



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

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ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR DIRECTOR, DOD CIVILIAN PERSONNEL MANAGEMENT
SERVICE


SUBJECT: Standard Occupational Codes for FOIA Officers

Reference: Department of Defense Freedom of Information Act (FOIA) Improvement
Plan for Executive Order 13392, Improving Agency Disclosure of
Information, June 14, 2006

One of the principal objectives in the attached DoD FOIA Improvement Plan, submitted to the Attorney General and the Director, Office of Management and Budget, is the standardization of the occupational series and grade levels of DoD FOIA Officers. To develop this Plan, the OSD Defense Freedom of Information Policy Office conducted a survey of DoD FOIA Officers worldwide. This survey revealed that there are over 900 FOIA Officers within DoD assigned to positions that are classified under 35 different OPM occupational series. Currently, OPM does not have a standard occupational series for FOIA Officers. Survey respondents also expressed concern that this indiscriminate job series for FOIA Officers is affecting their training, career advancement, and professional development. With the implementation of NSPS, we have an excellent opportunity to create a single occupational code for DoD FOIA Officers. Additionally, I believe that this action would provide the professional recognition that this critical, yet often overlooked, career field deserves.

The establishment of a FOIA Officer occupational code within DoD will be the first in a series of steps towards establishing a professional FOIA Officer Career Field that may extend throughout all Federal Agencies. Future steps, as envisioned in the DoD FOIA Improvement Plan, include the standardization of FOIA Officer position descriptions, ensuring that FOIA Officer positions are within pay bands commensurate with their duties and responsibilities, and the creation of a FOIA Officer Certification Program.

To help us move this ambitious initiative forward, please have a functional specialist contact Mr. Jim Hogan at 696-4955. Thank you for your support.


Ralph E. Newton
Deputy Director (Acting)

Attachment:
As stated