



**DEPARTMENT OF THE NAVY**  
CHIEF INFORMATION OFFICER  
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12 December 2013

MEMORANDUM FOR DIRECTOR NAVY STAFF  
DIRECTOR, MARINE CORPS STAFF

Subj: DEPARTMENT OF THE NAVY IMPLEMENTATION OF FOIAONLINE

Effective 1 February 2014, all new and open Department of the Navy (DON) Freedom of Information Act (FOIA) requests will be processed through the FOIAonline tracking and management tool. This web-based tool, managed by the Environmental Protection Agency (EPA) and used by several Federal agencies, will provide a cost effective shared service that automates the tracking and reporting associated with FOIA processing.

Per standard practice, appropriate redactions will be applied prior to document release. Exceptions to releasing specific documents to the FOIAonline repository may be granted on a case-by-case basis by the applicable Navy or Marine Corps FOIA office.

FOIA offices currently using the Naval Sea Systems Command e-FOIA tool and commands that are employing other FOIA tools or methods will continue using their respective system until 31 January 2014.

Training information, including dates for web-based training via Defense Connect Online, will be provided under separate correspondence. My points of contact for FOIAonline implementation are Ms. Suzette Buttram, [suzette.buttram@navy.mil](mailto:suzette.buttram@navy.mil), (703) 695-1970 and Mr. Steve Muck, [steven.muck@navy.mil](mailto:steven.muck@navy.mil), (703) 695-1297.

  
Terry A. Halvorsen  
Department of the Navy  
Chief Information Officer

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