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COMPLETE

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Page 1: Please use the online tool to submit your 2018 Chief FOIA Officer Report.

Q1 Name of Component

Defense Intelligence Agency

Page 2: Section I: Steps Taken to Apply the Presumption of Openness

Q2 Did your FOIA professionals attend FOIA training? If so, please indicate the source of the training. (Check as many that apply)

Department of Justice

Q3 Provide the total number of FOIA professionals (full time and full time equivalent rounded-up) in your component who attended FOIA training during this reporting period.

21-30

Q4 If less than 80% of your component's FOIA professionals attended training, please explain the plan to ensure that all your FOIA professionals receive or attend substantive FOIA training during the next reporting year.

Our plan to train at least 80% of our FOIA professionals next year is:
N/A

Q5 Did your component conduct FOIA training, covering the application of the law and policy, for your component's FOIA professionals during this reporting period?

Yes,
If yes, please provide details such as information regarding the number of conferences or trainings held; description of topics covered; and estimated number of participants.:

In House FOIA Training (FOIA Staff) - These training sessions covered the following topics: DIA Directorate Equities; Other Agency Equities; Applying Exemption (b)(1); Biographies; Correspondence (letter language); Previously Processed Documents; Organizing a Case Folder; Case Notes & Inventories; estimated 25 participants per training session.

Q6 Did your FOIA professionals engage in structured outreach and dialogue with the requester community or open government groups regarding your administration of the FOIA? - This question addresses outreach that is conducted outside of the individual request or appeal process. For example, outreach activities can include holding meetings with frequent requesters, conducting surveys or otherwise soliciting requester feedback, or participating in any other requester initiatives coordinated by your Component or by others, such as OIP.

No

Q7 Describe any efforts your component has undertake to inform non-FOIA professionals of their obligations under the FOIA.

DIA has provided eight training sessions to Directorate Subject Matter Experts regarding their obligations under the FOIA.

Q8 If there are any other initiatives undertaken by your Component to ensure that the presumption of openness is being applied, please describe them here. If the initiatives are online, please provide links in your description.

N/A

Page 3: Section II: Steps Taken to Ensure that Your Component Has an Effective System in Place

Q9 For Fiscal Year 2017, if your component's average number of days to adjudicate requests for expedited processing was more than ten days, please describe the steps you will take to ensure that requests for expedited processing are adjudicated within ten calendar days or less. (Please see Section VIII.A of your Component's Fiscal Year 2017 Annual FOIA Report.)

N/A

Q10 During the reporting period, did your component conduct a self-assessment of its FOIA program?

Yes,
If yes, please describe the methods used, such as reviewing Annual Report data, using active workflows and track management, reviewing and updating processing procedures, or use of the OIP FOIA Self-Assessment Toolkit, etc...:
Conducted quality review of all open cases at the start of FY18 to ensure cases are ready for the next step in the process. Updated the Standard Operating Procedures (SOP) on the FOIA process. From the December 2016 OIG Inspection, two discrepancies were noted and corrective actions were taken.

Q11 The FOIA Improvement Act of 2016 requires additional notification to requesters about the services provided by the component's FOIA Public Liaison. Please provide an estimate of the number of times requesters sought assistance from your FOIA Public Liaison during FY17.

1-10

Q12 Please provide an estimate of the average number of pages processed for Expedited, Simple and Complex cases.

Expedite = 4 pages
Simple = 37 pages
Complex = 95 pages

Q13 If there are any other steps your component has undertaken to ensure that your FOIA system operates efficiently and effectively, such as improving search processes, eliminating redundancy, etc., please describe them here.

At the start of each fiscal year, we provide requesters a status of their requests. Provided FOIA trainings to subject matter experts for understanding of the FOIA and the appropriate application of the FOIA Exemptions. Performed quality check reviews of all responses to final signature. Added additional manpower to support the search processes to reduce the amount of wait time.

Page 4: Section III: Steps Taken to Increase Proactive Disclosures

Q14 Has your component proactively disclosed material during the past reporting year?

Yes,

If yes, please provide examples including links to the posted material.:

News articles about DIA sponsored or attended events, history articles about DIA, Congressional speeches and Testimonies. www.dia.mil/News/Speeches-and-Testimonies
www.dia.mil/News/Articles www.dia.mil/News/DIA-in-the-News

Q15 Did your component use any means (social media, RSS feeds, email subscription, etc.) to publicize or highlight important proactive disclosures for public awareness?

Yes,

If yes, please describe those efforts.:

DIA routinely posts updates to the web page at www.dia.mil and updates when appropriate to its official social media presence on Facebook, Twitter, and YouTube.

Q16 Beyond posting new material, is your component taking steps to make the posted information more useful to the public, especially to the community of individuals who regularly access your component's website?

No, we already post material in the most useful format and those efforts are described immediately below.

Q17 Are any other steps your component has taken to increase proactive disclosures?

Other (please specify):

DIA is starting an initiative with DIA's Public Affairs Office to market information placed on the FOIA webpage.

Page 5: Section IV: Steps Taken to Greater Utilize Technology

Q18 Has your component identified any best practices to leverage technology to facilitate overall FOIA efficiency, such as improving record search capabilities, utilizing document sharing platforms for consultations and referrals, or employing software that can sort and de-duplicate documents?

Yes,

If yes, please describe the best practices, types of technology used, and the impact on your FOIA Request processing.:

DIA has deployed a software component to sort and de-duplicate documents.

Q19 If there are any other steps your agency has taken to improve use of technology in FOIA, please describe them here.

N/A

Page 6: Section V: Steps Taken to Improve Timeliness in Responding to Requests and Reduce Backlogs

Q20 If your component's backlog of initial FOIA requests did not decrease, please explain why and describe the causes that contributed to your inability to reduce the request backlog. Also, please indicate if any of the following were contributing factors:

The FOIA Request backlog did not decrease because the number of incoming requests increased

,

The FOIA Request backlog did not decrease because the complexity of requests increased

,

Include any other reasons that may apply:

DIA continues its efforts to reverse the negative trend from FY 2015 due to the loss of contractor support at the end of FY 2014. Complex FOIA litigations required realignment of manpower to meet stringent court deadlines.

Q21 If your component's backlog of FOIA appeals did not decrease, please explain why and describe the causes that contributed the inability to reduce the appeals backlog. Also, please indicate if any of the following were contributing factors:

We do not have an appeals backlog, or the backlog decreased

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Q22 If you reported a backlog of FOIA requests in Fiscal Year 2016, did your component implement a backlog reduction plan in Fiscal Year 2017? If so, describe your component's efforts in implementing this plan and note if you were able to achieve backlog reduction in Fiscal Year 2017.

No

Q23 If your Component had a backlog of more than 1,000 requests in Fiscal Year 2017, what is your Component's plan to reduce this backlog during Fiscal Year 2018?

See plan below,
Please describe your plan here.:

DIA must continue to fund the contractor support in order to have success in reducing the FOIA backlog. Senior FOIA analysts have been added to perform quality control reviews of final responses prior to the Initial Denial Authority signature. Although DIA did not meet DoD's 5 percent backlog mandate, the FOIA program improved its performance by 23.4 % with a -2.7 % backlog reduction rate for FY 2017, compared to -26.1 % reduction rate for FY 2016.

Q24 In Fiscal Year 2017, did your component close the ten oldest requests that were pending as of the end of Fiscal Year 2016?

Yes

Q25 Of the requests your component was able to close from your ten oldest, please indicate how many of these were closed because the request was withdrawn by the requester. If any were closed because the request was withdrawn, did you provide any interim responses prior to the withdrawal?

We did not have any "ten oldest" requests withdrawn by the requester

Q26 In Fiscal Year 2017, did your component close the ten oldest appeals that were pending as of the end of Fiscal Year 2016?

Yes

Q27 In Fiscal Year 2017, did your component close the ten oldest consultations that were pending as of the end of Fiscal Year 2016? This question is asking about your component's consultation queue. That is, requests that were sent to your component as a consultation from another component or agency (Section XII.C of the Annual Report).

Yes

Q28 Please explain the obstacles your component faced in closing its ten oldest requests, appeals, and consultations from Fiscal Year 2016.

We did have "ten oldest" in FY16 and the obstacles we faced are::

N/A

Q29 If you were unable to close any of your ten oldest requests or appeals because you were waiting to hear back from other agencies on consultations you sent, please provide the case number, the date the request was initially received by your component, the date your component sent the consultation, and the date when you last contacted the agency where the consultation was pending.

We did not have any "ten oldest" delayed by consultations

Q30 If your component did not close its ten oldest pending requests, appeals, and consultations, please provide a plan describing how your component intends to close those "ten oldest" requests, appeals, and consultations during Fiscal Year 2018.

Our plan: :
N/A

Page 7: Spotlight on Success

Q31 Since submission of your last Chief FOIA Officer Report, out of all the activities undertaken by your component to increase transparency and improve FOIA administration, describe success stories you would like to highlight as emblematic of your component's efforts.

DIA exceeded backlog reductions in appeals with 24.1%; consultations with 25%; and closed the ten oldest FOIA, appeal and consultation requests.

Q32 Please provide information so we can compute the cost for compiling this Chief FOIA Officer Report. Insert the equivalent grade and number of hours spent by your component on preparing this response. For instance: GS 9, Step 2 / 2.5 Hours; GS 15 Step 5 / 0.5 Hours. We will use a separate mandated tool that calculates total costs tied to personnel grade levels in aggregating the responses for the final DoD Report.

GG-14 Step 5/4 hours; GG-13, Step 5/25 hours

Page 8: This is the final page.

Q33 When you click "Done" the report will be submitted and you cannot make additional changes.

Respondent skipped this question