

Defense Intelligence Agency
Chief FOIA Officer Report
January 2011

I. Steps Taken to Apply the Presumption of Openness

1. Steps taken by your Component to ensure that the presumption of openness is applied to all decisions involving the FOIA.
 - a. Describe how the President's FOIA Memorandum and the Attorney General's FOIA Guidelines have been publicized throughout your Component.
 - DIA included a copy of the President's FOIA Memorandum and the Attorney General FOIA Guidelines with each tasking to DIA directorates.
 - Memorandums were distributed during quarterly FOIA point of contact (POC) meetings and the FOIA attorney elaborated on the agency's responsibility.
 - FOIA Office briefed agency leadership on the importance of the memoranda, agency's responsibility, and the impact of implementation.
 - FOIA Office emphasizes the importance of the President and Attorney General policies during directorate-specific training.
 - b. What training has been attended and/or conducted on the new FOIA Guidelines?
 - Conducted directorate-specific FOIA training for subject matter experts utilizing sample documents within their area of responsibility.
 - Each FOIA case reviewer was required to attend a DOJ, ASAP, or USDA training annually.
 - During monthly in-house training sessions, the new Executive Branch FOIA policies are regularly emphasized. Also, directorate FOIA POCs are invited to attend in-house training sessions.
 - c. How has your Component created or modified your internal guidance to reflect the presumption of openness?
 - Modified exemption b2 training to reflect new Executive Branch FOIA policies.
 - Implemented a FOIA SOP to address case processing and new FOIA new Executive Branch FOIA policies.
 - d. To what extent has your Component made discretionary releases of otherwise exempt information?

- On a case by case basis, the agency has waived the application of FOIA exemptions under the theory that no harm could result from the release.
- e. What exemptions would have covered the information that was released as a matter of discretion?
- b2
- f. How does your Component review records to determine whether discretionary releases are possible?
- The responsive records are reviewed and exempt material is analyzed to weigh the harm to national security against the benefits of openness in government.
- g. Describe any other initiatives undertaken by your Component to ensure that the presumption of openness is being applied.
- Multiple layers of reviews are utilized to ensure maximum release of information.
2. Any increase in the number of requests where records are released in full or in part compared with the previous year's Annual FOIA Report. If so, provide last year's Report numbers and this year's Report numbers.

	Granted in full	Released in part
FY09	16	147
FY10	37	319

II. Steps Taken to Ensure that Your Component has an Effective System for Responding to Requests

1. Do FOIA professionals within your Component have sufficient IT support?
- Yes, we have a full-time IT technician within the FOIA office.
 - Added additional upgraded IT equipment to more efficiently process FOIA requests.
2. Describe how your Component's FOIA professionals interact with your Open Government Team.
- N/A
3. Describe the steps your Component has taken to assess whether adequate staffing is being devoted to responding to FOIA requests.
- The FOIA office is consistently reassessing staffing requirements and discusses any concerns with senior management during weekly FOIA status meetings.

4. Describe any other steps your Component has undertaken to ensure that your FOIA system operates efficiently and effectively.
 - Conducted a thorough review of the FOIA process and designed flow charts to examine each individual step in the process in significant detail. The flow charts were also used to increase senior management's understanding of the program. Weekly meetings with senior management help to ensure the cooperation of directorates within the agency.
 - Conducted outreach with directorates to ensure records are being processed as efficiently as possible.
 - Utilized electronic mail for much of our internal and external communication that previously was conducted through more formal written correspondence.
 - FOIA requester service center phone line is manned during business hours

III. Steps Taken to Increase Proactive Disclosures

1. Has your Component added new material to your Component website since last year?
 - Yes
2. What types of records have been posted?
 - Various intelligence documents have been posted.
3. Give examples of the types of records your Component now posts that used to be available only by making a FOIA request for them.
 - Intelligence reports
4. What system do you have in place to routinely identify records that are appropriate for posting?
 - Supervisory review of the FOIA cases determines what documents are posted.
5. How do you utilize social media in disseminating information?
 - The agency Office of Congressional and Public Affairs utilizes Facebook, MySpace, and Twitter to disseminate information to the public.
6. Describe any other steps taken to increase proactive disclosures at your Component.
 - The FOIA Office has endeavored to increase the awareness of the benefits of proactive disclosures among the agency directorates.

IV. Steps Taken to Greater Utilize Technology

1. Electronic Receipt of FOIA Requests [**Note:** Only those Components with multiple FOIA Requester Centers need to answer questions a. and b.]
 - a. What proportion of the activities within your Component which receive FOIA requests have the capability to receive such requests electronically?
 - N/A
 - b. To what extent have you increased the number of activities doing so since the filing of the last Chief FOIA Officer Report?
 - N/A
 - c. What methods does your Component use to receive requests electronically?
 - DIA has accepted requests electronically, via electronic e-mail or fax, for at least nine years.
2. Electronic Tracking of FOIA Requests [**Note:** Only those Components with multiple FOIA Requester Centers need to answer questions a. and b.]
 - a. What proportion of activities within your Component which receive FOIA requests have the capability to track such requests electronically?
 - N/A
 - b. To what extent have you increased the number of activities doing so since the filing of your last Chief FOIA Officer Report?
 - N/A
 - c. What methods does your Component use to track requests electronically?
 - DIA uses an electronic database system.
3. Electronic Processing of FOIA Requests [**Note:** Only those Components with multiple FOIA Requester Centers need to answer questions a. and b.]
 - a. What proportion of activities within your Component which receive FOIA requests have the capability to process such requests electronically?
 - N/A
 - b. To what extent have you increased the number of activities doing so since the filing of your last Chief FOIA Officer Report?
 - N/A
 - c. What methods does your Component use to process requests electronically?

- DIA uses an electronic database system along with an electronic tasking system. The agency commonly receives other agency referrals/consultations and responds to those consultations electronically.

4. Electronic Preparation of Your Input to the DoD Annual FOIA Report

a. What type of technology does your Component use to prepare your input to the DoD Annual FOIA Report, i.e., specify whether the technology is FOIA-specific or a generic data-processing system. Please do not mention any specific vendor.

- DIA uses a FOIA-specific electronic database system and a generic data processing system.

b. If you are not satisfied with your existing system to prepare your Annual FOIA Report, describe the steps you have taken to increase your use of technology for next year. Please do not mention any specific vendor.

- N/A

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

1. If your Component has a backlog (as indicated in Section XII of your Components input to the DoD FOIA Annual Report), indicate whether your backlog is decreasing. That reduction should be measured in two ways. First, report whether the number of backlogged requests and backlogged administrative appeals that remain pending at the end of the fiscal year decreased or increased, and by how many, when compared with last fiscal year. Second, report whether your agency closed in Fiscal Year 2010 the ten oldest of those pending requests and appeals from Fiscal Year 2009, and if not, report how many of them your agency did close.

	FOIA	Appeals
FY09	2561	200
FY10	2259	210
Difference	-302	+10

- In FY10, DIA closed the ten oldest pending requests from FY09.
- In FY10, DIA closed four of the ten oldest pending administrative appeals from FY09.

2. If there has not been a reduction in the backlog as measured by either of these metrics, describe why that has occurred. In doing so, answer the following questions and then include any other explanation:

a. Is the backlog increase a result of an increase in the number of incoming requests or appeals?

- The number of incoming administrative appeals increased from FY09 to FY10.

- b. Is the backlog increase caused by a loss of staff?
 - No
 - c. Is the backlog increase caused by an increase in the complexity of the requests received?
 - No
 - d. What other causes, if any, contributed to the increase in backlog?
 - N/A
3. Describe the steps your Component is taking to reduce any backlogs and to improve timeliness in responding to requests and administrative appeals. In doing so, answer the following question and then also include any other steps taken to improve timeliness:
- a. Does your Component routinely set goals and monitor the progress of your FOIA caseload?
 - Yes, DIA prepares FOIA statistic slides that address the Agency's backlog, taskers, and other pertinent information to inform directorate heads at the agency level meeting monthly.
 - Attend FOIA status meetings and prepares reports to address any FOIA issues and concerns weekly.
 - Within the FOIA office, annual agency goals are established and the FOIA team meets biweekly to discuss how to meet goals. On a monthly basis, individual statistics are tracked and reported to senior management.
 - b. Has your Component increased its FOIA staffing?
 - No
 - c. Has your Component made IT improvements to increase timeliness?
 - Yes, DIA has upgraded the FOIA database system.

Spotlight on Success

Out of all the activities undertaken by your agency in this last year to increase transparency, describe any success stories that you would like to highlight as emblematic of your efforts.

For the first time ever, DIA met and exceeded DOD's mandate to reduce the FOIA backlog by 10% annually with an 11.5% reduction for FY10, far surpassing FY09's effort of less than 1%. The FOIA Office's record-breaking efforts closed 57 administrative appeals during FY10.