



**DEPARTMENT OF DEFENSE
OFFICE OF FREEDOM OF INFORMATION
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155**

10 JUL 2006

MEMORANDUM FOR: DOD CHIEF FOIA PUBLIC LIAISON OFFICERS

SUBJECT: Executive Order (EO) 13392 Data Collection Requirement 1—Format

This memo supplements the Defense Freedom of Information Policy Office (DFOIPO) memo dated 29 June 2006. The below listed data fields are required in your submission to DFOIPO:

E.1. Objective 1

Current location of FOIA office in the Component (i.e. Public Affairs, General Counsel, etc.).

Optimal location of FOIA office in Component.

E.4. Objective 1

Name of Component with backlog of over 50 FOIA requests routinely.

Command, installation, and office symbol where backlog exists.

Number of cases currently backlogged for those offices.

Number of cases processed during FY 05.

For all employees who work FOIA cases, indicate the number of those employees and the percentage of their time working FOIA cases.

Number of additional employees or contractors required to decrease backlog by at least 10% per year for three years.

E.4. Objective 2

Estimated cost of additional employees or contractors documented in Objective 1.

List all non-personnel items, and their cost, needed to decrease backlog by at least 10% (IT hardware/software, fax machines, classified reproduction machines, etc).

Questions regarding this memo should be directed to David Maier at 703-696-4695.

Will Kammer

Will Kammer
Chief