

# FEDERAL MARITIME COMMISSION

800 North Capitol Street, N.W.  
Washington, DC 20573-0001

**1. FOIA Improvement Plan area to which this deficient milestone relates.**

FOIA Reference Guide

**2. Deficient milestone and the original target date from the FOIA Improvement Plan.**

The Federal Maritime Commission's creation of a new FOIA Reference Guide, which will be available on the Commission's website and in hard copy, was originally scheduled to be completed by December 31, 2007 and was updated in the Fiscal Year Annual FOIA Report to July 31, 2008.

**3. Steps taken to correct the deficiency and the dates by which the steps were completed.**

N/A

**4. Future remedial steps and the dates by which the steps will be completed.**

The Federal Maritime Commission's Office of the Secretary continues to be understaffed. The Office has hired a new staff person responsible for completion of this task. As last reported, it was anticipated that the new FOIA Reference Guide would be posted to the Commission's website by July, 2008. While a draft Reference Guide has been prepared, it is anticipated that approval and posting of the final Reference Guide to the Commission's website will be by September 30, 2008.

Dated: July 31, 2008