



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1950

29 JUN 2006

MEMORANDUM FOR: DOD CHIEF FOIA PUBLIC LIAISONS

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

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

The Department of Defense (DoD) has submitted the agency-wide Plan addressing FOIA improvements in accordance with EO 13392. The provisions of the EO require "concrete milestones" and "specific timetables" associated with agency goals. This request for data collection from DoD Components is the first step towards implementing the DoD Plan. In accordance with the referenced Plan, the Defense Freedom of Information Policy Office (DFOIPO) requests your input in three areas. Specifically, this memo requires your input to Part E.1 Objective 1 and Part E.4 Objectives 1 and 2.

E.1. Organizational Structure and Manning – Objective 1: Optimal organizational placement of FOIA Offices. In order to accomplish DoD's goals of greater visibility and importance of the FOIA program, we request that you survey FOIA Offices within your Component to determine where they are placed organizationally and make recommendations regarding their optimal placement within the organization. For each headquarters, intermediate and installation/activity level FOIA Office, identify the location of the FOIA Office within that element (i.e. legal counsel, administration and management, records administration, etc.) and indicate if the Office is placed in the best location organizationally to maximize visibility and processing of FOIA requests. If not, indicate in your response where you suggest such offices should be placed organizationally.

DFOIPO realizes that the Military Departments will have unique challenges with this objective because of the large number of FOIA Offices and the lack of standardization of their placement; however, because the goal is standardization, we would like to obtain as much information as practicable. Your input to DFOIPO is requested by **August 15, 2006**.

E.4. Resources/Backlog – Objective 1: Determine manpower required to reduce backlogs in FOIA Offices that routinely have backlogs over 50 requests. For any FOIA Offices within your Component that routinely have a backlog of over 50 pending FOIA requests, please provide the following information: Name and office

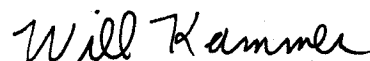


equivalents currently assigned to work FOIA cases (civilian, military and contractor); the number of cases received during FY 05; the number of cases processed during FY 05; and the number of additional employees that would be required to decrease their backlog by 10% or more each year for three years beginning in FY 08. Your input is requested by **August 15, 2006**.

E.4. Resources/Backlog – Objective 2: Fund additional FOIA personnel staffing required to reduce backlogs in FY 08 and beyond. In conjunction with E.4. Objective 1 cited above, requests you provide the cost estimate required to fund the additional personnel billets and any information technology or other support to meet the backlog reduction goal. Please include in this estimate all expenses incurred as a result of the increased staffing, such as additional office space requirements, software licenses, cost of contractors, and any other justifiable expense. Your input for this objective is requested by **August 15, 2006**. Please note, this objective only applies to those offices that routinely have backlogs of over 50 pending cases.

A format for this data collection will be provided by separate correspondence by July 7, 2006.

Questions regarding this memo should be directed to David Maier, Defense Freedom of Information Policy Office, at 703-696-4695.



Will Kammer
Chief
Defense Freedom of Information Policy Office