

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 generate media interest and/or may be of interest or potential interest to DoD senior leadership. Any requests involving the current administration (including requests for information on Senator Obama), previous administrations, Members of Congress (correspondence, travel, or otherwise), or current or previous DoD leadership would be included.
- About a week or two before a FOIA response is made on a “significant” FOIA request, the Components will log the request into [INTELINK](#) and upload a copy of the request and the responsive documents, in their releasable form, into [INTELDOCS](#). If you determine that only some of the responsive pages are considered “significant” (i.e. 5 out of 100 pages are considered congressional correspondence), please only send those significant pages to us 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 clears the documents 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 review will take longer when there are issues to be resolved (i.e. inconsistent redactions; ongoing litigation; missing coordination from a key player, etc.)

Weekly Updates

- DFOIPO will keep the Director of Administration and Management informed each week of the significant FOIA responses released to the public. DFOIPO will provide a copy of this weekly update to the DoD FOIA Public Liaisons every week.

Questions or Challenges

- Components should contact DFOIPO at DFOIPO@whs.mil if they have questions or encounter problems following this process.