

## **Departmental Situational Awareness Process for Significant DoD FOIA Responses**

### **Significant FOIA Requests**

- A “significant” FOIA request is one where, in the Component’s judgment, the subject matter of the released documents may be of interest or potential interest to DoD senior leadership. Any requests involving the current administration (including requests for information related to Senator Obama), previous administrations, Members of Congress (correspondence, travel, or otherwise), or current or previous DoD leadership would be included.
- Once a Component FOIA Office has determined that a response meets the above criterion, it will advise the Defense Freedom of Information Policy Office (DFOIPO) by logging the request into \*INTELINK and uploading a copy of the request and the responsive documents, in their releasable form, into \*INTELDOCS. If it is determined that only some of the responsive pages are considered “significant” (i.e. 5 out of 100 pages are considered congressional correspondence), please only upload those significant pages for review. The Component should include, in the “Comment” section, a short summary of the information being released and the estimated date of release.
- These responses will include initial requests, appeals, and litigation. Additionally, it is not necessary for a Component to be releasing any documents for a response to qualify as “significant.” A no record, Glomar (neither confirm nor deny) or a complete denial also may qualify as “significant.”
- The Component FOIA Office will not respond to the requester until DFOIPO advises it that the documents are cleared for release. If the Component does not hear from DFOIPO on whether the documents are cleared for release by the planned release date, they should contact DFOIPO for a status update. DFOIPO will make every effort to meet the Component’s planned release date; however, sometimes reviews will take longer when there are issues to be resolved (i.e. inconsistent redactions; ongoing litigation; missing coordination from a key player, etc.)

### **Questions or Challenges**

- Components should contact DFOIPO at [whs.dfoipo@mail.mil](mailto:whs.dfoipo@mail.mil) if they have questions or encounter problems following this process.

*\*If you have problems with the links above, please try cutting and pasting the following into your internet browser:*

#### **Intelink (to log-in your request)**

<https://intelshare.intelink.gov/sites/foiaprivacytrainingworkshops/significantfoiarelease/default.aspx>

#### **Inteldocs (to upload your documents)**

<https://www.intelink.gov/go/wNVZCi5>