

## Annual FOIA Training Requirement: List of Approved Courses

1. By March 31, 2015, all Department of the Navy (DON) professionals who work in effectuation of the Freedom of Information Act (FOIA) must complete an initial online course on FOIA established by the Department of Defense, called DoD FOIA 101; thereafter, all DON FOIA professionals must complete at least one FOIA training session each subsequent fiscal year. (see DON CIO memo of November 20, 2014, which is posted on the DON CIO website at <http://www.doncio.navy.mil/Content View.aspx?ID=5232> under the heading "Training").
2. Training that is valid to the satisfaction of the DON FOIA annual requirement includes any of the following:
  - a. Courses provided by the Department of Defense at [http://www.dod.mil/pubs/foi/dfoipo/foia\\_training\\_resources.html](http://www.dod.mil/pubs/foi/dfoipo/foia_training_resources.html)
  - b. Courses provided by the Department of Justice at <http://www.justice.gov/oip/>
  - c. Courses offered by the American Society of Access Professionals (ASAP) at [www.accesspro.org](http://www.accesspro.org)
3. Training provided by the Federal government at no cost is preferred.
4. This list is subject to change.
5. The DON CIO is the final authority on any question as to the sufficiency of any particular course with respect to the annual FOIA training requirement. The point of contact is Christopher Julka, DON FOIA policy lead, who may be reached at [christopher.a.julka@navy.mil](mailto:christopher.a.julka@navy.mil).