



U.S. ABILITYONE COMMISSION

April 13, 2018

PHONE 703-603-7740
FAX 703-603-0655
WEB WWW.ABILITYONE.GOV

1401 S. Clark Street, Suite 715
Arlington, Virginia 22202-4149

MEMORANDUM FOR Chief Records Officer, ATTN: Lawrence Brewer, Chief Records Officer for the United States Government

SUBJECT: FY 2017 SAORM Report

Name of SAORM **Kelvin Wood**
Position title **Chief of Staff**
Address **1401 S. Clark Street, Suite 715**
Arlington, VA 22202
Office telephone number **703-603-2121**

1. What agencies, bureaus, components, or offices are covered by this report and your position as SAORM?

US AbilityOne Commission (operating name of the Committee for Purchase From People Who Are Blind or Severely Disabled) and a planned West Coast office at Joint Base Lewis McChord, WA to be operational in FY 2018

2. Is your agency and its components making progress towards managing all permanent electronic records in electronic format by December 31, 2019? (M-12-18, Goal 1.1)

Yes
 No

The Agency will manage its records using the Capstone approach.

3. Has your agency developed plans or taken actions to evaluate and implement the digitization of permanent records created in hard copy or other analog formats (e.g., microfiche, microfilm, analog video, analog audio)? (M-12-18 Goal 1.1)

Yes
 No



4. OMB M-17-22 required agencies to create reform plans that may result in re-organizations and the elimination of offices and/or functions. Where necessary, has your agency taken steps to ensure that recordkeeping requirements and other records management needs have been or will be accounted for and implemented when making these changes?

Yes
 No

The Agency has no plans to re-organize or eliminate offices or functions. However, at congressional direction, it is establishing a West Coast office which is planned to operational in FY 2018

5. Have you, as the SAORM, taken steps to ensure that your records management program has the strategic direction, support and resources it needs to be successful? (see: NARA Bulletin 2017-02: Guidance on Senior Agency Officials for Records Management <https://www.archives.gov/records-mgmt/bulletins/2017/2017-02-html>)

Yes
 No

The Agency RM program has been re-building very slowly. Resources have been a challenge for this small agency of approximately 32 people and a budget of approximately \$8M. However, the resource “picture” is improving and the agency anticipates commensurate improvements in all infrastructure support areas.

6. Have you, as the SAORM, ensured that all incoming and outgoing senior officials* receive briefings on their records management responsibilities including documenting their public service, use of personal email, and other recordkeeping requirements.

*Senior officials are the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.

Yes
 No



Newly appointed Chief of Staff has depth of experience and knowledge to lead and direct internal operations of the Agency. There are a very small number of senior officials; they are being managed with regards their RM responsibilities.

7. Is the records management program and related requirements included in your agency's Information Resource Management Plan or an equivalent information management plan? ([OMB Circular A-130, Managing Information as a Strategic Resource](#))?

Yes
 No

The Agency will develop an Information Resource Management Plan as resources become available.

8. What policies, guidance or support do you need from NARA to ensure a successful transition to fully electronic recordkeeping? (NARA Strategic Plan. Goal 2.4)

The Agency is in-touch with Ashby Crowder, Records Analyst, who has engaged to assist the Agency as required. Ashby has attempted to get the Agency GRS updated and the Agency is confident that Mr. Crowder will offer whatever NARA resources are needed in the future.



Barry S. Lineback
Deputy Executive Director (Acting)

CF: Kelvin Wood, Chief of Staff

