



ADMINISTRATION AND  
MANAGEMENT

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

24 JUN 2008

MEMORANDUM FOR DOD CHIEF FOIA PUBLIC LIAISONS

SUBJECT: Requirements for DoD Freedom of Information Act (FOIA) Electronic Reading Room

References: (a) Attorney General's Report to the President pursuant to Executive Order 13,392, May 30, 2008  
(b) Defense Freedom of Information Policy Office Memorandum, subject as above, October 11, 2007

In reference (a), ([http://www.usdoj.gov/oip/ag\\_report\\_to\\_president06012008.pdf](http://www.usdoj.gov/oip/ag_report_to_president06012008.pdf)), the Attorney General indicates that some agencies' FOIA Reading Rooms are not in compliance with the FOIA. Therefore, the Attorney General recommended to the President that agencies must certify to both the Department of Justice (DoJ) and the Office of Management and Budget (OMB), by no later than October 31, 2008, that an internal review of Agency Reading Rooms has been conducted, that any deficiencies in the content of the Reading Rooms have been addressed, and that the Agency's Reading Rooms comply with the FOIA. In anticipation of the formalization of this recommendation, the Defense Freedom of Information Policy Office (DFOIPO) is requiring DoD FOIA Public Liaisons to review the principal Component FOIA Requester Service Center websites under their cognizance and ensure that they are in full compliance with Section (a)(2) of the FOIA (see Reference (b)) by August 29, 2008. By the first week of September, DFOIPO will conduct a review of these websites for compliance and will notify all FOIA Public Liaisons that have a non-compliant website under their cognizance. If by October 15, 2008, these sites remain non-compliant, DFOIPO will be required to specifically cite them as such in the Director of Administration and Management's reports to DoJ and OMB.

Should you have any questions or need assistance, please contact Dave Henshall, Senior FOIA Policy Advisor, at [dave.henshall@whs.mil](mailto:dave.henshall@whs.mil) or (703) 696-3243.

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