacy internet web sites. Industry attendees included Lehman, JP Morgan/Chase, Morgan-Stanley, Merrill Lynch and Citi; the Departments of State, Homeland Security, and Justice, the Defense Intelligence Agency, the Office of the Director of National Intelligence, and the Central Intelligence Agency represented the federal government. Participation in the forum allows for the sharing of best practices and the opportunity to inform the public of the governments' ongoing privacy efforts.

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UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
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June 21, 2008

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MEMORANDUM

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

TO: A – William Moser, Acting

FROM: A/ISS - Margaret P. Grafeld, Acting

SUBJECT: A/ISS Weekly Achievements Report Ending 06-21-2008

New Products Available on Records Management Website: The Records Management website has been updated to include the newly designed Records Management Training Module, Bureau Records Coordinators list, Post Records Coordinators link, and our new E-Mail guide entitled, "What You Should Know About Electronic Messages." All Bureau Records Coordinators have been advised of the availability of the products.

Foreign Affairs Professional Reading List: The Library played a key role in the development of the new Professional Reading List which was proposed by Under Secretary Burns and AFSA President Naland. Working with a tight schedule, the list was developed, modified and prepared for final approval. A cable announcing the list and encouraging participation was sent out in June 18.

Archivist Approves Records Disposition Schedule: The Archivist of the United States has approved an SF-115 (Request for Records Disposition Authority) for the Bureau of Population, Refugees and Migration, Office of Admissions (PRM/A). The schedule includes the electronic record system WRAPS (Worldwide Refugee Admissions Processing System) used to track refugee applicants through the various stages of the program. PRM/A staff have been briefed on the use of the schedule and the schedule has been implemented.

GPS Managing Director Returns from Overseas Tour: Highlights of the Europe Trip:

- DRUPA Trade Fair
 - Commitments for worldwide service and support from GPS Vendor-Partners.
- Embassy Paris Visit
 - New commitments for GPS business from American Battlefield Monuments Commission (ABMC), Africa Regional Services – Paris (ARS Paris), to utilizes

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GPS services and solutions from GPS Cairo. Estimated value of \$178,000 to GPS.

- Embassy Vienna Visit
 - Standard Operating Procedure (SOP) draft for GPS and American Embassy Vienna outlined with post management.
 - Financial Management Office Vienna commitment to utilize Digital Asset Capture (GPS DAC) document scanning and conversion in Vienna. Estimated value of \$300,000 to GPS.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- The incident that occurred on September 16, 2007, at Nisour Square in Baghdad, Iraq, and reportedly involved independent contractors employed by or associated with Blackwater Security Consulting, L.L.C.
- Copies of the following documents: a January 8, 2007, Memorandum from the U.S. Embassy Bagdad to the Secretary, titled "Ambassador and Abudl Mahdi Discuss New Strategy, Iran and the Moderate Front"; a June 10, 2004, Memorandum of Agreement between the Departments of State and Defense, titled "Regarding Physical Security, Equipment and Personal Protective Services;" and copies of all FOIA requests received by the Department regarding the above referenced memoranda, to include any replies and all records produced.
- All Department of State cables originating from or sent to the U.S. Embassy in Islamabad with one or a combination of the following words or phrases in the subject line: Talibanization, Neo-Taliban, "Pakistan Taliban," "Pakistani Taliban," or "Taliban in Pakistan."
- Encouragement by al-Qaeda and Osama bin Laden urging uprising or opposition in Pakistan against President Pervez Musharraf.

Teleconference on Land Border Crossing Survey: DIR hosted a teleconference between CA/PPT and OMB to finalize the resubmission of the Passport Office's Land Border Crossing Survey. The teleconference addressed OMB's concerns regarding the statistical analysis of the data gathered by the survey. An agreement was reached on the methodology and survey parameters that will be implemented in the future survey process. PPT will resubmit the PRA package to OMB for approval as soon as internal clearances are obtained.

OMB Approval of PM/DDTC Information Collections: Two collections from PM/DDTC (*Export Declarations of Defense Technical Data or Services*) and OFM (*Request for Customs Clearance of Merchandise*) received a 3 year approval from OMB.

Capital Planning and Investment Control (ECPIC): IPS completed the project of reviewing and scoring a total of 77 proposed Non-Major (internal) Department IT initiatives received from the E-GOV Program Management Office (PMO) during the last four weeks.

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The ECPIC process requires bureaus to propose IT solutions for unmet business requirements which compete internally by justifying requested funding. IPS participation provided the opportunity to gather information which will be used towards scheduling new and existing Department electronic information systems. This effort will be followed by a similar project of reviewing and scoring Major (external) initiatives in competition with other agencies for funding.

Privacy Tools Now Available: The IPS OpenNet privacy site now lists helpful guides for customers completing a Privacy Impact Assessment (PIA) and/or writing a System of Records Notice (SORN). PIAs and SORNs are required of system owners who implement or significantly modify an information system containing personally identifiable information. The PIA ensures that privacy risk is considered in the design and operation of a system and the SORN is intended to provide public notice regarding the existence of certain collections of personal information.

When 20% is better: DIR provided L with a draft of the data dictionary assigned for the field names on the SF-278 Financial Disclosure Form. Using a new scrollable table design, DIR will be able to reduce the number of the form's fields from over 6,000 to under 1,200 (a reduction of 80%). DIR and L are conducting an analysis to scope out the database requirements which will be used to capture the data from the SF-278 electronically.

SORN Expertise Sought: IPS participated in a conference call with Resource Management and the EGov office to discuss the Department response to OMB regarding a required System of Records Notice (SORN) for the Global Financial Management System. IPS has been working diligently with the system owner to craft an appropriate SORN that is now in the clearance process.

IPS Office Director Executes Declaration in FOIA Lawsuit: The IPS Director signed a declaration in the lawsuit, *Thomas Philip Ramstack v. Department of State, et al.*, brought under the Freedom of Information Act (FOIA) and the Privacy Act (PA). The purpose of the declaration was to address the Department's handling of the plaintiff's FOIA/PA requests. The plaintiff alleged he had made numerous information requests to the Department and other agencies circa 1983 - 2006 to discern the nature of his service to the U.S. Army and his alleged suffering of "service-related injuries." The declaration described the administrative processing of two requests received from the plaintiff in 1987, and explained the statutory basis for closing and not processing the plaintiff's unperfected FOIA/PA request received in January 2008.

INR Contributes to Desktop Information at State: The Bunche Library is pleased to announce the addition of several new online databases to our collection. Access to these new products was funded by the Bureau of Intelligence and Research for the benefit of all State Department staff. The following are available from the Library's Databases page and from its online catalog:

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- HRAF World Cultures – Human Relations Area Files, from Yale University tracks current and historical customs and trends from around the world.
- ISI Emerging Markets – ISI aggregates full text and produces unique content including financial statements, company information, industry analyses, equity quotes, macroeconomic statistics, and market-specific information, derived directly from more than 13,000 local and global publications.
- Project MUSE – A deep collection of scholarly journals in the fields of humanities and social sciences.
- Jstor – (Should be available on or before July 1st) A deep collection of back issues of scholarly journals. Jstor and Project MUSE coordinate their coverage to give research organizations a full spectrum of historic journal holdings.

The following online resources are password controlled but available to State staff by contacting the Library:

- Dun & Bradstreet Global Reference Solutions – Global Reference Solution is the single most comprehensive source of information on 100 million businesses worldwide.
- AeroTransport – This is the only information service providing constantly updated details of all worldwide transport aircraft, airlines, private and government operators, and leasing companies.

Finally, access to Global Trade Atlas, which the Library has made available for the past several years, has been greatly enhanced with data down to the 4-digit commodity level (previously 2-digits were our limit). GTA users can view the imports or exports of multiple countries on a single screen or focus on the trade of a particular country.

Former USIA Historical Records Found at SA-44: IPS was recently contacted about the discovery of historical records of the former United States Information Agency (USIA) in several locations at SA-44. The records were spread over four different areas of the building, all of which were vacated, dark, hot, filthy, and contained loose records and locked safes and cabinets. In addition the areas were filled with debris, making it virtually impossible to make a complete and accurate assessment. The IPS representatives instructed the Bureau of International Information Programs (IIP) staff to have Diplomatic Security open locked containers to determine their content and whether classified records were included. IIP staff will then box send the records to the Records Service Center where a proper assessment of value and disposition will be made.

Employee Wins Language Scholarship: Alice Shukla of the Records Management Staff has won the Department's Critical Language Scholarship for participation in the two month intensive summer Turkish program in Istanbul, Turkey. Last year Ms. Shukla also won the scholarship for basic Turkish. The Critical Language Scholarship Program, sponsored by the Bureau of Educational and Cultural Affairs, is part of the National Security Language Initiative (NSLI), a U.S. federal government effort to expand the number of Americans studying and mastering critical-need foreign languages.

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July 21, 2008

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MEMORANDUM

TO: A – Assistant Secretary Chellaraj

FROM: A/ISS – Llewellyn H. Hedgbeth

SUBJECT: Weekly Achievement Report for ISS ending 07-18-08

Privacy Presents at IRM "Brown Bag": On July 17th, at the invitation of the Bureau of Information Resource Management (IRM/IA), IPS staff headlined IRM's monthly Brown Bag forum. IPS staff updated IRM employees on the hallmarks of an excellent privacy impact assessment and introduced working definitions for "information privacy" and fair information practices. Additionally, IPS staff discussed the interlocking nature of the four major federal privacy laws and best strategies for social security number reduction.

Privacy Challenges: IPS staff attended a workshop on July 17th presented by the Potomac Forum on "Privacy Challenges in the Federal Government." The all-day workshop brought together privacy leaders in the federal government to discuss emerging privacy issues, newest trends, and lessons learned. Workshop presenters included Mark Foreman, former Director of eGovernment at the Office of Management and Budget, and Becky Richards, Chief Privacy Officer for the Department of Homeland Security.

Privacy and the Senate: On July 10th, IPS staff attended a Senate Judiciary Committee hearing on "Passport Files: Privacy Protection." The Committee heard testimony from Ambassador Harold Geisel and Mark Duda of the Office of the Inspector General (OIG) regarding the OIG investigation into passport file browsing. Ari Schwartz from the Center for Democracy and Technology also testified, criticizing the Department for not having "created adequate controls to protect the personal information of Americans." The Committee requested the OIG provide an update on their investigation in 30 days.

Three Important Privacy Achievements: On July 15th, three notices were published in the Federal Register. First, the standard routine uses that apply to all the Department's systems of records were updated to be compliant with new federal mandates. Second, a new routine use was added to cover the disclosure of information in situations involving a breach of personally identifiable information. Last, a notice of a new system of records was published to cover the Global Financial Management System (GFMS).

Keeping Personal Information Off Net Centric Diplomacy (NCD): On July 15th, IPS staff attended a demonstration of the privacy filter used to keep Personally Identifiable

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Information (PII) off the Net Centric Diplomacy (NCD) website, the classified database network for interagency sharing of Intelink messages. The filter automatically quarantines messages with PII for closer examination before adding them to the searchable database. Additionally, a variety of cable channels (e.g., HR, MED, EEO) are not added to NCD due to their susceptibility to containing PII. Opportunities to further improve PII filtering were discussed.

Freedom of Information Act Request: IPS received a Freedom of Information Act request for records regarding the evaluation, recording, and reporting of the origin, source, and other provenance information for Iraqi records (sometimes referred to as "Operation Iraqi Freedom" documents), to include any assessments regarding the reliability of these documents as sources for information and/or intelligence.

Information Collections: DIR assisted A/OPR/OS in obtaining OMB approval for a 3 year extension of its *Grant Request Automated Submission Program (GRASP)* information collection. DIR received an Emergency Extension from OMB for the *Medical Clearance Update* information collection which was in danger of expiring July 31st.

Congressional Committee Request for State Department Documents Relating to Iraq Oil Development Contracts: IPS is coordinating Department responses to an Executive Secretariat tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform regarding the U.S. role in the efforts of oil companies to obtain oil development contracts with the Iraqi Government. Specifically, the Committee is requesting that the State Department provide all communications relating to the drafting, negotiation, or signing of the recent oil development contracts with the Iraq Ministry of Oil. In addition, the Committee requests all relevant information on the background and experience of government advisors and private-sector consultants working with the Iraqi Ministry of Oil to develop these contracts. The Committee has requested responsive documents no later than July 25, 2008.

Ecuador's Truth Commission Request for Declassification of State Department Documents: IPS, jointly with Bureau of Western Hemisphere Affairs, is coordinating a Department response to an Ecuador Truth Commission's (ETC) request for declassification of certain State Department documents. The ETC asked for the Department's assistance under the Freedom of Information Act (FOIA) in obtaining documents produced by the Department that may shed light on human rights violations in Ecuador from 1984-1988. Since the ETC must complete its work by the end of 2008, and given this tight timeline, the Undersecretary for Political Affairs approved the creation of a special project to facilitate priority declassification.

Department of Labor's Request for Clearance to Cite Information From Department Cables in Connection with the "Worst Form of Child Labor" Report: IPS provided the Office of the Legal Adviser with six additional documents in response to a request from the Department of Labor. As previously reported, the Department of Labor asked for clearance

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to cite information from certain Sensitive but Unclassified Department cables for use in their annual congressionally-mandated report. The purpose of this report is to present a comprehensive picture of the child labor situation world-wide as well as to highlight the governments' efforts to address this serious issue.

President's Management Agenda—eRulemaking: A/ISS/DIR participated in the joint Federal Docket Management System (FDMS) Usability Workgroup/Search Engine Workgroup/Regulations.gov Usability Workgroup. This work group reviewed and tested a new search engine (Endeca) for FDMS. The new search engine was approved by the FDMS Change Control Board.

A/ISS/DIR attended a walkthrough and demonstration of the latest release of FDMS 2.2.

GPS Manila Continues its Employee Training and Development Initiative: Another Editorial Assistant attended the Publications Design training conducted by Mr. Guillermo Ramos at the Philippine Center for Creative Imaging (PCCI) on July 14-15, 2008. The training is a part of management's multi-skill development /cross training program to help employees better understand the different functions that they interface with, for a more unified and efficient operation. It also aims to help employees in their personal development.

Several other training courses are scheduled within the next couple of weeks.

GPS Vienna Receives Kudos: *(From DASSO Africa/Middle East) The DASSO wrote, 'Hello Marie! The folders and note pads arrived yesterday afternoon and look absolutely fantastic! I couldn't be happier with your excellent work and that of your Staff. Thank you very much for your professionalism and expertise. DASSO Africa/Middle East will surely take advantage of your tremendous service in the future! Please relay our sincerest thanks to your superb Staff.'*

Rules Reviewed: A/ISS/DIR did the pre-publication review, including format, document structure, regulatory analysis, and amendatory language for adherence to *Federal Register* publishing requirements for the following rule:

- **Final Rule:** "Amendment to the International Traffic in Arms Regulations: Renewal of Registration"

Rules Coordinated: A/ISS/DIR coordinated the review of and comments on a Department of Homeland Security Notice of Proposed Rule Making titled:

- "Coastwise Transportation of Passengers"

A/ISS/DIR is coordinating the review by OMB of an ECA Statement of Policy titled:

- "Exchange Visitor Program—Termination of Flight Training Programs."

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A meeting with OMB was held 15 July 2008 to discuss OMB's decision to identify the Statement of Policy as a significant guidance document.

AFSA Gift Card: As part of the Foreign Affairs Professional Reading List project, the American Foreign Service Association has funded an Amazon Books gift card for the Library. With that gift card, the Library will ensure that it has sufficient copies of recommended books to meet the expected demand.

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July 21, 2008

RELEASED IN FULL

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MEMORANDUM

P33

TO: A – Assistant Secretary Chellaraj

FROM: A/ISS – Llewellyn H. Hedgbeth

SUBJECT: Weekly Achievement Report for ISS ending 07-18-08

Congressional Committee Request for State Department Documents Relating to Iraq

Oil Development Contracts: IPS is coordinating Department responses to an Executive Secretariat tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform regarding the U.S. role in the efforts of oil companies to obtain oil development contracts with the Iraqi Government. Specifically, the Committee is requesting that the State Department provide all communications relating to the drafting, negotiation, or signing of the recent oil development contracts with the Iraq Ministry of Oil. In addition, the Committee requests all relevant information on the background and experience of government advisors and private-sector consultants working with the Iraqi Ministry of Oil to develop these contracts. The Committee has requested responsive documents no later than July 25, 2008.

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AFSA Gift Card: As part of the Foreign Affairs Professional Reading List project, the American Foreign Service Association has funded an Amazon Books gift card for the

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Library. With that gift card, the Library will ensure that it has sufficient copies of recommended books to meet the expected demand.

Privacy Presents at IRM "Brown Bag": On July 17th, at the invitation of the Bureau of Information Resource Management (IRM/IA), IPS staff headlined IRM's monthly Brown Bag forum. IPS staff updated IRM employees on the hallmarks of an excellent privacy impact assessment and introduced working definitions for "information privacy" and fair information practices. Additionally, IPS staff discussed the interlocking nature of the four major federal privacy laws and best strategies for social security number reduction.

Keeping Personal Information Off Net Centric Diplomacy (NCD): On July 15th, IPS staff attended a demonstration of the privacy filter used to keep Personally Identifiable Information (PII) off the Net Centric Diplomacy (NCD) website, the classified database network for interagency sharing of Intelink messages. The filter automatically quarantines messages with PII for closer examination before adding them to the searchable database. Additionally, a variety of cable channels (e.g., HR, MED, EEO) are not added to NCD due to their susceptibility to containing PII. Opportunities to further improve PII filtering were discussed.

Information Collections: DIR assisted A/OPR/OS in obtaining OMB approval for a 3 year extension of its *Grant Request Automated Submission Program (GRASP)* information collection. DIR received an Emergency Extension from OMB for the *Medical Clearance Update* information collection which was in danger of expiring July 31st.

Three Important Privacy Achievements: On July 15th, three notices were published in the Federal Register. First, the standard routine uses that apply to all the Department's systems of records were updated to be compliant with new federal mandates. Second, a new routine use was added to cover the disclosure of information in situations involving a breach of personally identifiable information. Last, a notice of a new system of records was published to cover the Global Financial Management System (GFMS).

Department of Labor's Request for Clearance to Cite Information From Department Cables in Connection with the "Worst Form of Child Labor" Report: IPS provided the Office of the Legal Adviser with six additional documents in response to a request from the Department of Labor. As previously reported, the Department of Labor asked for an OK to cite information from certain Sensitive but Unclassified Department cables for use in their annual congressionally-mandated report. The purpose of this report is to present a comprehensive picture of the child labor situation world-wide as well as to highlight the governments' efforts to address this serious issue.

President's Management Agenda—eRulemaking: A/ISS/DIR participated in the joint Federal Docket Management System (FDMS) Usability Workgroup/Search Engine Workgroup/Regulations.gov Usability Workgroup. This work group reviewed and tested a new search engine (Endeca) for FDMS. The new search engine was approved by the FDMS Change Control Board.

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A/ISS/DIR attended a walkthrough and demonstration of the latest release of FDMS 2.2.

Privacy Challenges: IPS staff attended a workshop on July 17th presented by the Potomac Forum on "Privacy Challenges in the Federal Government." The all-day workshop brought together privacy leaders in the federal government to discuss emerging privacy issues, newest trends, and lessons learned. Workshop presenters included Mark Foreman, former Director of eGovernment at the Office of Management and Budget, and Becky Richards, Chief Privacy Officer for the Department of Homeland Security.

Rules Reviewed and Coordinated: A/ISS/DIR did the pre-publication review, including format, document structure, regulatory analysis, and amendatory language for adherence to *Federal Register* publishing requirements for the following rule:

- **Final Rule:** "Amendment to the International Traffic in Arms Regulations: Renewal of Registration"

A/ISS/DIR coordinated the review of and comments on a Department of Homeland Security Notice of Proposed Rule Making titled:

- "Coastwise Transportation of Passengers"

A/ISS/DIR is coordinating the review by OMB of an ECA Statement of Policy titled:

- "Exchange Visitor Program—Termination of Flight Training Programs.

A meeting with OMB was held 15 July 2008 to discuss OMB's decision to identify the Statement of Policy as a significant guidance document.

Privacy and the Senate: On July 10th, IPS staff attended a Senate Judiciary Committee hearing on "Passport Files: Privacy Protection." The Committee heard testimony from Ambassador Harold Geisel and Mark Duda of the Office of the Inspector General (OIG) regarding the OIG investigation into passport file browsing. Ari Schwartz from the Center for Democracy and Technology also testified, criticizing the Department for not having "created adequate controls to protect the personal information of Americans." The Committee requested the OIG provide an update on their investigation in 30 days.

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RELEASED IN FULL

January 4, 2008

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MEMORANDUM

II

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (December 31, 2007 through January 4, 2008)

LITIGATION

Department Receives New FOIA/PA Lawsuit: In a new lawsuit filed against the Department and other agencies (*Kabil Anton Djenasevic v. Department of State, et al.*), the plaintiff alleges that he was extradited to the U.S. from South Africa based on inaccurate information contained in the files of the Department of State and other defendant agencies. The Department has no record of receiving a FOIA or Privacy Act request from the plaintiff, and the plaintiff may lack standing under the Privacy Act to bring the lawsuit. For these reasons, among others, the Department of Justice will move the court to dismiss the lawsuit.

RECORDS MANAGEMENT

Customer Satisfaction Survey: In order to determine how well we are meeting the needs of our customers and what areas need improvement, IPS Records and Archives staff developed a customer satisfaction survey utilizing the Office of Logistics Management (A/LM) survey tool. The survey covers four main areas: Records Service Center (RSC) services, which include box retrieval/pick-up/delivery of retired files and Manifest Library services; Records Disposition Schedules, which includes use or creation/revision of schedules; Records Management Policy & Guidance, which includes answering questions via records@state.gov; and Training & Briefings. The survey will satisfy Records Service Center contract requirements as well as meet future ISO-9001 requirements. It will be distributed in a variety of ways including a link on all RecordsDL and RetiredRecordsDL e-mail responses; a link on our web site; and a card given out at training, briefings, or box retrieval and retirement functions, requesting that the customer visit our intranet site to complete the on-line survey. The survey may be found at the following link:
<http://lm.a.state.gov/websurvey/index.cfm?fa=showSurvey&survey=2172>.

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Intranet Update: In response to a number of RecordsDL questions from our customers, the Records & Archives staff updated its "How to Retire Records" quick guide located on the Records Management Intranet site at <http://ips.state.gov/shortcut.cfm/4XKK>. The new version includes additional information on how to acquire boxes, how to store special media, and how to ship both classified and unclassified records. An updated "Do's and Don'ts of Retiring Records" is also included.

RALPH J. BUNCHE LIBRARY

New Electronic Resources: The Library recently added the following new electronic resources to its catalog: *Darfur's New Security Reality*; *Department of State: Human Capital Strategy Does Not Recognize Foreign Assistance Responsibilities: Report to the Honorable Richard G. Lugar*; *Outsiders?: the Changing Patterns of Exclusion in Latin America and the Caribbean*; *U.S.-China Economic and Security Review Commission: Actions Needed to Improve Controls over Key Management Functions*.

Bureau Newspapers: Library staff saw a smooth transition in newspaper delivery to the Bureaus from CY 2007 to CY 2008.

Selected Reference and Research

Bureau of African Affairs/Front Office: Provided information on conflict resolution in Africa.

Bureau of Diplomatic Security: Provided information on the 1998 bombings of the Embassies in Dar es Salaam and Nairobi.

Bureau of Democracy, Human Rights and Labor/South Central Asia (DRL/SCA): Provided three articles from the *Harvard Business Review* to a Fellow.

Embassy Kuala Lumpur: Provided an electronic copy of the 1987 Country Report on Human Rights for Malaysia as well as that year's report on Operation Lallang to the Embassy in Kuala Lumpur. Also provided law review articles and a Department of State Bulletin article that discussed the human rights issues in Malaysia.

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Office of the Legal Adviser (L/CA): Provided the legislative intent of Sec. 306 of the Enhanced Border Security and Visa Entry Reform Act of 2002. The Library also researched the status of a 1985 Department of State regulation dealing with the classification of nonimmigrant fiancées of U.S. citizens.

Embassy Mexico City: Assisted the Economics Officer in the Embassy in Mexico City to find the full text of an article in *El Financiero*. Our databases did not have the requested article, so we contacted the Benjamin Franklin Library in the Embassy in Mexico City - they provided the article immediately.

Embassy Valletta: Provided the Public Affairs Officer in Valletta with information on a meeting between President John F. Kennedy and Maltese Prime Minister Olivier in September 1963.

U.S. Department of Agriculture: Provided a copy of a treaty with Guatemala regarding fruit fly eradication to the Animal and Plant Health Inspection Service of the Department of Agriculture.

DIPLOMATIC RESEARCH SERVICE (PILOT)

Bureau of East Asian and Pacific Affairs (EAP): The Bureau of East Asian and Pacific Affairs requested that Diplomatic Research Service (DRS) locate cables concerning money laundering, counterfeiting, and use of the Patriot Act from 2002 to the present. Twenty-six documents were e-mailed to the requesting EAP officer.

Bureau of Information Resource Management (IRM): The Bureau of Information Resource Management (IRM) requested research to obtain copies of cables concerning blackberry deployment and guidance, years 2005 to the present. Five ALDAC cables were transmitted to the IRM desk officer.

Bureau of Consular Affairs (CA/OCS/PRI): The Bureau of Consular Affairs' Office of Policy Review and Interagency Liaison (CA/OCS/PRI) requested six documents. Five were cables dated from 1974 to 2001, and the other was a microfilmed airgram dated 1975. The cables were quickly provided; however, the airgram posed a problem because the copy originally provided to the requester is of a very poor quality. Diplomatic Research Service is working to find microfilm that will allow for a much clearer copy to be printed and provided to the requester.

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Export-Import Bank: The Records Manager of the Export-Import Bank requested two 2007 cables from Embassy Tunis. Since Diplomatic Research Service (DRS) is mandated to assist other federal agencies that need Department of State records for official business, this search was undertaken. Both cables were found, and one required clearance for release. The desk officer for Tunisia cleared the release of this cable, and the Bank sent a messenger to pick up the cables.

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RELEASED IN FULL

January 25, 2008

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MEMORANDUM

14

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (January 21 through
January 25)

FREEDOM OF INFORMATION ACT REQUESTS

Request from The National Security Archive: IPS received a request from Jeremy Bigwood of the National Security Archive for copies of documents regarding the national constitutional referendum of December 2, 2007, in which the Venezuelan public voted against President Hugo Chavez' reforms to the Venezuelan Constitution.

PRIVACY PROGRAM

IPS Participates in Inter-Agency Sub-Committee: IPS Privacy Office staff participated in the monthly meeting of the Social Security Number Elimination Sub-Committee hosted by the Internal Revenue Service. The discussion focused on agencies' current efforts to review and reduce social security numbers holdings in accordance with the Office of Management and Budget Memo 07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*.

New Partnership Forged With Information Technology Applications Base Team: In an effort to further enhance the Office's ability to conduct Privacy Impact Assessments, the IPS Privacy Team (IPS/PRV) has become a stakeholder in the Bureau of Information Resource Management's (IRM) Information Technology Applications Base (ITAB). ITAB serves as an inventory of all the Department's information technology systems. As a stakeholder, IPS/PRV will have direct access to all systems information contained in ITAB, thus simplifying both customer outreach and the Federal Information Security Management Act reporting process.

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LITIGATION

IPS Director Signs Declaration in Freedom of Information Act Lawsuit: In *Rashad Ahmad Refaat El Badrawi v. Department of State, et al.*, the plaintiff (represented by a Yale Law School clinic) has sued the Department and other Federal agencies about his Freedom of Information Act (FOIA) requests for copies of records related to visas he had previously obtained as well as the decision to revoke his visa in October 2003. The purpose of the declaration was to inform the court of the Department's responses to the plaintiff's FOIA request made directly to the Department and to a referral from U.S. Customs and Border Protection. The declaration included descriptions of the information withheld and justifications for the withholding pursuant to applicable FOIA exemptions.

E.O. 12958 PROGRAM

IPS Assists U.S. Mission to the United Nations with Information Declassification Prior to Hill Testimony: IPS staff provided assistance to the staff of U.S. Permanent Representative to the United Nations Dr. Zalmay Khalilzad in declassifying a 2006 U.S. Mission to the United Nations cable containing information the Department wanted to use in the Ambassador's Congressional testimony scheduled for Thursday, January 24, 2008.

IPS Completes Review of Iraq War Article Referred from Department of Defense: In conjunction with the Bureau of Near Eastern Affairs and the Office of the Coordinator for Reconstruction and Stabilization, IPS completed review of an analytical paper by Dr. Joseph J. Collins, currently a Professor at the National War College and formerly the Deputy Assistant Secretary of Defense for Stability Operations. The article was entitled "Choosing War: An Analysis of the Decision to Invade Iraq and its Aftermath." The manuscript examines the administration's planning and decision-making process in invading Iraq, the execution of the war, and current policy.

RECORDS MANAGEMENT

U.S. Agency for International Development Records Training Briefing: The Records Management Training Coordinator for the U.S. Agency for International Development visited the Records and Archives Staff to learn our training practices. The Training Coordinator expressed keen interest in our training sessions at FSI as well as our newly developed training module. In addition to reviewing our training materials she was briefed on our web site content.

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Bureau of East Asian and Pacific Affairs Scheduling Project: Records and Archives staff met with the Bureau of East Asian and Pacific Affairs Records Liaison and Administrative Officer to kick off their Bureau-wide records scheduling project.

SPECIAL PROJECTS

Declassification Review Request in Connection with *Al-Haramain Islamic Association, Inc v. Department of Treasury*: IPS provided the Office of the Legal Adviser with ten documents in response to another supplemental request from the Department of Treasury and the Department of Justice for a declassification review and for *ex parte* release to the court. As previously reported, IPS was asked to review ten documents at issue in the lawsuit *Al-Haramain Islamic Association, Inc v. Department of Treasury, No. 07-Civ-1155(D.Or.)*. IPS reviewed the documents and determined that four could be released in full to the public and that six must be withheld in full. IPS had no objections to the release in full of all ten documents to the Court for its *ex parte* review.

RALPH J. BUNCHE LIBRARY

Bureau of African Affairs Briefing: Library staff briefed 9 people from the Bureau of African Affairs Central Africa Office.

Bureau of Economics, Energy and Business Affairs Briefing: Library staff briefed 12 people from the Economics, Energy and Business Affairs Executive Office on specific resources for economists as well as general Library resources.

Serials Training: Because of his expertise, the Cataloging Team Leader conducted on-site serials cataloging training for the U.S. Government Printing Office (GPO) on January 23-24, 2008.

Intelligence Community Library Subcommittee: The Branch Chief for Information Services attended the monthly Intelligence Community Library Subcommittee meeting. The Subcommittee recommended that the Open Source Office investigate purchasing the OCLC Question Point product, which allows libraries to develop a knowledge base of research questions and collaborate on reference questions. A representative from the Open Source Office met with the Subcommittee to discuss evaluating and prioritizing commercial content purchases.

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New eBooks: The following eBooks have been added to the Library catalog:
Cholera outbreak: assessing the outbreak response and improving preparedness; How should NATO handle stabilization operations and reconstruction efforts?; International health regulations (2005); Nonproliferation: U.S. efforts to combat nuclear networks need better data on proliferation risks and program results; On the uses of cultural knowledge; Oral cholera vaccine use in complex emergencies, what next?; Poverty, social divisions, and conflict in Nepal; Securing, stabilizing, and rebuilding Iraq; Serbia's new government: turning from Europe; State Department: evacuation planning and preparations for overseas posts can be improved: report to congressional requesters; Strengthening capacity building and public-sector management in Iraq; United Nations: progress on management reform efforts has varied; Work-related migration and poverty reduction in Nepal

Selected Reference and Research

Bureau of Educational and Cultural Affairs: With the help of the Law Librarian Society of DC listserv, provided a Cultural Property Analyst in the Bureau of Educational and Cultural Affairs with the completed Internal Revenue Service form 990 *Return of Organization Exempt From Income Tax* for two non-profit organizations.

Office of the Legal Adviser: Provided the dates for over 50 acts, U.S. Code, or Code of Federal Regulations citations for a patron in Office of the Assistant Legal Adviser for International Claims and Investment Disputes.

Bureau of Overseas Buildings Operations: Provided city maps, aerial photos, and geological maps for Hyderabad for a Bureau of Overseas Buildings Operations engineer who is traveling to Hyderabad in late February.

Embassy Ottawa: Provided an 1892 article from Political Science Quarterly to the Information Resource Center in Ottawa.

Bureau of Population, Refugees and Migration: Provided law review articles on the difference between U.S. law and international law regarding refugee admissions.

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RELEASED IN FULL

February 8, 2008

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MEMORANDUM

I 6

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (February 4 through February 8)

Executive Secretariat Records Workshop: On February 6th, the Executive Secretariat hosted a Record Keeping Workshop for Seventh Floor Principal Office staffers. Representatives from the Office of Correspondence and Records (S/ES-CR) and the IPS Records Management Staff discussed the laws, procedures, and responsibilities for the preservation of U.S. Government records with the 13 staffers in attendance. In addition, the Records Management staff discussed the procedures for retirement and the removal of documents by departing officials.

Public Interest Declassification Board Report Recognizes IPS Program: The Public Interest Declassification Board (PIDB) published *Improving Declassification*, a report to the President assessing declassification practices throughout the executive branch. The report praised the Department's Foreign Relations of the United States (FRUS) program, recognizing the IPS review of documents for this series as the "oldest and arguably most significant declassification program in the Federal government." PIDB is an advisory group established by Congress that promotes public access to a thorough, accurate, and reliable documentary record of significant national security decisions. *Improving Declassification* provides a detailed summary of agency declassification activities and offers fifteen recommendations to further enhance the declassification process.

IPS Participates in National Declassification Initiative Training Working Group: An IPS Systematic Review Program Senior Reviewer represented the Department of State in an interagency group convened by the National Declassification Initiative (NDI) to develop training standards for declassification reviewers. The group created an outline of the Basic Declassification Training Key Elements that will be used to create a cadre of professional declassification reviewers who can make accurate equity identification and authoritative declassification determinations.

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New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- The May 2007 international Iraq Security Conference held in the Egyptian Red Sea resort of Sharm el-Sheikh, during which the topics of sectarian violence and financial support to Iraq were discussed, among others.
- Potential or actual discussions with representatives of the Islamic Army of Iraq and the 1920 Revolution Brigades, two Sunni militant groups in Iraq.

Bunche Library Database Usage Hits Near Record Level: January saw the second highest level of database use on record: 26,103 sessions. The average number of monthly sessions for fiscal year 2008 is up over 37% from the 2007 average.

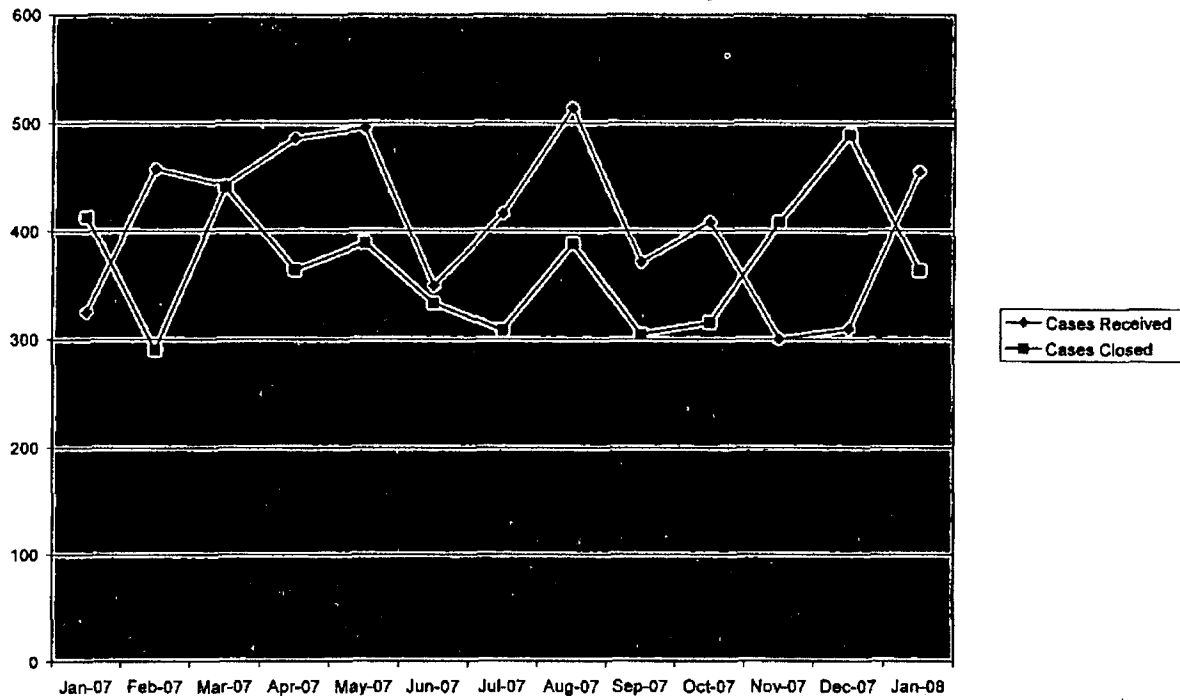
IPS Participates in External Referrals Working Group (ERWG) Meeting: Representatives of IPS' Systematic Review Program attended an interagency meeting of the External Referrals Working Group (ERWG) concerning twenty-five year old document declassification issues. The most important item for discussion was the implementing directive concerning the 2009 deadline for the review of referred documents to agencies with equity issues under Executive Order 12958, which has been approved by all of the executive agencies. However, the directive must now go through the Federal Register public comment process before implementation. Attendees to the meeting also discussed with high interest *Improving Declassification*, the report to the President from the Public Interest Declassification Board. A number of the actions recommended by this document have been suggested by or discussed with members of the working group in the past but never acted upon due to their resource-intensive nature.

Groundhog Shadow Day: The Ralph J. Bunche Library hosted thirty students from Miner Elementary School who were at the Library with their mentors for the annual Groundhog Shadow Day. Library staff discussed libraries, diplomacy, Ralph J. Bunche, and the work of the Department with the students. As a special treat, a staff member performed several magic tricks.

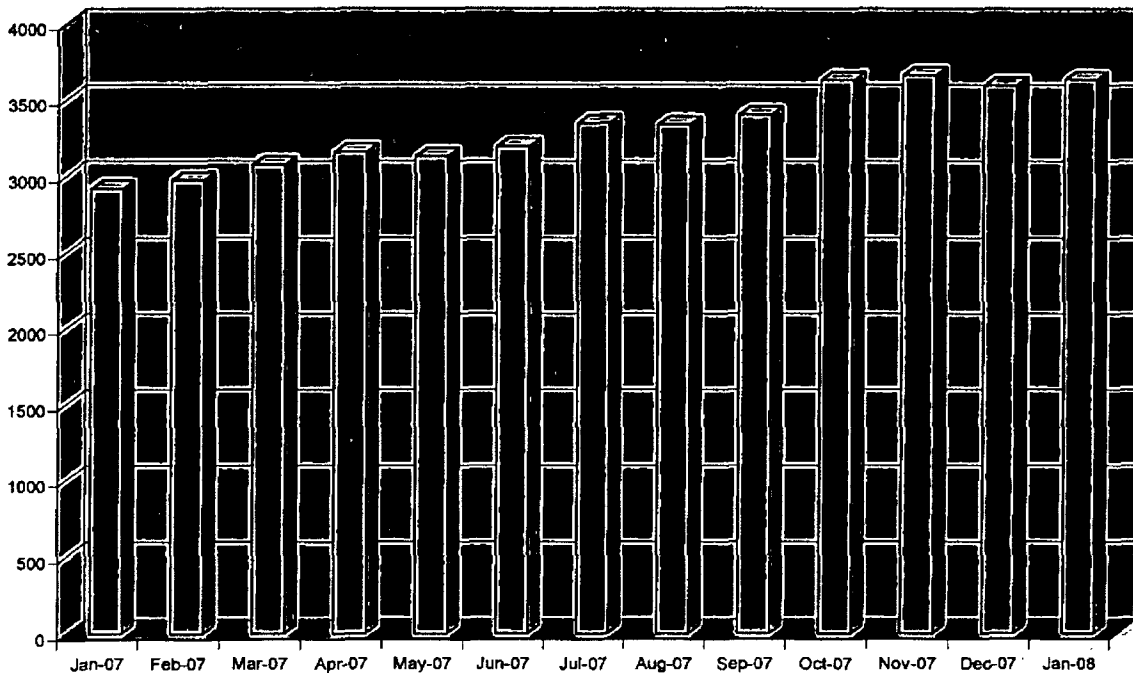
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FOIA AND PRIVACY ACT CASE PROCESSING ACTIVITY
January 2007 through January 2008



BACKLOG CASES
January 2007 through January 2008



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RELEASED IN FULL

February 15, 2008

UNCLASSIFIED
MEMORANDUM

I-7

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (February 11 through February 15)

SMART Pilot 2 Delay Poses Risk to State Archiving System: The recently announced delay of the State Messaging and Archive Retrieval Toolset (SMART) Pilot 2 until September 2008 increases the risk to the State Archiving System (SAS). In anticipation of SMART, the Department has not funded equipment life-cycle replacement for SAS. IPS has received confirmation from our hardware vendor that the disk storage for the production SAS will no longer be supported effective March 2008. Therefore, in the event of a hardware failure, the vendor would not be able to perform any repairs. IPS is currently working to address this problem.

Pre-Publication Review: IPS has completed the pre-publication review, including extensive vetting and coordination with Department offices and other agencies, and cleared the following manuscripts for publication:

- David D. Newsom's *Witness to a Changing World*.
- Robert Earle's *Casualties of Peace*.
- Douglas Feith's *War and Decision: Inside the Pentagon at the Dawn of the War on Terrorism*.

Privacy Impact Assessment: The IPS Privacy Team is conducting a comprehensive outreach with 120 system owners within the Department for the second quarter Federal Information Security Management Act (FISMA) Privacy Impact Assessment (PIA). Once the PIA, which measures how the Department handles personally identifiable information (PII), is complete, it will be submitted to the Office of Management and Budget and posted on the Department's public-facing website to allow readers the opportunity to review how the Department protects PII.

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IPS Director Executes Declaration in FOIA/Privacy Act Lawsuit: In the case of *Ralph Schoenman v. Federal Bureau of Investigation, et al.*, the plaintiff, the author of several books on Bertrand Russell, sued several Federal agencies over FOIA and Privacy Act (PA) requests he had made for records pertaining to himself and the late Lord Bertrand Russell. The declaration signed by the IPS Director described the Department's handling of the plaintiff's requests, and provided detailed descriptions of excised documents selected by the plaintiff's attorney, as well as justification for the FOIA/PA exemptions claimed by the Department.

Assistant Secretary Records Briefing: The Agency Records Officer briefed the Bureau of Consular Affairs' Assistant Secretary Maura Harty on records management responsibilities and procedures for departing officials. Assistant Secretary Harty will be leaving the Department at the end of this month after years of exemplary service to the Department and Consular Affairs.

WHA Senior Level Records Briefing: The Agency Records Officer and Executive Order 12958 Program Manager briefed senior level officials from the Bureau of Western Hemisphere Affairs (WHA) on records management at a panel given by the WHA FOIA/Records Management Coordinator. The briefing, entitled "Managing Department of State Records in the Electronic Age," covered issues dealing with the preservation of electronic records including e-mail as well as classification and declassification of WHA records. It was well received by the Assistant Secretary, Deputy Assistant Secretaries, and Office Directors in attendance.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- All records in the Office of the Chief FOIA Officer of the Department of State from 2007 that discuss matters relating to FOIA and/or its planning, budgeting, or implementation at the agency.
- Imad Mughniyeh, a leader of Hezbollah, who died in an explosion in a residential section of Damascus on February 12th. He was listed by the FBI as one of its Most Wanted Terrorists for his role in the 1985 hijacking of TWA Flight 847.
- Potential or actual discussions with representatives of the Islamic Army of Iraq and the 1920 Revolution Brigades, two Sunni militant groups in Iraq.
- The search for remains of victims of Mexico's "dirty war." According to recent news reports, on February 2nd, federal investigators began a search

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for remains on a former military base in Atoyac de Alvarez, a landmark move in a decades-long struggle to uncover atrocities allegedly committed by Mexico's military from the mid-1960s to the mid-1980s.

- August 2007 telephone conversations between Secretary Rice and Pakistani President Pervez Musharraf regarding implementing emergency rule in Pakistan.

Privacy Office Becomes ITAB Committee Member: The IPS Privacy Office recently became a full member of the Information Technology Applications Base (ITAB) steering committee and attended its first committee meeting this week. As a member of the ITAB steering committee, the Privacy Office will work to integrate stronger privacy protections into the Department's information systems.

Selected Reference and Research from the Bunche Library:

- Provided definitions of the terms consular chancellors, consular secretaries, and consular clerks to the Assistant Legal Adviser for Diplomatic Law and Litigation (L/DL); located information on the practice of hiring local nationals by U.S. Embassies in the early 1920s; and answered the question of whether a foreign government can sue the state of New Jersey.
- Located polling information on how the Muslim world views Al Qaeda and political cartoons from Arabic newspapers depicting terrorism in a negative light for the Counter Terrorism Communications Center (IIP/CTCC).
- Provided U.S. Mission to the United Nations with articles on criminal misuse of the internet by terrorist groups and the related free speech and first amendment issues.
- Provided the Moldova Desk Officer with information on the 2004 proposal to settle the Transnistria separatist conflict in Moldova.
- Provided the Bureau of Economic, Business, and Energy Affairs with information on Public law 480 and information on Cambodia in the Lon Nol era.

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RELEASED IN FULL

February 29, 2008

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MEMORANDUM

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TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (February 25 through February 29)

Congressional Committee Request for Information Concerning Contractor Incidents and Condolence Payments to Iraq: IPS received a request from the Office of the Legal Adviser asking that we search for cables in connection with a subpoena from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning contractor incidents and condolence payments in Iraq. The Committee is specifically seeking any and all information mentioning incidents, incident reports, investigative reports, or other information concerning security contractor personnel in Iraq or Afghanistan, communications relating to offers of immunity or issuance of Kalkines warnings to private security contractors in Iraq, etc. Because most of the documents are expected from the Embassies, a formal tasker was not requested.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- The minutes of a meeting between Secretary of State Condoleezza Rice and Bermuda's Premier Ewart Brown that took place on June 15, 2007.
- Correspondence between the Department and Senator Barack Obama regarding visas for foreign individuals, and specifically for individuals from the Middle East, for the time period of January 2005 to the present.

IPS Privacy Office Input on Second Quarter FISMA Report: IPS reported a successful 93 percent compliancy score on the Second Quarter Fiscal Year 2008 FISMA submission. Annual and quarterly FISMA reports are required as part of the Federal Information Security Management Act (FISMA) of 2002. The report serves as the tool by which the Office of Management and Budget evaluates agencies' security and privacy performance for Congress.

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Ralph Bunche Program: As part of the Department's celebration of Black History Month and the 50th Anniversary of the Bureau of African Affairs, the Library hosted a very successful program on Ralph Bunche, distinguished African American diplomat and namesake of the Library. Pearl Robinson, Associate Professor of Political Science from Tufts University, delivered an address entitled, "Ralph Bunche: an African Odyssey" that over 65 people attended. Assistant Secretary for African Affairs Jendayi Frazer and Deputy Assistant Secretary for Information Sharing Services Llewellyn Hedgbeth introduced Dr. Robinson.

Foreign Service Training: IPS conducted the following briefings for classes at the Foreign Service Institute (FSI):

- The Bunche Library briefed the *Foreign Service Office Management Specialist (OMS) Training for Entering Personnel* and *Washington Tradecraft* on Library resources. The former class also received a tour of the Library and hands-on computer training at FSI.
- Records Management staff briefed the same OMS course on records management policies and procedures and employees' roles and responsibilities related to the creation, maintenance, and disposition of Department records at overseas posts.

Continued Success for Privacy Impact Assessment Outreach: In accordance with E-Government Act of 2002, IPS conducted outreach to Information Technology system owners to obtain new and updated privacy impact assessments (PIAs) for systems that collect personally identifiable information. As a result of those efforts, 12 additional PIAs are now posted on IPS's public-facing website at <http://www.state.gov/m/a/ips/c24223.htm>.

Privacy Training Created for E-Government Office: The IPS Privacy Team created a privacy training program for the E-Government annual Non-Major Functional Training. The training will be presented to information technology (IT) system owners to acquaint them with the privacy evaluation criteria used for scoring new or modified IT systems.

IPS Provides Input to British Embassy on Change to Thirty Year Rule: At the request of the British Embassy and the Senior United Kingdom (UK) Desk Officer, IPS submitted comments on the proposed change to a longstanding United Kingdom tradition of declassifying information after thirty years. The UK proposed to reduce the time to twenty years. IPS argued for a twenty-five year standardization, both to harmonize with the US and to promote cost efficiencies not possible with review of the majority of foreign affairs classified material after only twenty years.

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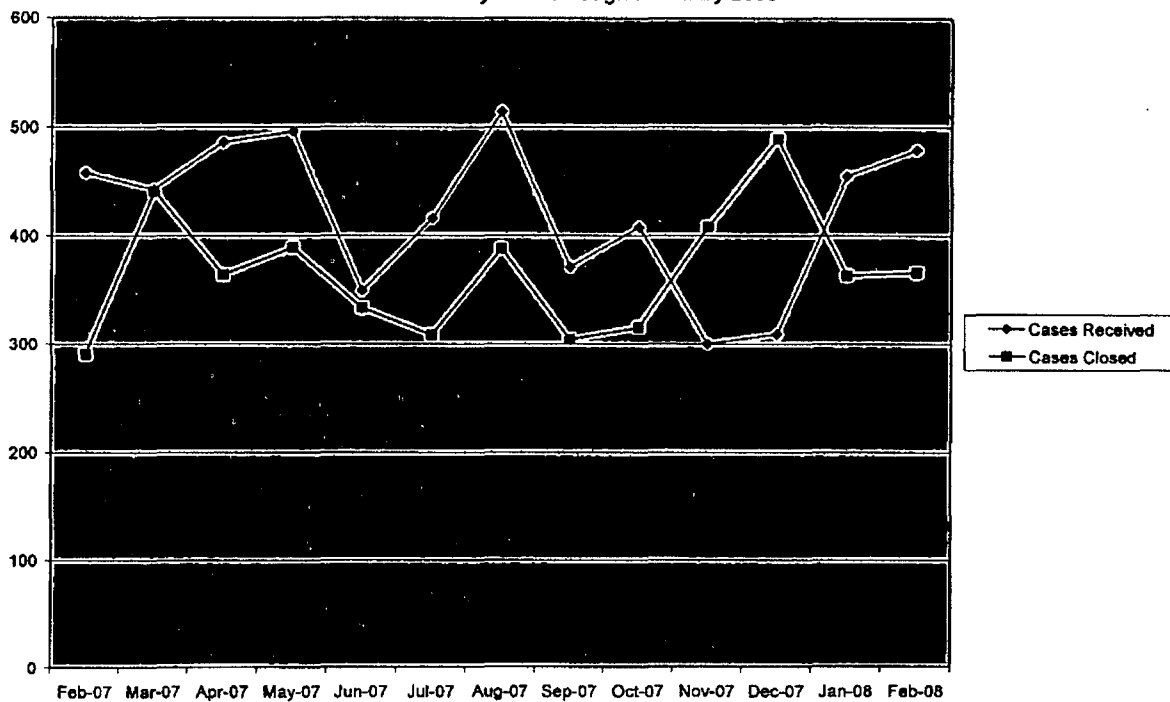
Pre-Publication Review: IPS received the following manuscripts for pre-publication review:

- A dissertation, referred by the Department of Defense (DOD), concerning the negotiation and implementation of the Intermediate-Range Nuclear Forces Treaty. Written by Frances Omori, the dissertation includes extensive non-attributed interviews with U.S. government officials who participated in these negotiations in the 1980s and 1990s.
- A manuscript referred by DOD entitled, "Reflections on Intelligence Culture: Career Engagements of a U.S. Civil and Military Intelligence Officer." The article, written by Jon Wiant with Russell G. Swenson, examines the role of intelligence in domestic security and contrasts the intelligence cultures of various countries. Wiant draws on his own career experiences in the intelligence community, particularly in Central America, to suggest how a country's legal and constitutional framework affects an intelligence officer's approach to his work.

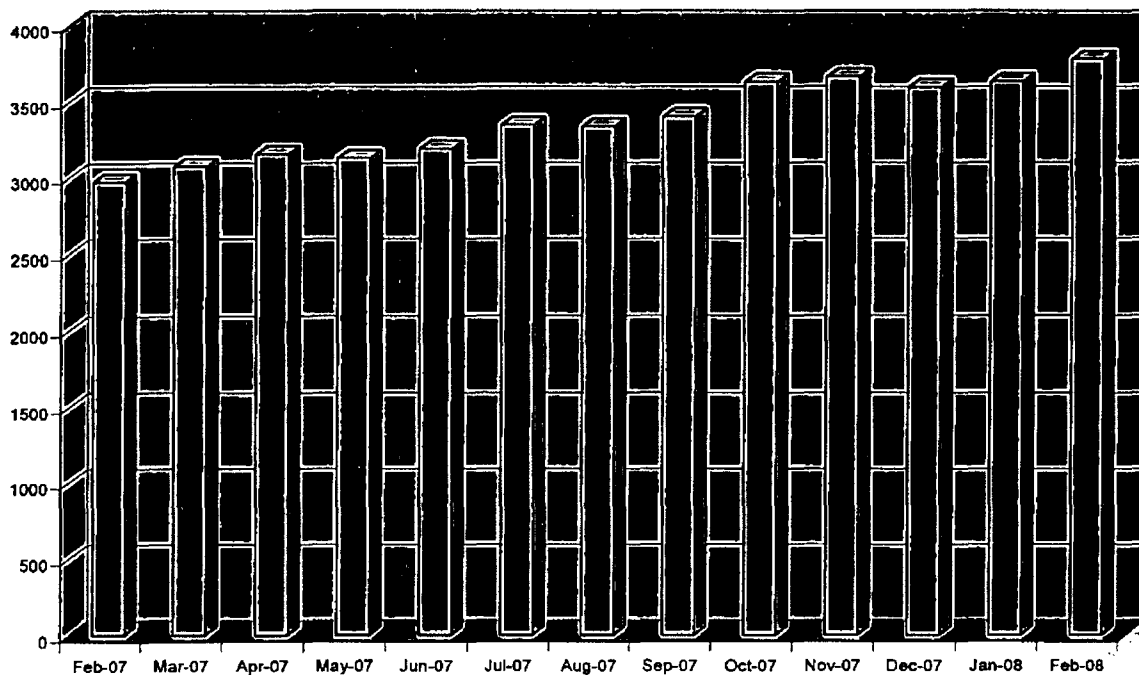
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FOIA AND PRIVACY ACT CASE PROCESSING ACTIVITY
February 2007 through February 2008



BACKLOG CASES
February 2007 through February 2008



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RELEASED IN FULL

March 21, 2008

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MEMORANDUM

112

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (March 17 through
March 21)

IPS Completes Privacy Survey: The IPS Privacy Office completed a four-month Government Accountability Office (GAO) survey on Job Code 310794: Roles and Responsibilities of Chief Privacy Officers at Government Agencies. The survey covered topics such as the designation of the Assistant Secretary for Administration as the Senior Agency Official for Privacy and the guidance IPS provides to the Department on privacy issues. Other privacy issues addressed include the review process for systems of records notices (SORN), the Department's procedures for processing inquiries or complaints by the public regarding personally identifiable information (PII) the U.S. Government collected on them, and Department procedures for information collection.

IPS Amends System of Records Notice: IPS amended its System of Records Notice (SORN) to support U.S. Government efforts to protect against and respond to suspected or confirmed breaches of personally identifiable information (PII). Consistent with the Office of Management and Budget (OMB) Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, the amended prefatory statement allows for the necessary disclosure of certain records to appropriate agencies, entities, and persons, thus mitigating the risk of identity theft, fiscal damage, and the loss or misuse of information, which could adversely affect individuals or undermine the integrity of a system or program.

New Congressional Committee Request for State Department Documents Relating to Construction of the Baghdad New Embassy Compound Project: IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the construction of the New Embassy Compound (NEC) in Baghdad, Iraq. Since July 2007, the Bureau of Overseas Buildings Operations (OBO) and Bureau of Administration

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(A), including American Embassy Baghdad, have provided thousands of responsive documents to the Committee regarding this request. The Committee is now requesting that, in addition to OBO and A, all other Department offices that might have documents responsive to its requests also search and produce any and all information related to the construction of the Embassy compound site.

IPS Completes IT Consolidation: The Bureau of Information Resource Management (IRM) IT Consolidation Project Management Office and ISS concluded the IT Consolidation Transition Phase on March 21. All ISS IT customers were notified of the transition, and IRM and ISS have been advertising the new help desk phone number and e-mail addresses. Effective March 24, IRM assumed responsibility for 900+ desktop computers and 20 of the 76 servers. Six A/ISS/IPS personnel have been detailed to IRM. The transition went smoothly.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- Orphan petitions for Vietnamese children, including those in which a Notice of Intent to Deny was issued.
- The possible establishment of a Government of Mexico Consulate in Boise, Idaho.
- Responses to FOIA requests where contract-related documents are the subject of the request, such as contract award vehicles, mods, task/delivery orders, excluding any responses to FOIA Group, Inc.
- The potential for free democratic elections in Palestine including discussions of possible outcomes.
- Bombing and arson attacks on U.S. Embassy Athens.

Department Wins in FOIA Law Suit: In the case of *Frederick Banks v. Department of Justice, et al*, the Court granted summary judgment in favor of the Department. The plaintiff filed suit for the alleged failure to grant disclosure of the records sought under the Freedom of Information and Privacy Acts. IPS searched its automated case tracking system (FREEDOMS) and found no evidence of any request from the plaintiff. The court ruled that, "without any showing that the agency received the request, the agency has no obligation to respond to it."

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Department Loses in FOIA Law Suit: In the case of *Billington v. Department of Justice*, a 15-year old lawsuit, the federal Court of Appeals for the D.C. Circuit ordered the government to release portions of notes that a journalist voluntarily provided to the Government as well as portions of the Government's in camera statement to the court about those notes. The journalist had voluntarily given the notes to the Department, which had referred them to the Federal Bureau of Investigation (FBI). When the notes were then deemed responsive to a FOIA request received by the FBI, the Department requested that they be withheld in full on privacy grounds under FOIA Exemption (b)(6). The Court did not agree with the government's argument that the notes should be withheld in their entirety under this exemption. (The U.S. Attorney's office reports that the government will likely owe approximately \$30,000 in attorneys' fees in this case. Although the Department (L/M) is strongly advocating within the USG for such fees to come from Treasury's judgment fund, it is possible that the Department will have to pay the bill in light of Congress's recent amendments to the FOIA attorney fee provisions.)

New eBooks in the Library Catalog: The following electronic documents were added to the Library's catalog this week:

- *Addressing Internal Displacement in Peace Processes, Peace Agreements and Peace-building.*
- *Dissent and Strategic Leadership of the Military Professions.*
- *Fight against Global Poverty and Inequality: the World Bank's Approach to Core Labor Standards and Employment Creation.*
- *Inspectors General: Limitations of IG Oversight at the Department of State: testimony before the Subcommittee on International Organizations.*
- *Instability at the Gate: India's Troubled Northeast and Its External Connections.*
- *North Korean Ballistic Missile Program.*
- *Regionalism in South Asian Diplomacy.*

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RELEASED IN FULL

March 28, 2008

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MEMORANDUM

I 13

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (March 24 through March 28)

IPS Privacy Experts Meet with Passport: On March 24, Privacy Officers attended a working group meeting at Passport headquarters to discuss mitigation strategies to reduce vulnerabilities related to unauthorized access of passport files. Passport convened the meeting to develop a comprehensive follow-up plan in response to recently reported passport file breach incidents involving the passport records of presidential candidates and U.S. Senators Hillary Clinton, John McCain, and Barack Obama. Follow-up meetings with more stakeholders are planned in the near future to finalize action items discussed at this meeting.

Department Wins Suit Involving FOIA Claim: In the case of *David Ithamar Lynch v. Mary Ourisman, et al*, the Court granted summary judgment in favor of the Department. Among other claims, the complaint alleged that plaintiff was denied records sought under the Freedom of Information Act (FOIA). IPS searched its automated case tracking system (FREEDOMS) and found no evidence of any request from the plaintiff. The plaintiff did not refute the Department's declaration that he had never filed a proper request. Therefore, the Court ruled that the claim must be dismissed.

Pre-Publication Review: IPS has completed the pre-publication review, including extensive vetting and coordination with Department offices and other agencies, and cleared for publication three chapters from a manuscript about the Muslim world's relations with the United States written by Edward P. Djerejian. Ambassador Djerejian is a distinguished retired diplomat who served in various posts in eight administrations, including Deputy Assistant Secretary of State for Near Eastern Affairs, U.S. Ambassador to both Israel and Syria, Special Assistant to President Reagan, and White House Deputy Press Secretary for Foreign Affairs. Ambassador Djerejian currently serves as the Founding Director of the James A. Baker III Institute for Public Policy at Rice University in Houston, Texas.

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IPS Director Executes Declaration in FOIA Lawsuit: The IPS Director signed a declaration in the Freedom of Information Act (FOIA) lawsuit titled, *Unidad Latina En Accion, et al v. Department of State, et al.* The purpose of the declaration was to address the Department's handling of the plaintiffs' FOIA request. The plaintiffs sought Bureau of Diplomatic Security (DS) records pertaining to the June 6, 2007 arrests of 29 illegal aliens by Immigration and Customs Enforcement (an investigative branch of the Department of Homeland Security), in which DS also participated, in and/or around New Haven, Connecticut. The declaration provided an explanation of the administrative processing of the request, a detailed description of the information withheld, and justifications for each withholding.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- Addresses and telephone numbers of the two contracting companies that employed the individuals who accessed the passport file of Senator Barack Obama, to include the names of any individuals who were fired or disciplined as a result of viewing the file.
- The improper access of the passport files of Senators Hillary Rodham Clinton, John McCain and Barack Obama, to include the names of companies who employed the contracted employees, the names of employees who improperly accessed the files, and any documentation or correspondence regarding the incidents.
- Correspondence from Senators Brownback, McCain, Santorum, Kyl, and Coleman regarding the funding of Iraqi opposition groups, including the Iraqi National Congress.
- Taliban actions to prevent children from attending school in southern Afghanistan.
- Cooperation between the Taliban and al-Qaeda on the Pakistan-Afghanistan border.
- The dismissal, firing, or censure of Taliban Commander Baitullah Mehsud by Taliban leader Mullah Mohammad Omar.

Selected Reference and Research from the Bunche Library:

- Provided the Director General for Human Resources' office with multiple examples of recent studies that conclude that the Department is understaffed and underfunded.

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- Provided the Bureau of International Organizations with historical information on its formation.
- Provided a copy of a case from the Supreme Court of India for the Office of the Legal Adviser.
- Provided information on U.S. Foreign policy toward Pakistan during the Soviet Invasion of Afghanistan to the Bureau of International Information Programs.
- Library staff researched the connection between the Banco Internacional de Desarrollo and the Export Development (or Promotion) Bank of Iran using Spanish and English language resources for the Bureau of International Security and Nonproliferation.

Library Meeting on new LexisNexis Contract: Representatives from the Resources staff met with A/LM to initiate discussions on a Consolidated LexisNexis for the new contract year. Representatives from LexisNexis and the Library of Congress FEDLINK Program (Federal Library and Information Network, a purchasing, training, and resource-sharing consortium) also attended to explain how State Department contract staff could use this method of obtaining LexisNexis services.

New eBooks in the Library Catalog: The following electronic documents were added to the Library's catalog this week:

- *"Shi'i crescent": myth and reality.*
- *Al-Qa'ida's foreign fighters in Iraq: a first look at the Sinjar records.*
- *America's role in the world: foreign policy choices for the next President*
- *Assessing the tradecraft of intelligence analysis.*
- *Burma/Myanmar: after the crackdown.*
- *Byting back: regaining information superiority against 21st-century insurgents.*
- *Counterinsurgency in Iraq (2003-2006).*
- *Cracks in the foundation: leadership schisms in Al-Qaida from 1989-2006.*
- *Effects of increasing Chinese demand on global commodity markets.*
- *Towards a new Russia policy.*
- *United States intelligence community (IC) 100 day plan for integration and collaboration.*

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April 4, 2008

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MEMORANDUM

I 14

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (March 31 through April 4)

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- The improper access of the passport files of Senators Barack Obama, John McCain, Hillary Clinton, and others.
- The trip of the New York Philharmonic to North Korea, to include the advice given by Assistant Secretary Christopher Hill regarding the planning of the trip.

Privacy Protection Governance Board Meets: On April 1, the Privacy Protection Governance Board convened to discuss Department-wide efforts to safeguard personal information. Assistant Secretary Chellaraj requested that member Bureaus review their current holdings of personally identifiable information to determine if proper safeguards are in place. Presentations were also made by the Matt Klimow of Consular Affairs, Deputy Chief Financial Officer Chris Flaggs, and Charlene Thomas, the Department's Privacy Officer.

National Privacy Summit: Last week representatives from IPS attended the International Association of Privacy Professionals' National Privacy Summit. The three-day summit, held in Washington, D.C., was attended by over 1,000 privacy professionals. IPS staff engaged in training and discussions focused on emerging privacy and security issues that affect the Federal government.

Privacy Matters Webpage Now More Accessible: In response to recent feedback, IPS worked with the A Bureau Web Team and the iNet Search Group to create a privacy quick link. Users may now search the term "privacy" to access the page.

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IPS Director Welcomes Ambassador of Iceland: On Friday, April 4, IPS Director Margaret Grafeld hosted a meeting with the Ambassador of Iceland, Albert Jónsson. Ms. Grafeld convened the meeting at Ambassador Jónsson's request to discuss the handling of a request submitted by Iceland's Ministry of Foreign Affairs for records concerning Halldór Laxness. Mr. Laxness, a famous Icelandic author and Nobel Prize winner, has been the subject of recent media attention in Iceland due to a researcher's accusation that the Department gave him the "run-around" in the handling of his FOIA request on the author. Ms. Grafeld explained to the Ambassador's satisfaction the Department's handling of the researcher's case, as well as the handling of the Ministry of Foreign Affairs' request. She pledged to work with the Iceland Desk and the Embassy of Iceland to complete the processing of the Ministry's request in a prompt manner.

Pre-Publication Review: IPS also received the following manuscripts for pre-publication review:

- Ronald Cole's *Mission to Haiti: Direction and Support of Peacekeeping and Humanitarian Operations 1994-2000*.
- Noral Bensahel et al's *After Saddam: Pre-War Planning and the Occupation of Iraq*.

Records Briefings and Meetings:

- The Agency Records Officer briefed managers from the Office of the Chief of Protocol and the Bureau of Oceans and International Environmental and Scientific Affairs on the Departing Officials procedures.
- IPS staff met with the Bureau of Legal Affairs' Records Manager to discuss two of their electronic systems.
- IPS staff members attended a meeting with a Bureau of Diplomatic Security's systems staffer to go over records management requirements for the upcoming Electronic Capital Planning and Investment Control (ECPIC) submissions for non-major systems.

Overseas Buildings Operations Assistance: On April 2, IPS staff members met with the Bureau of Overseas Buildings Operations (OBO) Records Coordinator and another staffer on OBO's internal Task Force on Records Management. The Task Force is conducting a bureau-wide survey on how they handle all of their electronic records and whether information can be shared internally. Since the records staff recently inventoried OBO's records holdings, IPS was able to assist

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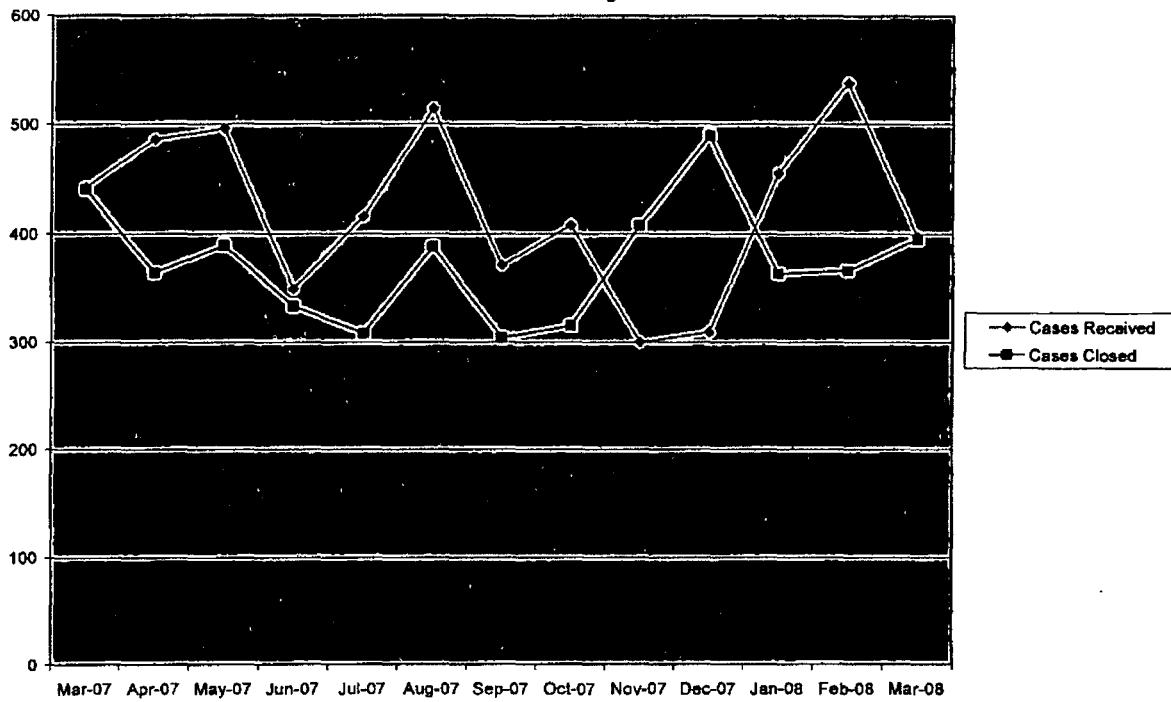
the Task Force with identification of the records and point out problem areas. The Task Force plans to recommend a full time Records Officer with records management staff located in each division, the development of an OBO-wide records policy, and the development and implementation of strategic plans for the integration of RM systems.

New Library Exhibit: Library staff worked with Chip Beck to mount the April/May exhibit entitled, *Africa: Land of History and Mystery*. Mr. Beck, a Program and Policy Coordinator in the Bureau of African Affairs, is an artist who first traveled to Africa in 1975 and has visited 40 countries on the Continent. The exhibit includes artifacts as well as paintings and sketches by Mr. Beck. The exhibit commemorates the upcoming 50th Anniversary of the Bureau of African Affairs.

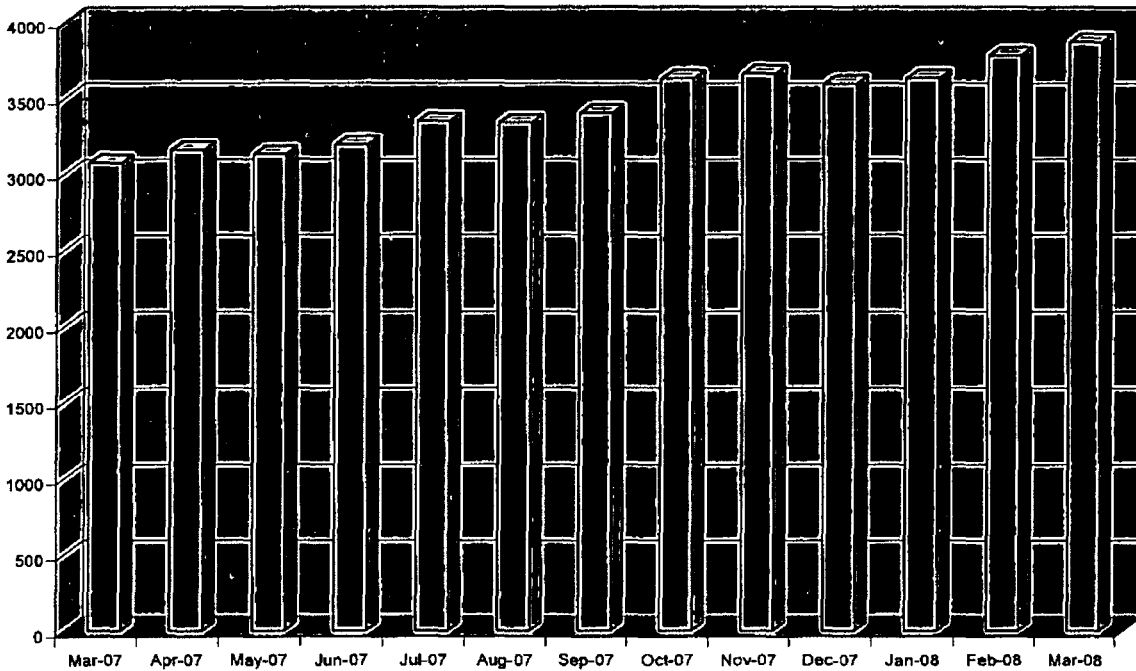
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FOIA AND PRIVACY ACT CASE PROCESSING ACTIVITY
March 2007 through March 2008



BACKLOG CASES
March 2007 through March 2008



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RELEASED IN FULL

April 25, 2008

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MEMORANDUM

117

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (April 21 through April 25)

Survey for President on Costs to Implement E.O. 12958 Completed: IPS has completed a report of expenditures made by the Department in FY07 to implement Executive Order 12958 on Classified National Security information. This report includes costs for security clearances, facility planning and construction, classified couriers, classification training, declassification of all permanent Department records, and the creation and maintenance of classified databases, networks, communications equipment, and related information technology. In FY07, such costs for the Department tallied \$478,031,053, a steady increase over the prior years' spending. After a survey on such costs is conducted annually at all executive branch agencies that create or handle classified information, the Information Security Oversight Office compiles a report of these costs to present to the President.

Pre-Publication Review of RAND Report Completed: IPS has completed the review of Rand Report MG-642-A, "After Saddam: Pre-War Planning and the Occupation of Iraq." The Army stated that parts of this contract/study have already leaked to the media, which have reported it to be critical of the current Administration's conduct.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for records regarding the following subjects:

- The April 9, 2008, Olympic torch run in San Francisco.
- The February 13, 2008, kidnapping of Tariq Azizuddin, Pakistani Ambassador to Afghanistan.
- The freedom of the press in Pakistan, to include the expulsion of foreign journalists.
- Bribery, the Taliban, and the prison system in Afghanistan.

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- The State Department paper, "Diplomatic Plan for the Day After," concerning Iraq, and likely created in 2002-2003. The paper is mentioned on page 596 of Douglas Feith's memoir titled *War and Decision*.

External Referral Working Group: IPS staff attended the April 16th meeting of the External Referral Working Group (ERWG). The ERWG is a monthly gathering of executive branch declassification officials, whose central task is to discuss and evaluate the process agencies use to identify, transfer, and review documents with multiple agency equities. The ERWG is currently studying the problems associated with declassification review of special media (photographs, maps, architectural drawings, motion pictures, sound recordings, microfilm, electronic databases, etc.). To date, the Department of State has been the most successful agency in declassifying and transferring electronic records to the National Archives and Records Administration.

Take Your Child to Work Day: Library staff led 61 children through *Africa: Land of History and Mystery* as part of the Department's Take Your Child to Work Day. The children enjoyed a variety of educational activities, magic tricks, and prize drawings developed by the Library staff; several even stayed late to complete "extra credit" assignments.



Bunche Library Cataloging Technician and resident magician Doug Moors performs a magic trick with the help of Jeremiah Watson, whose mother works in A/LM, as part of Library activities for Take Your Child to Work Day. Reference Librarian Linda Schweizer (with Zebra mask) and Binding Specialist Bill Coyle are in the background.

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Intelligence Community Library Directors Forum: The Branch Chief for Information Services attended the third Intelligence Community Library Directors Forum at the CIA Library. Among the issues discussed: a union catalog for the community and using Question Point, a reference management service, as a collaborative reference tool.

Selected Reference and Research from the Bunche Library:

- Provided over 100 documents which were referenced in docket sheets to a patron in the Office of the Assistant Legal Adviser for Consular Affairs.
- Provided a list of state government-owned enterprises in the United States to a Public Diplomacy Officer in the Bureau of European and Eurasian Affairs.
- Located information on the ownership structure of three Indonesian telecommunications companies to a patron in Communications and Information Policy in the Bureau of Economic, Energy, and Business Affairs.
- Assisted the American University Library to find a biography and obituary of Lee Goldman, who had been a Foreign Service Officer in the 1960s.
- Provided the Government Accountability Office Library with a list of Iraqi ministries with an explanation of their functions.

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June 6, 2008

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MEMORANDUM

I23

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (June 2 through June 6)

U.S. Government-Industry Forum on Privacy: The Department's Privacy Officer recently attended a U.S. Government-Industry forum in New York City for government and private sector privacy experts. The agenda topics included employee training, internal messaging, and privacy internet web sites. Industry attendees included Lehman, JP Morgan/Chase, Morgan-Stanley, Merrill Lynch and Citi; the Departments of State, Homeland Security, and Justice, the Defense Intelligence Agency, the Office of the Director of National Intelligence, and the Central Intelligence Agency represented the federal government. Participation in the forum allows for the sharing of best practices and the opportunity to inform the public of the governments' ongoing privacy efforts.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- A “demand letter” issued by the Office of Acquisition Management to the contractor DynCorp in regard to the company’s work associated with the newly constructed Embassy in Iraq, and any responses.
- Former Pakistani Prime Minister Benazir Bhutto and/or a combination of the following groups in Pakistan: Lashkar-e-Taiba; Jaish-e-Mohammad; Lashkar-e-Jhangvi; or Sipah-e-Sahaba.
- Pervez Musharraf’s November 3, 2007, suspension of the constitution and declaration of a state of emergency in Pakistan.
- Public opinion in Pakistan regarding one or a combination of the following issues: Osama bin Laden; Al-Qaeda; The Taliban; or the current government in Afghanistan headed by Hamid Karzai.
- Domestic popular opinion in Pakistan of American involvement, policies, or interference in domestic Pakistani politics.

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International Criminal Tribunal for Rwanda Request for Declassification of Documents:

IPS received a request from the Bureau of Intelligence and Research (INR) for declassification of Department cables in connection with the ongoing war crimes trials of suspected criminals at the International Criminal Tribunal for Rwanda (ICTR).

Congressional Committee Document Request for State Department Documents Relating to AEY, Inc.:

IPS provided a first tranche of documents (335 documents/1,789 pages) to the Bureau of Legislative Affairs (H) for distribution to Congress in response to an Executive Secretariat (S/ES) tasking memorandum dated April 4, 2008. As previously reported, IPS is coordinating Departmental responses to an S/ES tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the actions of AEY, Inc., a company with several U.S. Government contracts to provide weapons, ammunition, and munitions to military forces in Iraq and Afghanistan.

IPS Attends Historical Advisory Committee Meeting: Members of the IPS Leadership Team attended the summer session of the Historical Advisory Committee (HAC). IPS staff introduced Tasha Thian, Agency Records Officer, to the body and presented an update of their declassification activities, which was well-received by the Committee. The HAC is a gathering of scholars, lawyers, and archivists charged with oversight of the Foreign Relations of the United States (FRUS) series and other Department declassification activities.

Bunche Electronic Library User Survey: The Bunche Library recently conducted a user survey. Employees from all bureaus and posts responded, and responses were split evenly between Foreign Service and Civil Service employees. The length of time worked at the State Department by responders was also evenly distributed. Among the interesting results of this survey are:

- 81.7% of respondents strongly agreed and 14.3% agreed with the statement that access to authoritative, relevant, and timely online resources was important to do their jobs effectively.
- Almost 80% indicated that they used the Bunche Electronic Library and included words such as "vital," "crucial," "authoritative," "fundamental," and "essential" to describe its importance.
- Over 50% used the Bunche Electronic Library weekly; 30% used it daily or more than once a day.
- 72% stated that they found the information useful most of the time.

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- 38% responded that their bureaus or posts had realized cost savings by cancelling print subscriptions and relying on the electronic resources.
- Respondents also took the time to provide lengthy and informative comments about the Bunche Library and the resources it offers. Many of the comments mentioned the excellent reference service provided by Library staff and voiced the need for additional electronic resources.

Selected Reference and Research from the Bunche Library:

- Provided news articles about what Tajikistan officials have said about Iran and weapons of mass distraction for the Bureau of International Security and Nonproliferation.
- Provided information on elections in conflict and post-conflict environments, specifically how elections can be held in areas with large numbers of displaced persons for the Bureau of African Affairs Sudan Programs Group.
- Provided United Nations resolutions on pipeline security to a patron in the Office of the Assistant Legal Adviser for Oceans and International Environment and Scientific Affairs.

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RELEASED IN FULL

June 20, 2008

UNCLASSIFIED
MEMORANDUM

I25

TO: A/ISS – Margaret P. Grafeld, Acting

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (June 16 through June 20)

Privacy Tools Now Available: The IPS OpenNet privacy site now lists helpful guides for customers completing a Privacy Impact Assessment (PIA) and/or writing a System of Records Notice (SORN). PIAs and SORNs are required of system owners who implement or significantly modify an information system containing personally identifiable information. The PIA ensures that privacy risk is considered in the design and operation of a system and the SORN is intended to provide public notice regarding the existence of certain collections of personal information.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- The incident that occurred on September 16, 2007, at Nisour Square in Baghdad, Iraq, and reportedly involved independent contractors employed by or associated with Blackwater Security Consulting, L.L.C.
- Copies of the following documents: a January 8, 2007, Memorandum from the U.S. Embassy Baghdad to the Secretary, titled "Ambassador and Abudl Mahdi Discuss New Strategy, Iran and the Moderate Front"; a June 10, 2004, Memorandum of Agreement between the Departments of State and Defense, titled "Regarding Physical Security, Equipment and Personal Protective Services;" and copies of all FOIA requests received by the Department regarding the above referenced memoranda, to include any replies and all records produced.
- All Department of State cables originating from or sent to the U.S. Embassy in Islamabad with one or a combination of the following words or phrases in the subject line: Talibanization, Neo-Taliban, "Pakistan Taliban," "Pakistani Taliban," or "Taliban in Pakistan."
- Encouragement by al-Qaeda and Osama bin Laden urging uprising or opposition in Pakistan against President Pervez Musharraf.

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IPS Office Director Executes Declaration in FOIA Lawsuit: The IPS Director signed a declaration in the lawsuit, *Thomas Philip Ramstack v. Department of State, et al.*, brought under the Freedom of Information Act (FOIA) and the Privacy Act (PA). The purpose of the declaration was to address the Department's handling of the plaintiff's FOIA/PA requests. The plaintiff alleged he had made numerous information requests to the Department and other agencies circa 1983 - 2006 to discern the nature of his service to the U.S. Army and his alleged suffering of "service-related injuries." The declaration described the administrative processing of two requests received from the plaintiff in 1987, and explained the statutory basis for closing and not processing the plaintiff's unperfected FOIA/PA request received in January 2008.

New Products Available on Records Management Website: The Records Management website has been updated to include the newly designed Records Management Training Module, Bureau Records Coordinators list, Post Records Coordinators link, and our new E-Mail guide entitled, "What You Should Know About Electronic Messages." All Bureau Records Coordinators have been advised of the availability of the products.

Former USIA Historical Records Found at SA-44: IPS was recently contacted about the discovery of historical records of the former United States Information Agency (USIA) in several locations at SA-44. The records were spread over four different areas of the building, all of which were vacated, dark, hot, filthy, and contained loose records and locked safes and cabinets. The areas were filled with debris, making it virtually impossible to make a complete and accurate assessment. The IPS representatives instructed the Bureau of International Information Programs (IIP) staff to have Diplomatic Security open locked containers to determine their contents and whether classified records were included. IIP staff will then box and send the records to the Records Service Center where a proper assessment of value and disposition will be made.

Employee Wins Language Scholarship: Alice Shukla of IPS won the Department's Critical Language Scholarship for participation in the two month intensive summer Turkish program in Istanbul, Turkey. Last year Ms. Shukla also won the scholarship for basic Turkish. The Critical Language Scholarship Program, sponsored by the Bureau of Educational and Cultural Affairs, is part of the National Security Language Initiative (NSLI), a U.S. federal government effort to expand the number of Americans studying and mastering critical-need foreign languages.

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Capital Planning and Investment Control (ECPIC): IPS completed the project of reviewing and scoring a total of 77 proposed Non-Major (internal) Department IT initiatives received from the E-GOV Program Management Office (PMO) during the last four weeks. The ECPIC process requires bureaus to propose IT solutions for unmet business requirements that compete internally by justifying requested funding. IPS participation provided the opportunity to gather information which will be used towards scheduling new and existing Department electronic information systems. This effort will be followed by a similar project of reviewing and scoring Major (external) initiatives in competition with other agencies for funding.

Foreign Affairs Professional Reading List: The Library played a key role in the development of the new Professional Reading List which was proposed by Under Secretary Burns and AFSA President Naland. Working with a tight schedule, the list was developed, modified, and prepared for final approval. A cable announcing the list and encouraging participation was sent out in June 18.

Archivist Approves Records Disposition Schedule: The Archivist of the United States has approved an SF-115 (Request for Records Disposition Authority) for the Bureau of Population, Refugees and Migration, Office of Admissions (PRM/A). The schedule includes the electronic record system WRAPS (Worldwide Refugee Admissions Processing System) used to track refugee applicants through the various stages of the program. PRM/A staff have been briefed on the use of the schedule, which has been implemented.

INR Contributes to Desktop Information at State: The Bunche Library is pleased to announce the addition of several new online databases to our collection. Access to these new products was funded by the Bureau of Intelligence and Research for the benefit of all Department staff. The following are available from the Library's Databases page and from its online catalog:

- **HRAF World Cultures** – Human Relations Area Files, from Yale University tracks current and historical customs and trends from around the world.
- **ISI Emerging Markets** – ISI aggregates full text and produces unique content including financial statements, company information, industry analyses, equity quotes, macroeconomic statistics, and market-specific information, derived directly from more than 13,000 local and global publications.
- **Project MUSE** – A deep collection of scholarly journals in the fields of humanities and social sciences.

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- Jstor – (Should be available on or before July 1st) A deep collection of back issues of scholarly journals. Jstor and Project MUSE coordinate their coverage to give research organizations a full spectrum of historic journal holdings.

The following online resources are password controlled but available to State staff by contacting the Library:

- Dun & Bradstreet Global Reference Solutions – Global Reference Solution is the single most comprehensive source of information on 100 million businesses worldwide.
- AeroTransport – This is the only information service providing constantly updated details of all worldwide transport aircraft, airlines, private and government operators, and leasing companies.

Finally, access to Global Trade Atlas, which the Library has made available for the past several years, has been greatly enhanced with data down to the 4-digit commodity level (previously 2-digits were our limit). GTA users can view the imports or exports of multiple countries on a single screen or focus on the trade of a particular country.

Library Exhibit on the Ukraine Famine: The Library worked with the Desk Officer for the Ukraine and a Ukrainian Embassy staff member to determine which posters from a 34 poster exhibit on the famine of 1932-1933 are appropriate for display in the Library. Oksana Gress, a senior cataloger, who did an exhibit on the famine when she worked at the Widener Library at Harvard University, is contributing her expertise to the project.

SORN Expertise Sought: IPS participated in a conference call with Resource Management and the EGov office to discuss the Department response to OMB regarding a required System of Records Notice (SORN) for the Global Financial Management System. IPS has been working diligently with the system owner to craft an appropriate SORN that is now in the clearance process.

Information Resource Center Foreign National Training: The Library hosted 22 participants in the annual Foreign National Employee Training Seminar for Information Resource Center staff. The participants came from all regions and were briefed on Library support for Public Diplomacy, Library resources in general and Reference Staff members gave more detailed training on two databases.

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July 18, 2008

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MEMORANDUM

I29

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (July 14 through July 18)

Privacy Presents at IRM "Brown Bag": On July 17th, at the invitation of the Bureau of Information Resource Management (IRM/IA), IPS staff headlined IRM's monthly Brown Bag forum. IPS staff updated IRM employees on the hallmarks of an excellent privacy impact assessment and introduced working definitions for "information privacy" and fair information practices. Additionally, IPS staff discussed the interlocking nature of the four major federal privacy laws and best strategies for social security number reduction.

Privacy Challenges: IPS staff attended a workshop on July 17th presented by the Potomac Forum on "Privacy Challenges in the Federal Government." The all-day workshop brought together privacy leaders in the federal government to discuss emerging privacy issues, newest trends, and lessons learned. Workshop presenters included Mark Foreman, former Director of eGovernment at the Office of Management and Budget, and Becky Richards, Chief Privacy Officer for the Department of Homeland Security.

Privacy and the Senate: On July 10th, IPS staff attended a Senate Judiciary Committee hearing on "Passport Files: Privacy Protection." The Committee heard testimony from Ambassador Harold Geisel and Mark Duda of the Office of the Inspector General (OIG) regarding the OIG investigation into passport file browsing. The Committee requested the OIG provide an update on their investigation in 30 days.

Published Systems of Record Notices: On July 15th, three notices were published in the Federal Register. First, the standard routine uses that apply to all the Department's systems of records were updated to be compliant with new federal mandates. Second, a new routine use was added to cover the disclosure of information in situations involving a breach of personally identifiable information.

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Last, a notice of a new system of records was published to cover the Global Financial Management System (GFMS).

Keeping Personal Information Off Net Centric Diplomacy (NCD): On July 15th, IPS staff attended a demonstration of the privacy filter used to keep Personally Identifiable Information (PII) off the Net Centric Diplomacy (NCD) website, the classified database network for interagency sharing of Intelink messages. The filter automatically quarantines messages with PII for closer examination before adding them to the searchable database. Additionally, a variety of cable channels (e.g., HR, MED, EEO) are not added to NCD due to their susceptibility to containing PII. Opportunities to further improve PII filtering were discussed.

Freedom of Information Act Request: IPS received a Freedom of Information Act request for records regarding the evaluation, recording, and reporting of the origin, source, and other provenance information for Iraqi records (sometimes referred to as "Operation Iraqi Freedom" documents), to include any assessments regarding the reliability of these documents as sources for information and/or intelligence.

Congressional Committee Request for State Department Documents Relating to Iraq Oil Development Contracts: IPS is coordinating Department responses to an Executive Secretariat tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform regarding the U.S. role in the efforts of oil companies to obtain oil development contracts with the Iraqi Government. Specifically, the Committee is requesting that the State Department provide all communications relating to the drafting, negotiation, or signing of the recent oil development contracts with the Iraq Ministry of Oil. In addition, the Committee requests all relevant information on the background and experience of government advisors and private-sector consultants working with the Iraqi Ministry of Oil to develop these contracts. The Committee has requested responsive documents no later than July 25, 2008.

Ecuador's Truth Commission Request for Declassification of State Department Documents: IPS, jointly with Bureau of Western Hemisphere Affairs, is coordinating a Department response to an Ecuador Truth Commission's (ETC) request for declassification of certain State Department documents. The ETC asked for the Department's assistance under the Freedom of Information Act (FOIA) in obtaining documents produced by the Department that may shed light on human rights violations in Ecuador from 1984-1988. Since the ETC must

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complete its work by the end of 2008, and given this tight timeline, the Undersecretary for Political Affairs approved the creation of a special project to facilitate priority declassification.

Department of Labor's Request for Clearance to Cite Information From Department Cables in Connection with the "Worst Form of Child Labor"

Report: IPS provided the Office of the Legal Adviser with six additional documents in response to a request from the Department of Labor. As previously reported, the Department of Labor asked for clearance to cite information from certain Sensitive but Unclassified Department cables for use in their annual congressionally-mandated report. The purpose of this report is to present a comprehensive picture of the child labor situation world-wide as well as to highlight governments' efforts to address this serious issue.

AFSA Gift Card: As part of the Foreign Affairs Professional Reading List project, the American Foreign Service Association (AFSA) has funded an Amazon Books gift card for the Library. With that gift card, the Library will ensure that it has sufficient copies of recommended books to meet the expected demand.

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August 1, 2008

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MEMORANDUM

I31

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (July 28 through August 1)

Employee Privacy Protection: On July 25, IPS met with senior managers from the Office of Civil Rights (OCR) to discuss ways to ensure that any future initiatives involving the collection of Personally Identifiable Information address all possible privacy requirements.

OIG Final Report: Privacy Findings: On July 25th IPS facilitated a strategy meeting between the Bureaus of Administration, Consular Affairs, and Information Resource Management on collective responses to the July 2007 Office of the Inspector General report, *Review of Controls and Notification for Access to Passport Records in the Department of State's Passport Information Electronic Records System (PIERS)*.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- The mass grave located near the village of Putis in the Ayacucho Region of Peru.
- The visit of Deputy Secretary John Negroponte to Mexico City on October 29, 2007, and his participation in a series of meetings with Mexican Government officials to discuss regional security and the U.S. plan to significantly increase counter-narcotics aid to Mexico, known as the Mérida Initiative.

Litigation Freeze/Hold Procedures: On July 21st, IPS staff met with attorneys from the Office of the Legal Adviser (L) to discuss procedures on placing freeze/holds on documents. A litigation freeze/hold requires any responsive documents to be maintained and safeguarded for possible use in litigation or other legal or quasi-legal proceedings regardless of their disposition schedule. All types

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of documents can be subject to a freeze/hold including electronic records, email, etc. L has drafted a template that will be used Department-wide to notify offices of freezes/holds and advise them to contact IPS to place holds on retired records as well as to work with IPS in identifying any records that may be located in the State Archiving System that would be affected by the freeze/hold. IPS will work with L to post appropriate freeze/hold information on its Records Management website.

IPS Assists USAID in Classification Status Issue: IPS assisted the U.S. Agency for International Development in determining whether 9 cables concerning Rwanda had been reviewed in previous FOIA cases. The cables had been requested from USAID in a FOIA case and USAID wished to know if the cables were already declassified in any prior cases. IPS informed USAID that none of the cables had, as of yet, been fully released by IPS.

IPS Responds to Request to Comment on DOJ Legislative Proposals: The Bureau of Legislative Affairs solicited the E.O. 12958 team's comments on changes proposed by the Department of Justice to the Criminal Information Procedures Act, which governs disclosure of classified information in criminal trials. Due to problems in the case of *United States v. Moussaoui*, the Administration intends to seek Congressional amendments that would better serve the U.S. national security in regard to the use of classified information by both the prosecution and defense in terrorism trials.

M Designates Former Director of Policy Planning a Historical Researcher: Richard Haass, who served as Director of Policy Planning between 2001 and 2003, began his research in IPS this week for his upcoming book about policy planning. Under E.O. 12958, former officials with security clearances may be allowed to access classified records regarding their tenure with the Department, provided the Under Secretary of Management (M) so designates this access under special provisions of E.O. 12958. Very few people have traditionally received this designation; this was the second such designation by Under Secretary Kennedy.

IPS Director Executes Declaration in FOIA Lawsuit: The IPS Director signed a declaration in the Freedom of Information Act (FOIA) lawsuit *Mahammedou Ould Slahi v. Department of Defense*. The purpose of the declaration was to address 16 documents referred to the Department of State from the Department of Defense (DOD) and one of its components, the Defense Intelligence Agency. The Department replied to these agencies, releasing three documents in full, withholding nine documents in part and two documents in their entirety, and returning two documents to DOD because they did not contain information that

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originated with the Department. The declaration provided detailed descriptions of all of the documents withheld, as well as justifications for each withholding of information.

Department Wins in FOIA Law Suit: In the case of *Natural Resources Defense Council v. Department of State*, the Court granted summary judgment in favor of the Department. The plaintiff filed suit for the alleged failure to produce records sought in its July 2006 and April 2007 FOIA requests. The Department referred one document containing USAID equities to that agency for review under the FOIA. After the plaintiff decided to challenge only the USAID redactions from that document, the court held an in-camera review of the redacted material and ruled that "the redacted material was properly withheld pursuant to the deliberative process doctrine as a predecisional advisory opinion ... 'prepared in order to assist an agency decision maker in arriving at his decision.'" The plaintiffs retain the right to appeal this decision.

Department of Energy Refresher Training: Twenty-seven reviewers from the IPS Systematic Review Program attended an on-site, four-hour refresher training offered by the Department of Energy (DOE). This training included both the unclassified general overview of the Department of Energy and the type of information of concern to them and a classified portion, dedicated to our certified Historical Records Restricted Data Reviewers, which enabled them to have candid and open discussions concerning specific items that are of particular concern for the DOE and the Department of State. This session was timely, since the DOE peruses already reviewed boxes of documents in the stacks at the National Archives and Records Administration searching for DOE material that has not been referred to them.

Misuse of GalleryWatch Database: GalleryWatch publishing informed Library staff that several posts were including GalleryWatch versions of Congressional Research Service (CRS) reports on their publicly accessible websites. Although CRS Reports are not copyright protected, they can be very hard to find. The Bunche Library pays a modest fee to a secondary publisher, GalleryWatch, in conjunction with Pennyhill Press, to make all CRS reports available to all State staff in one searchable database. As part of our license we agree not to redistribute these reports beyond the intended State Department audience. Library staff contacted those posts and advised them to remove the reports, replacing them with public versions wherever possible.

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Selected Reference and Research From the Bunche Library:

- Provided the Deputy Legal Adviser with all of the relevant House and Senate reports and the Congressional debate for the Hatch Act, Public Law 103.94.
- For the Office of Management Policy, Rightsizing, and Innovation conducted research for press statements and congressional testimony since the Blackwater incident on anything the Department, the NSC or the White House has said about changing the *Military Extraterritorial Jurisdiction Act of 2000*.

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RELEASED IN FULL

September 12, 2008

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MEMORANDUM

I36

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (September 8 through September 12)

New Privacy Reporting Template for Consular Affairs: IPS is working with Consular Affairs to develop a tailored reporting tool for its use in reporting lost/missing Passport applications and related documents. This new reporting tool will allow Consular Affairs to facilitate its notifications to affected individuals.

Review of Privacy Impact Assessment (PIA) Summaries: IPS is reviewing all previously posted summaries of PIAs on the Department's website. PIAs are conducted for new and modified information systems that contain Personally Identifiable Information (PII). All previously posted summaries are being reevaluated and will be re-posted in a more comprehensive format to allow the public a better understanding of the privacy safeguards employed in these systems.

New Privacy Impact Assessment Postings: IPS reviewed and posted eleven PIAs for Consular Affairs. These PIAs were conducted using the A Bureau's new PIA tool that provides for a more robust evaluation of privacy safeguards.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- The training of Iraqi Shiite militia teams by Iranian Quds and Lebanese Hezbollah, as reported by the *Associated Press* to *ABC News* on August 15, 2008.
- Copies of all Class Net e-mail for the period of 2003 through 2004, concerning Abu Musab al-Zarqawi, a now deceased Iraqi insurgent leader associated with Al Qaeda in Iraq.

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Library Database Usage for August: The enterprise-wide databases recently purchased by the Bureau of Intelligence and Research for the Bunche Library are showing strong usage figures. ISI Emerging Markets and Project Muse are both averaging well over 400 sessions per month. Customers read over 800 articles in JSTOR in August, and the expanded access to Global Trade Atlas has pushed average use from about 50 sessions per month to about 230 sessions per month.

Newspaper Price Increases: Acquisitions staff sent newspaper customers their third price increase for fiscal year 2008. Because of fuel-related inflation, newspaper publishers are increasing their prices, some by as much as 70%.

Office of the Special Inspector General for Iraq Reconstruction: The Library cataloged nine electronic versions of reports from the Special Inspector General for Iraq Reconstruction (SIGIR):

- *Information on a special Department of Defense program to foster economic recovery in Iraq. 2008*
- *Unclassified summary of the SIGIR's review of efforts to increase Iraq's capability to protect its energy infrastructure. 2008*
- *Methodologies for reporting cost-to-complete estimates. 2006*
- *Fact sheet on the use of the \$50 million appropriation to support management and reporting of the Iraq Relief and Reconstruction Fund. 2006*
- *Multi-National Security Transition Command-Iraq management of the transfer of Iraq Relief and Reconstruction Fund projects to the Iraqi government. 2006*
- *Management of rapid regional response program contracts in south-central Iraq. 2006*
- *Follow-up on recommendations made in the SIGIR audit reports related to management and control of the Development Fund for Iraq. 2006*
- *Challenges faced in carrying out Iraq Relief and Reconstruction Fund activities. 2006*
- *Review of data entry and general controls in the collecting and reporting of the Iraq Relief and Reconstruction Fund. 2006*

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September 18, 2008

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MEMORANDUM

I37

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (September 15 through September 18)

Privacy Outreach to ECA and PA: On September 15th, IPS met with the Bureaus of Education and Cultural Affairs (ECA) and Public Affairs (PA) to provide "persistent cookies" guidance. A cookie is a unique ID tag placed on a computer by a website in order to store information and recognize a visitor later. A persistent cookie is *permanently* stored on a computer's hard drive (while a "temporary cookie" is deleted when a session ends). In keeping with the Department's expanding online presence, IPS remains committed to safeguarding privacy by assisting offices to analyze appropriate business needs before they request permission to install cookies.

System of Records Notice: In accordance with the Privacy Act, IPS has submitted for publication a new Systems of Records Notice for the Bureau International Narcotics and Law Enforcement (INL). The notice will cover two information collections for INL: The Air Wing Information System and the Law Enforcement Personnel Tracker System.

Employee Privacy Training: This week, in a continued effort to expand privacy awareness in the Department, IPS presented workplace privacy training to new Department hires and new Student Career Experience Program (SCEP) participants.

New Privacy Act Program Manager: IPS is pleased to welcome Ms. Christina Jones as the new Privacy Act Program Manager. Christina's career in the Department has largely focused on information technologies and will bring additional IT expertise to the privacy program. Additionally, she worked in the the Office of the Secretary and most recently in Consular Affairs.

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New e-Records Program Manager: IPS is pleased to announce the arrival of William (Bill) Fischer as the new e-Records Program Manager. Bill comes to us with a wealth of records management experience at the National Archives and Records Administration (NARA). Most recently he served as an Appraisal Archivist and Training Instructor with NARA. He also has worked with the Department on several key Department initiatives including SMART and the State Archiving System as well as other agency records appraisal activities.

Freedom of Information Act Requests: IPS received a Freedom of Information Act request for records regarding security issues in connection with the 2010 Winter Games in Vancouver, B.C., to include correspondence between the Department of State and Canadian government officials.

IPS Director Executes Declarations in Four FOIA Lawsuits: The IPS Director signed a fourth declaration in the Freedom of Information Act (FOIA) lawsuit titled, *Ralph Schoenman v. FBI et al.* As requested by the Court's Order of September 1, 2008, the declaration explained the government's withholding of the names of FBI officials from two documents at issue in this case. In support of a motion for an extension of time in the lawsuit titled, *Arif Durrani v. Department of State et al.*, the IPS Director signed a declaration to inform the Court about unexpected delays the Department has experienced in completing processing of the FOIA requests at issue and in preparing a *Vaughn* index of the information being withheld (a *Vaughn* index is the part of a declaration that describes the documents or information withheld and provides a justification for the withholding based on the FOIA exemptions claimed). In the lawsuit titled, *Rashad Refaat El Badrawi v. Department of State et al.*, the IPS Director signed two declarations (one to be filed publicly and one classified declaration to be provided *ex parte* to only the court) to confirm the disposition of two documents that were referred to another agency for review in response to the plaintiff's FOIA request.

National Archives and Records Administration Request for Review of Documents: IPS provided the National Archives and Records Administration (NARA) with 203 documents in response to a request for a declassification review of specific documents relating to the National Commission on Terrorist Attacks Upon the United States (the 9/11 Commission). As previously reported, NARA has initiated a pilot project to declassify Memoranda for the Record (MFRs) of the 9/11 Commission. As part of this project, NARA located certain documents for which the Department has primary equity and requested that we review them to ensure that no classified information is inadvertently released. NARA's goal is to

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complete the pilot program as soon as possible in order to evaluate the procedure for review of the remainder of the 9/11 Commission records.

National Security Council Request Regarding the Review of 9/11 Commission Documents: IPS provided the National Security Council (NSC) with seven documents in response to a request for a declassification review of records of the National Commission on Terrorist Attacks Upon the United States (the 9/11 Commission). As previously reported, the NSC forwarded the documents to the Department for review and recommendation for release. These documents are part of the declassification review of Memoranda for the Record of the 9/11 Commission.

Bureau Records Coordinator Seminar Make-up Session: IPS Staff conducted a makeup session on September 16th for the Bureau Records Coordinators that were unable to attend the August training sessions offered to them. In all, 37 employees representing a total of 18 bureaus attended the three sessions.

Intelligence Study Review Completed: In conjunction with the Bureau of Intelligence and Research, IPS has completed pre-publication review of a study by Joseph A. Engelbrecht III titled "Business of Intelligence: Applying Best Practices in Customer Management and Segmentation." A referral from the Department of Defense, the study draws significantly on interviews with current and former U.S. intelligence officials.

IPS Participates in the Historical Advisory Committee (HAC): IPS staff attended the quarterly session of the Historical Advisory Committee (HAC). The HAC, composed primarily of noted scholars and archivists, is charged with oversight of the Foreign Relations of the United States (FRUS) series and other Department declassification activities. During FY2008, IPS reviewed for declassification twelve FRUS volumes and assisted the Historian's Office in securing the release of FRUS documents from other Federal agencies and foreign governments. IPS also reported that its declassification review of core documents, in both electronic and paper form, is making progress toward meeting annual goals, and that the 1977 collection of electronic records from the State Archiving System (SAS) has been fully vetted and is ready for the final steps leading toward its transfer to the National Archives.

Opening of Holodomor Exhibit at Bunche Library: Assistant Secretary of State for Democracy, Human Rights, and Labor David Kramer and Ambassador Oleh Shamshur of the Ukrainian Embassy spoke at the opening of an exhibit about the

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Holodomor or Ukrainian Famine of 1932-1933. The exhibit features posters from a show produced by the Ukrainian Embassy to commemorate the 75th Anniversary of the Holodomor and many books and pamphlets from the Library's collection. Working with the Embassy of the Ukraine and the Ukraine Desk, the exhibit was assembled by IPS Bunche Library staff. Thirty five people attended the ceremony. The exhibit runs through October 31, 2008.



Chief Librarian Elaine Cline, Assistant Secretary David Kramer, and Ukrainian Ambassador Oleh Shamshur open the Holodomor Exhibit at the Bunche Library.

Alerts assist Embassy staff in keeping abreast of events in their countries: The Ralph Bunche Library staff set up two LexisNexis Alerts, or electronic clipping services, for Foreign Service Officers who have recently moved to Bogota and Caracas. The Alert for Bogota will focus on Colombia, FARC, bombings, and kidnapping while the Alert for Caracas will track articles on Hugo Chavez and petroleum.

Subscription Price Inflation: The Department's subscription agent, Swets Information Services, regularly reports dramatic subscription price increases. Among the recently reported increases are a 50% price increase for *Modern China*, a 20% increase for *Asahi Shimbun*, a 58% increase for *Harvard Human Rights Journal*, an 87% increase for *Journal of East Asian Affairs*, a 36% increase for *Europe-Asia Studies*, and a 178% increase for *AsianWeek*. Overall, Swets predicts worldwide subscription prices will rise by 15% in 2009, with the largest increases going to science, legal, and social sciences academic journals, and a disproportional increase to US buyers of non-US publications due to the weak dollar.

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RELEASED IN FULL

September 25, 2008

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MEMORANDUM

I 38

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (September 19 through September 25)

IPS Completes Annual Federal Information Security Management Act (FISMA) Report: IPS has completed the Privacy Section of the annual FISMA report, which will reflect 100% compliance in conducting the requisite Privacy Impact Assessments (PIAs) for Department IT systems containing Personally Identifiable Information. The high compliance rate is the result of collaborative efforts between the Bureaus of Administration, Consular Affairs, and Diplomatic Security.

Privacy Program Briefing: At the invitation of Passport headquarters, the Department Privacy Officer, Charlene Wright Thomas, briefed Assistant Regional Passport Directors gathered in D.C. from around the country. Ms. Thomas focused her comments on the Department-wide effort to increase privacy awareness and breach reporting requirements.

IPS Conducts Declassification Review at Reagan Library: An IPS team visited the Ronald Reagan Presidential Library to review the Library's holdings of priority declassification cases, including portions of the Jack Matlock File. Ambassador Matlock was instrumental in developing a negotiating strategy to end the arms race with the USSR and served as our last ambassador to the Soviet Union. In addition to the review of the pre-selected material, the team discussed procedural issues with the Library's staff to simplify the FOIA Referral and Mandatory Review processes. Both Reagan Library and State staffs agreed that the visit was a great success both for our requesters and our respective agencies, who will benefit from the procedural streamlining.

Freedom of Information Act Request: Among incoming Freedom of Information Act (FOIA) requests, IPS received a request for cables originating from the U.S. Embassy in Kabul in February 2006 regarding the expected or predicted political and military conditions in Afghanistan for spring of that year.

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Request to Cite Information From Department: IPS received a request from the Department of Labor asking for clearance to cite information from certain Sensitive but Unclassified Department cables for use in their annual congressionally-mandated report. This report presents a comprehensive picture of the child labor situation world-wide as well as highlights governments' efforts to address this serious issue.

Ecuador's Truth Commission Declassification Request: IPS provided the Bureau of Western Hemisphere Affairs (WHA) with 213 documents/827 pages in response to a request for declassification of certain State Department documents. As previously reported, the Ecuador Truth Commission (ETC) asked for the Department's assistance in obtaining State documents that shed light on human rights violations in Ecuador from 1984-1988. Since the ETC must complete its work by the end of 2008, the Undersecretary for Political Affairs approved the creation of a special project to facilitate priority declassification.

Afghanistan Desk Briefing: IPS staff and a Senior Reviewer from the European, Africa, and Near Eastern Affairs Branch of the Statutory Compliance and Research Division of IPS briefed the Afghanistan Desk Deputy Director and her Senior Advisor about the FOIA process within the Department. During the briefing, the Afghanistan Desk received guidance on how to respond to FOIA search/review taskers. Also, IPS provided packets with background material to the Deputy Director and Senior Advisor to assist the Afghanistan Desk in fulfilling its role in the FOIA process.

Bunche Library Cited as "Invaluable Resource": The head of the Research Unit for the US Mission to the United Nations said this week "Ralph Bunche Library is an invaluable resource to those of us in the field responsible for research and information services."

Library Briefs Civil Service Orientation: Library and DRS staff briefed 40 members of the new Civil Servants class at the Foreign Service Institute on the Bunche Library and its many resources that are available to Department employees.

U/S Burn's Testimony Provided: The Library provided the Bureaus of Legislative Affairs (H) and South and Central Asian Affairs (SCA) with copies of Under Secretary Burns' September 18 testimony on the *Agreement for Peaceful Nuclear Cooperation with India* to the Senate Committee on Foreign Relations.

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Selected Reference and Research from the Bunche Library:

- **Official Citation provided to Law Library of Congress:** The Bunche Library provided the Law Library of Congress with the official citation for the Peru Trade Promotion Agreement - *Agreement Between the United States of America and the Republic of Peru on Beef SPS Issues for United States-Peru Trade Promotion, with Annex*, signed into agreement October 26, 2006.
- **Educational Exchange Treaties:** The Bunche Library located three treaties on educational exchanges for the Assistant Legal Adviser for Public Diplomacy.

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October 2, 2008

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MEMORANDUM

I 39

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (September 26 through
October 2)

Department Exceeds FY08 FOIA/PA Appeals Goals: The Department exceeded its published FY08 goals for the number of Freedom of Information Act and Privacy Act (FOIA/PA) appeals processed during the fiscal year by 2%, and for reducing the backlog of FOIA/PA appeals by more than 35%. With extreme diligence, teamwork, organization, and planning, IPS processed significantly more appeals in FY08 than have ever been processed by the Department in a single year and achieved its lowest published backlog reduction goal three years ahead of schedule. These goals were established in November 2007 in response to new Department of Justice reporting requirements. All Federal agencies had to publish goals for reducing their FOIA/PA appeal backlog, along with their FOIA/PA request backlog, and to set targets for the number of appeals and requests to be completed during each fiscal year during FY08 – FY10.

Privacy Program Briefing: IPS staff provided a briefing to the new Chief of Medical Informatics on privacy compliance efforts to "review and reduce" Department holdings of personal information. Both parties shared their commitment to mutual privacy principles.

Information Sharing Environment (ISE) Progress: IPS has completed the first phase of an inter-agency Information Sharing Environment (ISE) requirement by conducting a gap analysis of existing Department policies in an effort to create a comprehensive privacy policy for the sharing of terrorist/terrorism related information within the ISE.

Privacy Briefing Request: At the request of the Bureau of Diplomatic Security (DS) Training Center, this month IPS will deliver privacy training to DS instructors focused on improving their awareness of Privacy Act responsibilities and other workplace privacy issues.

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Declassification of ICRAS Reports: In response to a request from the Export-Import Bank of the United States, IPS Senior Reviewer Howard Lange completed a review and declassification of Interagency Credit Risk Assessment System (ICRAS) country reports filed in the International Finance and Development Office (EB/IFD) for the Bureau of Economic, Energy and Business Affairs. The project covered reports done between 1993 and 2000 on some 186 countries or political entities with between one and 23 reports each. The reports, which totaled nearly 2,400, had a medium length of eight pages each.

IPS Director Signs Fourth Declaration in FOIA Lawsuit: In the lawsuit *Rashad Refaat El Badrawi v. Department of State et al.*, the IPS Director signed another declaration that provided additional information to the Court about the Department's efforts to locate and disclose records to the plaintiff in response to his 2006 FOIA request. This declaration also described the information withheld in response to referrals from other agencies to which the plaintiff had also directed requests. It addressed the applicable FOIA exemptions applied to these withheld documents as well as justified the Department's decision to withhold information from some of the documents at issue in the lawsuit.

National Archives and Records Administration Request for Review of Documents: IPS received a request from the National Archives and Records Administration (NARA) for a declassification review of specific documents that contain other-agency equities relating to the National Commission on Terrorist Attacks Upon the United States (the 9/11 Commission). NARA has initiated a pilot project to declassify Memoranda for the Record (MFRs) of the 9/11 Commission. As part of this project, NARA located documents in which the Department is a secondary equity holder and requested that we review these documents to ensure that no classified information is inadvertently released. NARA's goal is to complete the pilot program as soon as possible in order to evaluate the procedure for a more timely review of the remainder of the 9/11 Commission records.

Special Court for Sierra Leone Request for Information Relating to Charles Taylor: IPS received a request from the Bureau of Intelligence and Research (INR) for a declassification review of Department cables relating to former Liberian President Charles Taylor for possible use in connection with ongoing trials. Once the cables are declassified and provided to the Office of the Prosecutor (OTP), Special Court for Sierra Leone (SCSL), the cables will continue to be subject to SCSL's Rules of Evidence and Procedure, which provides that they are for lead and background purposes only. Should the OTP wish to introduce any of

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the cables in court, it would first have to obtain the U.S. Government's authorization to do so.

New LexisNexis Five Year Contract: Bunche Library staff, working in coordination with the Bureau of Acquisitions Management, negotiated a new LexisNexis five-year contract effective in FY09. Twenty-three Department Bureaus and offices, both domestic and overseas, utilize this contract for their LexisNexis services. Originally established in FY02 by the Bunche Library in partnership with representatives from all affected bureaus, this contract has grown to a yearly dollar value of over \$1.8 million from approximately \$485K in FY02. This is due to an expanded user base, most notably the addition of the Bureau of International Information Programs (IIP) and the Office of Fraud Protection Programs (CA/FPP). Contract terms in the new contract remain very favorable due to the Library's centralized management of this contract. Cost increases per year are about half of the standard rate and the allowable usage is ten times the amount of the invoice.

Library Acquisitions FY08: During FY08, the Library's Acquisitions section spent \$1.8M on print and electronic books, journals, newspapers and database access for Bureaus, posts and the Library. Of that amount, Bureaus spent \$1.4M, Posts \$21.5K and the Library approximately \$380K. The Library spent the major portion of its materials budget (70%) on department-wide access to electronic resources.

Selected Reference and Research from the Bunche Library:

- The Library located addresses for 61 people who were eligible for awards from the German Insurance Association for the Office of Holocaust Investigations. This is part of the July 2000 International Commission on Holocaust Era Insurance Claims agreement. About half of the people are deceased, but Library staff was able to locate all but one of the people or their heirs.
- For the Office of International Telecommunications and Information Policy, the Library provided salary information for the following positions:
 - Director General of the International telecommunications Satellite Organization (ITSO)
 - The Director of the International Mobile Satellite Organization (IMSO)
 - The Secretary General of the United Nations

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- The Secretary General of the International Telecommunication Union (ITU)
- The Executive Secretary of the Eutelsat IGO (Intergovernmental Organization)

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RELEASED IN FULL

October 9, 2008

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MEMORANDUM

I40

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (October 3 through
October 10)

Department Notice Published: IPS published a Department Notice on “Rules of Behavior for Protecting Personally Identifiable Information.” The Privacy Act of 1974, as amended, and OMB Memorandum M-07-16 require all agencies to ensure that “managers, supervisors and employees be informed and trained regarding their respective responsibilities relative to safeguarding personally identifiable information (PII) and the consequences and accountability for violation of these responsibilities.” Although the Notice does not implement any new personnel policy or practice, it reminds employees of their responsibilities in accordance with Federal legislation as well as reiterating the requirements in the Foreign Affairs Manual (FAM) for protecting and safeguarding PII.

Contract Review Completed: IPS completed a Privacy Act compliance audit of 30 contracts to verify inclusion of mandatory Federal Acquisition Regulation (FAR) clauses in contracts that cover the design, development, or operation of a system of records on individuals. Following the audit, IPS worked with A/QM to address any deficiencies identified in the audit. As a result of the audit, Privacy Act clauses were added to the SI International Contract, which covers maintenance for the Kentucky Consular Center and the National Visa Center.

System of Records Notice (SORN) to be Amended: IPS met with the Office of Medical Services to discuss whether to amend MED’s SORN State-24, Medical Records, in order to include Family Advocacy Records or create a new SORN for this category of records. The Family Advocacy Case Records System is a Privacy Act system of records currently in use that maintains paper records on alleged, suspected or established child abuse, neglect or domestic violence incidents. It was agreed that IPS would amend State-24 to reflect the inclusion of these categories of records and individuals, as well as any administrative updates to existing system safeguards.

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FREEDOM OF INFORMATION ACT REQUESTS:

October 2, 2008 to October 8, 2008)

On Monday, October 6, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents concerning the February 2008 abduction in Pakistan's Northwest region of two employees of Pakistan's Atomic Energy Commission.

On Tuesday, October 7, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents concerning the February 2008 raid by Afghan police on the Kabul home of former Afghan warlord and political figure General Abdul Rashid Dostum.

On Wednesday, October 8, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents concerning former inmates of the U.S. detention center in Guantanamo Bay, Cuba, suspected of or known to have returned to terrorist activities or rejoining radical groups, to include documents related to Abdullah Salih Al Ajmi, who drove a car bomb into an Iraqi police patrol on April 26, 2008.

IPS Director Signs Declarations in Two FOIA Lawsuits: Last week the IPS Director signed declarations in two FOIA lawsuits involving referrals of documents from other agencies. In the case of *Physicians for Humans Rights v. Department of Defense, et al.*, the Defense Intelligence Agency referred three Department of State documents for review and direct reply to the plaintiffs. The Department determined that two of the documents must be withheld on national security grounds. The declaration described the Department's response to the plaintiffs, the nature of the information withheld and the FOIA exemption applied to these withholdings. In the case of *M. Gregg Bloche, et al. v. Department of Defense, et al.*, the Office of the Director of National Intelligence referred several documents to the Department for its review. The Department determined that one of the documents, which originated with the State Department, contained privileged deliberative process information and must be withheld in full. The declaration described the document withheld and explained the legal basis for the withholding under provisions of the Freedom of Information Act.

E.O. 12958

Manuscript on Al Qa'ida in Yemen Cleared: IPS completed its pre-publication manuscript review of "High-Value Target: Countering Al Qa'ida in Yemen," by

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former U.S. Ambassador to Yemen Edmund Hull. The Bureaus of Diplomatic Security, Near East Asia, and Counter-Terrorism, the Office of Legal Affairs, the Central Intelligence Agency, the Department of Defense, the Federal Bureau of Investigation and the National Security Council all participated in this review of recent, highly classified topics. After numerous rewrites and finding public sources by the author, the manuscript was able to be cleared for public release.

Article on Test Ban Negotiations Cleared: IPS completed its pre-publication review of an article on nuclear test ban treaty negotiations by Dr. Edward M. Ifft. The article examines the negotiation of the Threshold Test Ban Treaty (TTBT) and the Peaceful Nuclear Explosions Treaty (PNET) in the 1970s and 1980s. The Bureau of Verification, Compliance and Implementation, the Bureau of International Security and Nonproliferation, and the Office of the Legal Adviser participated in this review.

Article on Israeli-Lebanese Relations Cleared: IPS completed its pre-publication review of an article on relations between Israel and Lebanon by Michael Singh, a current DOS employee. The article is intended for publication in an academic journal. After Mr. Singh contacted IPS to determine proper pre-publication procedures, IPS reviewers were able to review the manuscript and respond to the requester promptly.

IPS Assists ISN with Classification Issue: IPS received a query from the Bureau of International Security and Nonproliferation (ISN) to determine whether past reports on foreign government trade control systems could be classified. After consulting with ISN, the bureau security officer for ISN, the Bureau of Diplomatic Security, and considering that numerous contractors continue to have the unclassified documents in their possession, all reached consensus not to classify past reports retroactively, but to begin classifying new reports. Apparently another agency provided report information to a foreign government causing damage to our foreign relations with that country.

IPS Program Manager Joining 17 Others at Air War College: Jane Diedrich has been selected to participate in the Air War College's 2008 "State Department Days" as part of the its' National Security and Decision Making Seminars from October 27-30 at Maxwell Air Force Base, Alabama. Former Ambassador Chris Hill is one of the group leaders.

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Sovereign U.S. Soil: IPS staff provided citations (Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations) to confirm that a U.S. embassy, consulate or mission is considered sovereign U.S. soil for a patron in Overseas Buildings Operations/Project Evaluation/Facilities Management.

Training Tool for Consular Officers: The library staff assisted a patron in Consular Affairs to locate and borrow a number of CIA produced booklets of personal names for 33 for use as a training tool for Consular Officers.

S/ES Records Keeping Workshop: The Executive Secretariat hosted a Records Keeping Workshop for the Principals' staffers on October 7th. The Agency Records Officer, along with the S/ES Director of Records and Correspondence, co-conducted the session. The workshop covered record keeping responsibilities, retirement procedures for the 7th Floor Principals' documents, and removal procedures. There were 18 staffers in attendance.

EAP Records Scheduling Project: On October 8th, IPS staff met with managers from the Bureau of East Asian and Pacific Affairs' Office of Economic Policy to begin a project to schedule their records.

EEB Departing Officials Briefing: On October 8th, the Agency Records Officer briefed the Bureau of Economic, Energy, and Business Affairs' Executive Director, Bureau Records Coordinator and other staff members on the departure procedures. In addition to preparing for the departure of one of their Deputy Assistant Secretaries, EEB is taking proactive action to get the word out throughout their bureau and plans to discuss the procedures at a senior staff meeting.

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October 16, 2008

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MEMORANDUM

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TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (October 10 through October 17)

Privacy Summit:

The Department's Privacy Officer participated in the Inter-Agency Privacy Committee planning meeting for the upcoming Federal Privacy Summit on October 23rd. Clay Johnson, Deputy Director for Management, OMB, will be the keynote speaker for the event. The day-long Summit will include a moderated panel with the Department's Senior Agency Official for Privacy and feature topics ranging from "Privacy 101" to the "Use of Technology to Protect Privacy."

Privacy Conference Participation: The Privacy Program Coordinator attended a privacy conference that focused on the role of private and public sectors in protecting sensitive data. The Keynote Speaker, and the Senior Vice President of Privacy, Security, Compliance and Government Affairs for LexisNexis Group, Carol DiBattiste, discussed the importance of mitigating the risk of insider threats to both business and government operations. The conference also highlighted the importance of raising awareness as well as conducting mandatory privacy training for all employees.

Privacy Training: The Bureau of Diplomatic Security (DS/TPS/CISD) requested an update on the Department's privacy requirements. IPS staff provided an overview of the Privacy Act as well as other federal privacy mandates to the audience of DS instructors. The instructors were also briefed on the recent Department Notice instructing employees on "Rules of Behavior for Protecting Personally Identifiable Information."

New Employee Privacy Training: IPS briefed new Presidential Management Fellows on the Department's privacy requirements. The session covered the Privacy Act, data breaches, workplace privacy issues, and the "Rules of Behavior for Protecting Personally Identifiable Information."

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FREEDOM OF INFORMATION ACT REQUESTS:

October 9, 2008 to October 15, 2008)

On October 9, 2008, **Barbara Elias** of **The National Security Archive**, requested copies of documents from 2005 to the present concerning violence, gun fire and casualties, resulting from members of the Taliban in Afghanistan, attempting to prevent the eradication of opium crops.

On October 14, 2008, **Barbara Slayin** of *The Washington Times*, requested copies of any notes taken by Department staff in Baghdad on July 21, 2008, when Senators Barack Obama, Jack Reed, and Chuck Hagel met with Iraqi Prime Minister Nori al-Maliki and Iraqi Foreign Affairs Minister Hoshyar Zebari.

Archivist Approves Three Records Disposition Schedules: The records disposition schedules for records of the Assistant Secretary for Consular Affairs, Post Refugee Records, and the Bureau of South and Central Asian Affairs - Geographic Offices, were recently approved by the Archivist of the United States. Personnel in these areas were notified to implement the newly approved schedules. Records disposition schedules ensure the orderly disposition of records, provide legal authority to destroy temporary records or transfer permanent records, as well as improve the overall economies and efficiency of the recordkeeping operations in each area.

Selected Reference and Research

Battle of Antietam: For the Counselor of the Department, provided maps, books, articles and biographies of the major participants in the Battle of Antietam.

Reports on Public Diplomacy: Provided a patron in R (Public Diplomacy/Public Affairs), with a bibliography of reports on Public Diplomacy.

DOS Technical Bulletin: With the assistance of Diplomatic Security, located a DOS Technical Bulletin on the subject of "blast retrofit wall using cold formed steel stud walls" for an Air Force officer.

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October 23, 2008

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MEMORANDUM

I 42

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (October 17 through October 24)

Support to MED: IPS/Privacy is providing support and expertise to the Office of Medical Services (MED) to amend one of its System of Records Notices. Also, MED's Electronic Medical Records System has undergone a significant modification; accordingly, an updated Privacy Impact Assessment has been conducted.

System of Records Notice Published: On October 17, IPS/Privacy published a new System of Records Notice (SORN) for the International Narcotic and Law Enforcement Personnel Tracking System (State-74) in the Federal Register.

Information Collection Review: This month IPS Privacy has reviewed and provided clearance on three separate Information Collection Requests after determining that the collections were consistent with the authority, purpose and routine use of the information collected.

Privacy Summit Participation: On October 23, IPS/Privacy staff joined 500+ other federal privacy professionals at the Federal Privacy Interagency Summit at the Department of Commerce. Clay Johnson, Deputy Director for the Office of Management and Budget, was the keynote speaker. Also, Llewellyn Hedgbeth, A/ISS, participated in a roundtable discussions titled "Creating a Culture of Privacy in the Federal Government," and Charlene Thomas, Department Privacy Officer, briefed attendees on federal privacy mandates. Other Privacy Summit topics included "Privacy 101" and "The Use of Technology to Protect Privacy."

Response to OIG Embassy Report: At the request of the Office of Inspector General (OIG), IPS/Privacy provided a response to an OIG Report regarding the minimization of PII at an Embassy. IPS advised the OIG that the Department is currently engaged in developing various methodologies to identify and reduce the unnecessary use of SSNs, both domestically and abroad.

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FREEDOM OF INFORMATION REQUESTS:

On October 21, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents for the period of January 2007 to the present, concerning the relationship, opinions, connections and suspected or known interactions between members of al-Qaeda, to include Osama bin Laden and pre-Taliban leaders in Pakistan.

On October 22, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents for the period of January 2002 to the present, concerning the percentage estimates of how much of Afghanistan is under Taliban control.

External Referral Working Group: IPS staff attended the monthly interagency External Referral Working Group meeting held at the National Archives and Records Administration (NARA II) in College Park, MD. Dr. Michael Kurtz, Assistant Archivist for Records Services at NARA briefed the group on procedural changes taking place at NARA that will increase the integrity of the federal records onsite and reduce the administrative workload of agencies. Jay Bosanko, Information Security Oversight Office (ISOO) Director, briefed the group on the institution of ISOO Notices. These notices will cover aspects of the classification, safeguarding and declassification programs under the Executive Order 12958. These notices will be vital for all federal agency employees who review their agency's documents for declassification purposes. State documents continue to be among the most requested by researchers and historians at NARA.

Historical Researcher Completes Project: IPS has completed its pre-publication review of a manuscript by Dr. Richard Haass, currently President of the Council on Foreign Relations. His book, War of Necessity, War of Choice, relates his experiences working as a senior NSC official during preparations for the first Gulf War, and again as head of State's Policy Planning Staff during the run-up to the second Gulf War. Dr. Haass visited the Department to review records from his tenure as part of his research for this book, tentatively scheduled for publication in the spring. Six other bureaus and four other agencies participated.

Declassification Request for Former ACDA Reports: The E.O. 12958 team assisted the Bureau of Verification, Compliance and Intelligence with an inquiry about mandatory review or automatic declassification of two reports originally classified as TS in 1983 and 1984 by ACDA, and since transferred to the Department. Assistant Secretary de Sutter would like to declassify the records

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before the deadline for automatic declassification, or if they can't be fully declassified remark an appropriate exemption and specify a declassification date.

OP-Ed on Energy Policy Submitted and Cleared: Carol Lynn MacCurdy, a former US Foreign Service Officer who spent the last four years working in the Economic, Energy and Business Affairs Bureau has submitted a manuscript calling for a commission similar to the 911 Commission to make strategic recommendations on renewable energy alternatives for the next 50 years. Her co-author is Scott Sklar, former Executive Director of the Solar Energy Industries Association, and currently President of the Stella Group, a renewable energy and energy efficiency strategic design firm.

EAP Records Scheduling Project: On October 16, IPS staff met with managers from the Bureau of East Asian and Pacific Affairs' Office of Maritime Southeast Asia to begin a project to schedule their records.

New E-Audio Books: The Library just added eight new titles to its collection of e-audio books. They are: *A History Of Warfare*, *Intelligence In War*, *The Iraq War*, *Leadership & Vision*, *Legacy Of Ashes*, *Motivating Your Staff For Better Performance*, *Soldier* (Colin Powell), and *Transforming Leadership*. E-Audio books allow our overseas customers to download audio books to their desktop computers, or to mp3 devices.

Library Briefings

OMS Hands on Training: Library and DRS staff gave ten Office Management Specialists hands on training on Library resources.

WHA/AND Briefing: Library staff briefed four new Desk officers for the Andean Region.

Selected Reference and Research from the Bunche Library:

Information on the Middle East: In preparation for travel to the region, provided eight articles on the Middle East to the Assistant Secretary International Organizations.

L/Consular Affairs: Library staff searched the Pacer database for the federal district courts in Texas for cases involving 499 names. This research is for an ongoing investigation.

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Economics Counselor in Kyiv: Provided the Economics Counselor in Kyiv with statistics and a graph of monthly steel prices in the Ukraine. The Antitrust Library at the Department of Justice assisted with this question.

IA's Input to WAR – October 21, 2008:

There are no items to report this week.

Special Projects (Congressional/Discovery/Touhy/GAO Requests):

Received this week:	0
Received YTD:	48
Closed this Week:	0
Closed YTD:	0
In Progress:	201

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RELEASED IN FULL

October 30, 2008

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MEMORANDUM

I 43

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (October 24 through
October 31)

Privacy Briefing: IPS (with ECA and IIP) briefed A and A/ISS on issues stemming from persistent cookies and social networking sites. IPS will continue to work with ECA and IIP on policy for department-sponsored social networking sites in order to balance public diplomacy needs with appropriate privacy protections.

Developing Privacy Expertise: On Oct 28, IPS met with education specialists from the George Washington University regarding a GW scholarship program for possibly developing privacy professionals for the Department.

Privacy and the Internet: On October 30, IPS participated in a meeting of the Department's Internet Steering Committee where topics for discussion included the development of policy related to social media and the status of current social media activity on Department websites.

FREEDOM OF INFORMATION ACT REQUESTS:
(October 23, 2008 to October 29, 2008)

On October 23, 2008, **Steven Rennie** of *The Canadian Press*, requested copies of documents concerning future ecological studies in the Canadian High Arctic, which may be related to U.S. claims to Arctic sovereignty.

On October 24, 2008, **David Glovin** of *Bloomberg News*, requested copies of documents concerning privatization “vouchers” in the country of Azerbaijan between the office of Senator Sam Brownback or Gerald O’Shaughnessy of Wichita, Kansas and several Department of State officials, to include Christine Rocca, Nancy McEldowney, J. Frank Mermoud, and Robert Burgess.

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On October 29, 2008, **Barbara Elias** of **The National Security Archive**, requested copies of documents for the timeframe of January 2008 to the present, related to the proposed 2,600 kilometer gas pipeline intended to run from Iran to India, passing through Pakistan, to include all documents related to the April 2008 visit to Pakistan of Iranian President Mahmoud Ahmadinejad where he discussed the pipeline with President Pervez Musharraf and Foreign Minister Mahmood Qureshi.

Records Management Training: IPS recently conducted a records management training session at the Foreign Service Institute (FSI) as part of the FSI course, *Foreign Service Office Management Specialist Training for Entering Personnel*. The session covered records management policies and procedures, and explained employees' roles and responsibilities related to the creation, maintenance, and disposition of Department records at overseas posts. The training is one of a series of records management presentations scheduled at FSI for FY 2009.

ARMA Records Management Conference: – Several IPS attended the 53rd annual Association for Records Managers and Administrators (ARMA) International Conference and Expo October 19th through October 23rd. The staff benefited from seminars on a wide variety of current records issues, including the use and disposition of blogs and websites, leadership in records management, and protecting vital records, to name a few. Additionally, the staff was able to explore and discuss new records-related technologies and products with various vendors.

OBO Emergency Planning Meeting Participation: On October 28, IPS gave a briefing about the basic elements of a Vital Records Program to senior managers from the Bureau of Overseas Building Operations (OBO) at SA-18 in Lorton, VA. The briefing was part of an OBO emergency action exercise coordinated by the Office of Emergency Management. Approximately 25 managers were in attendance. The Vital Records Program is an important component of continuity planning.

Library Procurement Operations Review (POR) Entrance Meeting: Library management staff met with Jan Visintainer and Paulette Donnelly of A/OPE for an Entrance Briefing prior to their review of the Library's procurement function. At this meeting A/OPE was provided with information it had requested, including a summary of contractual actions by acquisition methodology, internal policies and procedures and training records for the Library staff who hold an active Contracting Officer's Warrant. Ms. Visintainer asked for additional breakdowns on the acquisitions statistics provided and for a demonstration of the

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Voyager acquisitions module. In order to prepare us for the review, she identified other areas of the procurement function which will be included in the review, such as compliance with the State Department contract numbering system among others.

eDiplomacy Knowledge Management Conference: Two Library staff members attended the Knowledge Management in Diplomacy Conference hosted by eDiplomacy. The conference was attended by representatives from the Foreign Ministries of the UK, Canada, New Zealand, Estonia, and Norway, as well as USAID, United States Institute of Peace, Inter-American Development Bank and the World Bank. Participants discussed their knowledge management efforts. All organizations are using or planning to use blogs, wikis, profiles and other Web 2.0 tools. One of the biggest challenges faced by all is the cultural shifts required to exploit these technologies effectively.

Library Renovation: Library staff is preparing for the renovation of the Reading Room and Acquisitions area. The Reading Room will be closed for two weeks, beginning on October 31. Temporary work and storage areas have been identified. Entrance to the Library will be at room 2438 HST, where a temporary reference and circulation desk will be located. Most library services will be available with the exception of Intranet, Internet, and email workstations.

Diplomatic Research Service

Courtesy Diplomatic Passports: The Bureau of Consular Affairs (CA): requested a memo for the Assistant Secretary concerning courtesy diplomatic passports. The Diplomatic Research Service (DRS) contacted the Office of Correspondence and Records (S/ES-CR) who located two documents and transmitted them to CA; DRS conducted a search of CA retired records and provided copies of five telegrams.

Office of the Deputy Secretary (D): IPS responded to a request from the Office of the Deputy Secretary for two documents, dated in the mid 1970's, which were drafted by Deputy Secretary Negroonte while he was serving at the American Consulate General in Thessaloniki, Greece. A copy of the 1977 document was quickly located and forwarded to D the same day. The 1976 document had been transferred to the National Archives and Records Administration (NARA), but was retrieved and forwarded to D the next day.

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RELEASED IN FULL

November 6, 2008

UNCLASSIFIED
MEMORANDUM

TH4

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (October 31 through
November 7)

Focus on Privacy: This week IPS presented a privacy overview at meetings of the Functional and Regional Executive Directors. Discussion topics included the on-going efforts to enhance privacy awareness and protection, and what more can be done to fully comply with federal privacy mandates.

Privacy Impact Assessment: The Privacy Impact Assessment (PIA) for the Office of Inspector General Case Management System (OIG-CMS), has been updated and posted to the public facing website. This update allowed IPS to replace the OIG-CMS summary with a PIA in the updated template.

Privacy Outreach: IPS reviewed and updated 17 Consular Affairs (CA) PIAs. We are currently consulting with Consular Affairs to confirm our initial assessments.

SIGNIFICANT FREEDOM OF INFORMATION ACT REQUESTS:
(October 30, 2008 to November 5, 2008)

On October 30, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents for the timeframe of January 2008 to the present, related to the May 8, 2008, meeting in Kabul, Afghanistan, of tribal leaders, politicians, officials from the Afghan Government, the Taliban, and officers from militant groups such as Hezb-e-Islami.

On October 31, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents for the timeframe of January 2008 to the present, related to the meeting in Mecca, Saudi Arabia, between officials from the Afghan Government, and members of the Taliban which took place in late September 2008.

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Selected Reference and Research

Research on Ralph Bunche's tenure at the Department of State: Provided information about the positions held by Ralph Bunche at the Department of State for Ambassador Ruth Davis for an article she is writing.

Diplomatic Research Service (Pilot)

Coordinator for Counterterrorism (S/CT): Provided information concerning U.S./Russia counterterrorism cooperation for the Coordinator, who considered this to be of "critical importance". Twelve telegrams were transmitted to S/CT for review.

(SBU) (New) Six Department of Defense Requests for Information Regarding Guantanamo Bay Detainees (IPS Control #s D200700042, D200800003, D200800012, and D200800015, D200800029-D200800034): IPS is coordinating Department responses to S/ES taskers issued in response to multiple requests from the Department of Defense (DOD) for "documents relevant to the upcoming military commission trials" of several Guantanamo Bay detainees. DOD has requested that the Department produce documents that could be subject to disclosure to the defense pursuant to the Military Commissions' Act of 2006 and the Manual for Military Commissions.

IPS Completes Ecuador's Truth Commission Request for Declassification of State Department Documents (IPS Control #S200800016): IPS provided the final tranche of 209 documents to the Bureau of Western Hemisphere Affairs in response to a request for declassification of certain State Department documents. As previously reported, the Ecuador Truth Commission (ETC) asked for the Department's assistance under the Freedom of Information Act (FOIA) in obtaining documents produced by the Department that may shed light on human rights violations in Ecuador from 1984-1988. Since the ETC must complete its work by the end of 2008, and given the tight timeline, P approved the creation of special project to facilitate priority declassification.

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RELEASED IN FULL

November 13, 2008

I 45

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MEMORANDUM

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (November 7 through
November 14)

IPS Participated with Other Government Agencies: IPS, along with privacy officials from DHS, HHS and DOD, provided a briefing to federal officials on building privacy programs at an event hosted by the American Society of Access Professionals (ASAP).

IPS to Participate in DS Cyber Security Awareness Day: On November 18, IPS Privacy officials will participate in the Cyber Security Awareness Day Fair to be held at Main State. Along with other vendors, Privacy will conduct outreach activities and provide attendees with informational packets with information on privacy laws, rules and responsibilities.

IPS participation in Webinar: IPS participated in a Webinar titled, "Privacy Considerations in Government Data Mining Programs." The Webinar included contributions from the Department of Homeland Security, the Social Security Administration and the private sector. Discussion topics included making a data mining program effective as well as privacy-sensitivity and exploring how Federal agencies can implement better business practices to address possible privacy risks.

SIGNIFICANT FREEDOM OF INFORMATION ACT REQUESTS:

(November 6, 2008 to November 12, 2008)

On November 6, 2008, **Jesse Franzblau** of **The National Security Archive**, requested copies of documents related to **Ricardo Miguel Cavallo**, a former Argentine military naval commander of the Argentine Navy Mechanical School. Documents include the arrest of Cavallo in Mexico in 2000, his subsequent extradition to face charges in Spain's National Court for international human rights violations carried out under his command, and further extradition of Cavallo from Spain to Argentina in February 2008 where he is currently standing charges for

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crimes against humanity committed during his tenure in the military government for the time period of 1976-1983.

On November 7, 2008, **Barbara Elias** of **The National Security Archive**, requested copies of documents for the timeframe of January 2005 to the present, related to the relationship, connections and opinion of Taliban Commander Mullah Omar towards the Taliban.

On November 12, 2008, **Paul O'Brien** of **The Irish Examiner**, requested copies of documents for the timeframe of June 2008 through September 2008, related to the 12-month intern work and travel pilot program, and the related Memorandum of Understanding signed by Deputy Secretary John Negroponte and Ireland Foreign Minister Michael Martin on September 24, 2008.

On November 12, 2008, **Paul O'Brien** of **The Irish Examiner**, requested copies of documents for the timeframe of May 2008 to October 2008, related to the contacts between the United States and Ireland concerning the U.S.-India Civilian Nuclear Cooperation Agreement.

Interagency Meeting to Prepare for NATO Archives Committee Session in Brussels: IPS and EUR/RPM staff met with representatives from the National Archives and Records Administration (NARA) and the Information Security Oversight Office (ISOO) to discuss preparations for the November 20-21 meeting of the NATO Archives Committee at NATO Headquarters, at which NARA and the US Mission to NATO will represent the U.S. All agreed on the utility of interagency cooperation in refining USG guidelines on the review of NATO information, and ISOO is preparing a "Notice" on the handling of NATO information in the USG declassification process. Participants agreed to hold another interagency meeting after the session in Brussels to review the latter's results and coordinate possible interagency follow-up.

EAP Records Scheduling Project: On November 5, IPS staff met with staff from the Bureau of East Asian and Pacific Affairs Front Office to begin a project to schedule their records for declassification.

Foreign Affairs Professional Reading List: The Library played a key role in the development of the new Professional Reading List which was proposed by Under Secretary Burns and AFSA President Naland. Working with a tight schedule, the list was developed, modified and prepared for final approval. The list became one

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of the most popular pages on the Diplodedia and was mentioned in a New York Times article.

INR Funded Department-wide Access to New Databases: Working closely with Bunche Library staff, INR funded and provided Department-wide access to several new databases: JSTOR, Project Muse, ISI Emerging Markets, Eastview Social Science and Humanities Database, and Aero Transport Database.

Gift Books from Secretary: The Library received approximately 200 books from the Secretary's office this week, primarily books given to her by her foreign counterparts. Staff will review those books for inclusion in the collection.

Selected Reference and Research

- **Human Rights Reports:** Provided the Department of Homeland Security with copies of the 1990, 1991 and 1992 Department of State Human Rights reports for Pakistan.
- **International Convention for the Suppression of Acts of Nuclear Terrorism:** A patron in L/Nuclear Proliferation needed the date that the United Arab Emirates signed this convention.
- **Provincial Reconstruction Teams (PRT):** Provided articles and papers on PRTs and comparisons of the PRTs with Operation Phoenix for a patron in Public Diplomacy and Public Affairs,
- **Use of Force Against Terrorist Groups:** Provided L/Political Military with articles by Peter Taksoe Jensen, a former Danish Legal Advisor and Michael Wood, a former UK Legal Advisor that discussed the use of force against terrorist groups.

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November 20, 2008

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MEMORANDUM

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (November 14 through November 21)

Information Sharing Environment (ISE) Privacy Guidelines (PGC) Meeting:

IPS attended this month's ISE Privacy Guidelines Committee (PGC) meeting. At the meeting, IPS reported on the progress being made on the drafting of the Department ISE Privacy Guidelines and engaged in discussions of legal and privacy issues/concerns with the other committee members. The ISE PGC continues to be a source of relevant information and corroboration which IPS will continue to utilize throughout the drafting process.

Cyber Security Awareness Day: IPS participated in the Bureau of Diplomatic Security Cyber Security Awareness Day Fair held on November 18th. IPS staff engaged in outreach activities and provided material on the recent Department Notice, "Rules of Behavior for Protecting Personally Identifiable Information (PII)," as well as instructions for reporting suspected/confirmed breaches of PII.

FREEDOM OF INFORMATION ACT REQUESTS:

(November 13, 2008 to November 19, 2008)

On November 17, 2008, **Joe Cyr** and **Andrew Tyrie**, of the **All Party Parliamentary Group on Extraordinary Rendition (APPG)**, requested copies of documents for the timeframe of September 11, 2001 to the present, related to the involvement and participation of the United Kingdom and other governments in the rendition and secret detention of suspected terrorists by the United States.

On November 17, 2008, **Ian Urbina** and **Margot Williams**, of *The New York Times*, requested copies of documents for the timeframe of September 11, 2001 to the present, related to the involvement and participation of the United States and the United Kingdom or other nations in the extraordinary rendition of persons suspected of terrorism-related activities.

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On November 17, 2008, **Barbara Elias** of **The National Security Archive**, requested copies of documents for the timeframe of January 2008 to the present, related to President of Afghanistan Hamid Karzai's proposal guaranteeing Mullah Omar, the Supreme Leader of the Taliban, safety in exchange for Omar's help negotiating a peaceful settlement in Afghanistan.

Department Exceeds FY08 Goals for Reducing FOIA/PA Appeals Backlog and for Appeals Processed: The Department exceeded its published FY08 goals for the number of FOIA/PA appeals processed during the year, and for reducing the backlog of FOIA/PA appeals. The goal for number of appeals processed during FY08 was exceeded by 2%; the goal for reducing the appeals backlog during FY08 was exceeded by more than 35%. In fact, the Department has achieved its lowest published backlog reduction goal three years ahead of time. With extreme diligence, teamwork, organization and planning, the Appeals Staff was able to process more appeals in FY08 by far than have ever been processed by the Department in a single year. The goals were established in November 2007 in response to new Department of Justice requirements. All Federal agencies had to publish goals for reducing their FOIA/PA appeal backlog, along with their FOIA/PA request backlog, and to set targets for the number of appeals and requests to be completed during each fiscal year during FY08 – FY10.

Request from Office of the Inspector General for Documents Regarding Iraqi/Kurdish Oil Contracts and U.S. Oil Policy in: IPS is coordinating Department responses to a request from the Office of the Inspector General (OIG) for documentation related to Congressional requests regarding Iraqi/Kurdish oil contracts and U.S. oil policy in Iraq. IPS provided OIG with 54 documents that were identified by OIG as responsive to the request. These documents were retrieved from a previous Congressional request relating to Iraq oil development contracts. OIG is initiating a review of the Department's implementation of U.S. policy related to oil contracts in Iraq.

Department of Labor's Request for Clearance to Cite Information from Department Cables in Connection with the "Worst Forms of Child Labor" Report: IPS provided the Office of the Legal Adviser with 6 documents/43 pages in response to a request from the Department of Labor (DOL). As previously reported, DOL requested a clearance to cite information from certain Sensitive but Unclassified Department cables for use in their annual Congressionally-mandated report. The purpose of this report is to present a comprehensive picture of the child labor situation world-wide as well as to highlight governments' efforts to address this serious issue.

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Department of Justice Office of Special Investigations (OSI) Request for Certain Cable Traffic Pertaining to an Individual Currently under Investigation:

IPS provided the Office of Special Investigations (OSI) with one document in response to their urgent request for documents. As previously reported, OSI has requested information pertaining to an individual currently under investigation for the murder of U.S. Navy Officer Albert Schaufelberger.

Department of Justice Document Request for Information regarding United States v. Rahmani, et. al and United States v. Taleb-Jedi:

IPS provided 10 documents to the Office of the Legal Adviser in response to a request from the Department of Justice (DOJ). As previously reported, DOJ has requested that the Department of State produce any documents related to two separate prosecutions against individuals accused of providing material support to the Mujahedin-e Khalq ("MEK"), a designated foreign terrorist organization.

Litigation Subpoena Request for Records Related to U.S. Citizens Detained in Iraq or Kuwait During the Invasion of Kuwait:

IPS provided the Office of the Legal Adviser with one document for possible disclosure to the plaintiffs' counsel in connection with the lawsuit James S. Vine, et al. v. Republic of Iraq. As previously reported, IPS is coordinating a Departmental response to an S/ES tasker issued in response to a subpoena pertaining to a civil lawsuit brought against Iraq by 236 U.S. citizens who were detained, or forced to go into hiding, in Iraq or Kuwait between August and December 1990, or were the spouses of such U.S. citizens.

IPS Director Signs Declarations in Two FOIA Lawsuits: In the lawsuit *Judicial Watch, Inc. v. Department of State et al.*, the IPS Director signed a declaration that provided information to the Court about the Department's efforts to locate and disclose records to the plaintiff in response to its 2008 FOIA request for information concerning the issuance of T and U visas. In the lawsuit *Lowell Sachnoff, et al. v. Department of Defense*, the Department of Defense (DoD) and the Defense Intelligence Agency (DIA) referred a total of twelve documents to the Department for review as part of DoD's response to the FOIA request at issue in the lawsuit. The Department determined that five of the documents must be withheld in part and seven of the documents must be withheld in full. The declaration provided explanation of the administrative processing of the referred documents, detailed descriptions of all of the documents withheld, as well as justifications for each withholding of information.

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Department Receives New FOIA Lawsuit: In the lawsuit *Arakelyan v. Chertoff, et al.*, filed against the Department, the Department of Homeland Security (DHS) and the Department of Justice (DOJ), the plaintiffs allege, in addition to other claims, that the Department failed to comply with FOIA/Privacy Act requests for documents concerning the U.S. citizen visa petitioner and her alien beneficiary spouse in Armenia. IPS records indicate that the requests were insufficient for the Department to process, and that the plaintiffs failed to respond to attempts to clarify the requests and provide necessary documentation.

Career Ambassador J.G. Dean Submits Memoirs: IPS is reviewing a manuscript written by former Ambassador John Gunther Dean on his foreign service career experiences. Ambassador Dean served under four different Presidents as Ambassador to five different countries. The Department has already declassified hundreds of documents from Ambassador Dean's diplomatic service for the Carter Library. Ambassador Dean currently resides in Paris.

Former DAS Submits Manuscript: IPS has begun pre-publication review of a book entitled, "The Other War: Winning and Losing in Afghanistan," written by former Ambassador to Algeria and Deputy Assistant Secretary for the Bureau of Near Eastern Affairs (1997-2000) Ronald E. Neumann. Neumann was a member of the Senior Foreign Service who served as Ambassador to Algeria, Bahrain, and Afghanistan, as well as Embassy Baghdad's principal interlocutor with the Multinational Command from 2004 to 2005. Ambassador Neumann is currently President of the American Academy of Diplomacy in Washington, D.C.

IPS Review of Article on Iran: IPS completed its review of an article written by former Department employee Michael Singh. Mr. Singh, currently affiliated with the Harvard Business School, submitted an article exploring policy options available to the next President regarding Iran and its nuclear ambitions. Mr. Singh's most recent position was as the Senior Director for the Near East and North Africa at the National Security Council where detailed from the Department.

NARA Records Center Reimbursable Program: Each year the Department enters into an agreement to reimburse the National Archives and Records Administration (NARA) for storing and servicing Department records. The A Bureau funds all of the Department's records storage and service needs except for those of the Bureau of Consular Affairs. Passport Services and Visa Services reimburse the A Bureau for costs related to storing and servicing their records because of their extremely high volume of records storage and service activity.

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IPS is responsible for coordinating the projected funding and the internal concurrence of the reimbursable agreement. IPS successfully completed Department approval of the Interagency Agreement with NARA for FY 2009. Funding to cover the Department's records storage and service costs for FY 2009 is projected to be \$3,300,000.

Reference Librarian lectures at Yale University Law School: IPS reference Librarian, Joan Sherer, was invited to lecture an Advanced Legal Research class on "Legal Research in the Federal Government" at the Yale University Law School. Ms. Sherer spoke about the State Department, her work here and careers in the federal government. Many of the students had not considered a career with the federal government.

Bunche Library Renovation: The Bunche Library Reading Room re-opened on schedule Monday, November 17. The renovation of the lower level offices continues.

Extradition Treaties: IPS provided copies of extradition treaties for China, Japan, India, South Africa, Egypt, Russia, France, Germany, the UK, Mexico and Brazil were provided to L/LEI (Office of the Legal Adviser/Law Enforcement and Intelligence).

Assistance to Africa Bureau Public Diplomacy Office: IPS compiled speeches by former AF Assistant Secretaries, 1958 to the present, for the AF Public Diplomacy Office. Also provided copies of speeches by Susan Rice.

Timely Provision of Article: IPS provided an INR staff member with a copy of a forthcoming *New York Review of Books* article "Italy Against Itself" by Alexander Stille that was not yet available electronically. Library staff were able to acquire the article prior to COB as the patron needed it for an early morning briefing the next day.

Iran and the Vienna Convention on Diplomatic Relations: The Office of the Legal Adviser (L) requested specific cables related to Iran and the Vienna Convention on Diplomatic Relations from 1980 to the present. Over 100 documents were reviewed and analyzed and thirty eight were transmitted to the L officer.

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November 26, 2008

SENSITIVE BUT UNCLASSIFIED
MEMORANDUM

I 47

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (November 21 through
November 27)

Amended Department of Justice Request for Information Regarding Doe v. Rumsfeld: IPS is coordinating a Department response to an Executive Secretariat (S/ES) tasker issued in response to a request from the Department of Justice (DOJ) to apply an update to the original request for documents relevant to a lawsuit brought against former Secretary of Defense Donald Rumsfeld. Plaintiff has sued Secretary Rumsfeld in his individual capacity, alleging that he is responsible for the violation of his constitutional rights when he was arrested and detained by the United States in Iraq. Plaintiff has also sued the United States for the return of certain personal property he claims was confiscated from him by government personnel in Iraq.

IPS Met with the Bureau of Consular Affairs (CA): At the request of the Visa Office (CA/VO) and Consular Systems and Technology (CA/CST), IPS met with CA staff members to provide guidance on the Department's requirements for conducting privacy impact assessments (PIAs). The E-Gov Act of 2002 requires the Department to conduct PIAs on all new or modified IT systems that collect personally identifiable information on members of the public and to post them on the Department's public-facing website.

IPS Participates in Information Technology (IT) Change Control Board (CCB): IPS reviewed two IT Change Control Board (CCB) requests for changes to the Department's Sensitive But Unclassified OpenNet system. The IPS reviews were posted to the IT CCB website as concurrences. IT CCB members have the responsibility to either approve or disapprove any proposed changes to the Department's global IT infrastructure.

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IPS Approves Bureau of Consular Affairs (CA) Information Collection

Request: IPS Privacy reviewed and cleared a new information collection request submitted by the Bureau of Consular Affairs (CA) for Form DS-260, Electronic Application for Immigrant Visa and Alien. IPS reviewed the Form's Privacy Act Statement to ensure that the collection of information was consistent with the authority, purpose and routine use of the data.

Freedom of Information Act Requests: Among other Freedom of Information Act (FOIA) inquiries, IPS received FOIA requests for records regarding the following subjects:

- Assessments, evaluations, reviews or appraisals of Pakistan's policy of negotiating agreements with militants in the Federally Administered Tribal Areas (FATA).
- Prisoner exchanges between the Pakistan Army and the Taliban.

Federal Records Council (FRC): IPS Managers participated in a National Archives and Records Administration (NARA) sponsored meeting with the Federal Records Council (FRC). At this meeting, NARA reviewed the framework behind their records management guidance, which explains the "what and why" of the subject but not the "how" (NARA continues to state that implementation is an agency responsibility). NARA also discussed two new guidance products: the integration of their records management profile into the Federal Segment Architecture Methodology (FSAM) as well as a FAQ on co-mingled data, specifically multiple-agency data that reside on web portals and collaborative environments. NARA concluded the e-mail with a discussion of the potential development of records management services. Records management services are services that would be developed by vendors to meet a standard specification that is applicable to industry and government use. Such products would allow Federal agencies to implement behind-the-scenes or bolt-on software that solves specific records management issues, instead of having to invest in costly enterprise-wide records management applications.

Town Hall Benefits Forum for Departing Political Appointees: On November 20th the Office of the White House Liaison hosted a Town Hall Benefits Forum for departing political appointees (Schedule C's). Subject matter experts from various areas in the Department served as panel members addressing records management, security clearances, post employment ethics, TSP plans, retirement, and unemployment issues. The Agency Records Officer served as the records

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management panelist. Approximately 100 employees attended the event which was held in the George C. Marshall Conference Center.

Records Management Workshop for the Office of War Crimes Issues

(S/WCI): On November 18th IPS staff members conducted a workshop for the Office of War Crimes Issues (S/WCI). The workshop covered basic records management policies and procedures as well as how to retire records. The workshop was tailored to S/WCI's immediate needs. Seven S/WCI employees attended the workshop.

Litigation Hold Meeting with L: On November 13th IPS staff assisted the Office of the Legal Adviser (L) on issues related to e-Discovery. Under the Federal Rules of Evidence, responsive information to discovery court orders includes all forms of electronic data. In addition to identifying responsive electronically stored information (ESI), ESI needs to be maintained throughout the period of the court case and any subsequent appeals. The meeting discussed L's implementation of the requirements in a particular case.

Department of Justice Declassification Request Regarding AEY, Inc.: IPS received an urgent request from the Office of the Legal Adviser (L), on behalf of the Department of Justice (DOJ), asking for a declassification review of certain State Department documents. DOJ is requesting Department information for possible use in a criminal indictment case - *United States v. AEY, Inc., et al.* The indictment alleges that the defendants defrauded the United States Army by procuring \$10 million in munitions from Chinese military companies and providing the munitions to Afghanistan under a foreign assistance contract. Munitions from Chinese military companies were prohibited under the contract.

National Archives and Records Administration Request for Review of

Documents: IPS received a request from the National Archives and Records Administration (NARA) for a declassification review of specific documents that contain other agency equities relating to the National Commission on Terrorist Attacks Upon the United States (the 9/11 Commission). NARA has initiated a pilot project to declassify Memoranda for the Record (MFRs) of the 9/11 Commission. As part of this project, NARA located certain documents for which the Department is a secondary equity holder and requested that we review these documents to ensure that no classified information is inadvertently released. NARA's goal is to complete the pilot program as soon as possible in order to evaluate the procedure for review of the remainder of the 9/11 Commission records.

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Department of Justice Office of Special Investigations (OSI) Request for Information Related to Two Individuals Currently Under Investigation: IPS is searching the State Archiving System (SAS) for relevant State Department cables in response to a request from the Department of Justice, Office of Special Investigations (OSI), regarding two individuals currently under investigation for war crimes. In connection with an official ongoing investigation, OSI would like to obtain any information the Department might have on two individuals who are currently U.S. citizens.

National Archives and Records Administration Referral in Connection to the Prosecution of James H. Giffen: IPS provided the Office of the Legal Adviser with 37 documents/257 pages in response to a request from the National Archives and Records Administration (NARA) to review documents, containing Department equities, located in their search for information concerning James H. Giffen. IPS is coordinating Department responses from the Department of Justice (DOJ) for documents to be used in the case *United States v. Giffen*. DOJ made a request pursuant to a court order for more expansive production of documents regarding the charges against James H. Giffen for, among other things, allegedly bribing officials of Kazakhstan in violation of the Foreign Corrupt Practices Act.

Bunche Library Purchases *El Pais* and *Nature*: Technical and contractual problems could not be resolved between Image Editions and *Le Monde*, forcing the Library to drop its online access to *Le Monde*. With those funds the Library was able to instead subscribe to *El Pais* and *Nature* through Image Editions. Access to *Nature* is significant, since that journal imposes a one year embargo on their content in other databases. Having online facsimile access to *Nature* also fills a long-standing need among the Department's scientific staff.

ISI Emerging Markets: The Library hosted a product training session for ISI Emerging Markets, a database the Library acquired several months ago. The session was well attended by staff from the Bureau of Intelligence and Research (INR) and the Bureau of Economic, Energy and Business Affairs (EEB), giving them vital information for finding data on foreign companies, trade analysis, oil exploration, and political analysis.

Use of Convenience Checks Approved: As the process for obtaining money orders has grown more cumbersome, the Bunche Library applied and received approval for the use of Convenience Checks as part of the Pcard program. The Library will now be able to pay Inter-Library Loan and other charges from small vendors who do not accept the purchase card by using convenience checks.

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Training from OCLC Eastern: The Library has completed an agreement with OCLC Eastern that will allow staff to take advantage of some free training during FY 2009. Because the *Cataloging Team Leader is an occasional instructor for OCLC Eastern*, they will credit our account for each course taught that can be “spent” as Library staff register for OCLC Eastern professional training courses.

Selected Reference and Research from the Bunche Library:

- **Executive Orders on International Conferences:** Provided an Historian in the Bureau of Public Affairs (PA/HO) with Presidential Executive Orders from 1949 and 1951 giving the *Secretary of State* the authority to approve attendance at international conferences.
- **1920 Diplomatic Note:** Provided the Information Resource Center (IRC) in Tirana with a 1920 Diplomatic Note regarding U.S. relations with Albania.
- **Policy Planning Document on Sweden Retrieved:** Library staff successfully retrieved a copy of *Guideline for Policy and Operation, Sweden, 1962*, from the National Archives. The Office Management Specialist in Stockholm needed the document for the Deputy Chief of Mission. She had been unable to secure a copy from the National Archives in a timely manner.

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RELEASED IN FULL

December 11, 2008

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MEMORANDUM

I49

TO: A/ISS – Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (December 5 through
December 11)

Privacy Act Statement Review of Updated Forms: IPS drafted and approved the use of new Privacy Act statements on two updated Department Performance Appraisal Forms: DS-7644, Civil Service Performance Plan and Appraisal, and DS-1811, Senior Executive Service (SES)/Senior Level (SL)/Scientific and Professional (ST). A Privacy Act statement is required whenever personal information is requested in order to notify individuals of the authority authorizing the solicitation; the principal and "routine" uses of the information; and whether the information solicitation is mandatory (and the effects of non-disclosure).

IPS Meeting with Diplomatic Security and Information Resource

Management: IPS requested a meeting with DS and IRM representatives to discuss and resolve both Bureaus' clearance comments to 5 FAM 468, "Rules of Behavior for Protecting Personally Identifiable Information (PII)." The meeting was productive in that all parties were able to voice their concerns and ultimately agree on the proposed changes. IPS is scheduled to meet again with DS and IRM to finalize the revised Rules of Behavior. The Department is mandated by the Office of Management and Budget (OMB) 07-16 to have a policy instructing employees on how to handle records, regardless of format, containing individuals' PII in the performance of their official duties.

FREEDOM OF INFORMATION ACT REQUESTS:

(December 4, 2008 to December 10, 2008)

On December 4, 2008, **Malcolm Byrne** of **The National Security Archive**, requested copies of documents related to a report prepared by Deputy National Security Advisor Meghan O'Sullivan as a summary for Ambassador Zalmay Khalilzad in late July, which details July 22, 2006 discussions between National Security Advisor Stephen Hadley and the principals on the Iraq War, of which Ambassador Khalilzad was an active participant.

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On December 4, 2008, **John Prados of The National Security Archive**, requested copies of all memoranda of conversation from Secretary Condoleezza Rice's meeting with Iraqi Prime Minister Nouri al-Maliki on October 5, 2006 in Baghdad, to include all memoranda from the initial meeting between Secretary Rice and Iraqi leaders, and the Secretary's private meeting with the Prime Minister later in the night.

On December 5, 2008, **John Prados of The National Security Archive**, requested copies of all documents for the month of May 2006 related to a National Security Council meeting on May 5, 2006 attended by Secretary Condoleezza Rice and Ambassador Zalmay Khalilzad.

On December 5, 2008, **Malcolm Byrne of The National Security Archive**, requested copies of documents provided to Secretary Condoleezza Rice concerning the meeting of principals that took place on August 17, 2007, in the Roosevelt Room of the White House, where Generals George Casey, Peter Pace and John Abizaid briefed the President and his war council.

On December 5, 2008, **Barbara Elias of The National Security Archive**, requested copies of documents for the timeframe of July 1, 2008 to the present, related to possible terrorist attacks on the city of Mumbai, India, to include any documents related to claims that the U.S. forwarded India warnings of possible terrorist attacks on the city.

On December 5, 2008, **Pradesh Prasad of The National Security Archive**, requested copies of documents regarding the President's visit to Iraq to meet with Iraqi Prime Minister Nouri al-Maliki in June 2006, and the subsequent meeting during the same official visit between President Bush and General George Casey in Baghdad on June 13, 2006.

Interagency Meeting to Review NATO Archives Committee Session of Nov.

21: Following up on its November 10 meeting, an interagency group including representatives from the National Archives and Records Administration (NARA), the Information Security Oversight Office (ISOO), DoD, and ISS/IPS/SRP and EUR/RPM met December 9 to review the November 21 meeting of the NATO Archives Committee at NATO Headquarters, at which NARA represented the U.S. NARA indicated that the key theme of the Archives Committee session was desirability of the best possible coordination among the NATO International Staff and the allies in developing and implementing guidelines for the review of NATO

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information. Consistent with this, the interagency group agreed on the utility of closer interagency cooperation in refining USG guidelines on the review of NATO information. As a first step, ISOO is preparing a "Notice" on the handling of NATO information in the USG declassification process. As a second step, NARA may coordinate the elaboration of more detailed guidelines.

Department Receives New FOIA/PA Lawsuit: In a new lawsuit filed against the Department in federal District Court for the District of Columbia (*Strunk v. U.S. Department of State.*), the plaintiff alleges that the Department did not make a response to his October 16, 2008, FOIA request for foreign travel records of President-Elect Barack H. Obama, Jr.'s deceased mother prior to the November 4, 2008, election. In an additional request of November 22, 2008, the plaintiff sought the passport applications of President-Elect Barack H. Obama, Jr., and his deceased mother, as well as exit and entry travel documents for their travels between the U.S., Kenya and Indonesia, and foreign birth registrations for Barack H. Obama, Jr., or evidence of adoption recognized by the Department of State, which information the plaintiff states he did not receive.

IPS Completes Review of Article on Migration/Asylum: Rachel Settlage, a former employee in Democracy, Human Rights and Labor has had her second law review article cleared.

Pre-Publication Review Meeting: Discussion with Authors: An IPS representative attended an unclassified December 9 interagency meeting, arranged by NSC, with two authors who shared their experiences and views on the manuscript pre-publication review process. Richard Clarke, former Department official and NSC counter-terrorism chief, and Charles Duelfer, former Department official and UN weapons inspection chief, explained the unique realities of the publishing industry, such as a minimum of 3 months or more needed from cleared final text to publication, and long lead times for distribution, publicity and other contracts. Clarke's books include Against All Enemies, Your Government Failed You, and works of fiction. Duelfer's book, Hide and Seek, based on his experiences with WMD in Iraq, will be published in early January 2009.

Department of Justice Declassification Request Regarding AEY, Inc. (IPS Control No. D200800036): IPS provided the Legal Adviser's Office with ten documents in response to an urgent request from the Department of Justice (DOJ) for a declassification review of certain State Department documents for possible use in court. As previously reported, DOJ is requesting Department information for possible use in a criminal indictment case – *United States v. AEY, Inc. et al.*

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The indictment alleges that the defendants defrauded the United States Army by procuring \$10 million in munitions from Chinese military companies, and providing the munitions to Afghanistan under a foreign assistance contract. Munitions from Chinese military companies were prohibited under the contract.

Department of Justice Office of Special Investigations (OSI) Request for Information Related to Two Individuals Currently under Investigation (IPS Control No. S200800022): IPS provided the Office of Special Investigations (OSI) with seven documents in response to their urgent request for information regarding two individuals currently under investigation for war crimes. As previously reported, OSI is continuing to request Department information regarding a number of U.S. citizens currently under investigation for suspected human rights abuses.

Electronic Resources Comprise Growing Percent of Collection: Responding to an information request, the Library analyzed its collection to determine what percent of that collection is full-text electronic that are available to our customers' desktops. Of the 269,000 records in the catalog, 16,377 are records for electronic materials, that is 5.7%, or one out of every 17 items. Seven years ago the Library held no electronic resources in a collection of a quarter-million items. The cataloging staff reports that over half the items cataloged last year were electronic, which means that the percentage should continue to increase.

Intelligence and Research (INR) Briefing: Library and DRS staff briefed 25 new INR employees as part of their orientation. The INR staff members came to the Library and received an online briefing and a tour of the Library.

Selected Reference and Research

- **Undersea Cable Landings:** Provided information on the Department's role in undersea cable landings to a patron in Information Resource Management/Business, Planning, and Customer Service. In order to answer the question, the Library contacted David Nickles, the historian who wrote *Under the Wire: How the Telegraph Changed Diplomacy* as well as the Federal Communications Commission Library.
- **U.S.-Polish Relations:** Assisted a Public Diplomacy Officer in Warsaw to locate bilateral treaties between the U.S. and Poland, provided a list of U.S. Ambassadors to Poland, and provided news accounts of the U.S. recognition of Poland.

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- **Chevron and Burma**: Provided information on Chevron's involvement in Burma (Myanmar) for a patron in Democracy, Human Rights and Labor.
- **Information for Congressional Delegation to Santiago**: Provided biographical information on five Congressmen for an upcoming CODEL for the Information Resource Center in Santiago.

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January 14, 2008

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MEMORANDUM

P2

TO: A –Assistant Secretary Chellaraj

FROM: A/ISS - Llewellyn H. Hedgbeth

SUBJECT: A/ISS Weekly Achievements Report 01-14-2008

RELEASED IN PART
B6

Information Program Services - A/ISS/IPS

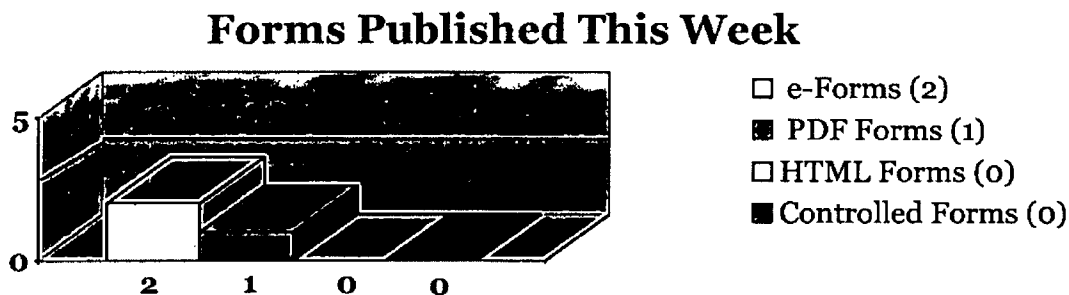
Directives - A/ISS/DIR

Developing a Database for IRM:

DIR met with IRM/IA to assist in developing the database used to capture the data from the new DS-7642, Mobile Computing and Data Storage Request Form. This is a project directed by the CIO to meet the OMB reporting requirements on Mobile Computing and Data Storage devices. When IRM/IA has completed the database design the e-Forms data will input directly into the database where reports, reminders, and accountability can be met.

Forms Program

This chart shows the number of forms completed and published and includes new, revised, or converted forms:



Information Collections

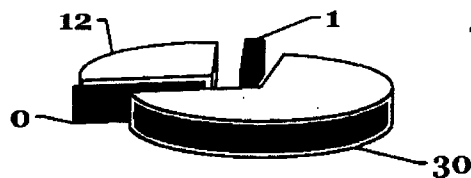
IC Processing Status:

DIR has 43 active collections in process to obtain or renew OMB approval; 30 are in the preliminary review stage, 12 are in the 60-day public comment period, and 1 is at OMB for review, and approval.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

This chart shows the processing status of the Department's information collections:

Information Collections Processing Status



43 Collections Being

- ▣ Preliminary Review (30)
- ▣ Under Revision (0)
- ▣ 60-Day Comment Period (12)
- ▣ At OMB (1)

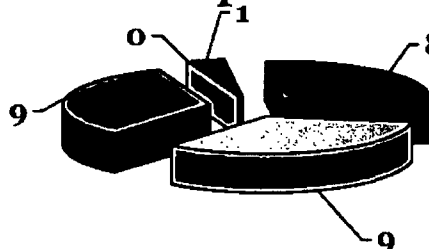
Foreign Affairs Manual/Handbooks

Clearance Web Page Status:

A/ISS/DIR provides the FAM clearance web page as a central location to review and clear updates to FAM subchapters. DIR posts the material and reports on the clearance progress.

The following chart shows the status of the material on the clearance page:

Subchapter Clearance Processing Status



8 Subchapters Being

- ▣ < 30 Days in Process (9)
- ▣ 31-60 Days in Process (9)
- ▣ 61-90 Days in Process (0)
- ▣ 91-120 Days in Process (1)
- ▣ > 120 Days in Process (8)

GPS HST Weekly Activities Report**Subchapters Being****Mission Critical Highlights:**

- Graphics Services completed the Presidential Mid-East Trip book was printed and delivered on time.
-
- Marketing Service provided complimentary GPS materials for the regional Public Affairs Officers (PAOs) conference.
- Pro-Telligent requisition for FY08 was approved.
- The Document Scanning Team received kudos from OBD for their work.
- Cable installation in the Plant area is ongoing.
- Customer Service/Document Scanning met with A/LM regarding a mega scanning project; provided AQM with viable information to clear up some billing issues with Xerox; begin work with Logistic Management to expedite the removal of excess property in the Plant area.

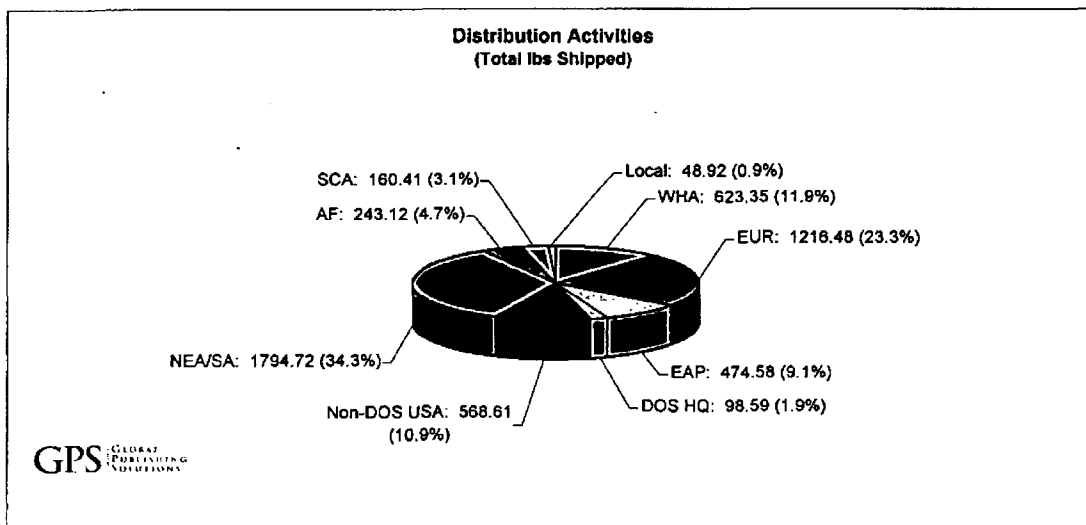
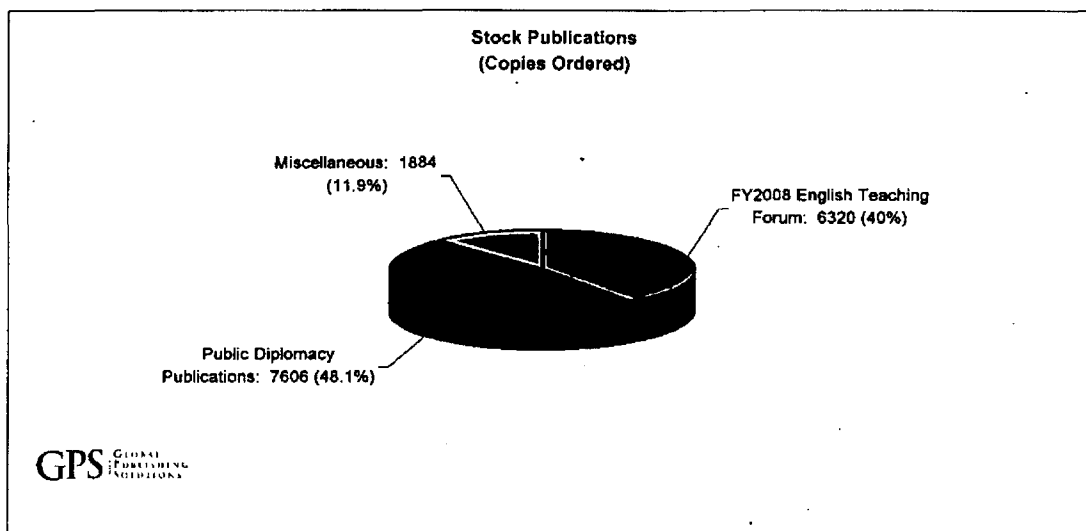
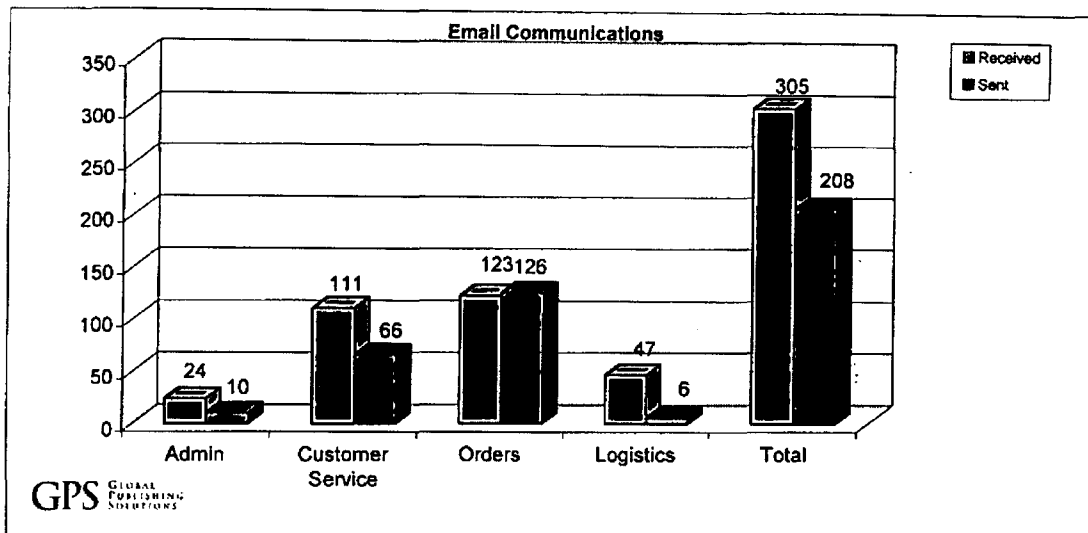
B6

GPS Vienna Weekly Achievement Report**Mission Critical Highlights:***No Report this week.***GPS Manila Weekly Achievement Report****Mission Critical Highlights:****Distribution Activities**

Number of global shipments (various modes) = 116

Pounds shipped = 5,229

	Number of Shipments	Pounds Shipped	% of Total Lbs.
WHA	24	623.35	11.92%
EUR	34	1,216.48	23.27%
EAP	15	474.58	9.08%
DOS HQ	4	98.59	1.89%
Non-DOS USA	6	568.61	10.87%
NEA/SA	13	1,794.72	34.32%
AF	5	243.12	4.65%
SCA	5	160.41	3.07%
Local	10	48.92	0.94%
Total	116	5,229	100.00%

Graphical Analysis

January 22, 2008

UNCLASSIFIED
MEMORANDUM

P3

TO: A –Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 01-22-2008

RELEASED IN PART
B6, B7(C)***Information Program Services - A/ISS/IPS*****IPS Director Executes Declaration in Freedom of Information Act Lawsuit:**

In the case of *David Ithamar Lynch v. Mary Ourisman, et al.*, the IPS Director signed a declaration attesting to the fact that IPS did not receive a Freedom of Information Act (FOIA) request as was alleged in the lawsuit. IPS searched its automated case tracking systems (FREEDOMS and FREEDOMS2) and new requests not yet entered into these systems and found no evidence of receiving any request from the plaintiff.

IPS Completes Review of Richard Clark Manuscript Excerpts:

IPS completed the review of approximately 60 pages of excerpts containing Department of State equities from Richard Clarke's manuscript. Clarke is best known as the former "Counter-terrorism Czar" for both the Clinton and Bush Administrations. Now that IPS has completed its review, the National Security Council will make its final decision on pre-publication clearance of Clarke's entire book.

IPS Receives Manuscript from Georgetown Visiting Professor:

IPS received a manuscript for pre-publication review and clearance written by former Foreign Service Officer Thomas F. Farr, the first Director of the Department's Office of International Religious Freedom. His manuscript is entitled, "World of Faith and Freedom: Why Religious Liberty is Vital to American National Security in the 21st Century." Dr. Farr is currently a visiting professor of Religion and International Affairs at Georgetown University as well as a contributing editor for *The Review of Faith and International Affairs*.

Destruction of Eligible Records Project:

Bureaus are responding to IPS regarding the destruction of their records which, though able to be destroyed based on the Department's Disposition Schedule, were prohibited from destruction due to the tobacco and other records freezes. For example, this week IPS received approvals to destroy 364.5 cubic feet of records being held at the Records Service Center.

Records Disposition Working Group Formed:

IPS Records and Archives (IPS/RA) personnel met with staff from the Bureau of Human Resources (HR) to discuss a number of issues related to the disposition of Annuitant/Annuitant Survivor Case Files. The filing arrangement for the active records does not allow easy disposal of the case files once they reach their retention date. After initial discussions the attendees agreed to form a working group to address the legal basis for cutoff and retention, the potential revisions to HR's records disposition schedule as a result of the legal determination, the active file organization, and the reorganization of those files determined as eligible for retirement and disposal. A number of additional topics and action items were identified and will be discussed and/or reported on at the next working group meeting. The goal of this working group is to develop a new cutoff strategy that will result in a more efficient and effective method of records disposal by HR and IPS.

Department of Labor's Request for Clearance to Cite Information From Department Cables in Connection with the "Worst Forms of Child Labor" Report:

IPS received a request from the Department of Labor asking for clearance to cite information from certain Sensitive but Unclassified Department cables for use in their annual congressionally-mandated report. The purpose of this report is to present a comprehensive picture of the child labor situation world-wide as well as to highlight governments' efforts to address this serious issue.

Declassification Review Request in Connection with *Al-Haramain Islamic Association, Inc v. Department of Treasury*:

IPS provided the Office of the Legal Adviser with four additional documents in response to a supplemental request from the Department of Treasury and the Department of Justice for potential declassification and for *ex parte* release to the court. As previously reported, IPS was asked to review ten documents at issue in the lawsuit *Al-Haramain Islamic Association, Inc v. Department of Treasury, No. 07-Civ-1155(D.Or.)*

Department of Justice Request for Information Regarding Investigation of [REDACTED] B6, B7(C)

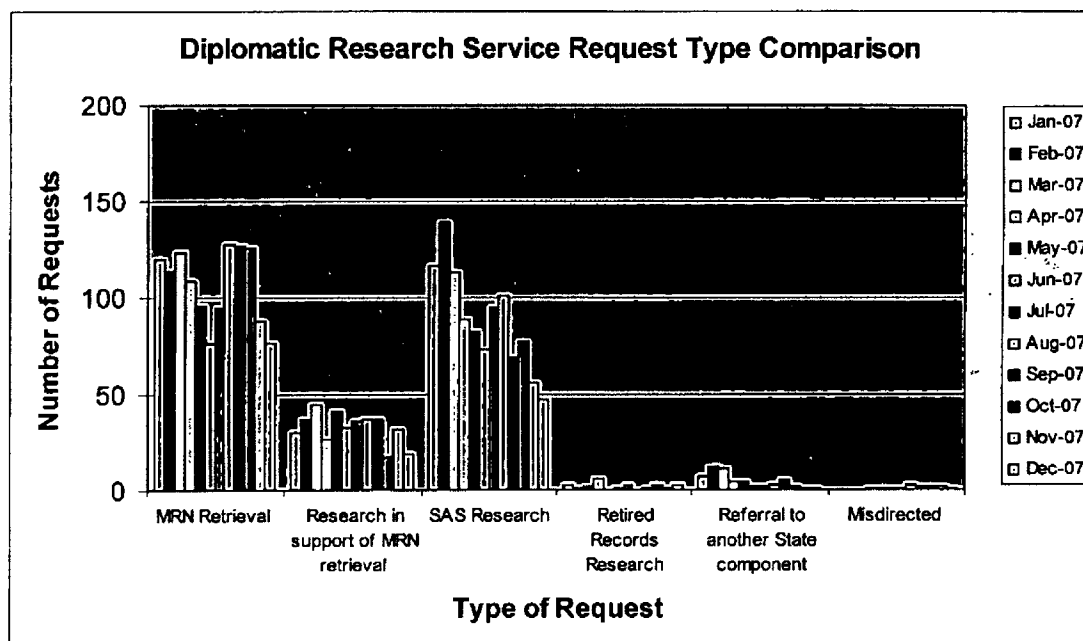
IPS provided the Office of the Legal Adviser with two documents for possible use in court in connection with the investigation of [REDACTED] a naturalized U.S. citizen. [REDACTED] is under investigation by the Office of Special Investigations (OSI) for crimes related to his immigration to this country and subsequent naturalization. OSI believes that [REDACTED] committed or assisted in the murder of two Irish peacekeeping troops and the attempted murder of another one in southern Lebanon in April 1980.

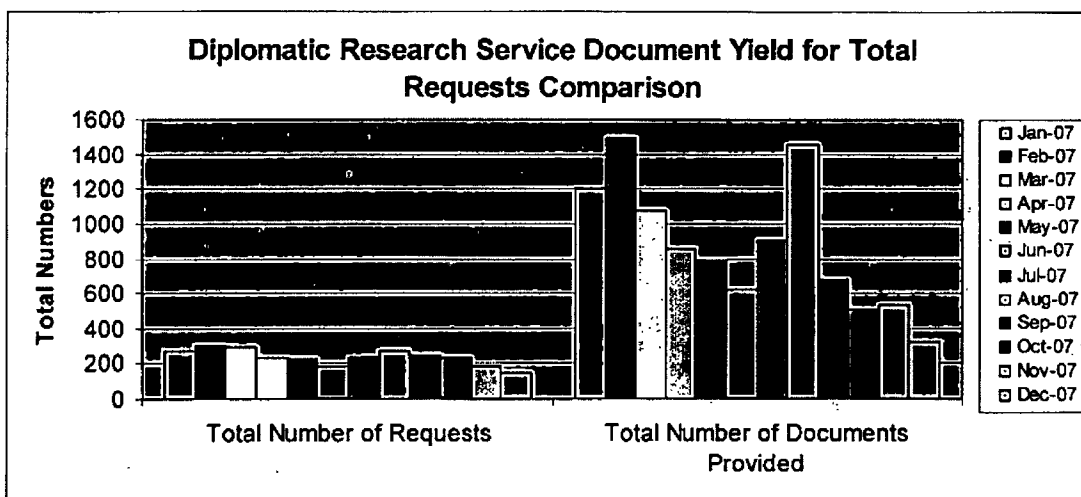
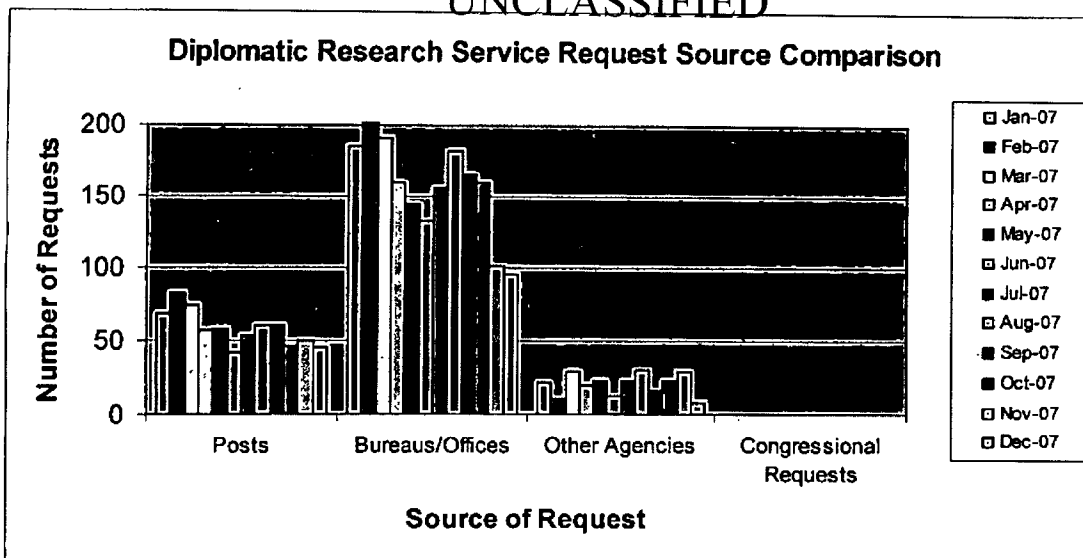
A Diplomatic Security (DS) office requested extensive research to locate cables concerning a specific counterterrorism program. The time frame to search is 1984 to the present, and both subject line and full-text searches are being implemented. This is an ongoing project, and so far 250 cables have been transmitted to the requesting officer. DS, the Bureau of Intelligence and Research, the Office of War Crimes Issues, and the Operations Center (S/ES-O) are being contacted to review their restricted documents. The full-text search resulted in over 1,000 documents. Diplomatic Research Service sent DS a copy of the search results list, and they will review the subject lines and make further selections.

The following new eBooks were added to the Library Catalog:

Women in Islamist movements; Growth in the Dominican Republic and Haiti; Iraq: oil and gas legislation, revenue sharing, and U.S. policy; Israeli-Palestinian conflict: Annapolis and after; Kosovo countdown: a blueprint for transition; Nigeria: ending unrest in the Niger Delta; Pakistan and terrorism; Rethinking Western strategies toward Pakistan; Russian security strategy under Putin; Singapore Treaty on the Law of Trademarks.

DIPLOMATIC RESEARCH SERVICE (PILOT) METRICS – DECEMBER 2007





Directives - A/ISS/DIR

New 13 FAH-1 FSI Handbook and Revised 13 FAM Published:

DIR codified the new 13 FAH-1, Foreign Service Institute Handbook, and the completely revised 13 FAM, Training and Professional Development. These issuances provide current policy, and also policy implementation guidelines for training. DIR worked with FSI on this project, comprising 17 chapters and 57 subchapters.

OMB Approval of New Passport Forms:

A/ISS/DIR worked closely with CA/PPT and OMB to obtain special advance approval from OMB for five revised passport forms. These revised passport forms are now being printed so they will be available to the public at all passport acceptance agencies when the new passport rules go into effect. The forms are:

DS-0011, *Application for a U.S. Passport,*

DS-0082, *Application for a U.S. Passport by Mail.*

DS-3053, *Statement of Consent or Special Circumstances: Issuance of A U.S. Passport to A Minor Under Age 14*,

DS-4085, *Application For Additional Visa Pages*, and

DS-5504, *U.S. Passport Re-Application Form*.

Annual Review of All FAM Material:

The Standing Committee on Directives Management, the multi-bureau steering committee that oversees the Department's update of the *Foreign Affairs Manual* and Foreign Affairs Handbooks, met on January 8th to plan the kick-off of the annual FAM review project. A/ S Chelleraj, hosted the Department's meeting to plan the annual review of FAM material to keep it up-to-date with current law, Executive Orders, and management policy. A/ISS/DIR, the office lead on this significant project, will be requesting all bureaus to name a project sponsor and a project manager to develop Gap Analysis and project plan for FAM review.

New CS Rating Form:

DS-7636, *Civil Service Performance Plan and Appraisal*. This is 10 page form is the one that most bureaus will use for the 2008 rating period. A/ISS/DIR team worked with HR, A/EX/HRD, and other vested offices and bureaus to create the e-Form for new performance appraisals. DIR team designed an innovative solution—a single form with two versions (between which the user can toggle back and forth)—rather than separate forms for supervisors and employees. DIR sorted out a multitude of complex matters to get the Department's new CS Rating e-form running on time. A/ISS/DIR is the lead office to automate all the Department's forms requirements.

Briefings on Forms, Information Collections and the Foreign Affairs Manual:

DIR is organizing a series of three briefings. Scheduled for January is an interagency forms forum for Federal forms managers. This forum is to:

- ♦ Exchange and share information,
 - ♦ Demonstrate the DIR forms toolkit,
 - ♦ Share information on DIR's forms design tracking system, and
 - ♦ Show you how DIR uses new technology through HTML public-use forms.

Scheduled for February is an Information Collection Program Officer Meeting that will review the Paperwork Reduction Act (PRA) process for submission of existing and proposed information collections (e.g., forms and surveys) to OMB for approval. DIR is contacting all appropriate bureaus to send representatives to this meeting to ensure they are in compliance with the PRA.

In March is scheduled an Interagency information-sharing forum that will cover changes and updates in the *Foreign Affairs Manual* and the Foreign Affairs Handbooks. This meeting is a means to coordinate policy and improve interagency communication for dealing with issues that involve overlapping jurisdictions or responsibilities. DIR has contacted 116 representatives from 20 agencies, and also representatives from the Department.

A/EX/PAS sent out an internal form that they wanted A/ISS to use for certifying the accuracy of an office's telephone bills. The Forms Manager called them and suggested that we make this an official form that not only ISS, but the entire Department, could use. Adding it to the e-forms application would let offices sign it electronically and send it to their bureau's administrative offices. The idea was well received by A/EX, and DIR has begun designing the form.

Upgrade to Form DS-1986:

A/ISS/DIR has published an enhanced DS-1986, *Individual Acknowledgment Certificate*. DIR upgraded this 1 page CA form so that consular officers can now electronically sign it.

OMB Requirements for Data Storage:

DIR met with IRM/IA to assist in developing the database used to capture the data from the new DS-7642, Mobile Computing and Data Storage Request Form. This is a project directed by the CIO to meet the OMB reporting requirements on Mobile Computing and Data Storage devices. When IRM/IA has completed the database design the e-Forms data will input directly into the database where reports, reminders, and accountability can be met.

President's Management Agenda—Rulemaking:

A/ISS/DIR recently participated in two developments regarding the Federal Docket Management System (FDMS). FDMS serves as the official repository for the administrative proceedings and rule-making documents for the Department of State.

Public Interface for FDMS:

A/ISS/DIR participated in the joint search engine and usability workgroup for *Regulations.gov* - the public side of the FDMS. The joint Workgroup previewed the new *Regulations.gov* homepage design and discussed user interface issues related to the display of search results, as well as relevancy and criteria used to improve searches.

Agency Interface for FDMS:

A/ISS/DIR has agreed to participate in a new Federal Docket Management System (FDMS) Usability Workgroup that will evaluate and make recommendations for changes and modification to the FDMS (agency side) user interface.

Global Publishing Solutions - A/ISS/GPS**GPS HST Weekly Activities Report
Mission Critical Highlights:****Subchapters Being**

GPS Vienna Weekly Achievement Report
Mission Critical Highlights:

UNCLASSIFIED

No Report this week.

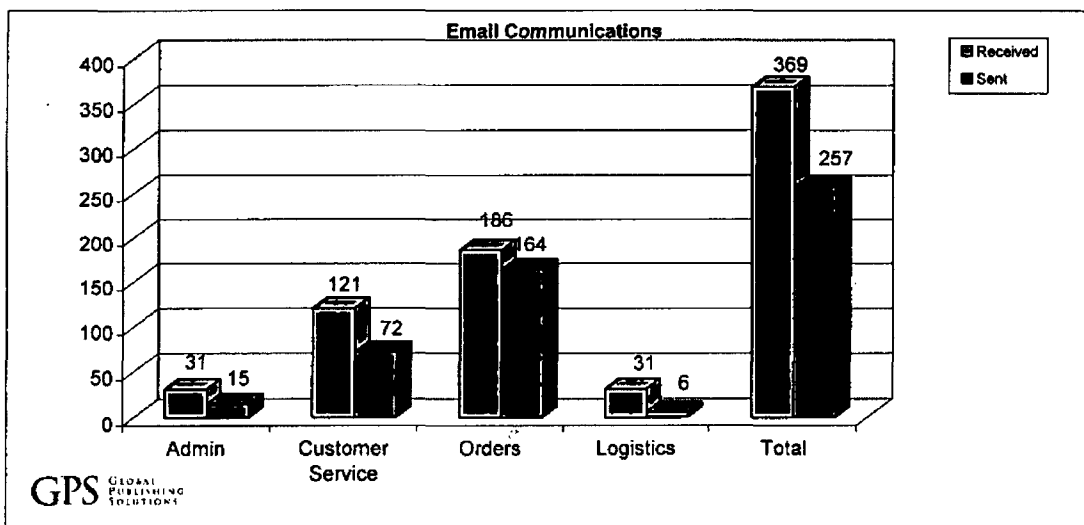
GPS Manila Weekly Achievement Report
Mission Critical Highlights:

Distribution Activities

Number of global shipments (various modes) = 558
Pounds shipped = 14,520

	Number of Shipments	Pounds Shipped	% of Total Lbs.
WHA	24	1,148.46	7.91%
EUR	54	2,209.08	15.21%
EAP	39	2,534.12	17.45%
DOS HQ	53	677.80	4.67%
Non-DOS USA	288	747.12	5.15%
NEA/SA	13	1,256.78	8.66%
AF	56	2,634.30	18.14%
SCA	18	382.74	2.64%
Local	13	2,930.00	20.18%
Total	558	14,520	100.00%

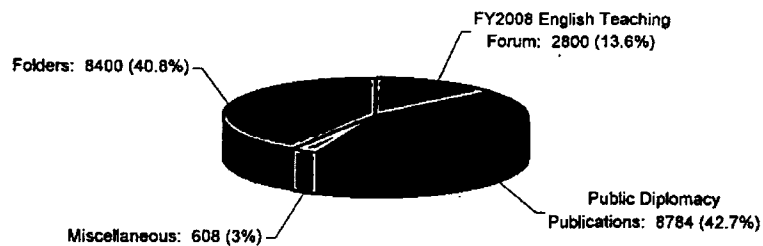
Graphical Analysis



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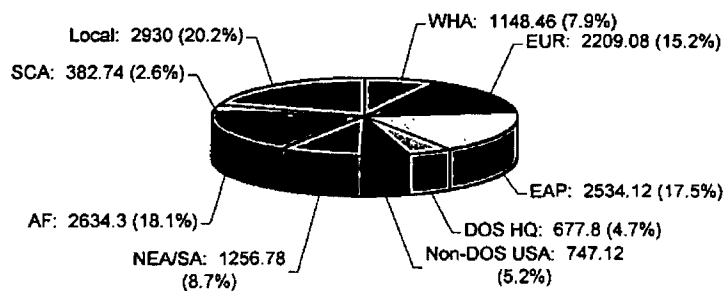
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Stock Publications
(Copies Ordered)



GPS GLOBAL PUBLISHING SOLUTIONS

Distribution Activities
(Total lbs Shipped)



GPS GLOBAL PUBLISHING SOLUTIONS

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February 19, 2008

UNCLASSIFIED
MEMORANDUM

PB

RELEASED IN PART
B2

TO: A –Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 02-15-2008

B2

Information Collection Requirements Meeting:

A/ISS/DIR sent an invitation to the Department's EX Directors and Bureau Program Officers to participate in the February 27th Information Collection Requirements Meeting. At this meeting DIR will review the requirements of the Paperwork Reduction Act (PRA) and the submission process to OMB for information collection approval. Representatives from OMB, IRM, and the Privacy Office will also provide information and answer questions.

Privacy Impact Assessment:

The IPS Privacy Team is conducting a comprehensive outreach with 120 system owners within the Department for the second quarter Federal Information Security Management Act (FISMA) Privacy Impact Assessment (PIA). Once the PIA, which measures how the Department handles personally identifiable information (PII), is complete, it will be submitted to the Office of Management and Budget and posted on the Department's public-facing website to allow readers the opportunity to review how the Department protects PII.

UNCLASSIFIED

New Business Card Ordering System:

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GPS saw a 300% increase in site visits to its website once the new business card order entry system went into effect this week. However, a number of customers called with questions on routing orders through their budget officers and other on how to make an online order. GPS Customer Service walked customers through the ordering process and fine tuned the approval process to accommodate requests from budget officers.

Classified Processing of DS-1877:

DIR met with DS CTO staff to discuss the DS-1877, *Foreign Contact Form* data elements that will be used to move the data electronically from the submitted forms into a classified automated system for processing. This will eliminate hours of manual key entry and expedite the DS analyst's ability to process these cases faster. The new version of the form is currently being used while the backend system is being developed.

IPS Director Executes Declaration in FOIA/Privacy Act Lawsuit:

In the case of *Ralph Schoenman v. Federal Bureau of Investigation, et al.*, the plaintiff, the author of several books on Bertrand Russell, sued several Federal agencies over FOIA and Privacy Act (PA) requests he had made for records pertaining to himself and the late Lord Bertrand Russell. The declaration signed by the IPS Director described the Department's handling of the plaintiff's requests, and provided detailed descriptions of excised documents selected by the plaintiff's attorney, as well as justification for the FOIA/PA exemptions claimed by the Department.

Pre-Publication Review:

IPS has completed the pre-publication review, including extensive vetting and coordination with Department offices and other agencies, and cleared the following manuscripts for publication:

- David D. Newsom's "Witness to a Changing World."
- Robert Earle's "Casualties of Peace."
- Douglas Feith's "War and Decision: Inside the Pentagon at the Dawn of the War on Terrorism."

PAO Conference:

GPS Director David Zweigel departed Manila on Thursday, February 14, as one of the speakers to the PAO Conference in Singapore. David will talk about the services offered by GPS. He is expected to return to Manila on Saturday, February 16.

HiFlex MIS Server Configured:

The configuration of the GPS HiFlex MIS Server was completed. Installation and some network improvements will occur over the weekend.

UNCLASSIFIED

Trips Books Ready for President's Upcoming African Tour:

GPS Produced the Presidential Briefing Booklet for the President's trip to Africa. It shipped today, Friday February 15, 2008

English Teaching Forum 46/1:

GPS Manila completed production of 73,000 copies ETF 46/1. It was distributed to 139 Posts, World Wide.

New Information Collection Development:

The A/ISS/DIR Information Collection team assisted E/EEB/EESR in developing a form, the DS-4130, for their proposed new information collection, *Economic Empowerment in Strategic Regions*.

UNCLASSIFIED

March 17, 2008

**UNCLASSIFIED
MEMORANDUM**

P12
RELEASED IN PART
B6

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 03-14-2008

GPS Cairo:

On March 14 GPS Director Dean Cheves and DAS Hedgbeth met with Management Counselor Dolores Brown of Cairo and Assistant Secretary Chellaraj to discuss the GPS - Cairo Management Partnership. The tone and substance of the meeting was positive from both sides. GPS Director Dean Cheves had finalized during his recent trip to Cairo, the agreement for construction of the new GPS facility in Egypt with the aid of embassy Cairo support staff. He also met with various vendors who will supply technology and support for the new operation.

Also this week GPS met with Oce to discuss and develop the contract for placing equipment in the Cairo plant.

Kissinger Collection at the Library of Congress:

Several representatives from the Department (IPS Director and Deputy, L/LM Assistant Legal Adviser), and representatives from the Library of Congress' Manuscript Division and their General Legal Council, met with Ambassador Veits (Dr. Kissinger's representative) and his biographer's research assistant to discuss the declassification of the Kissinger Collection. The Collection, which is located at the Library of Congress, spans his career in foreign policy; the material covering his tenure as Secretary is supposed to be duplicative of the Department's records already reviewed for declassification and transferred to the National Archives where they have been available to the public. We continue to look for creative ways to satisfy Dr. Kissinger's request for a new review of the Collection within our resource constraints. In the interim, IPS received the first referral from the Library of Congress requesting declassification review of material from this collection and anticipates many more.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

GPS Outreach:

GPS Director, David Zweigel, has schedule meetings with PAS Bangkok, GSO and USAID Regional office for the week of March 17, 2008. All parties are eager to discuss future publishing projects with Manila.

UNCLASSIFIED

Final changes for DS-1829 and DS-1829i:

A/ISS/DIR provided the final changes for the DS-1829 Foreign Service Employee Evaluation Report and the DS-1829i Instructions to HR/PE for the 2008 EER season. The key changes were references to the Senior Foreign Service Employees were removed from the form. The Senior Foreign Service employees now use the DS-5055. We are waiting for Union approval to publish the new versions.

Privacy Outreach:

The IPS Privacy Staff hosted an outreach meeting with representatives from IRM, IIP, and ECA regarding Department websites, privacy and PII concerns.

Xin Jiao Liu Spring 2008:

Beijing confirmed design work for Xin Jiao Liu Spring 2008 with GPS. Design and layout is currently in process. GPS Manila will work with Beijing on production schedules in order to have GPS print the succeeding future issues.

Information Collections:

A/ISS/DIR worked with IO/UNESCO to complete and submit to OMB an Emergency Review for the collection, "U.S. National Commission for UNESCO Laura W. Bush Traveling Fellowship. This high interest program is an international fellowship in The First Lady's honor.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- [REDACTED] formerly of the Iraqi Ministry of Health, and his involvement in sectarian violence in Iraq
- The February 2007 arrest by Pakistani authorities of Mullah Obaidullah Akhund, a top Taliban strategist and former Defense Minister.
- The Islamic extremist group al-Fuqra, also known as Jamaat al-Fuqra, Muslims of the Americas, Quranic Open University, and/or the Community of the Impoverished
- Former Florida governor and Presidential brother Jeb (John Ellis) Bush

B6

Selected Reference and Research:

- In response to a question from Democracy, Human Rights and Labor, researched whether a law in the United Arab Emirates had been waived so that a UAE national could be served by a court in Kentucky.
- Provided information on early diplomatic relations with Qatar and the first consular buildings for the IRC in Doha.
- Provided information for EUR, on the diplomatic recognition of Timor-Leste including which countries and when they recognized the new nation.
- For L/Employment Law, provided research on three individuals, a non-profit organization a corporation and an academic institution in preparation for a new Public Diplomacy award similar to the Secretary's Award for Corporate Excellence. The award was recommended by Karen Hughes.

New eBooks in the Library Catalog:

The following electronic documents were added to the Library's catalog this week: *DOD Personnel Clearances; Global War On Terrorism: Reported Obligations For The Department Of Defense; Stand Up And Be Counted: The Continuing Challenge Of Building The Iraqi Security Forces; United Nations: Management Reforms; and Operational Issues: Testimony Before The Permanent Subcommittee On Investigations*

UNCLASSIFIED

April 14, 2008

**UNCLASSIFIED
MEMORANDUM**

P76

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report 04-14-2008

RELEASED IN PART
B6, B7(C)

Information Day 2008:

ISS held Information Day 2008 in the Exhibit Hall in the Department's Harry S Truman headquarters building on April 10. Featuring exhibits from the ISS family of offices, the event showcased a number of programs and support services that A/ISS manages and offers, both domestically and abroad. Department employees were able to meet with various program experts to gather information and discuss their needs and concerns. Under Secretary for Management Patrick F. Kennedy delivered welcoming remarks, and raffle drawings were held for donated autographed books and business card printings.

Privacy Expertise for Passport:

The Privacy Team is actively engaged on several CA working groups focused on mitigating privacy risks in the passport process. The Privacy Team provided value to the Working Group based on their expertise in the body of Federal law and best practices governing privacy controls in systems. In particular, they reviewed and suggested ways to strengthen the user agreement and rules of behavior that each prospective user must acknowledge before receiving access to PIERS, the Passport Information Electronic Records System.

Assistance to Accountability Review Board:

Ambassador Michael W. Marine (Ret.), Chairman of the Accountability Review Board (ARB) formed to investigate the circumstances surrounding the deaths of USAID employees in Khartoum, Sudan, requested copies of all cable traffic to and from Embassy Khartoum for the past year. IPS will provide all messages from the State Archiving System meeting these criteria to the ARB on a CD with a full text search engine (built into the CD).

UNCLASSIFIED

UNCLASSIFIED

National Declassification Initiative Executive Steering Group:

IPS represented the Department at the recent meeting of the National Declassification Initiative (NDI) Executive Steering Group. The NDI was established by the agencies responsible for carrying out the responsibilities for declassification under E.O. 12958. The NDI objective is to integrate more effectively declassification work between agencies and create a more reliable Executive branch declassification program. The focus of the most recent interagency meeting was productivity and training. Additionally, attendees were briefed on the concept of a National Archives and Record Administration administered Classified Records Center to house national security, foreign affairs, and intelligence information.

Diplomatic Pouch Tags Shipment:

After Diplomatic Pouch & Mail Director Timothy J. Keitz has approved the material for the production of pouch tags in March, manufacture has been rushed and pouch tags have been shipped to DPM this week. This will greatly augment DPM's remaining one-week supply of pouch tags.

President's Management Agenda-eRulemaking:

A/ISS/DIR participated in a Federal Docket Management System (FDMS) Usability workgroup meeting to refine the design for Federal agency comment organization, access, and processing.

FORMS AUTOMATION:

DIR forms team met with the Office of Employee Relations (HR/ER/EP) to discuss the revised DS-3078 *Transit Benefit Application* form. When this form is published, Department employees will be able to complete the form and forward it to HR electronically. DIR will be meeting with HR and the Department of Transportation to discuss electronic transfer of the forms between agencies.

ISS staff met with Janice Fedak to discuss alternatives to current forms management. Janice suggested that removing outdated, unsupported forms from the Department library may save Department resources. DIR, however, already conducts an annual forms inventory and noted that the e-forms project is a small project only costing the Department \$113,400 annually. Alternatively, DIR suggested valuable resources could be saved if Bureau office application developers first considered using e-forms as the front end to application development. DIR proved in HR pilots that more than \$200,000 can be saved if e-forms is used in applications developed for data capture. Resources could also be

UNCLASSIFIED

UNCLASSIFIED

saved if offices followed 2 FAM requirements designating DIR as the sole office responsible for the Department's forms program. Too many offices and posts as well, are designing forms that do not follow Department standards, are not designed for integration into Department applications, and are often in violation of OMB requirements for information collections, privacy act and PIA. Janice suggested bringing together a working group for looking into the subject further.

GPS Completes Memorabilia of Pope's Visit to Washington:

Received and completed the booklet highlighting the State Visit to Washington, D C of His Holiness Pope Benedict XVI. Consisting of 48 pages black and white text with color cover 8 ½ x 11" and 48 pages black and white text with color cover 5 x 6" both wire bound.

Charles Duelfer Manuscript:

In conjunction with the Bureaus of Near Eastern Affairs, International Organization Affairs, and European and Eorasian Affairs, IPS has completed its review of a manuscript by Charles Duelfer, who replaced David Kay in January 2004 as leader of the Iraq Survey Group in its search for weapons of mass destruction. In 1993-2000 he served as deputy executive chairman of the UN Special Commission on Iraq, and in 2003-2005 he was deputy head of the UN weapons inspection team. The interagency review, coordinated by the Office of the Director of National Intelligence, also includes the Central Intelligence Agency, the Department of Defense, and the National Security Council. Publication is not expected for several months.

Former Director of Office of Language Services Submits Memoirs:

Harry Obst, has submitted a full length manuscript illustrating the art of translation. Mr. Obst career involved translating for six U.S. Presidents and heading the Department's Office of Language Services from 1984 to 1997.

Government Accountability Office Request for State Department Cables Regarding Sovereign Wealth Funds:

IPS is searching the State Archiving System (SAS) in response to a request from the Government Accountability Office (GAO) regarding Sovereign Wealth Funds. GAO has requested all State Department cables regarding Sovereign Wealth Funds within the past six months. These documents are being requested as part of GAO's audit work on engagement #250377 Sovereign Wealth Funds.

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Congressional Committee Document Request for State Department Documents Relating to AEY Inc.:

IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the actions of AEY, Inc., a company with several U.S. Government contracts to provide weapons, ammunition, and munitions to military forces in Iraq and Afghanistan. On March 27 and 28, 2008, the Committee requested that the Department provide a wide variety of documents related to contracts between AEY, Inc. and the United States Government. The Committee plans to hold a hearing on these matters on April 17, 2008.

Congressional Committee Document Request for State Department Documents Relating to the Prostitution Policy Requirement in the HIV/AIDS Leadership Act:

IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the prostitution policy requirement in the HIV/AIDS Leadership Act. The Committee requested that the Department produce documents related to a requirement that organizations implementing anti-trafficking programs for the Department make a statement that the organization does not promote, support, or advocate the legalization or practice of prostitution. This requirement was first instituted as a policy matter in August 2003.

Congressional Committee Document Request for State Department Documents Relating to Iraq Reconstruction:

IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning Iraq reconstruction. The Committee requested that the Department provide all documents related to specific orders issued by the office of Iraqi Prime Minister Nouri al Maliki regarding Iraqi corruption.

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Seven Department of Defense Document Requests for Information Regarding Guantanamo Bay Detainees:

IPS is coordinating Department responses to Executive Secretariat (S/ES) taskers issued in response to seven requests from the Department of Defense (DOD) for "documents relevant to the upcoming military commission trials" of several Guantanamo Bay detainees. DOD has requested that the Department produce documents that could be subject to disclosure to the defense pursuant to the Military Commissions Act of 2006 and the Manual for Military Commissions.

Department of Justice Request for Information Regarding Chatter Class Action Litigation:

IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from the Department of Justice (DOJ) to conduct a search for documents in connection with the *Chatter v. U.S.* litigation in the U.S. District Court for the Northern District of California. In August, 2007, Julia Chatter filed a class action lawsuit concerning fees for expedited passport processing.

Department of Justice Request for Information Regarding [REDACTED]

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IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from the Department of Justice (DOJ) for documents in connection with an investigation relating to the activities of [REDACTED]

B6, B7(C)

[REDACTED] DOJ is seeking information relating to [REDACTED] involvement in the October 15, 1979 military coup in El Salvador, his entry into the United States and procurement of immigration documents, and his awareness of human rights abuses occurring in El Salvador from 1979 through 1983.

Congressional Committee Request for State Department Documents Relating to Construction of the Baghdad NEC Project:

IPS provided four sets of a first tranche of 337 documents and 1,500 pages to the Bureau of Legislative Affairs (H) for distribution to Congress in response to an Executive Secretariat (S/ES) tasking memorandum dated March 18, 2008. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the construction of the New Embassy Compound in Baghdad, Iraq.

Department of Justice Document Request for Information Regarding James H. Giffen:

IPS provided the Office of the Legal Adviser with 151 documents/788 pages in response to a request for litigation support. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a second request from the Department of Justice (DOJ) for documents to be used in the case *United States v. Giffen*. DOJ made the request pursuant to a court order for another, more expansive production of documents regarding the charges against James H. Giffen, for, among other things, allegedly bribing officials of Kazakhstan in violation of the Foreign Corrupt Practices Act.

Department Receives New FOIA Litigation:

In the case of *Thomas Philip Ramstack v. Department of State, et al.*, the plaintiff has filed suit against the Department and two other agencies under provisions of the Freedom of Information and Privacy Acts. The plaintiff alleges he filed numerous requests during the period 1983-2006 for records about himself and that the defendants have failed to produce the requested records.

FOIA Lawsuit Dismissed:

As previously reported, in the case of *John Wheat Gibson v. Department of State, et al.*, the attorneys for Ziad R.R. Ammous filed suit against the Department and other agencies for alleged violations of the Freedom of Information Act (FOIA). The Department of Justice recently settled this case and has filed a joint stipulation of dismissal with the plaintiff to the court.

Digest of U.S. Practice in International Law Assistance:

The *Digest of United States Practice in International Law* is an annual publication from the Office of the Legal Adviser. It is a primary source of information regarding the views of the U.S. government in the area of international law. The Bunche Library provides the *Digest* editor with technical assistance through research, citation checking, and proofreading to ensure accuracy, timeliness in performing this task.

Computers in Libraries:

Two Reference Librarians attended Computers in Libraries, an annual conference held in Crystal City. Among the sessions they attended were: Wikis: Managing, Marketing and Making them Work; Virtual Reference: Endless Possibilities; and Transparency, Planning, and Change.

Selected Diplomatic Research Service Research:

- Located a total of 211 responsive documents in response to a request from the Under Secretary for Democracy and Global Affairs to locate all 2008 annual submission report cables from our U.S. overseas posts concerning trafficking in persons.
- Located 32 documents and provided a search results list to the Office of Central Asian Affairs in response to its request for the 1999 establishment of the Marine Security Guard Force at one of the U.S. overseas posts.

Selected Reference and Research from the Bunche Library:

- With the assistance of the USUN Reference Group, located a copy of the *Yamoussoukro Declaration* regarding African air transportation policy for the Bureau of Economics, Energy, and Business Affairs.
- Provided Embassy Brasilia with information on the effects of venture capital financing on small and medium sized enterprise growth, job creation, and economic expansion for an economics Officer.
- Provided biographical information on Jim Thorpe, Jesse Owens, and Tommie Smith and their impact on the Olympic Games for the Vice Consul at Embassy San Salvador.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for information regarding the following subjects:

- The January 2008 theft of NATO equipment by fighters associated with Baitullah Mehsud, the Taliban commander believed to be behind the assassination of former Pakistan Prime Minister Benazir Bhutto. The equipment was stolen while being transported from Pakistan to NATO forces in Afghanistan.
- The relationship, cooperation, and connections between Jamaat-i-Islami and the Taliban.

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- Correspondence between the Department of State and the Departments of Defense, Army, or any other agency regarding the sale of “pirated” or illegally produced DVDs or other materials at U.S. bases in Iraq or Afghanistan.

New Electronic Resources:

The following e-books and electronic documents were added to the Library's catalog this week:

- *Bangladesh at the Crossroads.*
- *Combating Terrorism: State Department's Antiterrorism Program Needs Improved Guidance and More Systematic Assessments of Outcomes. Report to the Ranking Member, Subcommittee on National Security and Foreign Affairs, Committee on Oversight and Government Reform, House of Representatives.*
- *Global views of USA improve.*
- *Kenya in Crisis.*

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RELEASED IN PART
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May 5, 2008

P19

UNCLASSIFIED
MEMORANDUM

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report Ending 05-02-2008

Federal Privacy Requirements:

IPS initiated a meeting with senior Department officials in IRM and DS to discuss the status of the Department's compliance on the security and privacy requirements of OMB Directive 07-16. While noting significant progress, the group agreed on a collective approach to address the remaining requirements to ensure that the Department has adequate security and privacy safeguards in our information systems and business processes.

New Privacy Impact Assessment Tool:

IPS developed a new Privacy Impact Assessment (PIA) that combines guidance, authorities and the template in a single tool. The new PIA allows for a more complete assessment of potential privacy risks in IT systems that collect personally identifiable information (PII). IT system owners can access the PIA by visiting the new privacy website at <http://ips.state.gov/index.cfm?fuseaction=public.display&shortcut=4PKY>.

Bureau Records Coordinators Seminar:

On April 30th and May 1st the Office of Information Program and Services (IPS) conducted a training seminar for the newly appointed Bureau Records Coordinators. IPS staff acquainted the Department's Records Coordinators with the Records Management program, covered basic records management concepts, demonstrated the Records Management website on-line resources, and provided an overview of the Departing Officials procedures. The seminar represented a significant step forward in reinvigorating the Records Management program in the Department and is the first in a series of periodic program activities. Thirty attended the seminar and was well received by all.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

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Model United Nations:

The Bunche Library supported the annual Model United Nations conference by setting up a Satellite Library in a suite of IO offices. Reference Librarians and other IPS staff members fielded questions from student delegates on UN peacekeeping activities, Security Council voting records, safe drinking water, trafficking in persons, and the international weapons trade. This was the fourth year that the Library has supported the Model UN and the questions this year were even more substantial than in past years.

GPS Manila:

A) Take Your Child to Work Day:

GPS Manila participated in the "Take Your Child to Work Day" by receiving about 55 children (ages 9 to 15) on April 29, 2008. GPS Production Manager Michael Stinson greeted the participants, who were then toured by various GPS Section representatives throughout their respective areas. The children were given GPS Activity Books and small printed giveaways.

B) Print Production for USNS Mercy:

GPS Manila will print posters and coloring books in support of the United States Naval Ship Mercy's mission to the Philippines. USNS Mercy is scheduled to visit the Philippines by the end of May.

C. Visiting Embassy Tokyo:

GPS Manila Director David Zweigel visited Embassy Tokyo on Monday, April 28th. The timing of the visit could not have been better. PAS Tokyo's graphic artist retired this week and the position will not be re-filled. GPS Manila will take steps to fill the gap in graphic design and potentially printing more materials in Japanese for Tokyo. Additionally, Tokyo will be phasing out their ICASS reproduction shop and seeks to work with GPS as a source for services in the future.

Foreign Affairs Manual Issuances:

During the past week DIR published the 7 FAM 1300 Appendix D, Places of Birth Names in Passports. This appendix provides extensive guidance on writing an applicant's place of birth in a passport

Forms Meeting:

DIR staff met with A/OPR/ALS staff to discuss the Cost of Living Allowance (COLA) application. There are several forms used to collect the data that ALS uses to calculate COLA. We are exploring with them the possible use of e-Forms as a front end to their application.

E.O. 12958 Former DAS and Ambassador Granted Access to Records:

Under the provisions of E.O. 12958, Ambassador Steven Pifer has been granted access to Department records concerning his tenure as Deputy Assistant Secretary for EUR and as Ambassador to the Ukraine. Ambassador Pifer began his research in IPS this week for his upcoming book about US-Ukrainian relations.

Joint Spring Workshop:

The Chief Librarian and several staff members attended the annual Joint Spring Workshop at the Library of Congress. This year's topic was Knowledge Management: the Librarian's Role. The workshop included speakers from the National Geographic Society, the World Bank, Hogan & Hartson, Johns Hopkins University, and the IRS.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act Requests for records regarding the following subjects:

- The political career of
- Baitullah Mehsud, a key leader of the Taliban in Pakistan, and suicide bombings in Afghanistan and Pakistan.
- Iran deporting large numbers of Afghan refugees to Afghanistan.
- Discussions between Afghan President Hamid Karzai and Iranian President Mahmoud Ahmadinejad relating to any of the following issues: Afghan refugees in Iran; the deportation of Afghan refugees from Iran; U.S.-Iranian relations; U.S.-Afghanistan relations; U.S. troops in Afghanistan; narcotics; Iranian arms being used by anti-Afghan government insurgents, including the Taliban; the Taliban; al-Qaeda; and/or Iraq.

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Selected Reference and Research from the Bunche Library:

- For L/Buildings and Acquisitions, provided a list of books and articles on negotiating tactics for the situation when the seller is forcing the buyer to make an immediate decision.
- Provided the IRC in Cairo with a list of all of the congressional resolutions from 1967 to the present that related to Israel.
- For L/African Affairs, provided law review articles that discuss the Passenger Name Record Agreement between the U.S. and the European Union.
- Provided HR/Recruitment, Examination and Placement with the number of persons who took the Foreign Service written examination from 1958-1979.
- Provided Senate and House Foreign Relations Committee reports and committee prints on the 1903 Lease of Certain Areas for Naval or Coaling Stations with Cuba and the 1934 Treaty on Relations with Cuba to L/Consular Affairs.

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RELEASED IN PART
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May 12, 2008

P20

UNCLASSIFIED
MEMORANDUM

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report Ending 05-09-2008

Department Senior Officials Meet to Discuss Privacy:

On May 7th, at the invitation of the Department's Senior Agency Official for Privacy, A/S Chellaraj, the Department's Privacy Protection Governance Board met to finalize the adoption of a formal Department Breach Notification Policy. Board members representing several bureaus, including DS, IRM, RM, HR, L, and MED shared privacy protection practices in their offices/organizations, and IPS presented an overview of collective achievements to date toward meeting the privacy and security requirements of OMB Directive 07-16. The board's focus is now on implementing the new breach policy and achieving full compliance with all remaining requirements of the OMB mandate.

GPS HST Open House Celebration: UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 28 JUN 2010 200805526

The excitement in GPS HST continues as final touches are being applied throughout offices as the Open House celebration scheduled for Thursday, May 15, 2008 draws near. The celebration will take place from 10:00a - 2:30p in the Foggy Bottom facility of HST.

Information Collections:

DIR presented a briefing to the REDS and FEDS on the Paperwork Reduction Act (PRA), Information Collections, and how these affect Department of State operations. Items discussed included posts abroad placing non-OMB approved forms and expired forms on their web sites, distributing paper versions of non-approved forms, and trying to change approved forms without seeking OMB approval for the change. DIR reiterated that OMB must pre-approve all collections of information, and outlined the consequences of failing to meet submission deadlines. DIR asked the directors to ensure that employees were not conducting information collections because they lacked knowledge of PRA requirements.

E.O. 12958 IPS Assists With Classifying an Agreement Template:

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The S/CT office, responsible for negotiating interagency and joint agreements for sharing classified information relating to the Global War on Terror, asked IPS to assist with the classification levels, duration of classification and overall marking for classifying several international agreements related to sharing classified counterterrorism information.

Department Receives New FOIA Litigation:

In the lawsuit entitled *Arif A. Durrani v. Department of State, et al.*, the plaintiff has filed suit against the Department under the provisions of the Freedom of Information (FOIA) for the alleged failure to grant disclosure of the records he seeks. According to a New York Times article dated March 18, 2006, the plaintiff is a "Pakistani arms dealer accused of illegally exporting military aircraft parts from the United States [and] was found guilty of multiple violations of the Arms Export Control Act." The article also states that, "Prosecutors had accused Mr. Durrani of illegally exporting military aircraft parts to the United Arab Emirates, Malaysia and Belgium. Mr. Durrani was convicted in 1987 for selling guidance systems for antiaircraft missiles to Iran." The plaintiff seeks documents related to certain export licenses allegedly obtained by the Royal Jordanian Air Force in the apparent belief that they were used in support of what he claims was his wrongful extradition from Mexico to the United States.

Funding Received from IIP for Cataloging IIP Library Books Remaining in SA-44:

IIP asked the Bunche Library staff to catalog the books from the former IIP Public Diplomacy Research Center that remained in various offices in IIP. The Bunche Library responded with a cost proposal, and IIP has now sent both the funds and the books to be cataloged. This project will begin next week. These titles will appear in the Bunche Library Voyager online catalog so that they are available for check out by all DOS staff.

GAO Document Request for Documents Regarding the Global Peacekeeping Operations Initiative (GPOI) (IPS Control #S200800011):

IPS received an urgent request from the Bureau of Political Military Affairs (PM), on behalf of the United States Government Accountability Office (GAO), to locate specific telegrams from the State Archiving System (the Central Foreign Policy Files) in regards to the GPOI - engagement code 320519. GAO's objective in this regard is to assess the progress made by the GPOI.

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Former Employees Submit Manuscripts:

IPS has completed its review of two chapters in a forthcoming book on India and power alignments in Asia by Alyssa Ayres, a former Department of State employee. Ms. Ayres, currently with McLarty Associates, has taught and published widely on South Asian affairs and from May 2007 to March 2008 served in the Department in the Office of the Under Secretary for Political Affairs.

IPS also received a paper for clearance by 2007 Istanbul student intern Charles Bowers entitled, "*Turkish Cross Border Operations into Iraq: International Law and Force Analysis.*"

ISO 9001:2000:

GPS Manila will undergo a surveillance audit to be conducted by SGS Philippines on Monday, May 12, 2008. The surveillance audit is part of a 3-year preservation of the ISO 9001:2000 certificate issued by SGS. The certificate is due to expire in May 2009.

President's Management Agenda-eRulemaking:

A/ISS/DIR participated in the first of three meetings to develop the eRulemaking Initiative's budget for 2010 and determine the Department's share based upon a "fee for service" model. All Federal Agencies were brought into the Federal Docket Management System (FDMS) by the end of 2007, and the program's budget has straight-lined. We reviewed and selected weighted criteria to determine partner agency user fees using metrics available in FDMS through March 2008.

A/ISS/DIR participated in a meeting with a number of other eRulemaking partner federal agencies to review requirements for presentation to the eRulemaking Change Control Board. As a result, A/ISS/DIR is re-writing the requirements in a format useful to software developers. In a continuing effort, A/ISS/DIR is further developing a set of standards to use for eliciting new requirements.

IPS Director Executes Declaration in FOIA/Privacy Act Lawsuit:

In the lawsuit entitled *Ralph Schoenman v. Federal Bureau of Investigation, et al.*, the IPS Director signed a third declaration to address various issues raised by the plaintiff in a cross-motion, including fees in the requests at issue, the adequacy of the searches conducted by the Department, and the Department's use of FOIA exemption (b)(7)(C). The plaintiff, author of several books on Bertrand Russell, requested Department records under the Freedom of Information and Privacy Acts that pertained to himself and/or the late Lord Bertrand Russell.

Department of Justice Request for Declassification of Document in

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 IPS Control #D200800010):

IPS received a request from the Department of Justice (DOJ) to declassify a State cable in connection with an on-going investigation on of C/R International LLC and his continued relationship with the Government of Sudan. The cable could also be used in a criminal court proceeding at a later date.

LexisNexis Consolidated Contract:

The Bureau of Verification, Compliance and Implementation, Office of Verification Operations, will join the LexisNexis consolidated contract effective in June 2008, bringing the total to 23 Bureaus and offices that utilize this contract. VCI was one of the very few Bureaus in the Department which still had a separate LexisNexis contract. The Bunche Library is also currently working with AQM to initiate a new LexisNexis contract since the current one expires at the end of FY 08.

New Freedom of Information Act Requests:

IPS received Freedom of Information Act requests for records regarding the following subjects:

- Trip to China by Senators Christopher Bond and Claire McCaskill, Representative Russ Carnahan, Missouri Governor Matt Blunt, St. Louis Mayor Francis Slay, and St. Louis County Executive Charlie Dooley.
- Al-Rafidain TV, an Iraqi opposition television station.
- Qatari nationals being kidnapped and held for ransom in Iraq and Afghanistan while on hunting trips.
- Ties between Hezbollah and Shiite militant groups in Iraq.

DRS/ Ralph Bunche Library briefings:

The Library and DRS provided briefings to the Civil Service Orientation class and the Office Management Specialist class.

Library Intern:

Scott Lockman, a student at the University of Alabama School of Library and Information Science, started a month-long internship this week. Scott has started working in Reference and will be working on projects in both the Information Resources and Information Services branches.

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May 20, 2008

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MEMORANDUM

P21

TO: A – Assistant Secretary Chellaraj

RELEASED IN PART
B6

FROM: A/ISS - Llewellyn H. Hedgbeth

SUBJECT: A/ISS Weekly Achievements Report Ending 05-16-2008

GPS Open House: One Year into the Future:

Considering the turn out of over 250 signed-in guests and a probable total of 400 visitors, the Global Publishing Solutions' One Year Open House held Thursday, May 15, 2008 from 10:00am-2:00pm was an great success. Assistant Secretary Chellaraj gave remarks and along with Deputy Assistant Secretary Hedgbeth, cut the ribbon on the new operation. Seven different "Solutions Stations" were set up around the HST facility, with posters and diagrams showing the various overseas operations in Vienna, Manila and Cairo. GPS employees were on hand to explain their products and services and answer questions. A great deal of interest was shown in GPS Digital Asset Capture (GPSDAC) business, or scanning of paper documents for searchable indexing. At least three customers are organizing new projects with GPS for this service as a result of their visit to the Open House. GPS also demonstrated its new website, with improved e-business features, variable data printing, on-site DAC as well as industrial DAC within GPS facility.

Privacy Participation in Subcommittee:

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: ROBERT R STRAND
DATE/CASE ID: 02 JUN 2011 200805526

On May 14, IPS staff participated in a multi-agency collaborative meeting hosted by the Internal Revenue Service on reducing social security number holdings. At the meeting, representatives from the Department of Homeland Security and the Department of Defense shared their successes and challenges in meeting the Office of Management and Budget Memorandum 07-16 that requires agencies to review current holdings of all personally identifiable information (PII).

Foreign Affairs Manual Interagency Joint Regulatory Board Meeting:

DIR hosted a meeting for representatives of Federal agencies who use or contribute to the *Foreign Affairs Manual*. Topics included FAM developments and other Federal agency directives. Participants received information on improved FAM usability, expedited updates, and the centrally-administrated FAM clearance process. A Department of Defense representative related DOD Directives developments. Attendees discussed ways their agencies use the FAM, and provided recommendations on FAM usability, access, and scope.

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Forms Team:

DIR attended a forms demonstration at USDA as a follow-on to the interagency meeting held here at the Department of State in February. USDA is very interested in using the Cerenade e-Forms application. This demonstration was presented to senior officials at USDA.

IPS Completes Review of Ambassador Frank Ortiz Collection:

More than 2,500 pages of declassified copies of Department documents were returned to the Palace of the Governors in Santa Fe, New Mexico after a two-year-long review. The late Frank V. Ortiz, Jr., who served as U.S. Ambassador to Peru, Uruguay, Barbados, Guatemala, and Argentina, as well as Deputy Executive Secretary, had donated the documents to the Palace. However, because so many still had classification markings on them, the Bureau of Diplomatic Security seized over 950 Department documents in the collection. IPS has been reviewing the collection since 2006, in coordination with numerous other agencies and embassies.

Las Vegas Forms Symposium:

The Director and one staff member attended the Business Forms Management Association 2008 Symposium held in Las Vegas. Department of State provided presentations for our e-Forms and Business Matrix deployments. Over 400 forms professionals were in attendance including many representing the Federal sector. Sharing our success stories and networking was very rewarding providing ideas on how to improve our mission here at the Department of State.

Financial Disclosure Processing:

DIR met with L to initiate a project that will explore the possibility of both entering data into form SF-278 (Financial Disclosure) and capturing that data for further processing. Using e-Forms Wizard technology and scrollable fields, this electronic end-to-end process will make for easier processing of individuals that use the SF-278 for mandatory reporting.

The Brookings Institution To Host IPS Pre-Publication Briefing:

Reviewers from the E.O. 12958 program have been invited to give a briefing in June to approximately 20 former Department employees now working at the Brookings Institution about the pre-publication review process for articles and books. A large number of Brookings Press titles contain contributions from former Department officials.

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Central Intelligence Agency Librarians:

Library staff met with nine Librarians from the CIA Library. The staff briefed them on Library resources, the Virtual Libraries, outreach, and the impact of the loss of the Open Source databases. The CIA Librarians who attended were from the Reference staff; the Bunche Library will schedule another visit for their Technical Services staff as well as a visit to the CIA Library for our staff.

Information Collections:

Application for Immigrant Visa and Alien Registration (1405-0015) and Nonimmigrant Visa Application (1405-0018) Information Collections received OMB approval for requested changes to the forms and burden. Department of State Mentor-Protégé Program Application (1405-0161) received OMB approval for a 3 year extension without changes.

Department of Defense Request for Information Regarding [REDACTED]

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IPS provided the Office of Legal Adviser with 11 documents in response to a request from the Department of Defense (DOD) for information concerning [REDACTED] [REDACTED] for DOD's internal use only. Should DOD determine that any of the documents are needed for use in court, or for provision to a defendant, the documents will need to undergo a separate review for disclosure.

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Korean Librarians:

The Library hosted six Korean Librarians from the National Library of Korea, the National Digital Library, the Ministry of Foreign Affairs and Trade, the Forestry Research Institution, and the Incheon Metropolitan Library. The Korean Librarians were especially interested in copyright restrictions, electronic resources, and outreach to remote users.

FREEDOM OF INFORMATION REQUESTS:

IPS received Freedom of Information Act requests for records regarding the following subjects:

- Operating costs for the U.S. Embassies in Bahrain, Egypt, Iraq, Jordan, Oman, Qatar, and Saudi Arabia.
- Alternatives to the use of private security contractors in Iraq.
- Internal State Department investigations concerning misconduct of contractors employed by security contractor Blackwater Worldwide.
- The cause of death in Benazir Bhutto's assassination on December 27, 2007.

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Assistance to INR:

Staff helped the Bureau of Intelligence and Research obtain pricing for access to the AeroTransport Data Bank. Library Staff also negotiated on INR's behalf for access to ISI Emerging Markets, negotiating the price down from an initial quote of \$180K per year to \$40K per year.

E-Government Initiatives:

A/ISS/DIR participated in the eRulemaking Budget Workgroup Meeting. The overall eRulemaking PMO 2010 projected budget of \$8.2M was reviewed and approved. Possible metrics and weighting for participating agency funding algorithms were also discussed.

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May 28, 2008

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UNCLASSIFIED
MEMORANDUM

RELEASED IN PART
B6

TO: A – Assistant Secretary Chellaraj
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report Ending 05-23-2008

GPS HST Staff Embark on Marketing Tour:

GPS HST Director Dean Cheves and Marketing Director Roberta Mather depart May 28, 2008 to begin a marketing tour in Vienna and Paris. The Marketing Tour will highlight featured services and new product offerings available through GPS Vienna and GPS Cairo (coming in Fall of 2008). They will also be attending Drupa, the largest international print conference, in Dusseldorf, Germany.

Spotlight on Privacy:

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 28 JUN 2010 200805526

On May 22, the ISS Speaker's Bureau hosted two distinguished speakers who addressed privacy rights and responsibilities. Sandy Ford Page, Department of Homeland Security, spoke about how to protect yourself from identity theft, and Emily Andrew, Chief Privacy Officer of the U.S. Postal Service, discussed the privacy safeguards the Postal Service has in place to protect U.S. mail.

Privacy Training:

The Department Privacy Officer provided training to several hundred federal and state employees at the American Society of Access Professionals training seminar at George Washington University. The training, which was co-presented with the DHS Chief Privacy Officer, focused on recent Office of Management and Budget issuances governing privacy.

Information Collections:

A/ISS/DIR arranged and conducted a teleconference between OMB/OIRA and CA/PPT to help resolve issues with the Passport Demand Survey (1405-0177) that was submitted to OMB for emergency approval last July, but had to be withdrawn from review for the standard three-year extension. OMB noted specific items that will need to be resolved before final clearance. CA/PPT will obtain the requested data from the Gallup polling organization and respond to OMB's request.

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Privacy Consultation/Guidance:

IPS staff met with several Bureau Program Managers for systems that collect Personally Identifiable Information (PII). They provided guidance to assist the Bureau Program Managers in meeting federal privacy mandates. Additionally, the IPS employees provided instructions on addressing potential privacy risks through the use of Privacy Impact Assessments.

Federal Information Security Management Act Reports:

IPS has worked extensively with system owners to achieve 100% compliance with the federal mandate to conduct Privacy Impact Assessments (PIA) on Federal Information Security Management Act (FISMA) reportable systems. This effort has resulted in a continued score of "green" on the privacy portion of the scorecard and an overall improvement in PIA compliance.

External Referral Working Group (ERWG) meeting:

IPS employees attended the External Referral Working Group (ERWG) Meeting at the National Archives and Records Administration at College Park on May 21. Elizabeth Pugh, General Counsel of the Library of Congress, gave a presentation on their collection of Henry Kissinger Papers. The Library is exploring options for the declassification and opening of those papers which contain equities of many agencies, paying special attention to those of State and NSC. This week, IPS also completed the first two Mandatory Declassification Requests from the Kissinger Papers. These promise to be the first of many large requests from the Library of Congress.

Rulemaking:

A/ISS/DIR is assisting HR in developing a first draft of a regulation for a new grant program for talented students to get them interested in the Foreign Service.

Forms Team:

DIR attended a forms demonstration at USDA as a follow on to the interagency meeting held here at the Department of State in February. USDA is very interested in using the Cerenade e-Forms application. This demonstration was presented to senior officials at USDA.

President's Management Agenda—eRulemaking:

A/ISS/DIR participated in the final Design Review of new functionality for the Federal Docket Management System. The next release containing the new functionality will be release 2.2. Programming development will be completed on June 4, 2008. The first round of

Version Release Verification testing will begin shortly after development is complete and it is anticipated A/ISS/DIR will participate in testing the new functionality.

Future Trends in Federal Libraries:

The Branch Chief for Information Services and Scot Lockman, University of Alabama Intern, attended a Federal Library and Information Center Committee listening session on the future trends in federal Libraries. Many of the trends identified were government-wide, such as a shift to from managing the routine to managing the extraordinary, an increase in regulation, how to handle information overload, the risk that cost cutting will place on valuable government produced information, and managing the challenges of a retiring workforce.

Freedom of Information Act Requests:

IPS received Freedom of Information Act requests for records regarding the following subjects:

- Grants, payments and/or funds transfers to Cuban citizens and other individuals in Cuba.
- The Government of Afghanistan request for the removal or deportation of [REDACTED] [REDACTED] accused of holding secret talks with members of the Taliban.
- Public opinion in Pakistan regarding one or a combination of the following: The United States, the U.S. War in Iraq, the War on Terrorism, U.S. activity in Afghanistan, and U.S. President George W. Bush.
- Discussions between the governments of Iraq and the U.S. over concerns raised by U.S. military and/or political support of "Concerned Local Citizen" (CLC) groups in Iraq.

B6

IPS Receives Manuscripts for Review:

IPS received two manuscripts for pre-publication review, including a chapter from a forthcoming book, *Policy Making and Academic Research*, by Steven Krasner, former Director of the Policy Planning Staff and current Professor of International Relations at Stanford University; and an article entitled, *Detention as Targeting: Standards of Certainty and Detention of Suspected Terrorists*, by Matthew Waxman, former Deputy Director of the Policy Planning Staff and current Associate Professor of Law at Columbia University in New York.

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June 2, 2008

UNCLASSIFIED
MEMORANDUM

P23

TO: A – Steven J. Rodriguez, Acting
FROM: A/ISS - Llewellyn H. Hedgbeth
SUBJECT: A/ISS Weekly Achievements Report Ending 05-30-2008

RELEASED IN PART
B6, B7(C)

Request for Clinton-Yeltsin Correspondence:

IPS is currently working on a declassification project involving correspondence between President Clinton and President Boris Yeltsin of Russia. The Russian Government plans to publish a collection of President Yeltsin's correspondence. It approached the Bureau of European Affairs for permission to release various letters exchanged with President Clinton. The Bureau obtained copies from the Clinton Library and consulted with the National Security Council and relevant bureaus. We are now processing the letters for release or denial in accordance with the Bureau's guidance.

Request for Information Regarding Time Spent at Post by Former Ambassadorial Appointees:

IPS provided the Bureau of Human Resources, Presidential Appointments Staff Unit, with 14 segments of 308 responsive documents and 352 pages in response to a request from the Senate Foreign Relations Committee for information regarding the time that former ambassadorial appointees spent at posts.

ePerformance System for HR:

DIR met with HR/EX to discuss the ePerformance system being developed to offer the DS-1829 and DS-5055 Foreign Service Evaluation forms using the PeopleSoft application. This new system will go into production next season and will integrate the GEMS system to the evaluation forms. E-Forms will still offer the forms because not all users will be able to use the new system. We are scheduling a follow-on meeting to coordinate the design of the forms so that both versions of the form are the same. Also, during the meeting HR/EX requested that all HR forms be cleared through the HR/EX office and provided a new point of contact for clearance.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 28 JUN 2010 200805526

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New Transits Benefits Form:

DIR met with HR/ER/EP to discuss the new DS 3028 Transit Benefits Form, which is a combination of the previous version of the DS 3028 and the DS 4075 and DS 4062 forms. e-Forms will enable HR to manage and track benefits applications more efficiently, as well as generate accurate reports. e-Forms will also provide them with the capability to develop a completely electronic end-to-end process. To that end, over the next two weeks, DIR will conduct a training session on how to electronically receive and process the forms. HR currently sends these forms to the Department of Transportation (DOT) for processing. In the past, HR sent paper copies to DOT, but now they can send an electronic file that DOT can print, and can extract the electronic data once they are prepared to accept it.

GPS HST Marketing Tour Underway:

GPS HST Director Dean Cheves and Marketing Director Roberta Mather are on the first leg of their 3 city tour. GPS is participating in the International Print Conference Drupa in Dusseldorf, Germany. The next stop will be Paris.

Privacy Support:

In support of the E-Gov office's non-major investments initiative, IPS has completed a privacy review of 25 new IT systems. IPS works closely with the E-Gov office and IT system business owners to ensure investments achieve success on satisfying privacy criteria.

Undersecretary Burns and AFSA Booklist:

Library staff is assisting AFSA, a special assistant to Undersecretary Burns, and eDiplomacy staff in the development of a Foreign Affairs Professional Reading List. The list is anticipated to be announced in mid-June.

Request for Department of State's Authorization to Review State Documents in the Possession of the National Archives and Records Administration:

IPS provided the Department of Justice with a letter, in response to their request, authorizing the review of classified information belonging to the Department of State that has been compiled by the National Archives and Records Administration. The classified information consists of documents that were originally located at the George H. W. Bush and William J. Clinton Presidential Libraries.

Information Collections:

A/ISS/DIR submitted to OMB the first 2 surveys under the recently approved Public Diplomacy Evaluation Office (PDEO) Generic Survey collection. This collection obtained OMB pre-approval for a data bank of approximately 400 questions that PDEO can use to

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survey the participants in its many programs. This new process allows PDEO to administer their participant surveys in a quick and timely manner, eliminating the need to submit individual, proposed surveys to OMB months in advance. With an estimated 8,300 surveys administered yearly, this process will save DIR, PDEO, and OMB many man-hours in the approval process.

Department of Justice Office of Special Investigations (OSI) Request for Certain Cable Traffic Pertaining to an Individual Currently Under Investigation:

IPS is searching the State Archiving System (SAS) for relevant State Department cables in response to a request from the Department of Justice, Office of Special Investigations (OSI), regarding an individual currently under investigation. In addition, OSI is requesting copies of reports of interviews of [REDACTED] B6, B7(C) [REDACTED] which were conducted by State Department's Office of Security, Division of Investigations, Special Investigations Branch in 1983 as part of its investigation of the murder of U.S. Navy officer Albert Schaufelberger.

Freedom of Information Act Requests:

IPS received Freedom of Information Act requests for records regarding the following subjects:

- Grants, payments, and/or funds transfers to Cuban citizens and other individuals in Cuba.
- The Government of Afghanistan request for the removal or deportation of [REDACTED] B6 [REDACTED] accused of holding secret talks with members of the Taliban.
- Public opinion in Pakistan regarding one or a combination of the following: The United States, the U.S. War in Iraq, the War on Terrorism, U.S. activity in Afghanistan, and U.S. President George W. Bush.
- Discussions between the governments of Iraq and the U.S. over concerns raised by U.S. military and/or political support of "Concerned Local Citizen" (CLC) groups in Iraq.

GPS Manila. Equal Employment Opportunity Representative:

The Embassy Management Office has designated GPS LES Manny Tolentino as one of two LE Staff Equal Employment Opportunity Representatives for the entire Mission. Manny and another LES will work with the American EEO Counselor in advising LES staff on post procedures for addressing work place issues; explaining to LES the informal EEO counseling process; assisting the EEO Counselor with Post EEO training; and in assisting the EEO Counselor with the counseling process. This position requires great responsibility, empathy, and confidentiality. The Office of Civil Rights does not currently provide formal training to LES EEO Liaison personnel, but offers a wealth of reading materials.

Department of Justice Request for Information Regarding United States v. Rahmat Abdhir and Zulkifli:

IPS provided the Legal Adviser's Office with three documents in response to a Department of Justice litigation request for information concerning Rahmat Abdhir and Zulkifli, who are currently involved in an ongoing federal criminal case. The indictment charges that both men did conspire to provide and provided material support to terrorists.

Department of Defense Request for Information Regarding

B6, B7(C)

IPS provided the Legal Adviser's Office with 81 documents and 229 pages in response to a request from the Department of Defense (DOD). As previously reported, IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from DOD for "documents relevant to the upcoming military commission trials" of several Guantanamo Bay detainees.

President's Management Agenda-eRulemaking:

A/ISS/DIR participated in the next phase of requirements discovery for the Regulations.gov web site, the public side of the Federal Docket Management System (FDMS).

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RELEASED IN PART
B6

June 16, 2008

P26

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MEMORANDUM

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

TO: A – William Moser, Acting

FROM: A/ISS - Margaret P. Grafeld, Acting

SUBJECT: A/ISS Weekly Achievements Report Ending 06-13-2008

Department Notice Issued: IPS' Information Privacy Protection Program has drafted and cleared a Department Notice, *Personally Identifiable Information -- Data Incidents and Reporting Procedures*, to inform employees of the establishment of a Breach Response Policy that will be incorporated into the FAM. The policy outlines the importance of protecting personally identifiable information (PII), provides guidance for the proper management of PII, and provides instruction on the federal requirement for reporting actual or suspected data breaches of PII. The Breach Response Policy can be accessed on OpenNet by typing "privacy" in the search feature.

Business card orders transferred to GPS in D.C.: Accurate Word (partner for processing business cards) and GPS HST will now process all business card orders for all post worldwide. The system is now a totally hands-off process for GPS Manila. Meanwhile, Manila will still process business cards, but for local embassy orders only until preprinted paper stock have been depleted.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Documents between the Department of State and all African World Health Organization (WHO) member states to include Kenya, South Africa, Egypt, Algeria, Libya, Mali, Nigeria, Ghana, Zambia, Zimbabwe, Morocco, Uganda, Benin and Lesotho, that attended the World Health Assemblies for 2007 and 2008, and all sessions of the Inter-Governmental Working Group.
- Colombian citizens working for Blackwater who were denied security clearances in Iraq, to include [REDACTED]

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-
- The Colombian company ID Systems, contracted by Blackwater to provide security in Iraq, to include information regarding Colombian citizens [redacted] the owner of ID Systems, and [redacted] an employee of ID Systems who was allegedly murdered in 2007.
 - Former Pakistani Prime Minister Nawaz Sharif and religious political parties in Pakistan such as Muttahida Majlis-e-Amal, Jamaat-e-Islami, Jamiat Ulema-e-Islam, Jamiat Ulema-e-Islam, Jamiat Ulema-e-Pakistan, Tehrik-e-Jafaria Pakistan, and/or Jamiat Ahle Hadith.

Pre-Publication Briefing at the Brookings Institution: IPS conducted a briefing at The Brookings Institution on June 6 outlining the procedures for clearing a manuscript prior to publication. Primarily for former Department employee authors writing on their past official duties involving classified information, all Brookings staff participants had an opportunity to ask specific questions regarding various aspects of the clearance process. IPS worked with Brookings General Counsel Ona Dosumu to plan the briefing after our office became aware that a few Brookings scholars, who are former Department employees, had not cleared their chapters contained in other authors' publications. This proactive meeting aimed to prevent such oversights in the future. The approximately 12 attendees included the Vice President and Director of The Brookings Press, the Chief of Staff, and the Deputy Director of Foreign Policy Studies, former Department employee Ted Cohen.

New Interagency Manuscript Review, "Security Mom": IPS received a request to review an article entitled, "Security Mom: Why Going Soft Will Make Us Strong." Written by a former Bureau of Intelligence and Research analyst, currently still working as another agency intelligence employee, the author applies lessons learned in national security to raising a family, and vice versa, concluding both endeavors have more in common than she initially ever thought. As a terrorism analyst, she seeks to redefine national strength in terms of endurance of values and principles of democracy rather than traditional notions of security that focus on military might and the absence of terrorist attacks.

President's Management Agenda—eRulemaking: A/ISS/DIR has agreed to participate in testing the next release (version 2.2) of the Federal Docket Management System.

Rules Reviewed: A/ISS/DIR did the pre-publication review, including format, document structure, regulatory analysis, and amendatory language for adherence to *Federal Register* publishing requirements for the following rules:

"Interim Final Rule: Procedures for children abducted to the United States"; and

"Interim Final Rule: Board of Appellate Review; Review of Loss of Nationality"

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Rule Coordination: A/ISS/DIR provided Department coordination for review of the following proposed rules:

- “National Archives and Records Administration; Records Management Revision”, and
- “Department of Homeland Security; Changes to Requirements Affecting H-2B Nonimmigrants and Their Employers”

UNCLASSIFIED

June 30, 2008

P28

UNCLASSIFIEDRELEASED IN PART
B6, B2

MEMORANDUM

TO: A – Assistant Secretary Chellaraj

FROM: A/ISS – Margaret P. Grafeld, Acting

SUBJECT: Weekly Achievement Report for ISS ending 06-27-08

GPS TDYers: GPS Manila welcomed its colleagues from GPS HST Pamela Holton and Yvonne Seward who arrived in Manila Sunday, June 22. Ms. Holton and GPS Manila have been in consultation all week bonding a team effort in the support of shipping, billing and customer service satisfaction of the products and services provided by GPS Manila and GPS HST. Ms. Seward has been in training and consultation during this week as well learning and observing the already certified ISO 9001/2000 facility and under direct training of the GPS Manila's Deputy Quality Management Representative. The completion of the TDY is this week and both teams, GPS Manila and GPS HST are reporting great satisfaction in the accomplishments made by these meetings.

Assistance Provided to CA on Internal Privacy Training: Together with a representative from the Office of the Legal Adviser (L), the IPS staff reviewed the first draft of the Passport Data Security training course that was designed by the Foreign Service Institute (FSI) for Passport employees and contractors. Feedback from IPS and L was focused on a mutual concern that the present content might create misimpressions about what is (and is not) a "Privacy Act violation." As a result, CA is in the process of working with FSI to significantly revise the course to improve the format and content.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- The awarding of oil field service contracts by the Iraq Oil Ministry to any oil company, including but not limited to: Exxon Mobile, Shell, Total, BP, Chevron, Hunt Oil Company, and Lukoil.

- Travel by U.S. Senator John McCain to Canada.
- Correspondence from U.S. Senator Barack Obama to the Department regarding [redacted] a native of Iraq who now lives in London.
- Qari Hussain, an official associated with Baitullah Meshud and the Taliban in Pakistan.
- [redacted] a prominent member of the Pakistan Peoples Party (PPP).

B6

E-records management briefing in OMB Exhibit 300 Kick-off: On June 23, IPS staff participated in the BY 2010 Office of Management and Budget (OMB) Exhibit 300 Kick-Off meeting for all major exhibitors, sponsored by the Department's E-Government Program Management Office. IPS staff briefed attendees on the e-records management portion of the data call. IPS explained how records scheduling can have a positive impact on the cost-benefits of the major system submissions and how the e-records management questions in the data call will be scored. IPS will be participating in the review and rating process this summer and hopes that the activity will continue to have success as leverage to meet the eGov requirement to schedule all existing electronic information systems by September 2009.

Federal Consumer Data/Identity Protection: On June 18th, Charlene Thomas, Department Privacy Officer, attended the Senate Homeland Security and Governmental Affairs Committee hearing on "*Protecting Personal Information: Is the Federal Government Doing Enough?*" Witnesses Linda Koontz, Director of Information Management at the Government Accountability Office, Hugo Teufel, Chief Privacy Officer at the Department of Homeland Security; Peter Swire, Professor of Law at Ohio State University; and Ari Schwartz, Vice President and COO at Center for Democracy and Technology, spoke on current federal privacy issues.

President's Management Agenda-eRulemaking: A/ISS/DIR participated in Version Release Verification (VRV) testing of version 2.2 of the Federal Docket Management System (FDMS). Version 2.2 of FDMS will go into production the first week of July.

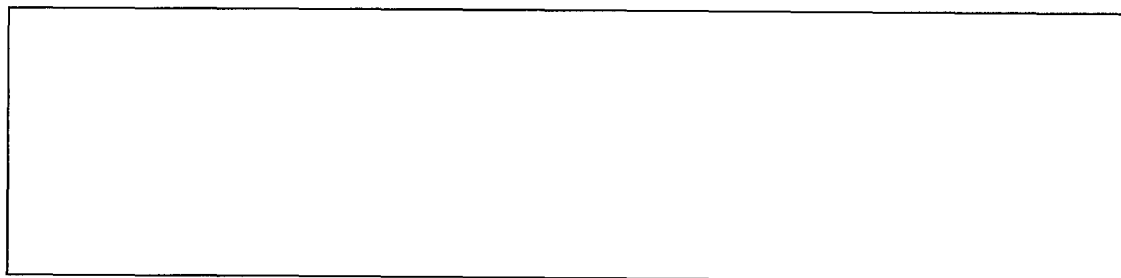
Manuscript Review Completed: In consultation with the Bureau of Intelligence and Research (INR), IPS completed pre-publication review of an article by former INR employee Gina M. Bennett entitled "Security

Mom.” The article draws parallels between the lessons and skills involved in parenting and those relating to tracking and analyzing terrorist activities. The Central Intelligence Agency referred the article to State and is coordinating its review with other agencies.

Status of Annual FAM Review: The Annual FAM Review process, which was implemented recently, has caused a marked increase in the volume and rate of FAM updates. In the past five weeks, DIR has published updates to 97 FAM subchapters, and DIR is now processing 138 additional subchapters. Updating the FAM ensures the Department’s policies and procedures are current and accurate.

Post Employment Forms: DIR conducted an initial meeting with HR to discuss the implementation of a new overseas employment form. This form is being designed to eliminate the posting of unapproved forms on Department web sites in violation of the Paperwork Reduction Act (PRA). An additional meeting with the Overseas Employment Office to continue the process will be scheduled in the near future.

Amendment to a System of Records Notice: After extensive collaboration with the Office of the Assistant Legal Advisor, IPS’ submission of an amended System of Record Notice, STATE-54 has been posted in the Federal Register. IPS alerted the Office of Management and Budget and Congressional leaders of the Department’s intent to publish this amendment to reflect the inclusion of the names and addresses of witnesses processed by the Office of International Claims and Investment Dispute.



B2

Global Trade Atlas: A Reference Librarian attended a training session on the Global Trade Atlas database. This database has been upgraded to the four digit level with financial assistance from the Bureau of Intelligence and Research, significantly increasing the value of this product.

Appropriations Briefing Room: Library staff assisted the Bureau of Resource Management (RM) in the resolution of a problem with their online access to Appropriations Briefing Room (ABR) from GalleryWatch. RM has limited password access to ABR. However, since the Library maintains enterprise-wide access to Foreign Policy Briefing Room (FPBR) from the same site, IP recognition access to that database was interfering with password access to ABR.

Meeting with LexisNexis: Library staff met with LexisNexis representatives regarding the scanning of the Library's collection of Diplomatic Lists. Because the documents are mostly in good condition and the Library has a large LexisNexis contract already, the pricing proposal to do this work is very favorable. The Library would like to begin digitizing some of the more heavily used volumes should end of year funds become available.

Selected Reference and Research from the Bunche Library:

- Located a 1988 Federal Register notice naming North Korea as a terrorist state for the Office of the Coordinator for Counterterrorism.
- For EUR/South Central Europe, researched the question of how many countries recognized Eritrea, Montenegro and East Timor one week, three weeks, four months and 10 months after they declared their independence.
- With the assistance of the Information Resource Center staff in Brasilia, provided the Office of the Assistant Legal Adviser for Western Hemisphere Affairs with an English language version of Brazilian law 8666 which regulates government procurement.
- Provided the Assistant Legal Adviser for Political-Military Affairs with the legislative intent of Section 1228 of the National Defense Authorization Act.
- Provided information on North American Integration, NAFTA, Security and Prosperity Partnership and border security to the Career Development Office in the Bureau of Human Resources.

Rules Reviewed: A/ISS/DIR did the pre-publication review, including format, document structure, regulatory analysis, and amendatory language for adherence to *Federal Register* publishing requirements for the following rule:

Final rule - Amendment to the International Traffic in Arms Regulations: U.S. Munitions List Interpretations, and other Corrective/Administrative Changes

Employee Training: GPS Manila sent three of its members from the Graphic Design/Pre-publishing team to attend the Adobe InDesign CS3 Training the week of June 25, 2008. The training was conducted by an Adobe-certified instructor from the Philippine Center for Creative Imaging (PCCI). PCCI is the only training center in the Philippines authorized by Adobe. The team completed the training successfully and their newly added knowledge and skills will be a great asset to the Graphic Design/Pre-publishing section of GPS Manila.

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July 8, 2008

RELEASED IN PART
B6, B7(C)

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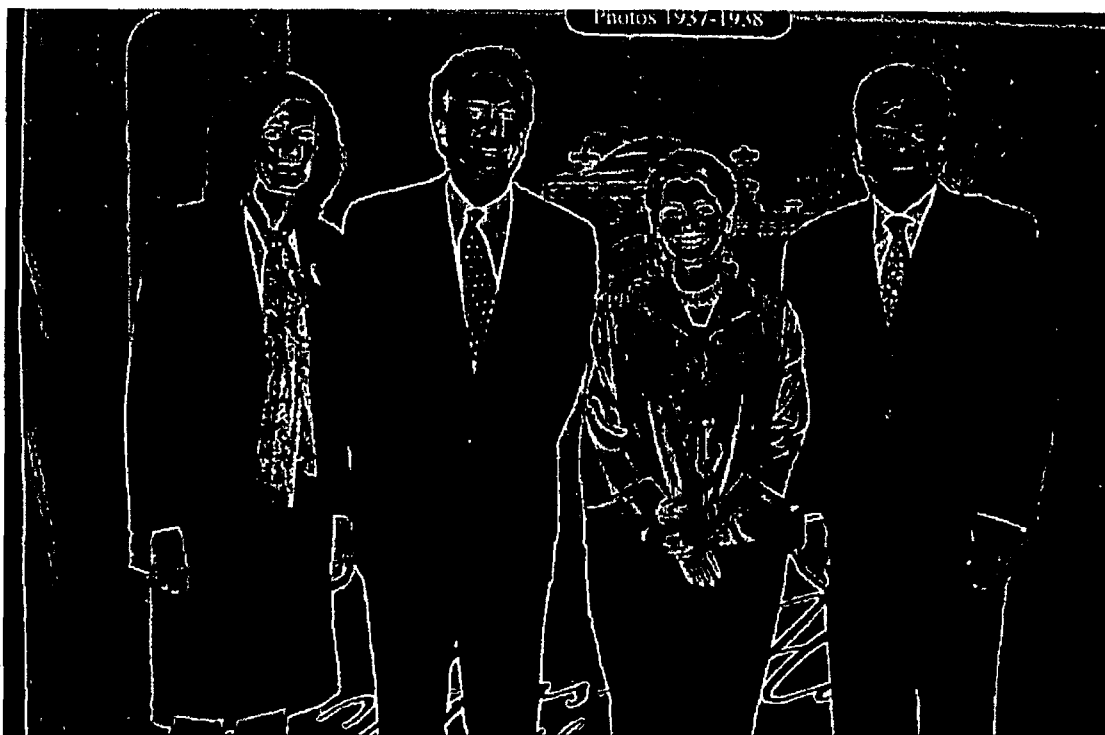
MEMORANDUM

P29

TO: A – Assistant Secretary Chellaraj

FROM: A/ISS – Llewellyn H. Hedgbeth

SUBJECT: Weekly Achievement Report for ISS ending 07-03-08



Lisa Carty, Undersecretary Bill Burns, Mia Grosjean and Chargé Dan Russell at the Exhibit Opening

GPS Vienna: *Photos from a Scrapbook 1937 - 38: The Ambassador's Daughter* -- Exhibit Opens at Spaso House. More than 250 guests attended the Opening of a Photo Exhibit in Moscow at Spaso House, helping to mark the 75th Anniversary of the historic building as home to the U.S. Ambassador to Moscow. The photos came from the scrap books of Emlen Knight Davies, the first child of an American Ambassador to live in Spaso House. Her photos of the house, pictures of Moscow and ordinary Russians in the turbulent days of Stalin's Russia evoked a strong reaction among visitors. Visitors discussed photos and asked questions of Mia Grosjean, daughter of Emlen Knight Davies, who restored and enlarged the pictures and curated the exhibit. Emlen Knight Davies is today 92 years old. She was twenty when she accompanied her father, Amb. Joseph Davies, to Russia as World War II loomed.

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

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Update on Ramadan calendar: In celebration of Ramadan, Global Publishing Solutions (GPS) is offering a limited edition of the *2009 Mosques in America Wall Calendar*. This 12-month calendar is perfect for Muslim outreach efforts, as well as gratuities for Post events. The calendar is well received by Posts, as evident in the orders received this week. Orders have reached more than 5,000 copies after only a few days of announcing the product.

Sharing Classified Information with former POTUS: Based on a referral from DS, EUR/CE contacted A/ISS/IPS for guidance on sharing classified information with former President George H. W. Bush. This was related to his trip to Berlin to give the keynote address, and officially open the chancery building in a ribbon cutting ceremony with German Chancellor Angela Merkel. It was agreed that the best solution was for EUR to send the Confidential presentation to the American Embassy in Berlin via ClassNet e-mail and to brief the former POTUS in Berlin without providing hard copies of DoS classified material.

Information Collections: DIR assisted CA/VO in obtaining OMB approval of CA's new information collection - *Nonimmigrant Visa Electronic Application*. This is CA's new electronic smart form that assists visa applicants in filling out their application by automatically progressing through the process dependent upon what information the individual applicant provides. Complete implementation of this electronic application will allow CA to discontinue the use of a number of paper-based forms.

Information Sharing Policy Coordination Committee (IS PCC): On July 1, 2008, DIR's Office Director participated in the inter-agency IS PCC meeting to discuss: (1) the capability, sustainability, and operational status of States and Major Urban Area Fusion Centers; and (2) the implementation of Consistent Security Policies. 47 States have launched Fusion Centers nationwide for sharing information of home security interests. Hawaii, Idaho, and Vermont are still in discussions and do not have Fusion Centers in place. Topics of discussion included the need for identifying links to DOD critical infrastructure and the need to assist Fusion Centers' understanding of circumstances in which the Federal Government will assist local government. DHS shared with the FBI how they will tie bandwidth together making IT services operational. Weaknesses in financial and human resource areas were discussed along with the plan wherein States will lead with a 50 percent match of Government grant funds making the centers operational. Next week a conference will be held in Las Vegas discussing Fusion Centers with major city chiefs.

Foreign Affairs Professionals Reading List: The Professionals Reading List has generated quite a bit of interest. All available copies of several titles have been checked out and the Library will work with AFSA to purchase additional copies of high demand titles.

Presentation to SSA: DIR provided a presentation of our Business Matrix application used to manage our business processes for the FAM, Forms, Information Collection, Rules and Federal Register. Their processes are very similar and they are pursuing acquiring the software for their use.

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Transit Benefits Program Forms: DIR met with HR/ER/EP and HR/EX to discuss the revised DS-4075. The new DS-4075 form is a combination of the former DS-4075, DS-3028 and the DS-3062 which allows users to apply, update or withdrawal from the program using the same form. This reduces the work on HR staff and users applying for benefits and offers better accountability and tracking.

Department of Justice Request for Information Regarding [REDACTED] (IPS Control #D200800008): IPS provided the Office of the Legal Adviser with five documents, in response to a request for litigation support. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a request from the Department of Justice (DOJ) for documents in connection with an investigation relating to the activities of [REDACTED] DOJ is seeking information relating to [REDACTED] involvement in the October 15, 1979 military coup in El Salvador, his entry into the United States and procurement of immigration documents, and his awareness of human rights abuses occurring in El Salvador from 1979 through 1983. (B6, B7(C))

Department of Justice Request for Information Regarding James H. Giffen (IPS Control #s D200700019 and D200700040): IPS provided the Office of the Legal Adviser with eight documents in response to a request for litigation support. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a second request from the Department of Justice (DOJ) for documents to be used in the case United States v. Giffen. DOJ made the request pursuant to a court order for another, more expansive production of documents regarding the charges against James H. Giffen, for, among other things, allegedly bribing officials of Kazakhstan in violation of the Foreign Corrupt Practices Act.

ALA Emerging Leaders: Megan Sheils attended the final session of the Emerging Leaders program at the American Library Association annual conference. In a three hour session, she and her colleagues presented their group project, a wiki-based online bibliography of provocative, useful, informative leadership readings. The Emerging Leaders were in three different time zones, so they used Skype to communicate and plan their presentation.

AALL Joint Study Institute: A Reference Librarian attended the AALL Joint Study Institute held at the Georgetown University Law Center. The 3- day Institute is a collaboration of the American Association of Law Libraries (AALL), the Australian Law Librarians' Association (ALLA), the British and Irish Association of Law Libraries (BIALL), the Canadian Association of Law Libraries/Association Canadienne des Bibliothèques de Droit (CALL/ACBD) and the New Zealand Association of Law Librarians. The theme of the Institute was "Harmonization and Confrontation: Integrating Foreign and International Law into the American Legal System".

GPS TDYers Complete their Stay in Manila: GPS HST employees Pamela Holton and Yvonne Seward concluded their TDY in GPS Manila on July 1, 2008. The GPS HST colleagues and GPS Manila staff gained an understanding of the operations of both the

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Washington, D.C. and Manila offices and look forward to more opportunities for collaboration. As a result of the visit, improved communications between the two sites will certainly prove valuable in the quest for continuous excellent customer service for GPS' worldwide clientele.

Attendance at American Library Association: Several library staff members attended the annual convention of the American Library Association in Anaheim. Some of the highlights included:

- The Chief Librarian teamed with an eDiplomacy colleague as panel members at "Gov2.0: Going further with the Wikinomics Folks" about the use of Web2.0 technologies at government agencies.
- The panel also included presenters from the CIA, NGA, and the Library of Congress. As Chair of the Nominating and Bylaws Committees for the Federal and Armed Forces Libraries (FAFLRT) Roundtable, the IR Branch Chief introduced the newly-elected officers in that organization and also discussed required bylaw changes resulting from a change in the FAFLRT dues structure. The Team Leader for Cataloging served as a member of the Continuing Resources Section Education Committee and as Vice-Chair/Chair-Elect of the Cataloging Section Copy Cataloging Discussion Group.

FREEDOM OF INFORMATION ACT REQUESTS: On June 27, 2008, Barbara Elias of The National Security Archive, requested copies of documents for the time period of January 2007 to the present, concerning the group, Tehrik-e-Taliban Pakistan.

President's Management Agenda-eRulemaking: A/ISS/DIR participated in Version Release Verification (VRV) testing of version 2.2 of the Federal Docket Management System (FDMS). Version 2.2 of FDMS will go into production the first week of July.

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July 11, 2008

RELEASED IN PART
B6

UNCLASSIFIED

MEMORANDUM

P30

TO: A – Assistant Secretary Chellaraj

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

FROM: A/ISS – Llewellyn H. Hedgbeth

SUBJECT: Weekly Achievement Report for ISS ending 07-11-08

Keeping Test Data Private: On July 9, IPS met with Consular Affairs representatives to discuss plans to “de-identify” the data used to test passport system software in order to remove privacy risk from production data in testing and training. Agreement was reached on which elements of personal information in each record require de-identifying by means of scrambling or random substitution to minimize privacy risks during the training process.

Information Collections: DIR assisted CA/VO in obtaining OMB approval for a 3 year extension of its *J-Visa Waiver Recommendation* information collection. DIR also assisted ECA in obtaining OMB approval for a 3 year extension of its *Certificate of Eligibility for Exchange Visitor Status* information collection.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Correspondence with or documents regarding Barack Obama before he became a U.S. Senator.
- [redacted] an Iraqi-born British billionaire connected to political fundraiser [redacted] and his entry into the United States in early 2004.

Department Receives New FOIA Litigation: In the case, *Sophia Helena In't Veld v. Department of State, et al.*, the plaintiff has filed suit against the Department for alleged violations of the Freedom of Information Act (FOIA), including the failure to grant disclosure of the records sought and failure to timely respond to plaintiff's request. The plaintiff, a European Union parliamentarian, alleges that she has filed multiple FOIA requests for information about herself with the Department and other agencies.

IPS Meets with Inspector General Representatives to Discuss New Annual Reporting Requirements: As a result of new FOIA annual report guidelines issued by the Department of Justice's Office of Information and Privacy (OIP), the Department's FOIA annual report to Congress must include both separate and combined statistical data for all requests processed by a Department entity, including those not currently tracked by IPS. The Office

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of the Inspector General (OIG) processes some FOIA requests that IPS does not fully track. Therefore, OIG has agreed to supply IPS with data for its requests to include in the Department's FOIA annual report. IPS must find a way to combine OIG data with its own in order to calculate median and average response times on a Department-wide basis and be able to provide the raw statistical data used in generating the entire report to the public upon request – a new requirement under the OPEN Government Act of 2007. IPS is consulting with the Office of the Legal Adviser to determine if other entities sharing some connection with State, e.g., National Endowment for Democracy and International Boundary and Water Commission, should also be included in the report, which is due to OIP on January 5, 2009.

E.O. 12958 Staff Meet with SMART Project Managers: IPS hosted a meeting with project managers from the SMART team to coordinate the options employees have in SMART to mark documents with the classification markings for national security information found in E.O. 12958 and Information Security Oversight Office regulations. The focus of the meeting was differentiating between original and derivative classification, ensuring users choose a duration or declassification instructions for any classified materials they create, and portion mark classified documents, especially subject lines.

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- The memoirs of Mr. Harry Obst, head of the Department's Office of Language Services from 1984-1997. His career involved interpreting for six U.S. Presidents and numerous Secretaries of State.
- Two articles by Mr. Matthew Waxman, formerly a senior official in the Department of Defense, the National Security Council, the Department of State Policy Planning Staff, and currently a professor of law at Columbia University. These articles are entitled: "Detention as Targeting: Standards of Certainty and Detention of Suspected Terrorists;" and "Administrative Detention and the Questions of Why, Whom and How: Integrating Strategy with Legal Innovation."

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London at the behest of Spanish legal authorities. While Spain desired to see Pinochet tried by an international tribunal for human rights abuse, Chile wanted to try Pinochet in Chile. The article describes the Clinton Administration's use of E.O. 12958 as a means to placate the international community by releasing once classified information about the Pinochet regime and any U.S. involvement with it, while siding with the Chileans over who would decide Pinochet's fate.

Large Stock Publication Order: GPS Manila received a forty-seven thousand dollar (\$47,000) order from PAS Bucharest in response to the FY2008 Spring / Summer Solicitation cable for various IIP stock publications. The Order weight is approximately 4,800 kg, will be packed in 270 carton boxes, and shipped via ocean freight in 12 pallets.

Former Director of Policy Planning Requests Records Access: IPS received a request from the President of the Council on Foreign Relations, Richard N. Haass, for access to documents he created during his tenure as Director of Policy Planning for the Department (S/P). Mr. Haass is seeking access to specific memos he authored concerning Iraq as he prepares to write a book on the subject of policy planning.

Five Department of Defense Requests for Information Regarding Guantanamo Bay Detainees: IPS is coordinating Department responses to an Executive Secretariat tasker issued in response to five requests from the Department of Defense (DOD) for "documents relevant to the upcoming military commission trials" of several Guantanamo Bay detainees. As previously reported, DOD has requested that the Department produce documents that could be subject to disclosure to the defense pursuant to the Military Commissions' Act of 2006 and the Manual for Military Commissions.

Department of Justice Request for Declassification of Documents in Criminal Case Robert Cabelly v. Sudan: IPS provided the Bureau of Diplomatic Security with one cable in response to their request for a declassification review of it for possible use in an on-going investigation into the activities of Robert J. Cabelly, C/R International LLC, and his continued relationship with the Government of Sudan.

GPS Manila Updates on Printing Jobs:

- *English Teaching Forum 46/3* - Production has commenced today (July 11) with a total print quantity of 78,500 copies. Worldwide distribution is estimated to begin on or before August 1, 2008.
- *Mosques in America 2009 Calendar* - Orders from Post are currently being processed. As of today, we have accumulated a total order of 7,000 copies.

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Successful First Year of the Records Service Center (RSC) Support Contract: McNeil Technologies celebrated its first year of servicing the Records Service Center. It has been a banner year with major improvements in service and outstanding customer satisfaction. Feedback from customers through our Records Management Customer Satisfaction Survey indicated that 100% were "very satisfied" (our highest rating), a result corroborated by other indicators such as email to the Records Service Center helpdesk and verbal comments from customers. McNeil has made numerous improvements such as shortening the average pick-up time, is in the process of automating the retirement manifests, and has eliminated longstanding backlogs of incoming post records. In addition, the physical facility has improved in terms of neatness and orderliness. Moreover, as part of the contract monitoring cycle a periodic audit conducted by our Records Management Staff resulted in superior ratings in all categories.

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July 11, 2008

RELEASED IN PART
B6

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MEMORANDUM

P31

TO: A – Assistant Secretary Chellaraj

FROM: A/ISS – Llewellyn H. Hedgbeth

SUBJECT: Weekly Achievement Report for ISS ending 07-11-08

Keeping Test Data Private: On July 9, IPS met with Consular Affairs representatives to discuss plans to “de-identify” the data used to test passport system software in order to remove privacy risk from production data in testing and training. Agreement was reached on which elements of personal information in each record require de-identifying by means of scrambling or random substitution to minimize privacy risks during the training process.

IPS Meets with Inspector General Representatives to Discuss New Annual Reporting Requirements: As a result of new FOIA annual report guidelines issued by the Department of Justice’s Office of Information and Privacy (OIP), the Department’s FOIA annual report to Congress must include both separate and combined statistical data for all requests processed by a Department entity, including those not currently tracked by IPS. The Office of the Inspector General (OIG) processes some FOIA requests that IPS does not fully track. Therefore, OIG has agreed to supply IPS with data for its requests to include in the Department’s FOIA annual report. IPS must find a way to combine OIG data with its own in order to calculate median and average response times on a Department-wide basis and be able to provide the raw statistical data used in generating the entire report to the public upon request – a new requirement under the OPEN Government Act of 2007. IPS is consulting with the Office of the Legal Adviser to determine if other entities sharing some connection with State, e.g., National Endowment for Democracy and International Boundary and Water Commission, should also be included in the report, which is due to OIP on January 5, 2009.

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UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

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As previously reported, DOD has requested that the Department produce documents that could be subject to disclosure to the defense pursuant to the Military Commissions' Act of 2006 and the Manual for Military Commissions.

Information Collections: DIR assisted CA/VO in obtaining OMB approval for a 3 year extension of its *J-Visa Waiver Recommendation* information collection. DIR also assisted ECA in obtaining OMB approval for a 3 year extension of its *Certificate of Eligibility for Exchange Visitor Status* information collection.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Correspondence with or documents regarding Barack Obama before he became a U.S. Senator.
- [redacted] an Iraqi-born British billionaire connected to political fundraiser [redacted] and his entry into the United States in early 2004.

B6

Department Receives New FOIA Litigation: In the case, *Sophia Helena In't Veld v. Department of State, et al.*, the plaintiff has filed suit against the Department for alleged violations of the Freedom of Information Act (FOIA), including the failure to grant disclosure of the records sought and failure to timely respond to plaintiff's request. The plaintiff, a European Union parliamentarian, alleges that she has filed multiple FOIA requests for information about herself with the Department and other agencies.

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January 11, 2008

UNCLASSIFIED
MEMORANDUM

I2

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (January 7 through
January 11)

RELEASED IN PART

FREEDOM OF INFORMATION ACT REQUESTS B6

Request from Center for Investigative Reporting: IPS received a request from Will Evans of The Center for Investigative Reporting for copies of correspondence between the Department of State and former Congressman Robert L. Livingston, specifically concerning Azerbaijan or Egypt, between January 1, 2007 and the present. Mr. Livingston is currently a lobbyist with The Livingston Group for Azerbaijan and Egypt.

Request from Intelwire.com: IPS received a request from John Berger of Intelwire.com for copies of documents regarding the assassination of Benazir Bhutto, former prime minister of Pakistan, on December 27, 2007.

Requests from The Miami Herald: IPS received a request from Pablo Bachelet of The Miami Herald for copies of cables sent from the U.S. Interests Section in Havana to Washington concerning Fidel Castro's announcement of his transfer of leadership duties to his brother, Raul. The time period for this request is July 2006 to January 2007.

Mr. Bachelet also requested copies of documents between the Department of State and the Department of Justice regarding Venezuela's requested extradition of Cuban militant [REDACTED]. According to Mr. Bachelet, the purpose of his request is to establish the reasons for what "Venezuela claims is an unsubstantiated delay in processing that request." The time period for this request is January 2005 to December 2007.

Requests from The National Security Archive: IPS received a request from Barbara Elias of the National Security Archive for copies of documents related to [REDACTED] a pro-Taliban commander in Pakistan's South Waziristan.

UNCLASSIFIED

IPS received a request from Malcolm Byrne of the National Security Archive for copies of documents concerning the numbers of Iraqi refugees returning to Iraq from Syria for the time period of October 2007 to the present.

IPS received a request from John Prados of the National Security Archive for copies of documents concerning statements made by Masoud Barzani, President of the Kurdish regional government in Iraq, on the topic of Iraqi Kurdish support for the Kurdistan Workers' Party of Turkey for the time period of May 2007 through September 2007.

RECORDS MANAGEMENT

Records DL Queries: IPS Records Management Staff received 18 initial queries via e-mail during the month of December. Nine e-mails originated from posts and nine came from domestic bureaus/offices. Several of these e-mails concerned digital imaging projects, and others sought information concerning the removal of personal papers and how to acquire retirement boxes.

SPECIAL PROJECTS

Department of Justice Request Regarding *United States v. Rahmat Abdhir and Zulkifli Abdhir*: IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from the Department of Justice (DOJ) for documents to be used in the case *United States v. Rahmat Abdhir and Zulkifli Abdhir*. The indictment charges that Rahmat Abdhir and Zulkifli Abdhir did conspire to provide and provided material support to terrorists. In connection with an ongoing federal criminal case, DOJ is seeking access to Department files in order to determine the extent to which these records may necessitate the invocation of the Classified Information Protection Act.

Department of Defense Request for Declassification of Document Related to Guantanamo Bay Detainee: IPS received a request from the Department of Defense (DOD) for a review and declassification of a memorandum from the United Nations Assistance Mission in Afghanistan. DOD's Office for the Administrative Review of the Detention of Enemy Combatants (ORADEC) has been tasked with reviewing cases of Taliban and al Qaida detainees, and requested use of the document in determining whether the detainee at Guantanamo Bay should be transferred.

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RALPH J. BUNCHE LIBRARY

African American History Month: The Library has been working with the Office of Civil rights to develop a display on Martin Luther King, Jr. for African American History Month.

Bureau of African Affairs: Library staff continues to work with the Bureau of African Affairs (AF)'s Public Affairs Office to help them develop programs for the 50th anniversary of the Bureau. This week the Library located a Historian who has extensive knowledge of the early days of AF and who has numerous contacts.

Diplopedia Presence: The Bunche Library's entry on Diplopedia received its 1,000th visitor and remains the seventh most popular page out of 2,312 entries.

Selected Reference and Research

Bureau of African Affairs (AF/S): Located a copy of an article from the *Sudan Tribune* for the Bureau of African Affairs' Office of South African Affairs.

Bureau of Educational and Cultural Affairs (ECA): Provided the Bureau of Educational and Cultural Affairs (ECA) with a copy of the portions of Congressional Report 108-144 that deal with Public Diplomacy and the Cultural Antiquities Task Force.

Embassy Madrid: Copied and scanned a series of articles from *Foreign Service Journal* from the 1940s for the Information Resource Center in Madrid.

Office of the Historian: Provided the Office of the Historian with information on legislation from 1900 and 1917 regarding Puerto Rico and information on Science Attaches in the Department.

National War College: Provided a Department of State student at the National War College with information on the formation of the Office of the Coordinator for Reconstruction and Stabilization (S/CRS).

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DIPLOMATIC RESEARCH SERVICE (PILOT)

Bureau of International Narcotics and Law Enforcement Affairs: The Bureau of International Narcotics and Law Enforcement Affairs (INL) requested all cables with "International Narcotics Control-Advice of Allotment" in the cable. Diplomatic Research Service transmitted nineteen cables to the requester.

Presidential Appointments Staff: The Presidential Appointments Staff (HR/CDA/SL/PAS) requested all cables regarding Ambassador Gargano and his time away from post. Diplomatic Research Service transmitted the requested cables as well as thirty-five news articles about Ambassador Gargano during his tenure as Ambassador in Trinidad and Tobago.

Information Resource Management: The Bureau of Information Resource Management (IRM) Business Center requested all POTUS cables for November-December 2007. Diplomatic Research Service transmitted ninety-five cables to the requester.

Library/Diplomatic Research Service Collaboration: The Diplomatic Research Service (DRS) searched cables for references to a Department produced film, *Journey of Courage*, about women who joined the Iraqi Army. The cable that DRS located enabled the Library to contact the appropriate office in the Bureau of Public Affairs and to complete their research.

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January 18, 2008

UNCLASSIFIED
MEMORANDUM

I 3

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret P. Grafeld
SUBJECT: IPS Weekly Achievements Report (January 14 through January 18)

RELEASED IN PART
B6, B7(C)

FREEDOM OF INFORMATION ACT REQUESTS

Request from The National Security Archive: IPS received a request from Joyce Battle of the National Security Archive for copies of documents for the time period of September 2007 through December 2007 regarding the progress and/or completion of construction of the U.S. Embassy in Iraq.

LITIGATION

IPS Director Executes Declaration in Freedom of Information Act Lawsuit:

In the case of *David Ithamar Lynch v. Mary Ourisman, et al.*, the IPS Director signed a declaration attesting to the fact that IPS did not receive a Freedom of Information Act (FOIA) request as was alleged in the lawsuit. IPS searched its automated case tracking systems (FREEDOMS and FREEDOMS2) and new requests not yet entered into these systems and found no evidence of receiving any request from the plaintiff.

E.O. 12958 PROGRAM

IPS Completes Review of Richard Clark Manuscript Excerpts: IPS completed the review of approximately 60 pages of excerpts containing Department of State equities from Richard Clarke's manuscript. Clarke is best known as the former "Counter-terrorism Czar" for both the Clinton and Bush Administrations. Now that IPS has completed its review, the National Security Council will make its final decision on pre-publication clearance of Clarke's entire book.

IPS Receives Manuscript from Georgetown Visiting Professor: IPS received a manuscript for pre-publication review and clearance written by former Foreign Service Officer Thomas F. Farr, the first Director of the Department's Office of

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International Religious Freedom. His manuscript is entitled, "World of Faith and Freedom: Why Religious Liberty is Vital to American National Security in the 21st Century." Dr. Farr is currently a visiting professor of Religion and International Affairs at Georgetown University as well as a contributing editor for *The Review of Faith and International Affairs*.

RECORDS MANAGEMENT

Destruction of Eligible Records Project: Bureaus are responding to IPS regarding the destruction of their records which, though able to be destroyed based on the Department's Disposition Schedule, were prohibited from destruction due to the tobacco and other records freezes. For example, this week IPS received approvals to destroy 364.5 cubic feet of records being held at the Records Service Center.

Records Disposition Working Group Formed: IPS Records and Archives (IPS/RA) personnel met with staff from the Bureau of Human Resources (HR) to discuss a number of issues related to the disposition of Annuitant/Annuitant Survivor Case Files. The filing arrangement for the active records does not allow easy disposal of the case files once they reach their retention date. After initial discussions the attendees agreed to form a working group to address the legal basis for cutoff and retention, the potential revisions to HR's records disposition schedule as a result of the legal determination, the active file organization, and the reorganization of those files determined as eligible for retirement and disposal. A number of additional topics and action items were identified and will be discussed and/or reported on at the next working group meeting. The goal of this working group is to develop a new cutoff strategy that will result in a more efficient and effective method of records disposal by HR and IPS.

SPECIAL PROJECTS

Department of Labor's Request for Clearance to Cite Information From Department Cables in Connection with the "Worst Forms of Child Labor" Report: IPS received a request from the Department of Labor asking for clearance to cite information from certain Sensitive But Unclassified Department cables for use in their annual congressionally-mandated report. The purpose of this report is to present a comprehensive picture of the child labor situation worldwide as well as to highlight governments' efforts to address this serious issue.

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Declassification Review Request in Connection with *Al-Haramain Islamic Association, Inc v. Department of Treasury*: IPS provided the Office of the Legal Adviser with four additional documents in response to a supplemental request from the Department of Treasury and the Department of Justice for potential declassification and for *ex parte* release to the court. As previously reported, IPS was asked to review ten documents at issue in the lawsuit *Al-Haramain Islamic Association, Inc v. Department of Treasury, No. 07-Civ-1155(D.Or.)*

Department of Justice Request for Information Regarding Investigation of

[REDACTED] IPS provided the Office of the Legal Adviser with two documents for possible use in court in connection with the investigation of

B6, B7(C)

[REDACTED] is under investigation by the Office of Special Investigations (OSI) for crimes related to his immigration to this country and subsequent naturalization. OSI believes that [REDACTED] committed or assisted in the murder of two Irish peacekeeping troops and the attempted murder of another one in southern Lebanon in April 1980.

RALPH J. BUNCHE LIBRARY

American Library Association Midwinter Meeting: The Chief Librarian, the Catalog Team Leader, and a Reference Librarian attended the ALA meetings in Philadelphia. The Reference Librarian, Megan Sheils, attended as a member of the Emerging Leaders Program.

Civil Service Briefing: Library and Diplomatic Research Service staff members briefed 58 new Civil Servants at the Civil Service Orientation at the Foreign Service Institute.

Bureau of East Asian and Pacific Affairs Presentation: A Library staff member did a lunchtime presentation on "Keeping Up with Congress on the Net" for the Bureau of East Asian and Pacific Affairs Office of Regional and Security Policy Affairs. The presentation covered tracking legislation, finding resolutions, bills, and hearings using Thomas, GPO Access, GovTrack.us, and more.

Model United Nations: Library staff met with Bureau of International Organizations (IO) staff to work out a location with computer access for the Reference Desk to support the Model UN Convention on April 28. IO identified a suite of offices with four workstations that we will be able to use.

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Voyager Activities: The Team Leader for Cataloging conducted a session for all library staff on basic and advanced searching strategies for the WebVoyage online catalog and for searching via a staff-client interface. He also worked with support personnel at ExLibris Group to resolve a long-standing problem with incorrect order information appearing on WebVoyage online catalog records. The problem with order information was resolved, so that online catalog users now have accurate information about which titles are on order.

New eBooks: The following titles were added to the Library Catalog: *Women in Islamist movements; Growth in the Dominican Republic and Haiti; Iraq: oil and gas legislation, revenue sharing, and U.S. policy; Israeli-Palestinian conflict: Annapolis and after; Kosovo countdown: a blueprint for transition; Nigeria: ending unrest in the Niger Delta; Pakistan and terrorism; Rethinking Western strategies toward Pakistan; Russian security strategy under Putin; Singapore Treaty on the Law of Trademarks.*

Selected Reference and Research

Embassy Bangkok: Provided four articles from the *Chronicle of Higher Education* to the Information Resource Center in Bangkok.

Office of the Legal Adviser: Provided a copy of the Massachusetts same sex marriage law to the Office of the Legal Adviser/Consular Affairs.

Office of International Claims and Investment Disputes: With the assistance of the Law Library of Congress, provided the Cameroon law on personal injury for motor vehicle accidents. Also provided a copy of the Southern Cameroon High Court Law, 1955.

Assistant Legal Adviser for International Claims and Investment Disputes: Provided a list of cases that have been decided or dismissed by Judge Reggie Walton of the Federal District Court of the District of Columbia in which the Foreign Sovereign Immunities Act was a factor and one or more of the following countries was a defendant: Iraq, Iran, North Korea, Syria, Sudan, and Cuba.

Office of the Legal Adviser: Provided a list of public statements and press releases from the late 1980s regarding the designation of North Korea as a state sponsor of terrorism to the Office of the Legal Adviser/East and South Asian Affairs.

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Embassy Lima: Provided biographical information on prominent African Americans for an African American Heritage Month program at the Embassy in Lima.

Embassy Rome: Provided information about cultural attaches and U.S. Information Service staff serving in Italy during the 1960s.

Embassy Zagreb: Provided 14 articles on American legal history to the Information Resource Center in Zagreb.

Other Federal Libraries: Provided the Internal Revenue Service General Counsel Library with a copy of the Convention between the United States and Canada with Respect of Taxes on Income and on Capital signed September 26, 1980 and provided the U.S. Army Corps of Engineers with the agreement and extensions of agreements between the U.S. and Japan on Cooperation in Research and Development in Science and Technology, May 1, 1980.

Diplomatic Research Service/Bunche Library Collaboration

The Diplomatic Research Service and the Bunche Library worked together to provide IPS with a list of terms used to describe rendition for a FOIA case. Staff conducted thorough searches of both the State Archiving System and a wide variety of open sources to develop a complete list of the terms used by DOS officials and others to refer to the many aspects of the subject.

DIPLOMATIC RESEARCH SERVICE (PILOT)

Bureau of Information Resource Management: Provided 271 cables containing the word "channelization" for 6 posts, and cables to and from Kabul and Kigali containing the word "Fastnet."

Bunche Library: Searched for cables mentioning "Drug Identification Handbook" and provided one unclassified cable.

Bureau of Diplomatic Security: Transmitted five cables in response to a request for all "walk-in" cables from Pakistan.

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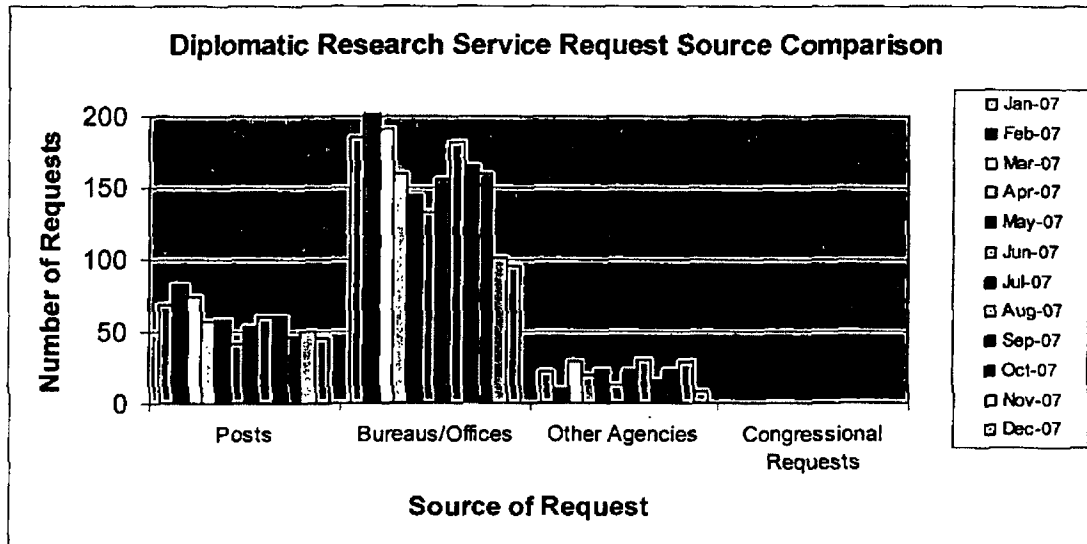
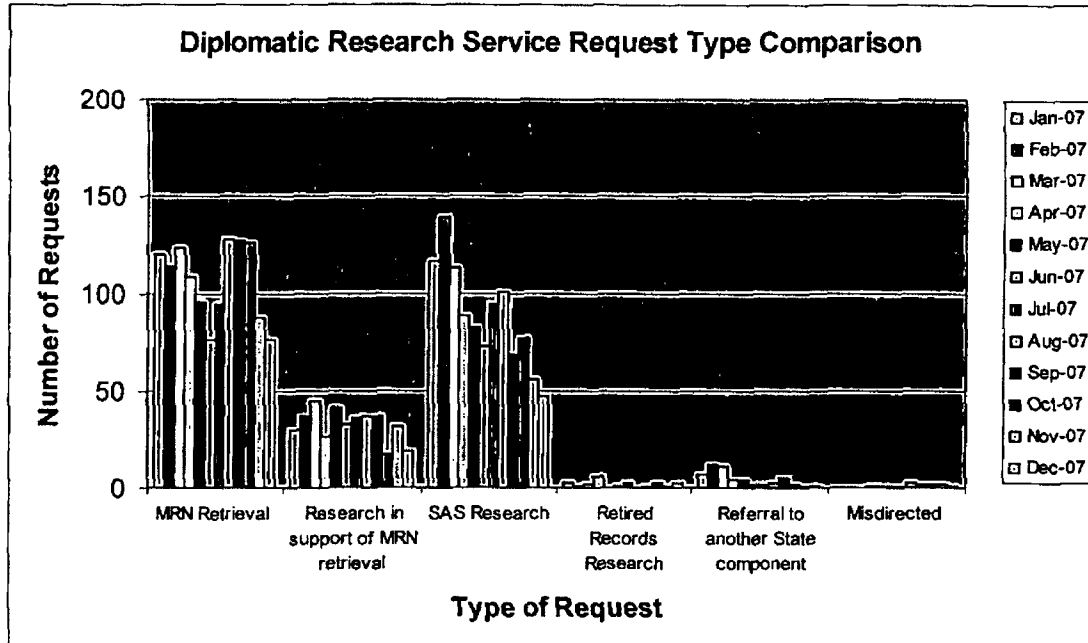
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Bureau of Diplomatic Security (DS): A Diplomatic Security (DS) office requested extensive research to locate cables concerning a specific counterterrorism program. The time frame to search is 1984 to the present, and both subject line and full-text searches are being implemented. This is an ongoing project, and so far 250 cables have been transmitted to the requesting officer. DS, the Bureau of Intelligence and Research, the Office of War Crimes Issues, and the Operations Center (S/ES-O) are being contacted to review their restricted documents. The full-text search resulted in over 1,000 documents. Diplomatic Research Service sent DS a copy of the search results list, and they will review the subject lines and make further selections.

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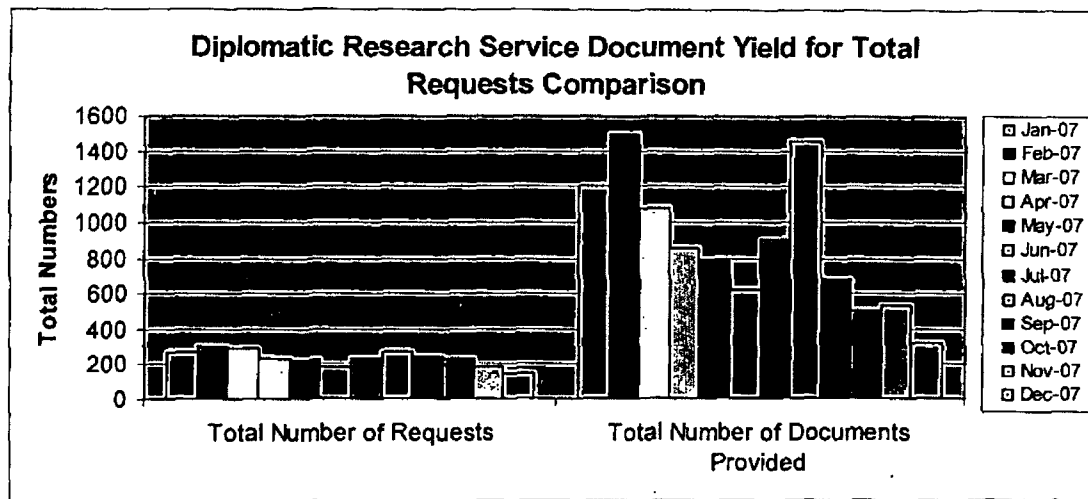
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DIPLOMATIC RESEARCH SERVICE (PILOT) METRICS – DECEMBER 2007



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UNCLASSIFIED

February 1, 2008

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MEMORANDUM

15

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

RELEASED IN PART

FROM: A/ISS/IPS – Margaret P. Grafeld

B6

SUBJECT: IPS Weekly Achievements Report (January 28 through February 1)

IPS Submits Department's Annual FOIA Report: IPS submitted the Department's Freedom of Information Act Annual Report ahead of schedule to the Department of Justice. The report, whose annual submission is mandated by the FOIA itself, contains a wealth of statistical data on the implementation of the FOIA and Privacy Act at State. It also discusses the Department's progress in meeting milestones under its FOIA Improvement Plan as well as exigencies impacting backlog reduction. Once the Department of Justice conducts a technical review, the report will be posted to the Electronic Reading Room on the Department's eFOIA website, <http://www.state.gov/m/a/ips/c22790.htm>.

Discovery Request for Information Regarding the Investigation of William J. Jefferson: IPS received an urgent request from the Office of the Legal Adviser for a review of seven documents for possible disclosure to the defense and the court in connection with the trial of U.S. House of Representative member William J. Jefferson. On June 4, 2007, the U.S. Court for the Eastern District of Virginia indicted Jefferson on sixteen counts, including charges of racketeering, soliciting bribes, wire fraud, money laundering, obstruction of justice, conspiracy, and violations of the Foreign Corrupt Practices Act. The Department of Justice alleges that Congressman Jefferson committed these acts during his extensive travels to Nigeria and Brazil from 2001-2006 as co-chairman of the African Trade and Investment Caucus. If convicted, Congressman Jefferson faces a possible maximum sentence of 235 years.

Briefing for Political Affairs Staffers: The Agency Records Officer, together with the Director, Office of Correspondence and Records (S/ES-CR), briefed staffers from the Office of the Under Secretary for Political Affairs on records management and records removal procedures. The briefing was in preparation for Under Secretary Burns' departure.

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Privacy Consultation: The IPS Privacy Team assisted Consular Affairs with an application form for the U.S. Hague Adoption (Custody Declaration) by conducting a careful review and evaluation of the information to be collected and the authority, purpose, and routine use of that information.

NARA-State Working Group Formed: Members from the State Messaging and Archive Retrieval Toolset (SMART), the Office of Information Programs and Services, and the National Archives and Records Administration (NARA) held their first NARA-State Working Group meeting on January 24th. This was the first of a series of monthly meetings to develop plans for executing the NARA-State partnership on records transfer as agreed in a Memorandum of Understanding signed by the Secretary of State and the Archivist of the United States on April 13, 2004. State Department participants from the SMART program presented Power Point briefings on the history, current status, and scope of the SMART program as well as on the details of the metadata to be attached to Archival Messages.

Response to the Office of the Inspector General: IPS contributed comments for inclusion in an official response to an *Office of the Inspector General (OIG) Review of the Information Security Program at the Department of State*. Regarding the OIG recommendation that the Chief Information Officer should develop policies and procedures for the protection of privacy and personally identifiable information, IPS commented that they agree with the objective of the recommendation but that the responsibility for this task rests with the designated Senior Agency Official for Privacy (the Assistant Secretary for Administration) *in partnership* with the Chief Information Officer.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- Berger Devine Yaeger, the Kansas City-based architectural/design firm, and their work on the U.S. Embassy in Baghdad, Iraq.
- Attempts to get the Department of State to permit [redacted] a British-based Iraqi businessman, authority to visit the United States, particularly any correspondence between the Department and Illinois businessman [redacted] as well as Senators Dick Durbin or Barack Obama, Representatives Luis Gutierrez or Dennis Hastert, and Illinois Governor Rod Blagojevich.
- Former U.S. Central Command General Tommy Frank's meeting with Afghan President Hamid Karzai on October 19, 2002.

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- The interrogation of detainee Saddam Hussein and/or information obtained through this interrogation.
- The British Foreign Office dossier on Iraqi Weapons of Mass Destruction issued by former Prime Minister Tony Blair on September 24, 2002.
- The two-page report of the U.S. Embassy in Baghdad concerning a September 16, 2007 incident involving private security contractor Blackwater USA. According to the requester, this report is described in the September 28, 2007 *Washington Post* article titled, "Blackwater Faced Bedlam, Embassy Finds."

Richard Smith Manuscript: IPS has completed pre-publication review of a forthcoming book by former Deputy Assistant Secretary for Oceans, International Environment, and Science Affairs Richard Smith. The book is entitled *Negotiating Environment and Science: An Insider's View of International Negotiations from Driftnets to the Space Station*, and it draws on Mr. Smith's prior Department service, including his participation in multilateral negotiations on issues relating to science and the environment.

SMART Data Transfer: Based on an agreement between A/ISS and staff of the State Messaging and Archive Retrieval Toolset (IRM/SMART) to transfer data from the Cable Archive Retrieval Systems (CARS), IPS transferred a CD to IRM/SMART with almost 50,000 cables from 2007. IRM/SMART will make this data available through the SMART database search (a.k.a. the general user search) and allow the A Bureau to eventually decommission the CARS website. A second transfer of the remaining CARS content (about 3 million legacy records from 1985 thru 2006) is scheduled to be completed by February 22nd.

Amended System of Records Notice: In compliance with the Privacy Act requirement to post in the Federal Register a Systems of Records Notice (SORN) for systems that collect and maintain personally identifiable information, the IPS Privacy Team assisted the Bureau of Political-Military Affairs (PM) in amending a SORN to reflect the expanded scope of the current system. The amendment to the existing system description was proposed in part to reflect more accurately PM's current record-keeping system and the uses of the system. The IPS Privacy Team prepared the required notifications regarding the amended SORN for the Office of Management and Budget and Congress. The complete SORN package has been forwarded to the A Front Office for clearance before posting.

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Linked to the Library: An information hub for regional desk officers, the new Deskipedia page (<http://diplopedia.state.gov/index.php?title=Deskipedia>), links to the Bunche Library under "Resources." All of the regional desk officer pages link to their respective Virtual Libraries, which are created by Bunche Library staff.

Periodical Cancellations: In continuing effort to cut costs, the Bunche Library cancelled an additional 79 periodicals for 2008, including: *Gulf States Newsletter*, *Journal of Conflict and Security Law*, *Journal of Genocide Research*, *Journal of Innovative Management*, *Orbis - a Journal of World Affairs*, *People in Power*, *SAM Advanced Management Journal*, and *Slavonic and East European Review*.

Selected Reference and Research from the Bunche Library:

- Provided the Bureau of Diplomatic Security New York Field Office with case law on the use of Global Positioning System tracking devices on suspects' vehicles.
- Provided examples of U.S.-European scientific cooperation on climate change to the Bureau of European and Eurasian Affairs.
- Provided the Counter Terrorism Communications Center (IIP/CTCC) with examples of how terrorism impacts education, including such things as school shutdowns, making parents unwilling to send children to school, causing teaching jobs to go unfilled, etc.
- Provided the Information Resource Center in Riyadh with information on an American scholar, [REDACTED] who visited mines in Saudi Arabia in the 1950s.

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February 22, 2008

UNCLASSIFIED
MEMORANDUM

18

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

RELEASED IN PART
B6

SUBJECT: IPS Weekly Achievements Report (February 18 through
February 22)

Pre-Publication Review: IPS has completed the pre-publication review, including extensive vetting and coordination with Department offices and other agencies, and cleared the following manuscript for publication:

- Thomas Farr's *World of Faith and Freedom: Why Religious Liberty is Vital to American National Security in the 21st Century*. Dr. Farr, a former Foreign Service Officer who served as the first Director of the Office of International Religious Freedom, is currently a visiting professor of Religion and International Affairs at Georgetown University as well as a contributing editor for *The Review of Faith and International Affairs*.

IPS also received the following manuscripts for pre-publication review:

- Three chapters from a manuscript about the Muslim world's relations with the United States written by Edward P. Djerejian. Ambassador Djerejian is a distinguished retired diplomat who served in various posts in eight administrations, including Deputy Assistant Secretary of State for Near Eastern Affairs, U.S. Ambassador to both Israel and Syria, Special Assistant to President Reagan, and White House Deputy Press Secretary for Foreign Affairs. Ambassador Djerejian currently serves as the Founding Director of the James A. Baker III Institute for Public Policy at Rice University in Houston, Texas.
- *When Combat Boots Meet Wingtips: Exploring Organizational Cultures of the Departments of Defense and State*, a doctoral thesis written by George Mason University Ph.D. candidate Frances Omori, who is also in the U.S. Army.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- E-mails to and from the Regional Security Office in Al-Hillah, Iraq, concerning the actions of Blackwater security contractors from June 2005 through August 2005.
- Copies of documents written by then U.S. Ambassador to Iraq John Negroponte in response to a November 2004 classified cable sent by the Central Intelligence Agency (CIA)'s Baghdad Station Chief assessing the situation in Iraq. According to [] Ambassador Negroponte's response to the CIA was discussed in a *New York Times* article from December 7, 2004, titled "2 CIA Reports Offer Warnings on Iraq's Path."
- The current Mission Firearms Policy of the U.S. Embassy in Baghdad.
- The January 15 trip to Iraq by Secretary Rice.

B6

Selected Reference and Research from the Bunche Library:

- Provided the Bureau of African Affairs Central Africa Office with think tank and non-governmental organization reports about the crisis in Chad.

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March 7, 2008

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MEMORANDUM

110

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

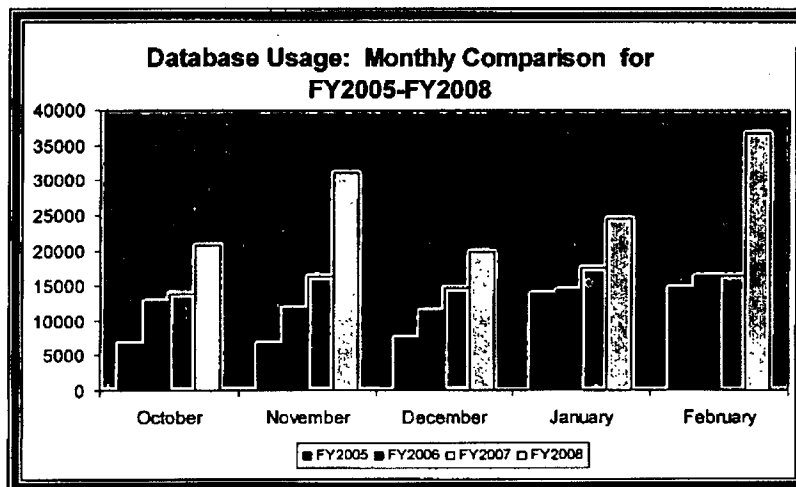
FROM: A/ISS/IPS – Margaret P. Grafeld

RELEASED IN PART
B6

SUBJECT: IPS Weekly Achievements Report (March 3 through
March 7)

IT Consolidation: The Bureau of Information Resource Management (IRM) IT Consolidation Project Management Office and A/ISS concluded the IT Consolidation Agreement Phase on March 4. As a result, 6 IT personnel (2 Government FTE and 4 contractors) will transition from A/ISS/IPS to IRM. 20 servers and 900 PCs will now be supported by IRM as in-scope equipment; IPS will continue to support 56 servers and nine PCs that are out-of-scope. Over 35 (more than 60%) of the out-of-scope servers reside in SA-2. IPS remains eager to relocate servers from SA-2 to IRM's Enterprise Server Operations Centers as capacity is available.

eResource Use at Record High: Use of the Library's databases hit an all-time high in February with 36,728 sessions, or an average of 1,671 sessions per day. February's activity more than doubled last year's average. The most popular resources, reaching their own record highs, were Gale Virtual Reference, International Financial Statistics (IMF), Armed Conflict Database, GalleryWatch, CRS Reports, Science Direct, and the Economist Intelligence Unit.



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CARS Data Transfer: Based on an agreement between A/ISS and SMART, IPS has completed the transfer of a second set of CDs with almost 3 million cables from the Cable Archive Retrieval System (CARS) from the years 1985-2006. SMART agreed to make this data available through the SMART database search by May 2008.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- Canada's desire, which was expressed in a letter dated February 22, from Canadian Ambassador Michael Wilson to Secretary of State Condoleezza Rice, to not have an expansive interpretation of Section 526 of the Energy Independence and Security Act of 2007.
- The provision of U.S. weapons to [redacted] and/or the Palestinian Fatah Party.
- Meetings that occurred in November 2006 between Lieutenant General Keith Dayton, U.S. security coordinator for the Palestinians, and [redacted] of the Fatah Party.
- Discussions of a possible dissolution of the Palestinian government by Palestinian leader Mahmoud Abbas.
- Communications with Egypt, Jordan, Saudi Arabia, and the United Arab Emirates, concerning the provision of military training and/or funding by those states to the Palestinian Fatah Party.
- The readiness or viability of Palestinian parliamentary elections.
- A plan to enable Mahmoud Abbas to produce a Palestinian Authority government that included the potential dissolution of the Hamas-led government elected in January 2006.

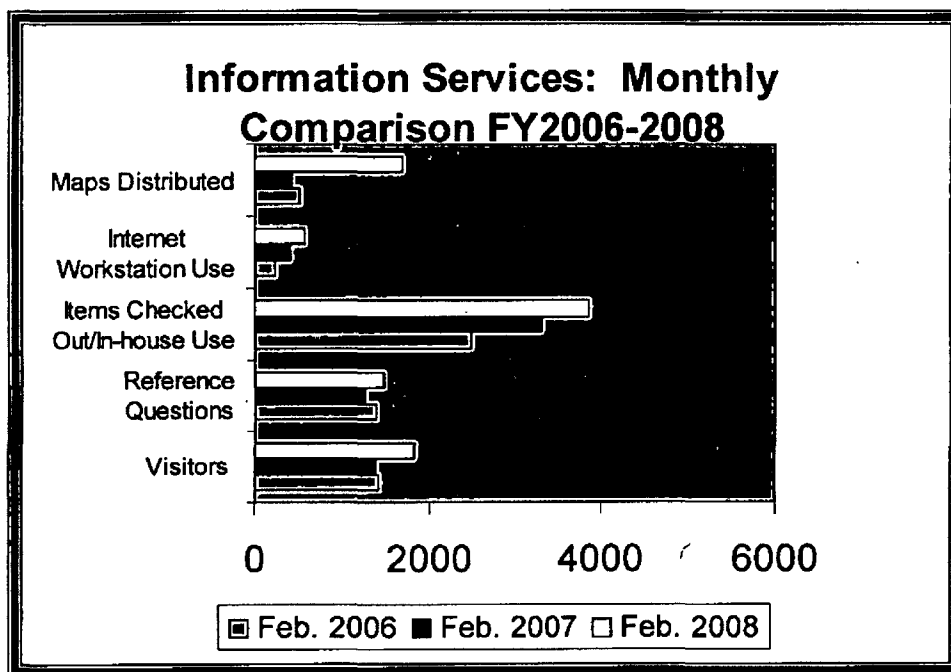
B6

Women's History Month Exhibit: March marks Women's History Month, which traces its beginnings to the first International Women's Day on March 19, 1911. In celebration of this month, Library Staff prepared an exhibit entitled, *Women: Past and Present*. Although the national theme for 2008 is *Women's Art: Women's Vision*, the Library's exhibit goes beyond by recognizing and celebrating the accomplishments and issues of women around the world, both past and present.

Selected Reference and Research:

- Provided information on the diplomatic recognition of Eritrea, Slovenia, Croatia, and Bangladesh to Office of South Central European Affairs.
- For the Assistant Legal Adviser for Political-Military Affairs, located statements by Presidents and Secretaries of State since President Reagan endorsing President Reagan's arguments as to why the U.S. did not adopt Article I of the Geneva Conventions of 1949 (Protocol Additional to the Geneva Conventions of 12 August 1949, and relating to the Protection of Victims of International Armed conflicts (Protocol I), 8 June 1977).

Library Information Services: Activity levels in all categories of Library information services increased in February relative to the previous month. The below graph compares Library information services from the month of February for the years 2006 to 2008.



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March 14, 2008

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MEMORANDUM

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

511
RELEASED IN PART
B6

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (March 10 through
March 14)

Kissinger Collection at the Library of Congress: Several representatives from the Department (IPS Director and Deputy, L/LM Assistant Legal Adviser), and representatives from the Library of Congress' Manuscript Division and their General Legal Council, met with Ambassador Veits (Dr. Kissinger's representative) and his biographer's research assistant to discuss the declassification of the Kissinger Collection. The Collection, which is located at the Library of Congress, spans his career in foreign policy; the material covering his tenure as Secretary is supposed to be duplicative of the Department's records already reviewed for declassification and transferred to the National Archives where they have been available to the public. We continue to look for creative ways to satisfy Dr. Kissinger's request for a new review of the Collection within our resource constraints. In the interim, IPS received the first referral from the Library of Congress requesting declassification review of material from this collection and anticipates many more.

Privacy Outreach: The IPS Privacy Staff hosted an outreach meeting with representatives from IRM, IIP, and ECA regarding Department websites, privacy and PII concerns.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- [] formerly of the Iraqi Ministry of Health, and his involvement in sectarian violence in Iraq
- The February 2007 arrest by Pakistani authorities of []
[] a top Taliban strategist and former Defense Minister.

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- The Islamic extremist group al-Fuqra, also known as Jamaat al-Fuqra, Muslims of the Americas, Quranic Open University, and/or the Community of the Impoverished
- Former Florida governor and Presidential brother Jeb (John Ellis) Bush

Selected Reference and Research:

- In response to a question from Democracy, Human Rights and Labor, researched whether a law in the United Arab Emirates had been waived so that a UAE national could be served by a court in Kentucky.
- Provided information on early diplomatic relations with Qatar and the first consular buildings for the IRC in Doha.
- Provided information for EUR, on the diplomatic recognition of Timor-Leste including which countries and when they recognized the new nation.
- For L/Employment Law, provided research on three individuals, a non-profit organization a corporation and an academic institution in preparation for a new Public Diplomacy award similar to the Secretary's Award for Corporate Excellence. The award was recommended by Karen Hughes.

New eBooks in the Library Catalog: The following electronic documents were added to the Library's catalog this week: *DOD Personnel Clearances; Global War On Terrorism: Reported Obligations For The Department Of Defense; Stand Up And Be Counted: The Continuing Challenge Of Building The Iraqi Security Forces; United Nations: Management Reforms; and Operational Issues: Testimony Before The Permanent Subcommittee On Investigations*

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April 11, 2008

UNCLASSIFIED
MEMORANDUM

I15

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret P. Grafeld

RELEASED IN PART
B6, B7(C)SUBJECT: IPS Weekly Achievements Report (April 7 through
April 11)

Privacy Expertise for Passport: The IPS Privacy Team is actively engaged on several CA working groups focused on mitigating privacy risks in the passport process. The Privacy Team provided value to the Working Group based on their expertise in the body of Federal law and best practices governing privacy controls in systems. In particular, they reviewed and suggested ways to strengthen the user agreement and rules of behavior that must be acknowledged by each prospective user before receiving access to PIERS, the Passport Information Electronic Records System.

Assistance to Accountability Review Board: Ambassador Michael W. Marine (Ret.), Chairman of the Accountability Review Board (ARB) formed to investigate the circumstances surrounding the deaths of USAID employees in Khartoum, Sudan, requested copies of all cable traffic to and from Embassy Khartoum for the past year. IPS will provide all messages from the State Archiving System meeting these criteria to the ARB on a CD with a full text search engine (built into the CD).

National Declassification Initiative Executive Steering Group: IPS represented the Department at the recent meeting of the National Declassification Initiative (NDI) Executive Steering Group. The NDI was established by the agencies responsible for carrying out the responsibilities for declassification under E.O. 12958. The NDI objective is to integrate more effectively declassification work between agencies and create a more reliable Executive branch declassification program. The focus of the most recent interagency meeting was productivity and training. Additionally, attendees were briefed on the concept of a National Archives and Record Administration administered Classified Records Center to house national security, foreign affairs, and intelligence information.

Charles Duelfer Manuscript: In conjunction with the Bureaus of Near Eastern Affairs, International Organization Affairs, and European and Eurasian Affairs, IPS has completed its review of a manuscript by Charles Duelfer, who replaced David Kay in January 2004 as leader of the Iraq Survey Group in its search for weapons of mass destruction. In 1993-2000 he served as deputy executive chairman of the UN Special Commission on Iraq, and in 2003-2005 he was deputy head of the UN weapons inspection team. The interagency review, coordinated by the Office of the Director of National Intelligence, also includes the Central Intelligence Agency, the Department of Defense, and the National Security Council. Publication is not expected for several months.

Former Director of Office of Language Services Submits Memoirs: Harry Obst, has submitted a full length manuscript illustrating the art of translation. Mr. Obst career involved translating for six U.S. Presidents and heading the Department's Office of Language Services from 1984 to 1997.

Government Accountability Office Request for State Department Cables Regarding Sovereign Wealth Funds: IPS is searching the State Archiving System (SAS) in response to a request from the Government Accountability Office (GAO) regarding Sovereign Wealth Funds. GAO has requested all State Department cables regarding Sovereign Wealth Funds within the past six months. These documents are being requested as part of GAO's audit work on engagement #250377 Sovereign Wealth Funds.

Congressional Committee Document Request for State Department Documents Relating to AEY Inc.: IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the actions of AEY, Inc., a company with several U.S. Government contracts to provide weapons, ammunition, and munitions to military forces in Iraq and Afghanistan. On March 27 and 28, 2008, the Committee requested that the Department provide a wide variety of documents related to contracts between AEY, Inc. and the United States Government. The Committee plans to hold a hearing on these matters on April 17, 2008.

Congressional Committee Document Request for State Department Documents Relating to the Prostitution Policy Requirement in the HIV/AIDS Leadership Act: IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform

concerning the prostitution policy requirement in the HIV/AIDS Leadership Act. The Committee requested that the Department produce documents related to a requirement that organizations implementing anti-trafficking programs for the Department make a statement that the organization does not promote, support, or advocate the legalization or practice of prostitution. This requirement was first instituted as a policy matter in August 2003.

Congressional Committee Document Request for State Department

Documents Relating to Iraq Reconstruction: IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning Iraq reconstruction. The Committee requested that the Department provide all documents related to specific orders issued by the office of Iraqi Prime Minister Nouri al Maliki regarding Iraqi corruption.

Department of Justice Request for Information Regarding Chatter Class

Action Litigation: IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from the Department of Justice (DOJ) to conduct a search for documents in connection with the *Chatter v. U.S.* litigation in the U.S. District Court for the Northern District of California. In August, 2007, Julia Chatter filed a class action lawsuit concerning fees for expedited passport processing.

Department of Justice Request for Information Regarding [REDACTED]

B6, B7(C)

[REDACTED] IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from the Department of Justice (DOJ) for documents in connection with an investigation relating to the activities of [REDACTED]

[REDACTED] DOJ is seeking information relating to [REDACTED] involvement in the October 15, 1979 military coup in El Salvador, his entry into the United States and procurement of immigration documents, and his awareness of human rights abuses occurring in El Salvador from 1979 through 1983.

Congressional Committee Request for State Department Documents Relating to Construction of the Baghdad NEC Project:

IPS provided four sets of a first tranche of 337 documents and 1,500 pages to the Bureau of Legislative Affairs (H) for distribution to Congress in response to an Executive Secretariat (S/ES) tasking memorandum dated March 18, 2008. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and

Government Reform concerning the construction of the New Embassy Compound in Baghdad, Iraq.

Department of Justice Document Request for Information Regarding [REDACTED]

B6, B7(C)

[REDACTED] IPS provided the Office of the Legal Adviser with 151 documents/788 pages in response to a request for litigation support. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a second request from the Department of Justice (DOJ) for documents to be used in the case *United States v. Giffen*. DOJ made the request pursuant to a court order for another, more expansive production of documents regarding the charges against

[REDACTED]

Selected Diplomatic Research Service Research:

- Located a total of 211 responsive documents in response to a request from the Under Secretary for Democracy and Global Affairs to locate all 2008 annual submission report cables from our U.S. overseas posts concerning trafficking in persons.
- Located 32 documents and provided a search results list to the Office of Central Asian Affairs in response to its request for cables concerning the 1999 establishment of the Marine Security Guard Force at one of the U.S. overseas posts.

Selected Reference and Research from the Bunche Library:

- With the assistance of the USUN Reference Group, located a copy of the *Yamoussoukro Declaration* regarding African air transportation policy for the Bureau of Economics, Energy, and Business Affairs.
- Provided Embassy Brasilia with information on the effects of venture capital financing on small and medium sized enterprise growth, job creation, and economic expansion for an Economics Officer.
- Provided biographical information on Jim Thorpe, Jesse Owens, and *Tommie Smith and their impact on the Olympic Games* for the Vice Consul at Embassy San Salvador.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for information regarding the following subjects:

- The January 2008 theft of NATO equipment by fighters associated with Baitullah Mehsud, the Taliban commander believed to be behind the assassination of former Pakistan Prime Minister Benazir Bhutto. The equipment was stolen while being transported from Pakistan to NATO forces in Afghanistan.
- The relationship, cooperation, and connections between Jamaat-i-Islami and the Taliban.
- Correspondence between the Department of State and the Departments of Defense, Army, or any other agency regarding the sale of "pirated" or illegally produced DVDs or other materials at U.S. bases in Iraq or Afghanistan.

Department Receives New FOIA Litigation: In the case of *Thomas Philip Ramstack v. Department of State, et al.*, the plaintiff has filed suit against the Department and two other agencies under provisions of the Freedom of Information and Privacy Acts. The plaintiff alleges he filed numerous requests during the period 1983-2006 for records about himself and that the defendants have failed to produce the requested records.

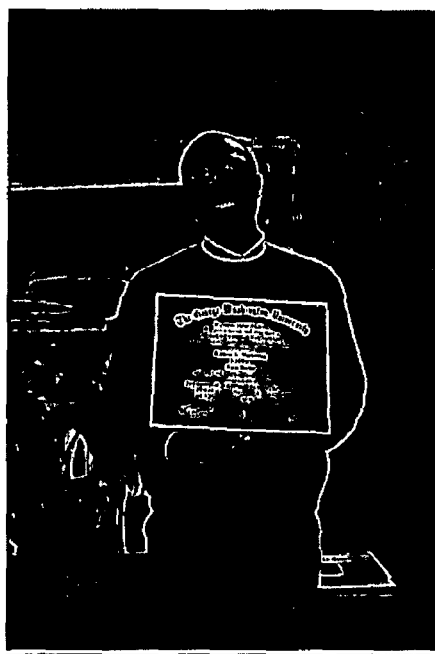
FOIA Lawsuit Dismissed: As previously reported, in the case of *John Wheat Gibson v. Department of State, et al.*, the attorneys for Ziad R.R. Ammous filed suit against the Department and other agencies for alleged violations of the Freedom of Information Act (FOIA). The Department of Justice recently settled this case and has filed a joint stipulation of dismissal with the plaintiff to the court.

Digest of U.S. Practice in International Law Assistance: The *Digest of United States Practice in International Law* is an annual publication from the Office of the Legal Adviser. It is a primary source of information regarding the views of the U.S. government in the area of international law. The Bunche Library provides the *Digest* editor with technical assistance through research, citation checking, and proofreading to ensure accuracy, timeliness in performing this task.

Computers in Libraries: Two Reference Librarians attended Computers in Libraries, an annual conference held in Crystal City. Among the sessions they attended were: Wikis: Managing, Marketing and Making them Work; Virtual Reference: Endless Possibilities; and Transparency, Planning, and Change.

New Electronic Resources: The following e-books and electronic documents were added to the Library's catalog this week:

- *Bangladesh at the Crossroads.*
- *Combating Terrorism: State Department's Antiterrorism Program Needs Improved Guidance and More Systematic Assessments of Outcomes. Report to the Ranking Member, Subcommittee on National Security and Foreign Affairs, Committee on Oversight and Government Reform, House of Representatives.*
- *Global views of USA improve.*
- *Kenya in Crisis.*



IPS STARS student receives Juris Doctor and Master of Arts in International Affairs: Lamine Hardaway, a STARS student since April, 2001, recently received the degrees of Juris Doctor and Master of Arts in International Affairs from George Washington University. Lamine began his internship in the Ralph J. Bunche Library while attending the University of Maryland as an undergraduate, worked in the Statutory Compliance and Research Division, and is currently working in the Information Access Branch. His service with the Department of State has also included internships at the American Embassy in Paris and the Consulate General in Sao Paulo. A big "Congratulations" to Lamine from his colleagues in IPS!

UNCLASSIFIED

April 18, 2008

UNCLASSIFIED
MEMORANDUM

I 16

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

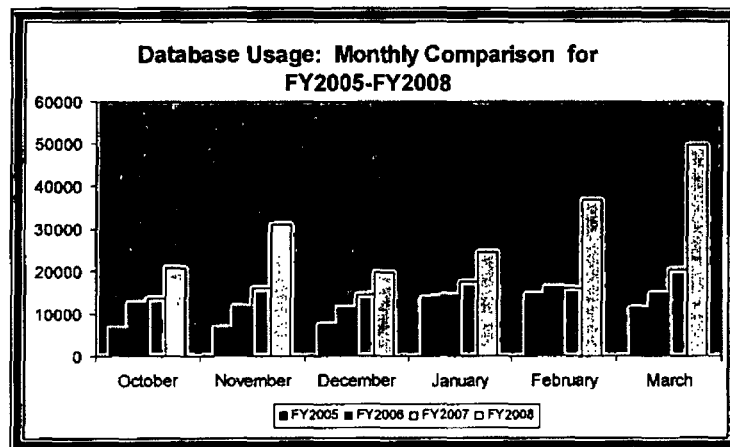
RELEASED IN PART
B6

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (April 14 through April 18)

Increasing Transparency of Department's Systems: Twenty new Privacy Impact Assessments (PIAs) are now available for viewing online at <http://www.state.gov/m/a/ips/c24223.htm>. A PIA assesses a system's privacy risks and is mandated by the E-Government Act for certain information systems. IPS has conducted over 370 PIAs for Department IT systems to assist in minimizing the amount of PII that our systems collect to only what is needed to meet the Department's business objectives. PIAs are posted on the Department's public facing website for viewing.

eResource Use for March: For the second month in a row, worldwide use of the Library's information databases by Department staff has set a new record high: 40,780 sessions. Several databases set their own records: EIU, Science Direct, Constitutions of the Countries of the World, Policy File, UN COMTRADE, and others. To put the growth of interest in online information resources into perspective, the 2006 monthly average was 13,635. The 2007 average was 17,750. For the first six months of FY 2008 the average was 29,231 sessions per month.



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Privacy Assessments for CA IT Systems: On April 14, IPS staff met with the Bureau of Consular Affairs (CA) IT project manager to review the status of consular systems that lack a current Privacy Impact Assessment (PIA). This meeting provided another opportunity for IPS to partner with CA on minimizing privacy vulnerabilities in CA systems.

IPS Director Signs Declaration in FOIA Lawsuit: In the case of *Amnesty International USA, et al. v. Central Intelligence Agency, et al.*, the IPS Director signed a declaration this week in support of declarations being filed in the same case by the Central Intelligence Agency (CIA), Office of the Director of National Intelligence (ODNI), and Department of Defense (DOD). The FOIA requests by the plaintiffs pertain to the U.S. Government's handling of "ghost detainees" in the War on Terror. The IPS declaration provided justification for withholding one Department of State document in full and part of another agency's document on the grounds they contain deliberative process and attorney-client privileged information. The declarations submitted by CIA, DOD, and ODNI will also argue that these documents must be withheld on national security and statutory grounds.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for records regarding the following subjects:

- All first-class and business-class travel for Secretary Rice, to include all Department officials and staffers who have traveled with her.
- The written views of Secretary Rice on the recommendations of the Public Interest Declassification Board relating to the declassification of classified national security information, as detailed in a report titled *Improving Declassification*.
- Assurances obtained from or agreements reached with Jordan or Jordanian officials regarding protection or treatment of the human rights of detainees transferred to Jordan.
- Pervez Musharraf's policies regarding the protest movement in Pakistan led by attorneys and other legal officials, to include documents which oppose Musharraf's policies related to Pakistan's Supreme Court and its Chief Justice, Iftikhar Muhammad Chaudhry.
- The Kohat tunnel, a key feature in the road connecting Peshawar, Pakistan to the Pakistan-Afghanistan border, near the town of Dara Adam Khel, which was seized by pro-Taliban and pro-al-Qaeda forces in late January 2008.

UNCLASSIFIED

- [] a key figure emerging in the Taliban resistance in Afghanistan, to include documents related to the February 11, 2008 capture of [] by Pakistani officials.

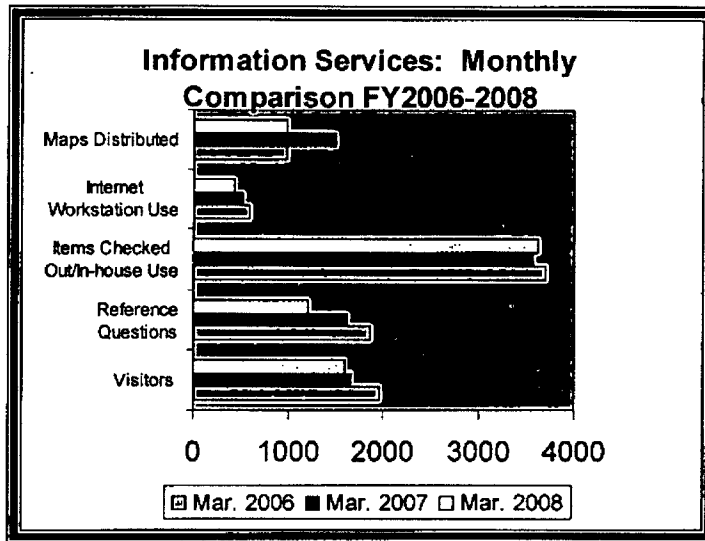
Congressional Committee Request for State Department Documents Relating to Iraq Reconstruction: IPS provided four sets of a first tranche of 19 documents totaling 111 pages to the Bureau of Legislative Affairs (H) for possible distribution to Congress in response to an Executive Secretariat (S/ES) tasking memorandum dated March 21, 2008. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning Iraq reconstruction. The Committee requested that the Department provide all documents related to specific orders issued by the office of Iraqi Prime Minister Nouri al Maliki regarding Iraqi corruption.

Pre-Publication Review: Gary Maybarduk, a 2006 FSO retiree has written an article entitled, "Cuba and the U.S. National Interest," which IPS has now finished reviewing. One redaction was made to prevent the inadvertent disclosure of classified information. Alyssa Ayers, who worked in former Under Secretary for Political Affairs Nicholas Burns' office in 2007 and 2008, has submitted a book introduction and conclusion for review. The topic of the manuscript she is co-editing concerns India.

Interagency Pre-Publication Review Meeting: An IPS employee represented the Department at an interagency meeting on pre-publication review practices. These biannual working groups foster discussion of best practices in assuring complete and timely pre-publication coordination for security reviews of manuscripts written by former United States Government officials. The National Reconnaissance Office (NRO) hosted this meeting and presented a classified briefing on NRO responsibilities and equities for representatives of over fifteen different executive branch agencies.

Library Information Services: Activity levels in all categories of Library information services except for map distribution increased in March relative to the same month the previous year. The below graph compares Library information services from the month of March for the fiscal years 2006 to 2008.

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UNCLASSIFIED

May 2, 2008

UNCLASSIFIED
MEMORANDUM

118

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

RELEASED IN PART
B6

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (April 28 through
May 02, 2008)

Federal Privacy Requirements: IPS initiated a meeting with senior Department officials in IRM and DS to discuss the status of the Department's compliance on the security and privacy requirements of OMB Directive 07-16. While noting significant progress, the group agreed on a collective approach to address the remaining requirements to ensure that the Department has adequate security and privacy safeguards in our information systems and business processes.

New Privacy Impact Assessment Tool: IPS developed a new Privacy Impact Assessment (PIA) that combines guidance, authorities and the template in a single tool. The new PIA allows for a more complete assessment of potential privacy risks in IT systems that collect personally identifiable information (PII). IT system owners can access the PIA by visiting the new privacy website at <http://ips.state.gov/index.cfm?fuseaction=public.display&shortcut=4PKY>.

E.O. 12958 Former DAS and Ambassador Granted Access to Records: Under the provisions of E.O. 12958, Ambassador Steven Pifer has been granted access to Department records concerning his tenure as Deputy Assistant Secretary for EUR and as Ambassador to the Ukraine. Ambassador Pifer began his research in IPS this week for his upcoming book about US-Ukrainian relations.

Bureau Records Coordinators Seminar: On April 30th and May 1st the Office of Information Program and Services (IPS) conducted a training seminar for the newly appointed Bureau Records Coordinators. IPS staff acquainted the Department's Records Coordinators with the Records Management program, covered basic records management concepts, demonstrated the Records Management website on-line resources, and provided an overview of the Departing Officials procedures. The seminar represented a significant step forward in reinvigorating the Records Management program in the Department and is the first

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in a series of periodic program activities. Thirty attended the seminar and was well received by all.

New Freedom of Information Act Requests: IPS received Freedom of Information Act Requests for records regarding the following subjects:

- The political career of [REDACTED]
- [REDACTED] a key leader of the Taliban in Pakistan, and suicide bombings in Afghanistan and Pakistan.
- Iran deporting large numbers of Afghan refugees to Afghanistan.
- Discussions between Afghan President Hamid Karzai and Iranian President Mahmoud Ahmadinejad relating to any of the following issues: Afghan refugees in Iran; the deportation of Afghan refugees from Iran; U.S.-Iranian relations; U.S.-Afghanistan relations; U.S. troops in Afghanistan; narcotics; Iranian arms being used by anti-Afghan government insurgents, including the Taliban; the Taliban; al-Qaeda; and/or Iraq.

B6

Model United Nations: The Bunche Library supported the annual Model United Nations conference by setting up a Satellite Library in a suite of IO offices. Reference Librarians and other IPS staff members fielded questions from student delegates on UN peacekeeping activities, Security Council voting records, safe drinking water, trafficking in persons, and the international weapons trade. This was the fourth year that the Library has supported the Model UN and the questions this year were even more substantial than in past years.

Joint Spring Workshop: The Chief Librarian and several staff members attended the annual Joint Spring Workshop at the Library of Congress. This year's topic was Knowledge Management: the Librarian's Role. The workshop included speakers from the National Geographic Society, the World Bank, Hogan & Hartson, Johns Hopkins University, and the IRS.

Selected Reference and Research from the Bunche Library:

- For L/Buildings and Acquisitions, provided a list of books and articles on negotiating tactics for the situation when the seller is forcing the buyer to make an immediate decision.

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- Provided the IRC in Cairo with a list of all of the congressional resolutions from 1967 to the present that related to Israel.
- For L/African Affairs, provided law review articles that discuss the Passenger Name Record Agreement between the U.S. and the European Union.
- Provided HR/Recruitment, Examination and Placement with the number of persons who took the Foreign Service written examination from 1958-1979.
- Provided Senate and House Foreign Relations Committee reports and committee prints on the 1903 Lease of Certain Areas for Naval or Coaling Stations with Cuba and the 1934 Treaty on Relations with Cuba to L/Consular Affairs.

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May 9, 2008

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MEMORANDUM

119

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret P. Grafeld
SUBJECT: IPS Weekly Achievements Report (May 5 through May 9, 2008)

RELEASED IN PART
B6, B7(C)

Department Senior Officials Meet to Discuss Privacy: On May 7th, at the invitation of the Department's Senior Agency Official for Privacy, A/S Chellaraj, and the Department's Privacy Protection Governance Board met to finalize the adoption of a formal Department Breach Notification Policy. Board members representing several bureaus, including DS, IRM, RM, HR, L, and MED shared privacy protection practices in their offices/organizations, and IPS presented an overview of the collective achievements to date toward meeting the privacy and security requirements of OMB 07-16. The board's focus is now on implementing the new breach policy and achieving full compliance with all remaining requirements of the OMB mandate.

FOIA

Department Receives New FOIA Litigation: In the lawsuit entitled *Arif A. Durrani v. Department of State, et al.*, the plaintiff has filed suit against the Department under the provisions of the Freedom of Information (FOIA) for the alleged failure to grant disclosure of the records he seeks. According to a New York Times article dated March 18, 2006, the plaintiff is a "Pakistani arms dealer accused of illegally exporting military aircraft parts from the United States [and] was found guilty of multiple violations of the Arms Export Control Act." The article also states that, "Prosecutors had accused Mr. Durrani of illegally exporting military aircraft parts to the United Arab Emirates, Malaysia and Belgium. Mr. Durrani was convicted in 1987 for selling guidance systems for antiaircraft missiles to Iran." The plaintiff seeks documents related to certain export licenses allegedly obtained by the Royal Jordanian Air Force in the apparent belief that they were used in support of what he claims was his wrongful extradition from Mexico to the United States.

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IPS Director Executes Declaration in FOIA/Privacy Act Lawsuit: In the lawsuit entitled *Ralph Schoenman v. Federal Bureau of Investigation, et al.*, the IPS Director signed a third declaration to address various issues raised by the plaintiff in a cross-motion, including fees in the requests at issue, the adequacy of the searches conducted by the Department, and the Department's use of FOIA exemption (b)(7)(C). The plaintiff, author of several books on Bertrand Russell, requested Department records under the Freedom of Information and Privacy Acts that pertained to himself and/or the late Lord Bertrand Russell.

New Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Trip to China by Senators Christopher Bond and Claire McCaskill, Representative Russ Carnahan, Missouri Governor Matt Blunt, St. Louis Mayor Francis Slay, and St. Louis County Executive Charlie Dooley.
- Al-Rafidain TV, an Iraqi opposition television station.
- Qatari nationals being kidnapped and held for ransom in Iraq and Afghanistan while on hunting trips.
- Ties between Hezbollah and Shiite militant groups in Iraq.

E.O. 12958 IPS Assists With Classifying an Agreement Template: The S/CT office, responsible for negotiating interagency and joint agreements for sharing classified information relating to the Global War on Terror, asked IPS to assist with the classification levels, duration of classification and overall marking for classifying several international agreements related to sharing classified counterterrorism information.

Former Employees Submit Manuscripts: IPS has completed its review of two chapters in a forthcoming book on India and power alignments in Asia by Alyssa Ayres, a former Department of State employee. Ms. Ayres, currently with McLarty Associates, has taught and published widely on South Asian affairs and from May 2007 to March 2008 served in the Department in the Office of the Under Secretary for Political Affairs.

IPS also received a paper for clearance by 2007 Istanbul student intern Charles Bowers entitled, "*Turkish Cross Border Operations into Iraq: International Law and Force Analysis.*"

Department of Justice Request for Declassification of Document in [REDACTED]

B6, B7(C)

[REDACTED] IPS received a request from the Department of Justice (DOJ) to declassify a State cable in connection with an on-going investigation on [REDACTED] and his continued relationship with the Government of Sudan. The cable could also be used in a criminal court proceeding at a later date.

GAO Document Request for Documents Regarding the Global Peacekeeping Operations Initiative (GPOI) (IPS Control #S200800011): IPS received an urgent request from the Bureau of Political Military Affairs (PM), on behalf of the United States Government Accountability Office (GAO), to locate specific telegrams from the State Archiving System (the Central Foreign Policy Files) in regards to the GPOI - engagement code 320519. GAO's objective in this regard is to assess the progress made by the GPOI.

Library Intern: Scott Lockman, a student at the University of Alabama School of Library and Information Science, started a month-long internship this week. Scott has started working in Reference and will be working on projects in both the Information Resources and Information Services branches.

DRS/ Ralph Bunche Library briefings: The Library and DRS provided briefings to the Civil Service Orientation class and the Office Management Specialist class.

Funding Received from IIP for Cataloging IIP Library Books Remaining in SA-44:

IIP asked the Bunche Library staff to catalog the books from the former IIP Public Diplomacy Research Center that remained in various offices in IIP. The Bunche Library responded with a cost proposal, and IIP has now sent both the funds and the books to be cataloged. This project will begin next week. These titles will appear in the Bunche Library Voyager online catalog so that they are available for check out by all DOS staff.

LexisNexis Consolidated Contract: The Bureau of Verification, Compliance and Implementation, Office of Verification Operations, will join the LexisNexis consolidated contract effective in June 2008, bringing the total to 23 Bureaus and offices that utilize this contract. VCI was one of the very few Bureaus in the Department which still had a separate LexisNexis contract. The Bunche Library is also currently working with AQM to initiate a new LexisNexis contract since the current one expires at the end of FY 08.

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May 16, 2008

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MEMORANDUM

I 20

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

RELEASED IN PART
B6, B2

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (May 12 through
May 16)

Privacy Participation in Subcommittee: On May 14, IPS staff participated in a multi-agency collaborative meeting hosted by the Internal Revenue Service on reducing social security number holdings. At the meeting, representatives from the Department of Homeland Security and the Department of Defense shared their successes and challenges in complying with the Office of Management and Budget Memorandum 07-16 that requires agencies to review current holdings of all personally identifiable information (PII).

FREEDOM OF INFORMATION REQUESTS: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Operating costs for the U.S. Embassies in Bahrain, Egypt, Iraq, Jordan, Oman, Qatar, and Saudi Arabia.
- Alternatives to the use of private security contractors in Iraq.
- Internal State Department investigations concerning misconduct of contractors employed by security contractor Blackwater Worldwide.
- The cause of death in Benazir Bhutto's assassination on December 27, 2007.

IPS Completes Review of Ambassador Frank Ortiz Collection: More than 2,500 pages of declassified copies of Department documents were returned to the Palace of the Governors in Santa Fe, New Mexico after a two year long review. The late Frank V. Ortiz, Jr., who served as U.S. Ambassador to Peru, Uruguay, Barbados, Guatemala, and Argentina, as well as Deputy Executive Secretary, had donated the documents to the Palace. However, because so many still had classification markings on them, the Bureau of Diplomatic Security seized over 950 Department documents in the collection. IPS has been reviewing the collection since 2006, in coordination with numerous other agencies and embassies.

The Brookings Institution To Host IPS Pre-Publication Briefing: Reviewers from the E.O. 12958 program have been invited to give a briefing in June to approximately 20 former Department employees now working at the Brookings Institution about the pre-publication review process for articles and books. A large number of Brookings Press titles contain contributions from former Department officials.

Department of Defense Request for Information Regarding [REDACTED]

[REDACTED] IPS provided the Office of the Legal Adviser with 11 documents in response to a request from the Department of Defense (DOD) for information concerning [REDACTED] for DOD's internal use only. Should DOD determine that any of the documents are needed for use in court, or for provision to a defendant, the documents will need to undergo a separate review for disclosure.

Central Intelligence Agency Librarians: Library staff met with nine Librarians from the CIA Library. The staff briefed them on Library resources, the Virtual Libraries, outreach, and the impact of the loss of the Open Source databases. The CIA Librarians who attended were from the Reference staff; the Bunche Library will schedule another visit for their Technical Services staff as well as a visit to the CIA Library for our staff.

Korean Librarians: The Library hosted six Korean Librarians from the National Library of Korea, the National Digital Library, the Ministry of Foreign Affairs and Trade, the Forestry Research Institution, and the Incheon Metropolitan Library. The Korean Librarians were especially interested in copyright restrictions, electronic resources, and outreach to remote users.

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B2

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May 23, 2008

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MEMORANDUM

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TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret P. Grafeld
SUBJECT: IPS Weekly Achievements Report (May 19 through May 23)

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B6

Spotlight on Privacy: On May 22, the ISS Speaker's Bureau hosted two distinguished speakers who addressed privacy rights and responsibilities. Sandy Ford Page, Department of Homeland Security, spoke about how to protect yourself from identity theft, and Emily Andrew, Chief Privacy Officer of the U.S. Postal Service, discussed the privacy safeguards the Postal Service has in place to protect U.S. mail.

Privacy Training: The Department Privacy Officer provided training to several hundred federal and state employees at the American Society of Access Professionals training seminar at George Washington University. The training, which was co-presented with the DHS Chief Privacy Officer, focused on recent Office of Management and Budget issuances governing privacy.

Privacy Consultation/Guidance: IPS staff met with several Bureau Program Managers for systems that collect Personally Identifiable Information (PII). They provided guidance to assist the Bureau Program Managers in meeting federal privacy mandates. They also provided instruction on addressing potential privacy risks through the use of Privacy Impact Assessments.

Federal Information Security Management Act Reports: IPS has worked extensively with system owners to achieve 100% compliance with the federal mandate to conduct Privacy Impact Assessments (PIA) on Federal Information Security Management Act (FISMA) reportable systems. This effort has resulted in a continued score of "green" on the privacy portion of the scorecard and an overall improvement in PIA compliance.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Grants, payments, and/or funds transfers to Cuban citizens and other individuals in Cuba.
- The Government of Afghanistan request for the removal or deportation of [redacted] two diplomats accused of holding secret talks with members of the Taliban.
- Public opinion in Pakistan regarding one or a combination of the following: The United States, the U.S. War in Iraq, the War on Terrorism, U.S. activity in Afghanistan, and U.S. President George W. Bush.
- Discussions between the governments of Iraq and the U.S. over concerns raised by U.S. military and/or political support of "Concerned Local Citizen" (CLC) groups in Iraq.

B6

IPS Receives Manuscripts for Review: IPS received two manuscripts for pre-publication review, including a chapter from a forthcoming book, *Policy Making and Academic Research*, by Steven Krasner, former Director of the Policy Planning Staff and current Professor of International Relations at Stanford University; and an article entitled, *Detention as Targeting: Standards of Certainty and Detention of Suspected Terrorists*, by Matthew Waxman, former Deputy Director of the Policy Planning Staff and current Associate Professor of Law at Columbia University in New York.

External Referral Working Group (ERWG) meeting: IPS employees attended the ERWG Meeting at the National Archives and Records Administration (NARA) at College Park. Elizabeth Pugh, General Counsel at the Library of Congress, gave a presentation on their collection of Henry Kissinger Papers. The Library is exploring options for the declassification and opening to the public of those papers which contain equities of many agencies, paying special attention to State, Central Intelligence Agency, and National Security Council equities. David Langbart, a Records Appraiser in the Life Cycle Management Division, NARA, also presented a briefing on the relationship between proper records management and Executive Order 12958. During the status reports concerning the Remote Archives Capture program and the Document Declassification Support System, it was again noted that the State Department leads all other federal agencies in public interest in our documents, thereby steadily increasing our backlog of work at NARA and International Point. IPS also completed and presented the results of the first two Mandatory Declassification Requests from the Kissinger Papers. These promise to be the first of many large requests from the Library of Congress.

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Future Trends in Federal Libraries: The Branch Chief for Information Services and Scot Lockman, University of Alabama Intern, attended a Federal Library and Information Center Committee listening session on the future trends in Federal Libraries. Many of the trends identified were government-wide, such as a shift from managing the routine to managing the extraordinary, an increase in regulation, how to handle information overload, the risk that cost cutting will place on valuable government produced information, and managing the challenges of a retiring workforce.

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May 30, 2008

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MEMORANDUM

I22

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

RELEASED IN PART
B6, B7(C)

FROM: A/ISS/IPS – Margaret P. Grafeld

SUBJECT: IPS Weekly Achievements Report (May 26 through
May 30)

Privacy Support: In support of the E-Gov office's non-major investments initiative, IPS has completed a privacy review of 25 new IT systems. IPS works closely with the E-Gov office and IT system business owners to ensure investments achieve success on satisfying privacy criteria.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Grants, payments, and/or funds transfers to Cuban citizens and other individuals in Cuba.
- The Government of Afghanistan request for the removal or deportation of [redacted] two diplomats accused of holding secret talks with members of the Taliban.
- Public opinion in Pakistan regarding one or a combination of the following: The United States, the U.S. War in Iraq, the War on Terrorism, U.S. activity in Afghanistan, and U.S. President George W. Bush.
- Discussions between the governments of Iraq and the U.S. over concerns raised by U.S. military and/or political support of "Concerned Local Citizen" (CLC) groups in Iraq.

B6

Request for Clinton-Yeltsin Correspondence: IPS is currently working on a declassification project involving correspondence between President Clinton and President Boris Yeltsin of Russia. The Russian Government plans to publish a collection of President Yeltsin's correspondence. It approached the Bureau of European Affairs for permission to release various letters exchanged with President Clinton. The Bureau obtained copies from the Clinton Library and consulted with the National Security Council and relevant bureaus. We are now processing the letters for release or denial in accordance with the Bureau's guidance.

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Request for Information Regarding Time Spent at Post by Former Ambassadorial Appointees: IPS provided the Bureau of Human Resources, Presidential Appointments Staff Unit, with 14 segments of 308 responsive documents and 352 pages in response to a request from the Senate Foreign Relations Committee for information regarding the time that former ambassadorial appointees spent at posts.

Request for Department of State's Authorization to Review State Documents in the Possession of the National Archives and Records Administration: IPS provided the Department of Justice with a letter, in response to their request, authorizing the review of classified information belonging to the Department of State that has been compiled by the National Archives and Records Administration. The classified information consists of documents that were originally located at the George H. W. Bush and William J. Clinton Presidential Libraries.

Undersecretary Burns and AFSA Booklist: Library staff is assisting AFSA, a special assistant to Undersecretary Burns, and eDiplomacy staff in the development of a Foreign Affairs Professional Reading List. The list is anticipated to be announced in mid-June.

Department of Justice Office of Special Investigations (OSI) Request for Certain Cable Traffic Pertaining to an Individual Currently Under Investigation: IPS is searching the State Archiving System (SAS) for relevant State Department cables in response to a request from the Department of Justice, Office of Special Investigations (OSI), regarding an individual currently under investigation. In addition, OSI is requesting copies of reports of interviews of [REDACTED] which were conducted by State Department's Office of Security, Division of Investigations, Special Investigations Branch in 1983 as part of its investigation of the murder of U.S. Navy officer Albert Schaufelberger.

B6, B7(C)

Department of Justice Request for Information Regarding United States v. Rahmat Abdhir and Zulkifli: IPS provided the Legal Adviser's Office with three documents in response to a Department of Justice litigation request for information concerning Rahmat Abdhir and Zulkifli, who are currently involved in an ongoing federal criminal case. The indictment charges that both men did conspire to provide and provided material support to terrorists.

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Department of Defense Request for Information Regarding [REDACTED]

B6, B7(C)

[REDACTED] IPS provided the Legal Adviser's Office with 81 documents and 229 pages in response to a request from the Department of Defense (DOD).

As previously reported, IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from DOD for "documents relevant to the upcoming military commission trials" of several Guantanamo Bay detainees.

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June 13, 2008

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MEMORANDUM

I24

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret P. Grafeld
SUBJECT: IPS Weekly Achievements Report (June 9 through June 13)

RELEASED IN PART
B6

Department Notice Issued: IPS' Information Privacy Protection Program has drafted and cleared a Department Notice, *Personally Identifiable Information -- Data Incidents and Reporting Procedures*, to inform employees of the establishment of a Breach Response Policy that will be incorporated into the FAM. The policy outlines the importance of protecting personally identifiable information (PII), provides guidance for the proper management of PII, and provides instruction on the federal requirement for reporting actual or suspected data breaches of PII. The Breach Response Policy can be accessed on OpenNet by typing "privacy" in the search feature.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Documents between the Department of State and all African World Health Organization (WHO) member states to include Kenya, South Africa, Egypt, Algeria, Libya, Mali, Nigeria, Ghana, Zambia, Zimbabwe, Morocco, Uganda, Benin and Lesotho, that attended the World Health Assemblies for 2007 and 2008, and all sessions of the Inter-Governmental Working Group.
- Colombian citizens working for Blackwater who were denied security clearances in Iraq, to include [REDACTED]

[REDACTED]

- The Colombian company ID Systems, contracted by Blackwater to provide security in Iraq, to include information regarding Colombian citizens [REDACTED]

[REDACTED]

B6

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- Former Pakistani Prime Minister Nawaz Sharif and religious political parties in Pakistan such as Muttahida Majlis-e-Amal, Jamaat-e-Islami, Jamiat Ulema-e-Islam, Jamiat Ulema-e-Islam, Jamiat Ulema-e-Pakistan, Tehrik-e-Jafaria Pakistan, and/or Jamiat Ahle Hadith.

Pre-Publication Briefing at the Brookings Institution: IPS conducted a briefing at The Brookings Institution on June 6 outlining the procedures for clearing a manuscript prior to publication. Primarily for former Department employee authors writing on their past official duties involving classified information, all Brookings staff participants had an opportunity to ask specific questions regarding various aspects of the clearance process. IPS worked with Brookings General Counsel Ona Dosumu to plan the briefing after our office became aware that a few Brookings scholars, who are former Department employees, had not cleared their chapters contained in other authors' publications. This proactive meeting aimed to prevent such oversights in the future. The approximately 12 attendees included the Vice President and Director of The Brookings Press, the Chief of Staff, and the Deputy Director of Foreign Policy Studies, former Department employee Ted Cohen.

New Interagency Manuscript Review, "Security Mom": IPS received a request to review an article entitled, "Security Mom: Why Going Soft Will Make Us Strong." Written by a former Bureau of Intelligence and Research analyst, currently still working as another agency intelligence employee, the author applies lessons learned in national security to raising a family, and vice versa, concluding both endeavors have more in common than she initially ever thought. As a terrorism analyst, she seeks to redefine national strength in terms of endurance of values and principles of democracy rather than traditional notions of security that focus on military might and the absence of terrorist attacks.

Database Usage for May: The Library's collection of online databases saw over 13,000 visitors last month, serving the information needs of Washington staff and staff from embassies and consulates around the world. Several databases set record levels for activity: *Proquest* (8,524 sessions), *National Journal* (418), *American Firms doing Business Overseas* (23).

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June 27, 2008

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MEMORANDUM

I26

TO: A/ISS – Thelma J. Furlong, Acting
FROM: A/ISS/IPS – Steve Lauderdale, Acting
SUBJECT: IPS Weekly Achievements Report (June 23 through June 27)

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B6

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- The awarding of oil field service contracts by the Iraq Oil Ministry to any oil company, including but not limited to: Exxon Mobile, Shell, Total, BP, Chevron, Hunt Oil Company, and Lukoil.
- Travel by U.S. Senator John McCain to Canada.
- Correspondence from U.S. Senator Barack Obama to the Department regarding [REDACTED] a native of Iraq who now lives in London.
- Qari Hussain, an official associated with Baitullah Meshud and the Taliban in Pakistan.
- [REDACTED] a prominent member of the Pakistan Peoples Party (PPP).

B6

E-records management briefing in OMB Exhibit 300 Kick-off: On June 23, IPS staff participated in the BY 2010 Office of Management and Budget (OMB) Exhibit 300 Kick-Off meeting for all major exhibitors, sponsored by the Department's E-Government Program Management Office. IPS staff briefed attendees on the e-records management portion of the data call. IPS explained how records scheduling can have a positive impact on the cost-benefits of the major system submissions and how the e-records management questions in the data call will be scored. IPS will be participating in the review and rating process this summer and hopes that the activity will continue to have success as leverage to meet the eGov requirement to schedule all existing electronic information systems by September 2009.

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Federal Consumer Data/Identity Protection: On June 18th, Charlene Thomas, Department Privacy Officer, attended the Senate Homeland Security and Governmental Affairs Committee hearing on "*Protecting Personal Information: Is the Federal Government Doing Enough?*" Witnesses Linda Koontz, Director of Information Management at the Government Accountability Office, Hugo Teufel, Chief Privacy Officer at the Department of Homeland Security; Peter Swire, Professor of Law at Ohio State University; and Ari Schwartz, Vice President and COO at Center for Democracy and Technology, spoke on current federal privacy issues.

Manuscript Review Completed: In consultation with the Bureau of Intelligence and Research (INR), IPS completed pre-publication review of an article by former INR employee Gina M. Bennett entitled, "Security Mom." The article draws parallels between the lessons and skills involved in parenting and those relating to tracking and analyzing terrorist activities. The Central Intelligence Agency referred the article to State and is coordinating its review with other agencies.

Amendment to a System of Records Notice: After extensive collaboration with the Office of the Assistant Legal Advisor, IPS' submission of an amended System of Record Notice, STATE-54 has been posted in the Federal Register. IPS alerted the Office of Management and Budget and Congressional leaders of the Department's intent to publish this amendment to reflect the inclusion of the names and addresses of witnesses processed by the Office of International Claims and Investment Disputes.

GRS Training: The Library arranged a training session with Dun & Bradstreet covering their Global Reference Services (GRS). GRS is newly available to Library and to Bureau of Intelligence and Research (INR) staff. This online product tracks the connections between companies worldwide including ownership, boards of directors, executive management, etc. INR will use the product to track terrorist funding.

Global Trade Atlas: A Reference Librarian attended a training session on the Global Trade Atlas database. This database has been upgraded to the four digit level with financial assistance from the Bureau of Intelligence and Research, significantly increasing the value of this product.

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Appropriations Briefing Room: Library staff assisted the Bureau of Resource Management (RM) in the resolution of a problem with their online access to Appropriations Briefing Room (ABR) from GalleryWatch. RM has limited password access to ABR. However, since the Library maintains enterprise-wide access to Foreign Policy Briefing Room (FPBR) from the same site, IP recognition access to that database was interfering with password access to ABR.

Meeting with LexisNexis: Library staff met with LexisNexis representatives regarding the scanning of the Library's collection of Diplomatic Lists. Because the documents are mostly in good condition and the Library has a large LexisNexis contract already, the pricing proposal to do this work is very favorable. The Library would like to begin digitizing some of the more heavily used volumes should end of year funds become available.

Selected Reference and Research from the Bunche Library:

- Located a 1988 Federal Register notice naming North Korea as a terrorist state for the Office of the Coordinator for Counterterrorism.
- For the Office of South Central Europe, researched the question of how many countries recognized Eritrea, Montenegro, and East Timor one week, three weeks, four months, and 10 months after they declared their independence.
- With the assistance of the Information Resource Center staff in Brasilia, provided the Office of the Assistant Legal Adviser for Western Hemisphere Affairs with an English language version of Brazilian law 8666 which regulates government procurement.
- Provided the Assistant Legal Adviser for Political-Military Affairs with the legislative intent of Section 1228 of the National Defense Authorization Act.
- Provided information on North American Integration, NAFTA, Security and Prosperity Partnership, and border security to the Career Development Office in the Bureau of Human Resources.

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July 3, 2008

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MEMORANDUM

I27

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret P. Grafeld

RELEASED IN PART
B6, B7(C)

SUBJECT: IPS Weekly Achievements Report (June 30 through
July 3)

FREEDOM OF INFORMATION ACT REQUESTS: On June 27, 2008, Barbara Elias of The National Security Archive, requested copies of documents for the time period of January 2007 to the present, concerning the group, Tehrik-e-Taliban Pakistan.

Department of Justice Request for Information Regarding [REDACTED]

B6, B7(C)

Garcia (IPS Control #D200800008): IPS provided the Office of the Legal Adviser with five documents, in response to a request for litigation support. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a request from the Department of Justice (DOJ) for documents in connection with an investigation relating to the activities of [REDACTED] [REDACTED] the former Minister of Defense in El Salvador. DOJ is seeking information relating to Garcia's involvement in the October 15, 1979 military coup in El Salvador, his entry into the United States and procurement of immigration documents, and his awareness of human rights abuses occurring in El Salvador from 1979 through 1983.

Department of Justice Request for Information Regarding [REDACTED]

(IPS Control #s D200700019 and D200700040): IPS provided the Office of the Legal Adviser with eight documents in response to a request for litigation support. As previously reported, IPS is coordinating Department responses to an S/ES tasker issued in response to a second request from the Department of Justice (DOJ) for documents to be used in the case United States v. [REDACTED] DOJ made the request pursuant to a court order for another, more expansive production of documents regarding the charges against [REDACTED] for, among other things, allegedly bribing officials of Kazakhstan in violation of the Foreign Corrupt Practices Act.

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Sharing Classified Information with former POTUS: Based on a referral from DS, EUR/CE contacted A/ISS/IPS for guidance on sharing classified information with former President George H. W. Bush. This was related to his trip to Berlin to give the keynote address, and officially open the chancery building in a ribbon cutting ceremony with German Chancellor Angela Merkel. It was agreed that the best solution was for EUR to send the Confidential presentation to the American Embassy in Berlin via ClassNet e-mail and to brief the former POTUS in Berlin without providing hard copies of DoS classified material.

Foreign Affairs Professional Reading List: The Professional Reading List has generated quite a bit of interest. All available copies of several titles have been checked out and the Library will work with AFSA to purchase additional copies of high demand titles.

AALL Joint Study Institute: A Reference Librarian attended the AALL Joint Study Institute held at the Georgetown University Law Center. The 3 day Institute is a collaboration of the American Association of Law Libraries (AALL), the Australian Law Librarians' Association (ALLA), the British and Irish Association of Law Libraries (BIALL), the Canadian Association of Law Libraries/Association Canadienne des Bibliotheques de Droit (CALL/ACBD and the New Zealand Association of Law Librarians. The theme of the Institute was "Harmonization and Confrontation: Integrating Foreign and International Law into the American Legal System".

Attendance at American Library Association: Several library staff members attended the annual convention of the American Library Association in Anaheim. Some of the highlights included:

- The Chief Librarian teamed with an eDiplomacy colleague as panel members at "Gov2.0: Going further with the Wikinomics Folks" about the use of Web2.0 technologies at government agencies.
- The panel also included presenters from the CIA, NGA, and the Library of Congress. As Chair of the Nominating and Bylaws Committees for the Federal and Armed Forces Libraries (FAFLRT) Roundtable, the IR Branch Chief introduced the newly-elected officers in that organization and also discussed required bylaw changes resulting from a change in the FAFLRT dues structure. The Team Leader for Cataloging served as a member of the Continuing Resources Section Education Committee and as Vice-Chair/Chair-Elect of the Cataloging Section Copy Cataloging Discussion Group.

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ALA Emerging Leaders: Megan Sheils attended the final session of the Emerging Leaders program at the American Library Association annual conference. In a three hour session, she and her colleagues presented their group project, a wiki-based online bibliography of provocative, useful, informative leadership readings. The Emerging Leaders were in three different time zones, so they used Skype to communicate and plan their presentation.

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July 11, 2008

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MEMORANDUM

I28

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret Grafeld
SUBJECT: IPS Weekly Achievements Report (July 7 through July 11)

RELEASED IN PART
B6, B7(C)

Keeping Test Data Private: On July 9, IPS met with Consular Affairs representatives to discuss plans to “de-identify” the data used to test passport system software in order to remove privacy risk from production data in testing and training. Agreement was reached on which elements of personal information in each record require de-identifying by means of scrambling or random substitution to minimize privacy risks during the training process.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Barack Obama before he became a U.S. Senator.
- [redacted] an Iraqi-born British billionaire connected to political fundraiser [redacted] and his entry into the United States in early 2004.

B6.

Department Receives New FOIA Litigation: In the case, *Sophia Helena In't Veld v. Department of State, et al.*, the plaintiff has filed suit against the Department for alleged violations of the Freedom of Information Act (FOIA), including the failure to grant disclosure of the records sought and failure to timely respond to the plaintiff's request. The plaintiff, a European Union parliamentarian, alleges that she has filed multiple FOIA requests for information about herself with the Department and other agencies.

IPS Meets with Inspector General Representatives to Discuss New Annual Reporting Requirements: As a result of new FOIA annual report guidelines issued by the Department of Justice's Office of Information and Privacy (OIP), the Department's FOIA annual report to Congress must include both separate and combined statistical data for all requests processed by a Department entity, including those not currently tracked by IPS. The Office of the Inspector General (OIG) processes some FOIA requests that IPS does not fully track. Therefore, OIG

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has agreed to supply IPS with data for its requests to include in the Department's FOIA annual report. IPS must find a way to combine OIG data with its own in order to calculate median and average response times on a Department-wide basis. The Department must also be able to provide the raw statistical data used in generating the entire report to the public upon request – a new requirement under the OPEN Government Act of 2007. IPS is consulting with the Office of the Legal Adviser to determine if other entities sharing some connection with State, e.g., National Endowment for Democracy and International Boundary and Water Commission, should also be included in the report, which is due to OIP on January 5, 2009.

E.O. 12958 Staff Meet with SMART Project Managers: IPS hosted a meeting with project managers from the SMART team to coordinate the options employees have in SMART to mark documents with the classification markings for national security information found in E.O. 12958 and Information Security Oversight Office regulations. The focus of the meeting was differentiating between original and derivative classification, ensuring users choose a duration or declassification instructions for any classified materials they create, and portion mark classified documents, especially subject lines.

Pre-Publication Review: IPS has completed the pre-publication review, including extensive vetting and coordination with Department offices and other agencies, and cleared the following manuscripts for publication:

- A chapter on policy making and academic research by Stephen Krasner, former NSC official and Director of the Policy Planning Staff, and current Professor of international relations at Stanford University.
- The memoirs of Mr. Harry Obst, head of the Department's Office of Language Services from 1984-1997. His career involved interpreting for six U.S. Presidents and numerous Secretaries of State.
- Two articles by Mr. Matthew Waxman, formerly a senior official in the Department of Defense, the National Security Council, and the Department of State Policy Planning Staff, and currently a professor of law at Columbia University. These articles are entitled: "Detention as Targeting: Standards of Certainty and Detention of Suspected Terrorists;" and "Administrative Detention and the Questions of Why, Whom and How: Integrating Strategy with Legal Innovation."

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Pre-Publication Review of Article about the Chile Declassification Project:

IPS received a manuscript from a former employee in the Office of the Historian, James Siekmeier, concerning the Chile Declassification Project. The author examines the project in light of the awkward position in which the U.S. Government found itself following General Augusto Pinochet's arrest in London at the behest of Spanish legal authorities. While Spain desired to see Pinochet tried by an international tribunal for human rights abuse, Chile wanted to try Pinochet in Chile. The article describes the Clinton Administration's use of E.O. 12958 as a means to placate the international community by releasing once classified information about the Pinochet regime and any U.S. involvement with it, while siding with the Chileans over who would decide Pinochet's fate.

Former Director of Policy Planning Requests Records Access: IPS received a request from the President of the Council on Foreign Relations, Richard N. Haass, for access to documents he created during his tenure as Director of Policy Planning for the Department (S/P). Mr. Haass is seeking access to specific memos he authored concerning Iraq as he prepares to write a book on the subject of policy planning.

Five Department of Defense Requests for Information Regarding

Guantanamo Bay Detainees: IPS is coordinating Department responses to Executive Secretariat taskers issued in response to five requests from the Department of Defense (DOD) for "documents relevant to the upcoming military commission trials" of several Guantanamo Bay detainees. As previously reported, DOD has requested that the Department produce documents that could be subject to disclosure to the defense pursuant to the Military Commissions' Act of 2006 and the Manual for Military Commissions.

Department of Justice Request for Declassification of Documents in Criminal Case [REDACTED]

IPS provided the Bureau of Diplomatic Security with one cable in response to their request for a declassification review of it for possible use in an on-going investigation into the activities of [REDACTED] C/R International LLC, and his continued relationship with the Government of Sudan.

B6, B7(C)

Successful First Year of the Records Service Center (RSC) Support Contract:

McNeil Technologies celebrated its first year of servicing the Records Service Center. It has been a banner year with major improvements in service and outstanding customer satisfaction. Feedback from customers through our Records Management Customer Satisfaction Survey indicated that 100% were "very

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satisfied" (our highest rating), a result corroborated by other indicators such as email to the Records Service Center helpdesk and verbal comments from customers. McNeil has made numerous improvements such as shortening the average pick-up time, is in the process of automating the retirement manifests, and has eliminated longstanding backlogs of incoming post records. In addition, the physical facility has improved in terms of neatness and orderliness. Moreover, as part of the contract monitoring cycle, a periodic audit conducted by our Records Management Staff resulted in superior ratings in all categories.

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July 25, 2008

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MEMORANDUM

ISO

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret Grafeld
SUBJECT: IPS Weekly Achievements Report (July 21 through July 25)

RELEASED IN PART
B6, B7(C)

Privacy Presents PIA Training: On July 23, IPS briefed IT staff from the Bureau of Diplomatic Security (DS) on the hallmarks of creating an excellent privacy impact assessment (PIA). The trainees were also introduced to a practical definition for “information privacy,” the concept of fair information practices, and the four major federal laws related to privacy. A valuable exchange about the current status of PIAs for DS systems was a focus of the post-training discussion.

Liaison with Post Records Coordinators: IPS has taken major steps in partnering with Post Records Coordinators in the management of records at posts overseas. The 5 FAM designates the post Information Management Officer (IMO) and, in the absence of an IMO, another appropriate designee, as the primary liaison at post on records matters. Contact information for Post Records Coordinators is now available on the IPS Records Management website. In addition, in cooperation with IRM, we established an e-mail distribution list for Post Records Coordinators. We sent the first e-mail using this distribution list to ensure that Post Records Coordinators know about the resources that are available on the Records Management website, their responsibilities, and how we can help them. The response to our first e-mail was very positive, and we look forward to using the e-mail distribution list as a means of communicating directly with posts on records issues.

Vital Records Program: IPS met with the Office of Emergency Management (A/OEM) to discuss the roles and responsibilities for the Vital Records Program. A/OEM had contacted IPS for input into a draft FAM section in response to a Department of Homeland Security Federal Continuity Directive (FCD1) that among other activities requires a vibrant Vital Records Program. The Vital Records Program requires the identification, protection, and ready availability of vital records, databases, and hardcopy documents needed to support Primary Mission Essential Functions and Mission Essential Functions. At the present time

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IPS is researching the required duties and gaining an understanding of the current emergency plans. The Vital Records Program is a major activity and will have a continuing responsibility for IPS.

EAP Scheduling Project: IPS briefed the Bureau of East Asian and Pacific Affairs (EAP) Records Coordinator on the scheduling project and received contact information to start the project. The first office to be scheduled is the Office of Japan, which will start on July 29.

New Leader Shadowing Assignment: [] Printing Specialist, Global Publishing Solutions (GPS), is shadowing the IPS Records Management staff for one week as part of the New Leader Program. [] is attending staff meetings, touring the Records Service Center, attending the Federal Records Council at the National Archives and Records Administration, and participating in other activities where she can gain knowledge of record requirements. [] heads up imaging projects at GPS; the records management knowledge gained this week will assist her with GPS work projects.

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External Referral Working Group: IPS staff attended the monthly interagency External Referral Working Group meeting held at the National Archives and Records Administration (NARA) in College Park, MD. In addition to the usual status reports, IPS received a number of very informative presentations on the following topics: 1) The Designation and Sharing of Controlled Unclassified Information offered by Jay Bosanko, Director, Information Security Oversight Office; 2) Digitization Partnership Initiatives at NARA, instituted to accommodate the public's increasing demands for the availability of declassified government documents online; and 3) the Remote Archives Capture program, a NARA/CIA initiative, that coordinates the declassification review of classified records in the Presidential Libraries across the United States. State documents are among the most requested by researchers and historians.

NATO Request: IPS received a request from the Archivist of the North Atlantic Treaty Organization to re-review 6,253 pages of NATO documents dating from 1966-1972 that had been withheld from declassification in an earlier review.

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Department of Justice Request for Information Regarding [REDACTED]

B6, B7(C)

IPS provided the Office of the Legal Adviser with 32 documents/131 pages in response to a Department of Justice litigation request for information concerning [REDACTED] who are currently involved in an ongoing federal criminal case. The indictment charges that both men conspired to provide material support to terrorists.

Department of Justice, Office of Special Investigations Request for Certain Cable Traffic Pertaining to an Individual Currently Under Investigation and Other Related Material:

IPS provided the Department of Justice, Office of Special Investigations (OSI) with additional information (4 cables/10 pages) in response to their request for copies of reports of interviews of [REDACTED]

[REDACTED] which were conducted by the Department of State's Office of Security, Division of Investigations, Special Investigation Branch in 1983 as part of its investigation of the murder of U.S. Navy Officer Albert Schaufelberger.

Embassy Staff in Mexico Rely on Bunche Resources for Cost Savings: In response to the information from the Library about the *Uniworld Directory* database, Embassy Mexico City staff commented: "Thanks again for the fine selection of materials. I had never heard about *Uniworld*, but... it will be a valuable resource for us. There is a database produced by the American Chamber of Commerce, *American Companies Operating in Mexico*, but it is expensive, and we had to stop buying it some years ago. Then when we received requests we had to throw the ball to the Commercial Section [but] they don't have it either. With *Uniworld* we will be able to have the latest info available without spending a cent from our budget!"

Diplomatic History Training: One of the reference librarians from the Bunche Library attended the week-long History of Diplomacy course at the Foreign Service Institute (FSI). She provided promotional material about the Library to the class and received positive comments about library customer service.

Research Assistance to M: The Bunche Library provided the Undersecretary for Management (M) with information about the number of embassy closings and openings since the end of the Cold War and comparative US representation overseas to assist M with a response to the Office of the President, U.S. Institute of Peace.

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New Electronic Resources: A selected list of electronic resources added to the Bunche Electronic Library: *Trends in European Defense Spending, 2001-2006: a Report of the CSIS Defense-Industrial Initiatives Group*; *Sociopolitical Radicalism: the Making of Martyrs, an Assessment of Past and Current Methods of Recruitment and Socialization Applied by Radical Islamic Terror Groups*; *Post-conflict Stability Operations and the Department of State*; *Vision 2015: a Globally Networked and Integrated Intelligence Enterprise*; *Iran's Nuclear Program: Status*; *Rising Food Prices and Global Food Needs: the U.S. Response*; *The Maritime Dimension of International Security: Terrorism, Piracy, and Challenges for the United States*.

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August 15, 2008

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MEMORANDUM

I32

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret Grafeld
SUBJECT: IPS Weekly Achievements Report (August 11 through August 15)

RELEASED IN PART
B6, B7(C)

IPS Employees Support Presidential Travel: Three IPS employees recently completed temporary duty assignments as part of the Department of State Administration team for President Bush's trip to Asia. Tyler Brothers, Cenita Brown, and Marc McNamara served as Office Management Specialists in Seoul, Beijing, and Bangkok, respectively. Their duties included assisting the White House Advance Staff and working with the host governments to plan events for the President.

CIO Council Meeting on Privacy: On Aug 14th, with other senior privacy officials in the federal community, representatives from IPS attended the monthly Chief Information Officer (CIO) Council Privacy Committee meeting. The meeting included discussions on transition preparedness and program planning for the October Federal Privacy Summit.

Privacy Presents Training to Consular Affairs: On August 14th, IPS staff visited Passport and Overseas Citizens Services to present a fulsome Privacy Impact Assessment (PIA) training to key staff. In addition to learning why PIAs are required, attendees heard best practices for how to conduct a PIA and how the various players – users, IT staff, and legal experts – are valuable contributors to the final PIA product.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- Reports of abuses committed by the Mexican military in March 2002 in the state of Guerrero, to include all documents regarding the incidents related to [redacted] two women belonging to the Tiapaneca indigenous community who claimed to be abused and sexually

B6

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assaulted by military officials. Both cases were accepted by the Inter-American Human Rights Commission in 2006.

- Former Guatemalan police officer [redacted] and his duties as chief of the U.S. trained anti-narcotics police force, created in 2003, to include the November 15, 2005 arrest of [redacted] and two of his assistants, [redacted] who were detained by DEA agents in Virginia on charges of planning to import and distribute cocaine in the U.S.

B6, B7(C)

IPS Office Director Executes Declaration in FOIA Lawsuit: The IPS Office Director signed a second declaration in the Freedom of Information Act (FOIA) lawsuit *Charles Miller v. Federal Bureau of Investigation* (FBI). As requested by the Court's Memorandum Opinion of June 24, 2008, the declaration further explained the Department's use of exemptions b5, b7(C), and b7(D).

IPS Completes Review of Law Journal Article: IPS has completed review of an article titled, "Affirmatively Denied," submitted for pre-publication review by Ms. Rachel Settlage. Ms. Settlage is a new faculty member at the University of Baltimore's School of Law Immigrant Rights Clinic. Prior to beginning a career in academia, Ms. Settlage served in the Bureau of Democracy, Human Rights, and Labor. The article explores the effects of reducing the grant rate for seekers of affirmative asylum.

Retired FSO Submits Third Novel for Pre-publication Review: A manuscript entitled "TRIBE" is undergoing review following receipt from James L. Bruno, a former Foreign Service Officer who retired in 2001 and now lives in New York. This is the third novel Mr. Bruno has written; the Department has reviewed both *Chasm* and *Permanent Interests* previously. While the work is fictional, it draws on Mr. Bruno's experiences as President of his class at the Naval War College and during his Foreign Service career serving in Laos, Cambodia, and Vietnam.

Library Briefings: Library staff briefed 59 new Civil Servants at the Civil Service Orientation at the Foreign Service Institute (FSI). The staff also gave impromptu briefings to more than 30 A-100 students who visited the Library on a self-guided tour of the building.

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Bunche Library Adds East View Database: Bureau of Intelligence and Research funding has made it possible to offer access to East View's *Social Science & Humanities* database. This database "provides researchers with a unique opportunity to cross-search the contents of major Russian periodicals on social sciences and humanities. It is comprised of all 31 journals of the Russian Academy of Sciences ranging from archeology to linguistics, as well as popular literary editions and independent scholarly publications. New titles are added on a regular basis." This valuable addition to the collection will be announced on the Library's website and in its newsletter.

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August 22, 2008

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MEMORANDUM

I 33

TO: A/ISS – Ms. Llewellyn H. Hedgbeth
FROM: A/ISS/IPS – Margaret Grafeld
SUBJECT: IPS Weekly Achievements Report (August 18 through August 22)

RELEASED IN PART
B6, B7(C)

Successful Privacy Impact Assessment Consultation: IPS met with the Bureau of Democracy, Human Rights, and Labor (DRL) at their behest to discuss privacy concerns relating to their new IT system, “Vetting Foreign Military in Accordance with the Leahy Amendment.” IPS provided DRL with an assessment of statutory privacy requirements, which was very well-received by DRL. IPS looks forward to working with other bureaus throughout the Department to assess and determine the privacy needs of their IT systems.

IPS Continues Contract Review: IPS is reviewing IT service contracts to assess the Department’s compliance with two Privacy Act clauses in the Federal Acquisition Regulations (FAR). The clauses, 52.224-1 and -2, governing compliance with the Act, are required when contractors are either creating or maintaining a system of records about individuals. To date, IPS has fully reviewed over 30 contracts.

Freedom of Information Act Request: IPS received a Freedom of Information Act request for records regarding [REDACTED]

B6, B7(C)

[REDACTED] Mexican military officials who were arrested in November 2003 on charges of possession of weapons, marijuana, and federal government uniforms. In May 2008, a Nuevo Leon court convicted these men of belonging to the armed group known as the Zetas, who are involved in protecting Mexican Gulf drug cartels.

Department Receives New FOIA Litigation: In the case of *Government Accountability Project v. Department of State, et al.*, the plaintiff has filed suit against the Department for alleged violations of the Freedom of Information Act (FOIA), including the failure to grant disclosure of the records sought and the failure to timely respond to plaintiff’s May 2007 FOIA request. The plaintiff is

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seeking records concerning the Foundation for the Future and the Middle East Partnership Initiative.

FOIA Lawsuit Dismissed: As previously reported, the plaintiff in the lawsuit, *Citizens for Responsibility and Ethics in Washington (CREW) v. Department of State*, sued the Department for alleged violations of the FOIA; specifically, failure to make the requested records promptly available, failure to grant the plaintiff's request for a waiver of fees, and failure to expedite the plaintiff's 2005 FOIA request. The request sought records concerning State's response to offers by foreign governments to assist in relief efforts for hurricane Katrina. CREW agreed to the dismissal of the lawsuit, with prejudice, and is reserving the right to seek attorney fees and litigation costs.

Congressional Committee Document Request for State Department Records Relating to AEY, Inc.: IPS provided a second tranche of 23 documents/104 pages to the Bureau of Legislative Affairs (H) for distribution to Congress in response to an email request dated July 25, 2008 for all cable traffic from 2003 referencing the name [REDACTED]. As previously reported, IPS is coordinating Departmental responses to an Executive Secretariat (S/ES) tasking memorandum dated April 4, 2008 issued in response to a request from Chairman Henry A. Waxman of the House Committee on Oversight and Government Reform concerning the actions of AEY, Inc., a company with several U.S. Government contracts to provide weapons, ammunition, and munitions to military forces in Iraq and Afghanistan.

National Archives and Records Administration (NARA) Meetings: IPS staff attended both the Federal Records Center (FRC) Forum and the Bimonthly Records and Information Discussion Group (BRIDG) meetings at the National Archives (NARA) on August 20th. The Forum featured a demonstration of the Federal Records Center web-based portal and tracking system, ARCIS, which is nearing deployment. BRIDG briefers focused on NARA's Electronic Records Archives initiatives, additions to NARA's Records Management toolkit of guidance, best practices and other aids, and NARA Bulletin 2008-05, which discusses e-mail archiving.

Records Management Training: An IPS staff member recently conducted a records management training session at the Foreign Service Institute (FSI) as part of the FSI course, *Foreign Service Office Management Specialist Training for Entering Personnel*. The session covered records management policies and procedures, and explained employees' roles and responsibilities related to the creation, maintenance, and disposition of Department records at overseas posts.

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The training is one of a series of records management presentations scheduled at FSI for FY 2008.

eJournal Use: A recent report from the Library's periodical locator system shows the top-twenty five electronic journals, which range in use from 2,171 visits this calendar year (*Foreign Affairs*) to 226 visits (*New York Review of Books*). Many titles in the top 25 are those one would expect, like *The Economist*, *The Atlantic Monthly*, and *Foreign Policy*. Others are less well known, such as *Survival*, *International Security*, and *Studies in Conflict and Terrorism*. The Bunche Library is pleased to be able to offer password-free, online access to a wide variety of both popular and highly-specialized periodicals.

Serbian Book Donation: The Library accepted a donated book, *Zapadna vojna pomoć Jugoslaviji, 1951-1958*, from its author, Ivan Lakovic. Mr. Lakovic is in Washington on a six-month grant working in the National Archives on the issue of western military aid to Yugoslavia in the 1950s.

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August 29, 2008

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MEMORANDUM

I 34

TO: A/ISS – Ms. Llewellyn Hedgbeth

RELEASED IN PART
B6

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (August 25 through
August 29)

Bureau Records Coordinator Seminar: IPS staff presented a training seminar for bureau records coordinators and several of their staff members. This seminar marked the second in a series of meetings to re-energize the Department's records management program by establishing a cadre of trained records coordinators throughout the Department. The sessions focused on the scheduling of electronic records in conjunction with an E-Gov initiative requiring all existing IT systems to be scheduled by September 30, 2009; records management requirements and the eCIPC process; the process for retiring records, including services provided by the Records Service Center, the Washington National Records Center, and National Archives and Records Administration; and highlights of Records Management Desk Manuals created for and tailored to individual bureaus. Fifteen bureaus were represented with twenty-nine attendees. A make-up session for those unable to attend is planned for mid-September.

WAE Job Fair: IPS representatives took part in the August 26th WAE (When Actually Employed) panel and job fair at the Foreign Service Institute (FSI). Over 250 job searchers, class members, and recent retirees attended this event, the last and largest job search class of the fiscal year. Forty recruiting firms, organizations, and government and civilian offices, including IPS, participated in the event. IPS panel presentations were well received and the audience asked a number of questions. During the coffee break, the panel also entertained questions and distributed WAE information packets and sample forms. In all, IPS gave out over 75 application packets and has already received completed applications from several well-qualified candidates.

Op-Ed Article on US-Russian Relations Reviewed: IPS cleared for publication an op-ed article by retired Ambassador Craig Dunkerly, entitled "Some Thoughts on Russia, the U.S., and Dealing with New Realities." Ambassador Dunkerly, once the Department of State Special Envoy for Conventional Forces in Europe, is

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currently a visiting professor at the Near East, South Asia Center for Strategic Studies, National Defense University.

More Online International Newspapers: Newspaper Direct has added new titles to its collection. The most significant additions are: *The Chicago Tribune*, *Asia Weekly*, *Daily Xpress* (Thailand), *El Pais* (Spain), *Jornal dos Desportos* (Angola), *Qianjiang Evening News* (China), *South China Morning Post*, *The Jakarta Post*, and *The Japan Times*.

IPS Employee Selected for Government-wide Management Seminar: IPS employee Dan Kiser was recently selected to participate in the *Seminar For New Managers: Leading People* program offered by the Office of Personnel Management. The Foreign Service Institute chose Dan from a pool of talented applicants to attend the two-week seminar in Shepardstown, West Virginia this December. The program, which brings together new managers from across the federal government, teaches participants about leadership and management techniques both general and specific to the federal government.

Library Briefings: Library and DRS staff members briefed sixteen Office Management Specialists at the Foreign Service Institute (FSI).

Selected Reference and Research From the Bunche Library:

- **Embassy Rabat:** Located for the Cultural Affairs Officer copies of a letter from Sultan Mouley Ben Abdullah of Morocco to President Washington recognizing the United States and the return letter from George Washington to the Sultan. The letters were located in a museum in Tangiers.
- **Office of the Legal Adviser:** Traced the legislative history of a provision of the *National Security Act* regarding federal laws implementing international treaties and agreements for the Office of the Legal Adviser.
- **Embassy Baghdad:** Assisted a lawyer in the Embassy with information on an extradition treaty between Iran and Iraq that was signed in 1926 but is no longer in force.
- **Office of European Security and Political Affairs:** Provided transcripts of statements by U.S. and NATO officials on Greece, Turkey, Spain and East Germany at the time of their acceptance into NATO.
- **Bureau of International Narcotics and Law Enforcement:** Located a speech made by French President Nicolas Sarkozy after the Mediterranean Union meeting in July 2008.

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August 8, 2008

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MEMORANDUM

TO: A/ISS – Ms. Llewellyn H. Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (August 4 through August 8)

Privacy Presents Training to Consular Affairs: On August 6th, IPS briefed staff from the Bureau of Consular Affairs Visa Office on Privacy Impact Assessments (PIAs). The attendees were presented with an overview of the requirement for public posting of PIAs and how to create a quality PIA. An exchange regarding the current status of PIAs for CA systems was the focus of a post-training discussion.

IPS Attends Conference on Government Data Mining: On July 24th and 25th, a representative from IPS attended a Department of Homeland Security forum that explored the privacy impact of data mining initiatives in government. Also in attendance were leading academic, government policy, and technology experts, who discussed methods of validating data mining accuracy and effectiveness, and the role of specialized tools, audit controls, and other privacy-protective strategies.

Freedom of Information Act Requests: IPS received Freedom of Information Act requests for records regarding the following subjects:

- The 2004 arrest of [redacted] charged by Mexico's former special prosecutor with the 1975 forced disappearance of [redacted] a former Mexican federal security chief, was detained on charges brought against him by Carillo Prieto, who was assigned by former Mexican President Vincente Fox to investigate and prosecute human rights violations committed under previous governments.
- Iraqi culture, customs, economic conditions, history, religion, society, values, and/or public opinion; or customs, religion, and society in Muslim or Arab societies; compiled, created, or used from January 2001 through December 2003, to orient or train U.S. or coalition officers, soldiers, and/or enlisted men and women for service in Iraq or in Muslim or Arab countries.

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- Human rights abuses committed by the Mexican military during counter-narcotics operations, to include the report produced by Mexico's National Human Rights Commission (CNDH), and presented in July 2008 by commission president José Luis Soberanes, who announced that over 600 complaints of military abuses, including forced disappearances, torture, and arbitrary detention were filed since President Felipe Calderón took office in December 2006.

Memoirs of Former Assistant Secretary Cleared: IPS has completed its pre-publication review of memoirs by Ambassador Martin S. Indyk, former Special Assistant to President Clinton, Senior NSC Director of Near Eastern and South Asian Affairs, Assistant Secretary of State for Near Eastern Affairs, and twice United States Ambassador to Israel. Indyk has taught extensively, including at Columbia University, Tel Aviv University, and the Johns Hopkins School of Advanced International Studies. Indyk is currently a Senior Fellow and Director of the Saban Center for Middle East Policy at the Brookings Institution. Publication of the memoirs is expected in late 2008 or early 2009.

ISOO Tasks Department for Annual Program Data: The Information Security Oversight Office (ISOO) sent the Department its annual SF 311 form to collect data on information the Department of State classifies, for what reasons, for how long, the Department's responses to requests for mandatory declassification review, and the number of pages reviewed and declassified under systematic review programs. IPS will coordinate with numerous bureaus and offices within the Department to compile the necessary data for the report.

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September 5, 2008

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MEMORANDUM

ISS

TO: A/ISS – Ms. Llewellyn Hedgbeth

FROM: A/ISS/IPS – Margaret Grafeld

RELEASED IN PART
B6, B7(C)

SUBJECT: IPS Weekly Achievements Report (September 2 through September 5)

Serial Cancellations: In a continuing effort to bring spending commitments down to meet expected funding levels, the Library has decided not to renew the following subscriptions, saving \$4,276 annually:

- *International Review of Administrative Sciences*
- *Oxford Bulletin of Economics and Statistics*
- *Conservation Biology and Conservation*
- *Commonwealth and Comparative Politics*
- *International Community Law Review*

IPS Director Executes Declarations in Two FOIA Lawsuits: The Director of IPS signed declarations in two Freedom of Information Act (FOIA) lawsuits, *Jeffrey Davis v. Department of Defense* and *Dickstein Shapiro v. Department of Defense*. The Director's declarations described the Department's review of eleven documents referred to it by the Department of Defense (DoD) as part of DoD's response to the FOIA requests at issue in the lawsuits. The declarations provided explanations of the administrative processing of the referred documents, detailed descriptions of all of the documents withheld, as well as justifications for each withholding of information.

Department of Justice Request for Information Regarding [REDACTED]

B6, B7(C)

[REDACTED] IPS is coordinating Department responses to an Executive Secretariat (S/ES) tasker issued in response to a request from the Department of Justice for information regarding [REDACTED] was indicted in the District of Columbia for conspiracy to commit alien smuggling, bringing aliens to the United States for profit, and encouraging and inducing aliens to come to the United States for profit, all in violation of U.S. law. The time frame of the request includes documents from August 1, 2003 to the present.

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Electronic Resources: The following titles were added to the Bunche Library's Online Catalog:

- *China-Russia Security Relations: Strategic Parallelism without Partnership or Passion*
- *Electronic Crime Scene Investigation: a Guide for First Responders*
- *Russia's War in Georgia: Causes and Implications for Georgia and the World*

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December 4, 2008

SENSITIVE BUT UNCLASSIFIED
MEMORANDUM

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TO: A/ISS – Ms. Llewellyn Hedgbeth

RELEASED IN PART
B2

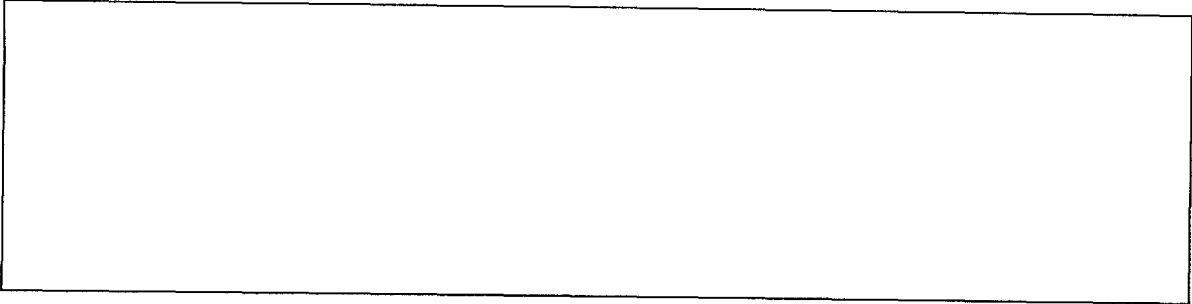
FROM: A/ISS/IPS – Margaret Grafeld

SUBJECT: IPS Weekly Achievements Report (November 28 through
December 4)

B2

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK TUMMINIA
DATE/CASE ID: 26 JUL 2010 200805526

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IPS to Support New Online Forum: IPS has been asked by the Department's Internet Steering Committee to provide privacy guidance to a newly-formed multi-organizational working group responsible for drafting official policy for social networking activities. As the Department continues to expand its presence on sites such as Facebook and YouTube, IPS is advocating for strong privacy safeguards to protect the personal information collected from individuals who join the on-line forum.

American Society of Access Professionals (ASAP) Training: IPS employees attended a three-day privacy training session held by ASAP in Washington, DC. Senior privacy experts in the federal government discussed transition issues for privacy programs and pending initiatives that will ensure an expanded role for federal agencies in protecting the privacy of individuals.

New Privacy Impact Assessment: IPS is working with the Bureau of Administration's Information Resource Management Division (A/EX/IRM) to complete the certification and accreditation (C&A) for a new system, Metastorm. As a requirement of the C&A process, IPS is reviewing the Privacy Impact Assessment (PIA) to ensure the system complies with the E-Gov Act of 2002 requiring agencies to evaluate possible privacy risks to personal information collected by Department systems. After the review is complete, IPS will meet with the system business owners to discuss any identified potential privacy risks.

Freedom of Information Act Requests: Among other Freedom of Information Act (FOIA) inquiries, IPS received FOIA requests for records regarding the following subjects:

- The possibility of opening a U.S. Interests Section in Iran.
- The planning for the Vancouver 2010 Olympic and Paralympic Winter Games, to include records concerning a briefing in July 2008 by Ward Elcock of the Government of Canada Privy Council Office for Secretary of State Condoleezza Rice.

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Bunche Library Renovations: A successful final walk-through was completed for the painting and carpeting of the Bunche Library. A preliminary assessment of the renovation of the Library's entrance was done by representatives from General Services Administration and The Office of Operations (OPR). Any work on the entrance will not begin until well after the new year.

Selected Reference and Research from the Bunche Library:

- **Photograph Located for the Smithsonian Institution:** A curator working on an upcoming exhibit at the museum asked for the Library's assistance with locating a photograph of the empress dowager Cixi of the late Qing Dynasty presented to President Theodore Roosevelt in 1904. The Smithsonian had been looking for this photograph for over a year, contacting numerous sources including the National Archives, the Library of Congress, the White House, and Roosevelt's presidential library. The photograph, which is to be an important part of the exhibit, could not be found. As the exhibit opening looms closer, the curator finally called the Bunche Library to see if we could offer any suggestions. We provided the curator with several possibilities including the Blair House. He called later to enthusiastically exclaim that the photograph was indeed found at the Blair House among its collection of prints and photographs.
- **Assistance to the Embassy Baghdad:** Provided the Public Affairs Office with news articles and set up alerts to track coverage of the newly signed Status of Forces Agreement between the U.S. and Iraq.
- **New Zealand Department of Labour:** Assisted the Library of the New Zealand Department of Labour to find DOS Country Reports on Human Rights Practices for a number of countries for 1993-95. Followed up by putting the Department of Labour Library in contact with the Information Resource Center in Wellington.
- **Department of State Escapee/U.S. Refugee Programs:** Assisted a writer in finding information about the Department of State Escapee Program which started in the early 1950s and in 1963 became the U.S. Refugee Program. This program provided refugees from the Soviet block countries with supplies to meet their basic needs such as food clothing and housing.
- **Bureau of International Organizations:** Provided the Bureau of International Organizations with statements made by new UN General

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Assembly President Miguel D'Escoto that have been considered anti-United States, anti-Israel, or irresponsible.

- **International Claims and Investment Disputes:** Located news articles about the resignation of all three Iranian arbitrators from the Iran-U.S. Claims Tribunal in June for the Assistant Legal Adviser for International Claims and Investment Disputes.

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