FOIA Compliance Spot Check

1. Command Oversight: Does the command/organization provide oversight to lower echelon commands? How many commands? What are the names? Who are the POCs? How do you maintain oversight? List examples.

2. FOIA program management: Who are the processors? Who is the Coordinator? Are their duties full-time or part-time?

3. Communication: If you have questions about FOIA, who do you contact?

4. Accessibility: Is your FOIA program advertised on your command website?   Is a list of POCs posted on the command website with contact information including an email address and a phone number? Is the list up-to-date? Does your FOIA website link to the DON FOIA website (at http://www.doncio.navy.mil/ContentView.aspx?id=5231)

5. Reading Room: The FOIA requires that (a) (2: records created on or after 1 November 1996, be made available electronically. Does your reading room link to the DON FOIA website reading room (at http://www.doncio.navy.mil/ContentView.aspx?id=5365)? Does your reading room list the reading rooms of all subordinate commands? Are all the documents and records in your reading room are
properly excised to preclude the release of information protected by the FOIA, such personally identifiable information, privileged communications and proprietary information?
Does your activity maintain an index of all available
documents?

6. FOIAonline: Is your command fully participating in FOIAonline such that FOIAonline provides a complete record of all the command's FOIA activities for the purposes of all reports, including the annual report and quarterly reports? Do the FOIA processors have a FOIAonline account, or do they have procedure for providing an account of their FOIA work to a processo with a FOIAonline account? Do you know how to find the FOIAonline website and its training materials?   In the event of technical difficulties, do you know where to obtain assistance (e.g., the FOIAonline Help Desk)?

7. Backlog reduction: Does your command have adequate personnel to respond to all FOIA requests without a backlog. Are any FOIA requests still unperfected beyond three days after receipt?

8. Proactive reporting: Does your command maintain a record of documents and records it has posted to the public without having been prompted by a request?

9. Response letters: Does your command have templates for letters in response to FOIA requests that contain all essential elements, to include, as appropriate: 1) List of documents released; 2) a report of material redacted to include citations to the applicable exemptions under the FOIA; 3) a page estimate of material withheld; 4) a notification of rights for administrative appeal?

10. Training Requirements: Have all your FOIA processor completed preliminary and annual training, per the requirements set forth in the DON FOIA website (at http://www.doncio.navy.mil/ContentView.aspx?ID=5232, under the heading "Training")?

11. Information security: Have there been any reported breaches of PII (personally identifiable information) or spillages of classified material in the last 12 months? Has corrective training been conducted? Breach reports should be maintained for two years. Are the records available for review?

12. Self inspections: Does the command's CO or OIC conduct semi-annual spot checks, using this spot check form? Are discrepancies corrected? [retain for three years]