



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

19 JUL 2006

MEMORANDUM FOR: DOD CHIEF FOIA PUBLIC LIAISONS

SUBJECT: Executive Order (EO) 13392 Data Collection Requirement # 2

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

This second request for data collection from DoD Components responds to three specific objectives in the DoD FOIA Improvement Plan. Specifically, this memo requires your input to Part E.1 Objective 2; Part E.2 Objective 1; and Part E.3 Objective 1.

E.1. Organizational Structure and Manning – Objective 2: Standardized job series and GS levels for FOIA personnel. In order to create a uniform FOIA job series within DoD and the Federal civilian workforce, the Defense Freedom of Information Policy Office (DFOIPO) requests your input for establishing standard criteria for position descriptions, grade levels, and performance standards. DFOIPO welcomes your specific recommendations to further this objective. Your input to DFOIPO in memorandum form is requested by **October 30, 2006**.

E.2. Training – Objective 1: Develop DoD FOIA resident training program. DFOIPO requests that you assess the training needs for your FOIA Offices and determine what is required to establish a resident training program within your Component, if necessary, along with the estimated costs. If you determine your Component does not have the ability to provide the required training, please identify your training needs, how often training would be required, who should provide it (DoD, Department of Justice, American Society of Access Professionals (ASAP), or another organization), and the annual costs for such training. Your input in memorandum form is requested by **November 24, 2006**.

In addition, DFOIPO requests that each of the Military Departments assess the feasibility of adding or increasing FOIA training to the Judge Advocate General (JAG) school curricula. The Military Departments' input to DFOIPO for this assessment is due **October 16, 2006**.

E.3. Technology – Objective 1: Analyze FOIA software for expanded use in streamlining DoD FOIA processes. In order to better inform DoD Components about available FOIA software systems, we have attached a list of vendors, courtesy of the ASAP, known to produce and sell FOIA software systems. Other FOIA software vendors not represented on this list also may offer commercially available products.

Security standards for FOIA software have yet to be developed. Information concerning security issues associated with FOIA software applications will be forwarded upon receipt.

For this objective, request you conduct a FOIA software use and applicability assessment for each FOIA Office within your Component. This assessment should document the FOIA software applications currently in use, if any, and whether there is a need to obtain software or to upgrade existing software. Information about costs for redaction and office management software is available from the vendors. Your input for this objective is requested in memorandum form by **October 2, 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

Attachment:
As stated

PRIVASOFT

Privasoft AccessPro Suite - The AccessPro Suite is Privasoft's fully integrated FOI processing solution that incorporates 14 years of FOI best practices and is a proven FOI automation solution for government agencies of any size.

Privasoft AccessPro Suite Description - Privasoft AccessPro Suite is comprised of three main components, AccessPro Case Management, AccessPro Redaction and the AccessPro Workgroup collaboration product.

AccessPro Case Management - is Privasoft's automated case management system that gives government organizations an easy to use tool set with the proven ability to increase the efficiency of FOI processes.

AccessPro Redaction - imaging software provides redaction tools and reports designed to build efficiency and confidence in an electronic redaction process.

AccessPro Workgroup - gives FOI users a complete collaboration environment that can increase the effectiveness of any FOI review. These tools provide easy navigation across all request, redaction and status data to provide a complete picture of the FOI handling process and the detailed state of any request.

Privasoft AccessPro Advantage - The modular design of Privasoft's AccessPro suite allows the components to be installed either integrated or standalone. This allows for a scalable deployment that can be tailored to meet the unique needs of your agency or department. Installation settings and configuration parameters support a completely policy driven approach to implementation that matches the clients own processing methods and procedures. In contrast to generic tools that require extensive integration and customization or lack the integrated view of FOI processes needed to decrease workload and build process confidence. Privasoft AccessPro provides the technology need to successfully implement and operate a fully automated FOI process that meets the needs of Access Professionals and adheres to departmental policies.

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APPLIGENT INC.

Appligent is a leading provider of plug-in and server-based tools for the on-demand customization and delivery of dynamically generated electronic documents. We have been providing PDF-related software applications since 1994 to users throughout the world in various industries.

Redax and Redax Lite 3.5 offers fast and streamlined redaction of confidential information from PDF files in accordance with the US FOIA and Privacy Act of 1974. The user selects the information to be redacted and assigns an appropriate exemption code. Redax physically retrieves text and graphics from PDF files to prevent the release of sensitive or confidential information.

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AINS, INC.

AINS, Inc. is the leading provider of COTS eFOIA tracking solutions. FOIAXpress has been designed to specifically automate FOIA/PA case processing including case management, document management, redactions, fee management and invoicing, custom and annual reporting, and has always been compliant with the newly released Executive Order of December 14, 2005. FOIAXpress w/Public Access Link (PAL) will cut FOIA processing time, delays and backlog; automates compliance and statistical reporting and provides citizen-centered online FOIA access for initiating and tracking request as well as public reading room management.

In addition to FOIAXpress w/PAL, the AINS product suite includes Redactxpress, a redaction tool that integrates with FOIAXpress or as a standalone solution. And ScanXpress, a batch solution for high volume or centralized scanning that is integrated with FOIAXpress or used as a standalone solution.

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