



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

AUG 10 2009

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT
OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT
OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Department of Defense (DoD) Freedom of Information Act (FOIA) Program

Recent memoranda from the President and the Attorney General place emphasis on the FOIA as a means to ensure transparency and open government. The DoD is committed to following the guidelines established for these programs. Consistent with this, it is important that we ensure effective common awareness and program execution within the Department.

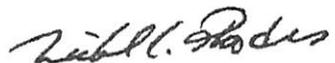
As the DoD Chief FOIA Officer, I want to emphasize adherence to the existing guidance on notification procedures for significant FOIA releases. DoD Directive 5400.07 states that Heads of the DoD Components shall "[e]nsure that their respective chains of command, affected legal advisors, public affairs officers, and legislative affairs officers are aware of releases through the FOIA, inclusive of releases through litigation channels, that may be of significant public, media, or Congressional interest or of interest to senior DoD officials."

Effective immediately, and in addition to the requirements of DoDD 5400.07, please ensure that information copies of any significant FOIA releases are expeditiously sent from your component FOIA office to the Defense Freedom of Information Policy Office (DFOIPO). This new requirement will be included in the next update to DoDD 5400.07. To facilitate this, and to effectively manage our collective efforts in a timely fashion, we will initiate recurring meetings of component FOIA offices to enhance efforts



to stay collectively informed and improve management of the DoD FOIA program. The DFOIPO will notify the respective component FOIA offices of the schedule of meetings via subsequent memorandum.

My point of contact for questions or clarification on this policy is Jim Hogan, (703) 696-3329/4703, DFOIPO@WHS.MIL.



Michael L. Rhodes
Acting Director