



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

5720
Ser N09B10/3U507511
10 February 2003

From: Chief of Naval Operations
To: Email Distribution List (FOIA)

Subj: DON FOIA PROGRAM UPDATE

1. Several years ago, CNO (N09B10) removed the administrative burden of collecting statistics and compiling an Annual Freedom of Information Act (FOIA) Reporting Requirement from Secretary of the Navy, Chief of Naval Operations, and Naval Historical Center staff offices. This report had become burdensome and with constant changes in personnel, it was often impossible to obtain accurate and timely reporting data. To ensure compliance with the FOIA, accuracy of reporting data, all FOIA requests received by these offices were to be forwarded to CNO (N09B10) for tracking and guidance regarding processing.
2. Most recently, I have witnessed a breakdown in this processing protocol. The result has been inaccurate and untimely responses and little or no collection of reporting data for the Annual FOIA Report. Accordingly, I am issuing this letter as a reminder on how Freedom of Information Act (FOIA) requests will be processed by these offices.
3. The FOIA allows any person for any reason to seek access to agency records. To ensure compliance with the FOIA, all FOIA requests received by Secretary of the Navy, Chief of Naval Operations, and Naval Historical Center staff offices will immediately be forwarded to CNO (N09B10) for initial processing and tracking. Upon receipt, CNO (N09B10) will send out an applicable tasking with directions. [Exception: This processing protocol does not apply to CNO (NOONB), who will continue to process their requests and submit an Annual FOIA Report to CNO (N09B10)].
4. DON activities wishing to refer documents or action to any of these offices will instead refer those actions to CNO (N09B10) for appropriate action, identifying the office they believe should take action on the request.

5. Unclassified packages can be mailed to CNO (N09B10) at 2000 Navy Pentagon, Washington, DC 20350-2000; sent via FedEx to CNO (N09B10), 720 Kennon Street SE, Bldg 36, Room 135, Washington Navy Yard, DC 20374; or emailed to doris.lama@navy.mil/. Call the undersigned for guidance on sending classified packages.

6. The SECNAV/CNO Mailroom is requested to disseminate this letter to all SECNAV/OPNAV offices. The FOIA Coordinator for the Naval Historical Center is requested to disseminate this letter to all NAVHISTCEN offices. By email, this letter is disseminated to DON FOIA offices with the request that they disseminate it throughout their claimancy.



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