



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 N09B10/2U514304
20 Nov 02

From: Chief of Naval Operations

Subj: FREEDOM OF INFORMATION ACT (FOIA) POLICY LETTER

Ref: (a) SECNAVINST 5720.42F, Department of the Navy FOIA Program
(b) SECNAVINST 5720.44A, Department of the Navy Public Affairs Policy and Regulations

Encl: (1) Sample listing of topics

1. This policy memo is being emailed to you. Please ensure widest dissemination. It will be posted at <http://foia.navy.mil> under Resource Materials.

2. While the Department of the Navy's (DON's) FOIA program is decentralized, there is a need to ensure that our senior Navy/Marine Corps leadership is apprised of any FOIA requests that are likely to receive media or congressional attention. Enclosure (1) contains a sample listing of topics that may result in media or congressional attention.

3. Upon receipt of a request that may receive media or congressional attention, DON activities shall:

a. Email a copy of that request to NAVYFOIA@navy.mil or fax it to CNO (N09B10) at 202-685-6580. Please place "ATTENTION FOIA" in the subject line to distinguish it from other emails; and,

b. If from the media, follow the guidance set forth in paragraph 14 to reference (a) and guidance prescribed in reference (b).

4. Once received, CNO (N09B10) will review the request and if appropriate disseminate it to an established group of senior Navy/Marine Corps officials along with other officials having an official need to know. This will be done via email using the subject line "ATTENTION FOIA."

5. This requirement is effective immediately and will be incorporated in reference (a) during the next rewrite. Please contact the undersigned with any questions you may have.



DORIS M. LAMA

By direction

(202) 685-6545/DSN 325-6545

Distribution
FOIA Email List 1

SAMPLE OF TOPICS THAT MAY REQUIRE HIGH-LEVEL NOTIFICATION

Cases that have major litigative impact

Homeland security

Hot issues (e.g., Guantanamo Bay detainees, accidents, Vieques, A-12, etc)

International incidents

Investigations (e.g., senior officials, major contractors, major programs, major fraud, theft of major government property, espionage, etc)

Major programs (e.g., weapons, BRAC, environment, homeporting, etc)

Senior officials (e.g., pay bonuses, ethics issues, etc)

Sweeping press inquiries that have Navy-wide interest

Major historical issues (e.g., Pearl Harbor detainees, etc)

Major personnel issues (e.g., military selection boards, women in the military, don't ask-don't tell policy; family advocacy; morale and welfare, etc)

Navy realignment issues

War on drugs

War on terrorism

White House/Vice President issues