



CHIEF FREEDOM OF INFORMATION ACT OFFICER REPORT FY2010

I. Steps Taken to Apply the Presumption of Openness

1. Firstly, the President's FOIA Memorandum and the Attorney General's FOIA Guidelines have been disseminated to both the officials involved with FOIA responsibilities and the entire workforce through the Agency's website. Response to any questions and inquiries is serviced on-the-spot in real time. No specific training has been attended or conducted on the new guidelines. Secondly, because of the small size of this organization and the limited persons involved with each request, it is relatively easy to ensure that the presumption is being applied to all decisions involving the FOIA. Our internal guidance already reflects the presumption of openness so no adjustments or modifications were necessary. Thirdly, the two individuals involved have received additional reinforcement by the newly appointed Agency Head, Director Lawrence G. Romo. Fourthly, the Chief FOIA Officer has been practicing the presumption long before the President's Memorandum. In fact, since issuance of the new FOIA Guidelines, 22 percent of the FY 2010 cases represent discretionary disclosures made by Selective Service which would have been covered by Exemption Five. Our vetting process to determine whether discretionary releases are possible involves two levels: Chief FOIA Officer and the Agency's General Counsel. Finally, the Agency's policy was developed to foster openness and discretionary releases except for a clear, unambiguous case where one of the Nine Exemptions must be applied.

2. During FY 2010 all 37 requests have been released in full compared to all 29 in 2009. Thus, there is no change; 100% of all FOIAs has been released in full.

II. Steps Taken to ensure that Selective Service has an Effective System for Responding to Requests

The Selective Service System's commitment to and practice of transparency and

open government are manifested in its system for responding to FOIA requests. The two individuals responsible for FOIAs utilize automated systems with sufficient IT capability in place supporting their endeavors. During actual performance, it has proven to be more than adequate to handle workload and all collateral issues. Further, one FOIA professional is on the Agency's Open Government Team to ensure immediate data sharing and the closest integration of efforts. Our operation is working; each request arrives in a centrally controlled location where it is passed to the Records Manager on date of receipt. Information on how to contact this responsible individual is posted on the Selective Service website, together with print materials. The Records Manager enters the request into the consolidated automated correspondence tracking system prior to assignment to the Chief FOIA Officer. The designated Officer conducts the necessary research, coordinates as appropriate, and then composes the reply. In those few cases where information is obtained from others, he indicates the information which is required. He will task others until he receives the necessary information. Since he is the one who determines the scope and extent of the response, he routinely applies the maximum openness and transparency. The bureaucratic servicing of each request is restricted to two individuals; this staffing level is reassessed annually, including reviewing workload and monitoring response times. It is because of this tight handling of each request that Selective Service turn-around times for public actions are timely, the application of consistent open government principles are fostered, and full disclosures are facilitated. Selective Service is very satisfied with and proud of its FOIA customer service; it habitually beats the established turn-around times allowed. Our procedures ensure an effective and efficient program.

III. Steps Taken To Increase Proactive Disclosures

In conjunction with the Open Government initiative, Selective Service is committed to an unprecedented level of transparency and increased public access to high value, machine readable datasets generated by this Agency. For example, the Selective Service public website is reviewed and updated weekly with information which we believe would be of interest to the public. Thus, during FY 2010 the Agency has updated registration and compliance statistics; based upon customer feedback, it has inserted information addressing recent frequently asked questions on who should and who should not register; and added further information which is mandated to be posted on any public website. We always take seriously and act upon lessons learned and customer feedback. We do not wait for frequently asked questions. Consequently, the Agency's Open Government Plan was created and was disseminated in advance of the April 2010 deadline. Further, beginning in FY 2010 a revamping of our organizational website began to change its "look and feel". With the new format we are also updating and expanding its contents. As part of this endeavor we are expanding some popular topical entries, adding most sought-after statistics, and consolidating some topics into one location to make the content more useful and easier to negotiate. For example, much of the popular statistics and registration compliance rates for individual states and territories were previously available only by request. Now they can be found online. Periodic surveying of program proponents ensures that only records which are appropriate for posting are indeed posted. Noteworthy is the fact that FY 2010 was the year that Selective Service registration could be

accomplished through social media, as well as access to our public awareness messages. Finally, after extensive coordination with OMB and GSA, Selective Service has accomplished all steps necessary to register its data in the U.S. Government-wide corporate database, www.data.gov.

IV. Steps Taken to Greater Utilize Technology

1. Electronic receipt of FOIA requests:
 - a. Selective Service may receive 100% of FOIA requests electronically
 - b. Not applicable
 - c. Regardless of the sending hardware, the Agency's IT architecture (word processing programming) does accommodate electronic requests.
2. Electronic tracking of FOIA requests:
 - a. 100%
 - b. Not applicable
 - c. MS Word
3. Electronic processing of FOIA requests:
 - a. 100%
 - b. Non applicable
 - c. MS Word
4. Electronic preparation of your Annual FOIA Report:
 - a. A generic data-processing system
 - b. The Agency remains satisfied with its existing system for annual report preparation

V. Steps Taken to Reduce Backlogs and Improve Timeliness in Responding to Requests

1. The Selective Service System has no backlog in responding to requests from any source.
2. Non-applicable; there is no backlog.
3. Non-applicable; there is no backlog.
 - a. Yes, Selective Service routinely applies its goals and monitors its FOIA caseload.
 - b. No, staffing remains the same as last year.
 - c. No specific IT improvements were made to increase timeliness.
 - d. Yes, the agency's Chief FOIA Officer is involved in overseeing Selective Service's capacity to process requests.

Spotlight on Success: This Agency is especially pleased with the positive feedback received concerning its public Internet website. While compliments about the subject

matter covered and the ease of locating specific information are always welcomed, the suggestions for betterment were most valued. Consequently, changes to improve this dialogue are ongoing.