



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

20 November 2014

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY FREEDOM OF INFORMATION ACT TRAINING

- Ref: (a) Under Secretary of the Navy Memorandum, "Department of the Navy (DON) Freedom of Information Act (FOIA), Privacy and Civil Liberties Programs," May 14, 2012
- (b) Department of Defense Director of Administration and Management (DA&M) Memorandum, "State of the Department of Defense Freedom of Information Act Program," April 3, 2014

Reference (a) appointed the Department of the Navy Chief Information Officer (DON CIO) as the DON Senior Freedom of Information Act (FOIA) Official, responsible for FOIA oversight and management activities, including all actions necessary to ensure DON compliance. The purpose of this memorandum is to establish minimum training requirements for FOIA professionals that will set a department standard, raise the level of understanding, and improve consistency across the DON FOIA program.

All current DON FOIA professionals must complete the Department of Defense (DoD) FOIA 101 online training course, available through Defense Connect Online (DCO), no later than March 31, 2015. DON FOIA professionals who report after that date must complete the DoD FOIA 101 training course or a DON CIO approved equivalent course within 60 days of their entrance on duty date. The DON CIO has published information about DoD FOIA 101 and a list of other approved FOIA training courses on the DON CIO website under the heading "Training" at <http://www.doncio.navy.mil/ContentView.aspx?ID=5232>.

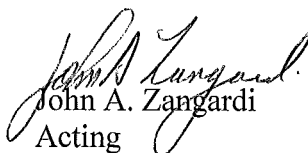
DoD FOIA 101 online training is a one-time requirement for DON FOIA professionals, including FOIA coordinators, FOIA specialists, individuals who process FOIA requests, and personnel who act in FOIA matters on either a full-time basis or as a collateral duty. After the initial DoD FOIA 101 or approved equivalent training requirement has been met, all DON FOIA professionals must complete at least one substantive FOIA training session each subsequent fiscal year. This is the minimum DON FOIA training requirement.

Online training is encouraged when available as an alternative to training that requires travel and associated expenses. Though each DON command or activity determines which type of training best suits its needs, the DON CIO will be the final authority on whether a course meets DON FOIA training requirements. Government-provided FOIA training at no cost is preferred; however, substantive FOIA training offered by a non-government entity or entities will also be included on the posted list of approved options.

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Navy and Marine Corps course completion data for DoD FOIA 101 and approved equivalent training will be reported to the DON CIO for inclusion in the second quarter, FY 2015 FOIA report submitted to DoD. In accordance with reference (b), attendance at approved substantive FOIA training that is completed after the second quarter FY 2015 will be reported in the FY 2015 and all subsequent annual Agency Chief FOIA Officer reports.

The DON CIO point of contact for this FOIA training guidance is Mr. Steve Muck, 703-695-1297, steven.muck@navy.mil.


John A. Zangardi
Acting

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