



CHIEF FREEDOM OF INFORMATION ACT OFFICER REPORT FY2009

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I. Steps Taken to Apply the Presumption of Openness

1. 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. The two individuals involved have received reinforcement by the newly appointed Agency Head, Director Lawrence G. Romo. Further, the Chief FOIA Officer has been practicing the presumption long before the President's Memorandum. In fact, since issuance of the new FOIA Guidelines, 14 percent of the FY 2009 cases represent discretionary disclosures made by Selective Service.

2. There has been no measurable change in the number of requests which have been released in full compared to those numbers in the 2008 FOIA Report. The reason is that all FOIAs have been released in full, except when the information is unavailable to the Agency.

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

The Agency'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 have automated systems with sufficient IT capability in place supporting their endeavors. Over time it has proven to be more than adequate to handle workload and all collateral issues. 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 designed 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 tight handling of each request fosters timely turn-around of public actions, the application of open government principles, and full disclosures. Selective Service is very satisfied with 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. We do not wait for frequently asked questions. Consequently, the Agency's Open Government Plan was created and is already out in advance of the April 2010 deadline. Our organizational website has been scrubbed and although required to place three raw datasets of new information out online the Agency has in fact posted eight sets of registration totals for 2008. Additionally, the mandated feedback mechanism – an automated form – is already in place and available to the public. 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) Yes, Selective Service currently receives requests electronically.
- 2) Not applicable.
- 3) Yes, this Agency tracks requests electronically.
- 4) Not applicable.
- 5) Yes, technology is employed to process requests.
- 6) Not applicable.
- 7) Yes, Selective Service utilizes technology to prepare its Annual FOIA Report.
- 8) Not applicable.

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

Based upon proactive customer service, overlaid with an acute sense of urgency,

the Selective Service System has no backlog in responding to requests from any source. The average turnaround time is four days. The total number of requests during FY 2009 was 29. However, we are always looking for opportunities to improve our services.