



ADMINISTRATION AND  
MANAGEMENT

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MEMORANDUM FOR DOD CHIEF FOIA PUBLIC LIAISONS

SUBJECT: Standards for DoD Freedom of Information Act (FOIA) Web Sites

Reference: Director of Administration and Management Memorandum, February 1, 2006, titled Executive Order (EO) 13392 on the Freedom of Information Act (FOIA) – DoD Implementation

The FOIA and Executive Order (EO) 13392 establish certain requirements for information that Federal agencies should make publicly available on their web sites. This memorandum spells out those requirements as they apply to DoD FOIA Offices.

The subject memorandum required DoD agencies to establish FOIA Requester Service Centers. In keeping with the spirit of the EO, each FOIA Requester Service Center must have a dedicated web site containing information that will assist FOIA requesters in obtaining information from the government. It is the intention of the EO and of our guidance to make it as easy as possible for a requester to send a request directly to the office responsible for the requested information and to find out the status of the request. At a minimum, the FOIA Requester Service Center web sites must have the following:

- Mailing address
- Telephone number
- Facsimile number
- Email address (generic, not specific to a person, such as [foia@dod.mil](mailto:foia@dod.mil))
- Information as to the activities served by the FOIA Requester Service Center (e.g. a unit, command, or installation)
- A comment such as "FOIA requesters who have any questions concerning the processing of their requests with the [name of FOIA Requester Service Center] should contact this center at [center telephone number]. If you are not satisfied with the response from the center, you may contact the FOIA Public Liaison, [Name], at [telephone number and email address]. The email address for the FOIA Public Liaison should also be generic (e.g. [foia\\_liaison@dod.mil](mailto:foia_liaison@dod.mil))
- Documents released under the FOIA which have become, or are likely to become, the subject of subsequent requests and a list of these documents
- A link to the FOIA Handbook for the agency

