

**Millennium Challenge Corporation  
Freedom of Information Act Improvement Plan  
Executive Order 13392**

**A.** The Millennium Challenge Corporation (MCC) is an independent agency in the Executive branch organized as a government corporation. MCC's mission is to provide foreign development assistance to low income countries that qualify for grants designed to reduce poverty and improve economic growth. MCC's authorizing legislation is codified at 22 U.S.C. §§ 7701, *et seq.*

Pursuant to Executive Order 13,392, we reviewed MCC's Freedom of Information (FOIA) policies and procedures to identify problem areas and formulate solutions that will enhance customer service and reduce response time to FOIA requests. The agency currently has no backlog of requests. Furthermore, there are no significant problems regarding FOIA processing.

**B. Areas Selected for Review.**

1. FOIA page on MCC website
2. Automated tracking capabilities
3. Customer Service
4. Changes to personnel practices
5. Internal FOIA handbook

**C. Discussion of Results**

1. FOIA page on MCC Website

We reviewed our FOIA page to verify that it was easily located on the agency website's main page, all relevant FOIA information and documents were current and up to date. A published copy of this should also be included on the FOIA page.

The agency website includes:

- a. A link to FOIA from the agency home page
- b. Information on how to process a FOIA request
- c. A link to our annual reports
- d. DOJ FOIA Act guide
- e. Expedited Processing information
- f. Applicable definitions
- g. FOIA fees and waivers

2. Automated tracking capabilities

Upon review of the current logging/tracking database, we determined no changes were necessary to the system. The median number of days to process a request was 15

days and no uncompleted requests are currently in the system. This is an acceptable timeframe to respond to a FOIA request. In FY 2005 MCC had 5 FOIA requests and as of this date we have received 6 FOIA requests in FY 2006.

### 3. Customer Service

We determined that our customer service guidelines were adequate and no further changes were needed.

### 4. Changes to Personnel Practices

We determined that due to the small volume of FOIA requests, a designation of Public Liaison was unnecessary and the Chief FOIA Officer (John C. Mantini) was sufficiently capable of providing excellent customer service to FOIA requestors. We did determine that the Chief FOIA Officer should be identified on our website.

### 5. Internal FOIA Handbook

We reviewed our internal FOIA handbook and determined it needed to be updated. The guidelines and steps to FOIA processing need to accurately reflect what our obligations are under 5 U.S.C. 552, as amended. We plan to have this update completed by September 15, 2006.

## **D. Areas selected for Improvement**

1. FOIA web page. The name and title of the Chief FOIA officer be added to the FOIA page (currently only the contact address and email is available).
2. Internal FOIA Handbook. The FOIA handbook currently in circulation at the MCC does not have the proper timeframes for responding to FOIA requests. These dates were updated as of publication of this report. Further, MCC will include the name and duties of the Chief FOIA officer.
3. MCC FOIA Regulation. Due to the small number of FOIA request received and MCC's status as a new Government agency, MCC has not published a FOIA regulation in the Federal Register. We have begun the process to issue a FOIA regulation and should have the process complete by October 1, 2006.

## **E. Time line for completion**

The FOIA web page will be updated and new internal FOIA handbook procedures drafted by September 15, 2006. The FOIA regulation will be published by October 1, 2006. We will continue to monitor the FOIA process and review the improvements that have been made. MCC will review the FOIA process annually in FY 2007 and 2008 to determine if further updates are required.