



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



OCIO Directive 2007-002

JAN 03 2007

To: Heads of Bureaus and Offices
Bureau and Office Chief Information Officers

From: W. Hord Tipton
Chief Information Officer
Chief FOIA Officer

Subject: Department of the Interior Freedom of Information Act (FOIA) Training
Clearance – FOIA Improvement Guidance #1

Background:

The Department of the Interior (DOI) Freedom of Information Act (FOIA) program continues to achieve success in accordance with the DOI FOIA Improvement Plan dated June 12, 2006. As we implement the initiatives in the Plan, this Office will be providing policy and guidance for compliance by all bureaus and offices. FOIA policy and guidance will be posted at the DOI FOIA Intranet site, <http://www.mydoi.doi.net/ocio/imd/foia.html>.

Purpose:

This Directive establishes the policy for clearance of all FOIA-related training materials by the Office of the Chief Information Officer (OCIO). This process is intended to ensure that FOIA training material complies with DOI FOIA policy and procedures and the DOI FOIA Handbook (383 DM 15). Bureau Chief Information Officers and FOIA Officers are encouraged to work with the Office of the Solicitor to complete legal reviews of all FOIA materials.

Scope:

This Directive applies to all FOIA training provided throughout the Department.

Timeframe:

This policy will be effective immediately.

Policy:

Bureaus and offices must submit all FOIA training materials, manuals, and guidance that will be used for FOIA training within the Department to the DOI FOIA Office, Office of

the Chief Information Officer (OCIO), for OCIO FOIA Program Training Certification and Clearance. If a bureau and/or office plans to conduct training, the appropriate FOIA Contact must submit the attached clearance form with the proposed materials to the DOI FOIA Office for review prior to the delivery of any training. All training materials must be submitted to the DOI FOIA Office at least two-months prior to the date of the training.

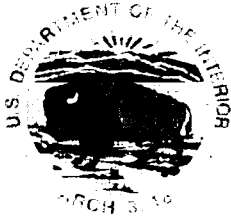
A copy of the form is available at <http://www.mydoi.doi.net/ocio/imd/foia.html>. Following review and approval of the materials, the DOI FOIA Office will provide the bureau and/or office FOIA Officer with a signed copy of the OCIO FOIA Program Training Certification and Clearance Form granting OCIO approval or delineating comments and/or recommendations with regard to the submitted materials. Comments and/or recommendations must be addressed by the FOIA Office who has submitted the material and then re-submitted in final copy to the DOI OCIO FOIA Office for OCIO FOIA Program Training Certification and Clearance approval. As noted, certain material may also require legal review and should be sent by the bureau and/or office to the Solicitor's Office accordingly.

Contact:

If you have any questions, please call Miriam Lam at 202-208-2588 or Alexandra Mallus at 202-208-5342. Please assure that this Directive is disseminated promptly to all appropriate employees within your bureau and/or office.

Attachment

cc: Bureau/Office FOIA Officers
Assistant Solicitor-General Legal Services,
Division of General Law



**Office of Chief Information Officer (OCIO)
Freedom of Information Act (FOIA) Program
TRAINING CERTIFICATION and CLEARANCE FORM**

**Chief FOIA Officer
Department of the Interior**

**Office of the Chief Information Officer
Information Management Division**

Requesting Bureau/Office: _____

Point of Contact: _____

PART I: Request

Proposed Training Materials: (Please indicate whether notebooks, PowerPoint slides, worksheets, other curriculum materials and date materials were developed.)

<u>Materials</u>	<u>Date Developed</u>
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Note: Approval may be provided for complete Proposed Training Packet or for individual materials reviewed. If substantive changes are made to the training materials or guidance, a new approval must be issued. This OCIO Training Certification and Clearance form complies with the DOI OCIO Directive - - located at <http://www.mydoi.doi.net/ocio/imdfoia.html>. Additional paper copies may be obtained from the OCIO FOIA Office.

PART II: Curriculum Review

Proposed training materials presented and reviewed: _____ (date)
Comments / Recommended Changes:

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PART III: Policy Review

Proposed training materials presented and reviewed: _____ (date)
Comments / Recommended Changes:

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With respect to legal review, please note that it is incumbent upon all Bureau/Office CIO and FOIA Officers to ensure that legal review is performed routinely with regard to all respective Bureau FOIA training material. You may want to contact your counterparts in the Office of the Solicitor to determine appropriate legal reviews required for materials proposed herein accordingly. Please note that this OCIO Training Certification and Clearance form is intended to exclusively address DOI FOIA Program Policy and Procedures training matters.

Training Material Proposal Reviewed and Approved:

(Proposed materials have been approved and are cleared for distribution within the Department of the Interior in accordance with the FOIA Executive Order Implementation Plan and Email dated June 27, 2006.)

Miriam Lam
Senior FOIA Program Officer,
FOIA Training Coordinator

date

Alex Mallus
Departmental FOIA Officer,
FOIA Policy Lead

date

Training Material Identifier:
