

Changes to Section 83 Letters and Availability of Charge Assessment Form in IMS

There have been updates to documents in IMS which this notices outlines below:

Section 83 Letters

The Office of Information Technology (OIT) at the request of the Office of Legal Counsel (OLC) and in coordination with the Office of Field Programs (OFP) has modified several of the Section 83 letters in the Integrated Mission System (IMS).

These letters have changed the contact individuals title from xxx to now be the Records Disclosure Coordinator and the signature block will now be that of the District Director.

One Section 83 letter (Sect 83 Need More Information) has been removed from use; the Sect 83 No Disclosure has been re-named to now be Sect 83 Cannot Process. At this time, users will still be required to enter information for each letter generated; however, OIT is in the process of evaluating these letters for a better and more efficient way to generate them from IMS.

Charge Assessment Form

OFP requested and OIT has put into place for all offices use the PCHP Assessment Form that was introduced in the PCHP Refresher Training last summer. The form is now available through IMS. As discussed in the training, this form should be used when assessing the PCHP category of charges.

Agreement To Mediate Form

This form has been modified to remove the letterhead option and make the form be a single page form so all signatures are together.