



U.S. ABILITYONE COMMISSION

April 29, 2019

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

SUBJECT: FY 2018 SAORM Report

- Name of SAORM **Kelvin Wood**
- Position title **Chief of Staff**
- Address **1401 S. Clark Street, Suite 715
Arlington, VA 22202**

1. **What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

U.S. AbilityOne Commission (operating name of the Committee for Purchase From People Who are Blind or Severely Disabled) and a newly established West Coast Office at Joint Base Lewis McChord, WA that became 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 is moving forward with plans to manage its records utilizing the Capstone approach.

3. **Has your agency implemented a plan that aligns to the criteria and requirements published by NARA in its [Criteria for Successfully Managing Permanent Electronic Records](#) (March 2018)?**

- Yes

**2018 SAORM Report
Chief Records Officer for the United States Government**



COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED
An Independent Federal Agency



No

4. As included in the Administration's [Delivering Government Solutions in the 21st Century: Reform Plan and Reorganization Recommendations](#) (June 2018), NARA will no longer accept paper records after December 31, 2022. Is your agency developing strategic plans, goals, objectives, and initiatives that will enable it to comply with this deadline?

The Reform Plan states:

Transition to Electronic Environment: Transition Federal agencies' business processes and recordkeeping to a fully electronic environment, and end the National Archives and Records Administration's acceptance of paper records by December 31, 2022. This would improve agencies' efficiency, effectiveness, and responsiveness to citizens by converting paper-based processes to electronic workflows, expanding online services, and enhancing management of Government records, data, and information.

X Yes

No

In early 2019, our agency implemented the Sharepoint data and file management system. It is preparing us to capture record-keeping data, and improve efficiency and overall effectiveness from a records management perspective. We are expanding the use of Sharepoint to include the automation of all records management services.

5. Is your agency utilizing [General Service Administration's Schedule 36](#) to procure solutions to assist in transitioning to an Electronic Environment?

Yes

X No

AbilityOne is a very small agency that wouldn't benefit from the various services provided within GSA MAS 36. Specifically, the Agency doesn't have the volume, confidential or classified documents or other services identified within the MAS 36 records management services.

6. Have you, as the SAORM, established or improved your agency procedures that ensure 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

Changes were unnecessary (click [here](#) for your agency's 2017 report)

No, changes are being considered but have not been made

No

The Chief of Staff came onboard in late 2017 with a wealth of knowledge, expertise and experience. The U.S. AbilityOne Commission has a limited number of senior officials that are routinely briefed and made aware of their Records Management responsibilities.

- 7. Have you, as the SAORM, ensured that your records management program has the support and resources it needs to be successful? (See [NARA Bulletin 2017-02: Guidance on Senior Agency Officials for Records Management](#))**

Yes

No

As a newly appointed FOIA Officer, plans are in place to update the current program and request the necessary resources for the program to be successful. A key upcoming agency objective is the development of an Information Resource Management Plan.

- 8. Have you, as the SAORM, implemented an appropriate role-based records management training program that covers recordkeeping responsibilities for all staff including those with dedicated records management roles, Federal employees, contractors, senior executives and appointees? (See [NARA Bulletin 2017-01: Agency Records Management Training Requirements](#))**

Yes

No

We are developing the role-based records management training program this fiscal year.

- 9. Have you, as the SAORM, taken steps to direct and support Records Management staff in implementing an evaluation or auditing process to ensure records management directives, policies, procedures, and retention schedules are being properly implemented?**

Yes

No

As the new SAORM, I am reviewing what is currently in place (including previous schedules) in order to move forward in establishing the appropriate directives, policies and procedures to be implemented.



10. Do you need support from NARA to ensure a successful transition to fully electronic recordkeeping?

Yes

No

Yes, we would appreciate any guidance to ensure a successful transition to fully electronic recordkeeping.

