

How to Access
the DoJ FOIA Training Modules

1. The Department of Justice (DoJ) has made available two training modules on the Freedom of Information (FOIA). **Both satisfy the Department of the Navy's annual FOIA training requirement.**

2. These two course are as follows:

a. DOJ Freedom of Information Act (FOIA) Training for Federal Employees: This is for subject matter experts and other Federal employees who are not FOIA professionals yet, due to the nature of their duties, need familiarization with the FOIA.

b. FOIA professionals: this is for professionals engaged in the handling of FOIA requests.

3. Both can be accessed via Joint Knowledge Online (JKO) using the following procedures:

a. Log into JKO: <http://jko.jfcom.mil/> (CAC *with email certificate* works)

b. Click on the Course Catalog tab (upper left, below JKO banner)

c. Click the drop down arrow, just above where it says "Prefix" (it defaults to All), and select DOJ, then click "search."

4. The specific links for the training for non-FOIA professionals and FOIA professionals are as follows:

a. DOJ Freedom of Information Act (FOIA) Training for Federal Employees:

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=DOJ&course_number=-US001

b. DOJ Freedom of Information Act (FOIA) Training for Professionals:

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=DOJ&course_number=-US002

5. Assistance is available with the DON FOIA POC, Christopher Julka, at christopher.a.julka@navy.mil.