



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

29 SEP 2006

MEMORANDUM FOR DOD CHIEF FOIA PUBLIC LIAISONS

SUBJECT: Standards for DoD Freedom of Information Act (FOIA) Web Sites

Reference: Director of Administration and Management Memorandum, February 1, 2006, titled Executive Order (EO) 13392 on the Freedom of Information Act (FOIA) – DoD Implementation

The FOIA and Executive Order (EO) 13392 establish certain requirements for information that Federal agencies should make publicly available on their web sites. This memorandum spells out those requirements as they apply to DoD FOIA Offices.

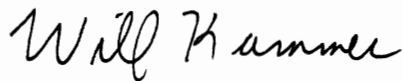
The subject memorandum required DoD agencies to establish FOIA Requester Service Centers. In keeping with the spirit of the EO, each FOIA Requester Service Center must have a dedicated web site containing information that will assist FOIA requesters in obtaining information from the government. It is the intention of the EO and of our guidance to make it as easy as possible for a requester to send a request directly to the office responsible for the requested information and to find out the status of the request. At a minimum, the FOIA Requester Service Center web sites must have the following:

- Mailing address
- Telephone number
- Facsimile number
- Email address (generic, not specific to a person, such as foia@dod.mil)
- Information as to the activities served by the FOIA Requester Service Center (e.g. a unit, command, or installation)
- A comment such as “FOIA requesters who have any questions concerning the processing of their requests with the [name of FOIA Requester Service Center] should contact this center at [center telephone number]. If you are not satisfied with the response from the center, you may contact the FOIA Public Liaison, [Name], at [telephone number and email address]. The email address for the FOIA Public Liaison should also be generic (e.g. foia_liaison@dod.mil)
- Documents released under the FOIA which have become, or are likely to become, the subject of subsequent requests and a list of these documents
- A link to the FOIA Handbook for the agency



Additionally, the DoD activity which is served by the FOIA Requester Service Center should have a link to that FOIA Requester Service Center on its own web page.

We are also asking that you survey the FOIA Requester Service Centers under your authority as a FOIA Chief Public Liaison and ensure that they are all in compliance with these directions. By November 15, 2006, provide this Office with the number of FOIA Requester Service Centers that you oversee, the identification of FOIA Requester Service Centers not in compliance with this guidance (if any and why) and the estimated date when compliance will be achieved.



Will Kammer
Chief, Defense Freedom of Information Policy
Office