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Sent: Tuesday, February 23, 2016 8:36 AM

To: Hogan, James P CIV OSD ODCMO (US)

Subject: A few FOIA Policy Things

DoD FOIA Officers and Attorneys,

Our office has identified a few things that we would like to comment on.

First, whenever a FOIA requester asks for an estimated completion date, you are required by the FOIA to provide the date. You cannot say that you are unable to provide a date, you must do it. However, please emphasize to the requester that it is an ESTIMATED date, and that situations may arise that will keep your component from making a release by that date.

Second, when you make a referral or a consultation of a FOIA, please send it directly to the FOIA office of the other DoD Component - do not send it to a subject matter expert. It must go to another FOIA office so that it can be properly accounted for. We keep all DoD Component FOIA contact information up to date on FOIA.gov., so please go to that website if you need to know how to contact another DoD Component or agency FOIA office. One thing to note - for large and decentralized DoD Components such as the military departments, only the HQ FOIA office is on FOIA.gov. If you want to refer a FOIA to a lower-level component, contact the listed HQ FOIA office for contact information of the lower-level entity.

Jim Hogan

Directorate for Oversight and Compliance