Department of Defense (DoD)

Freedom of Information Act
Program Report
for
Fiscal Year (FY) 2002

Prepared By:
The Directorate for Freedom of Information and Security Review (DFOISR)
During fiscal year (FY) 2002, a total of 76,750 public requests for records under the Freedom of Information Act (FOIA) were completed by the Department of Defense (DoD). In the processing of these cases, the Department of Defense fully denied 2,399 and partially denied 11,133 out of 76,750 requests on the basis of FOIA exemptions. Of those exemptions, 6% were for classified information: 10% for internal rules and practices: 6% for statutory exemptions: 7% for proprietary data: 8% for deliberative material: 3% for privacy information: and 28% for law enforcement investigations. Twenty two thousand, nine hundred and sixty (22,960) requests could not be filled in whole or in part for other reasons, such as lack of records, referral to another agency, or lack of specificity sufficient to identify the requested records. There were 925 actions taken on appeals of denied requests (57 granted, 141 partially denied, 354 fully denied, and 376 not filled for other reasons, as mentioned earlier).

The total DoD operating cost associated with the processing of requests during this report period was $40,050,216. The average cost of processing a single case during this period was approximately $521.83. Fee collections for records provided to the public amounted to $522,301.42 (1.3% of total program cost).
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Item I.

**Basic Information Regarding the Report**

A. Title, address, and telephone number of person to be contacted with questions about the report:

Write to:  
Chief, Program Management Division (PMD)  
Directorate for Freedom of Information & Security Review  
1155 Defense Pentagon  
Washington, DC 20301-1155

Telephone:  
(703) 697-3115

Name of Incumbent Chief, PMD: Mrs. Tamara K. Parlette

B. The electronic address (Universal Resource Line, URL) for this report is:

http: www.defenselink.mil pubs foi 02report

C. You may obtain a paper copy of DoD’s Annual FOIA Report for Fiscal Year 2002 by writing to the above address and asking for a copy. A FOIA request is not necessary. Please include a mailing address.

Item II.

**How to Make a FOIA Request**

The Department of Defense (DoD) Freedom of Information Act Handbook provides basic information about how to make a Freedom of Information Act (FOIA) request and general information about the Freedom of Information Act Program within the Department of Defense (DoD). This document also contains DoD component addresses, a brief description of response times, and the reason why some requests are not granted. The DoD Freedom of Information Act Handbook can be found at:

http: www.defenselink.mil pubs foi foiam5.pdf
Item III.

Definitions of Terms and Acronyms Used in the Report

A. Agency-specific acronyms.
   1. Defense Intelligence Agency: DIA.
   4. National Reconnaissance Office: NRO.
   5. Prisoner of War/Missing in Action: POW/MIA.

B. Other agency acronyms.
   1. Central Intelligence Agency: CIA.

C. "Other Reasons" Cited on Initial and Appeal Determinations.
   1. No Records. A reasonable search of files failed to identify records responsive to the request.
   2. Referrals. The request was referred to another DoD Component or Federal Agency for action.
   3. Withdrawn. The request was withdrawn by the requester.
   4. Fee-Related Reason. The requester is unwilling to pay fees associated with the request; the requester is past due in the payment of fees associated with a previous FOIA request; or the requester disagrees with a fee estimate.
   5. Records not Reasonably Described. The request could not be acted upon since the record had not been described with sufficient particularity to enable the DoD Component to locate it by conducting a reasonable search.
   6. Not a Proper FOIA Request for Some Other Reason. The requester has failed unreasonably to comply with legitimate procedural requirements which are not fee-related.
   7. Not an Agency Record. The requested information was not a record within the meaning of the FOIA.
8. **Duplicate Request.** A request for the same information by the same requester. This includes identical requests received via different means (e.g., electronic mail, facsimile, mail, courier) at the same or different times.

9i. **Other.** Any other reason a requester does not comply with published rules, other than those mentioned above.

D. Basic terms, expressed in common terminology.

1. **Freedom of Information Act/Privacy Act (FOIA/PA) request:** A FOIA request is generally a request for access to records concerning a third party, an organization, or a particular topic of interest. A Privacy Act request is a request for records concerning oneself; such requests are also treated as FOIA requests.

2. **Initial Request:** A request to a federal agency for access to records under the Freedom of Information Act (FOIA).

3. **Appeal:** A request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other adverse FOIA determination.

4. **Processed Request or Appeal:** A request or appeal for which an agency has taken a final action on the request or the appeal in all respects.

5. **Multi-track processing:** A system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests in each track are processed on a first-in/first out basis. A requester who has a compelling need for records may request expedited processing (see below).

6. **Expedited processing:** An agency will process a FOIA request on an expedited basis when a requester has shown a compelling need or urgency for the records which warrants prioritization of his or her request over other requests that were made earlier.

7. **Simple request:** A FOIA request that an agency using multi-track processing places in its fastest (nonexpedited) track based on the volume and/or simplicity of records requested.

8. **Complex request:** A FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of records requested.

9. **Grant:** An agency decision to disclose all records in full in response to a FOIA request.

10. **Partial grant:** An agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more of the FOIA's exemptions; or a decision to disclose some records in their entireties, but to withhold others in whole or in part.
11. Denial: An agency decision not to release any part of a record or records in response to a FOIA request because all the information in the requested records is determined by the agency to be exempt under one or more of the FOIA's exemptions, or for some procedural reason (such as because no record is located in response to a FOIA request).

12. Time limits: The time period in the Freedom of Information Act for an agency to respond to a FOIA request (ordinarily 20 working days from proper receipt of a "perfected" FOIA request).

13. "Perfected" request: A FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.

14. Exemption 3 statute: A separate federal statute prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).

15. Median number: The middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

16. Average number: The number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.
## Item IV. Exemption 3 Statutes Invoked

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<td>No</td>
<td>5 USC §574(j)</td>
<td>Administrative Dispute Resolution Act</td>
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<td>No</td>
<td>10 USC §128</td>
<td>Authority to Withhold Unclassified Special Nuclear Weapons Information</td>
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<td>Yes(^1)</td>
<td>10 USC §130</td>
<td>Authority to Withhold Unclassified Technical Data with Military or Space Application</td>
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<td>No</td>
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<td>No</td>
<td>10 USC §424</td>
<td>Protection of Organizational and Personnel Information for DIA, NRO, and NIMA</td>
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<td>No</td>
<td>10 USC §618(f)</td>
<td>Action on Reports of Selection, Generally for Promotion, Boards</td>
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<td>No</td>
<td>10 USC §1102</td>
<td>Confidentiality of Medical Records</td>
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<td>No</td>
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<td>Debriefing of a Missing Person Returned to U.S. Control During the Period Beginning on July 8, 1959, and ending on February 10, 1996</td>
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<td>No</td>
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<td>No</td>
<td>16 USC §470w-3</td>
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<td>Yes(^2)</td>
<td>18 USC §798(a)</td>
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<td>Yes(^2)</td>
<td>18 USC §5038</td>
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<td>22 USC §2778(e) Sec 38(e) of the Arms Export Control Act</td>
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<td>No</td>
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<td>No</td>
<td>35 USC §205</td>
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<td>No</td>
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<td>41 USC §423</td>
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<td>No</td>
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<td>Yes&lt;sup&gt;a&lt;/sup&gt;</td>
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<td>Yes&lt;sup&gt;c&lt;/sup&gt;</td>
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<td>Yes&lt;sup&gt;c&lt;/sup&gt;</td>
<td>50 USC §403-3(c)(6) National Security Act of 1947, Subsection 102(d)(3), as amended</td>
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**Item IV. Endnotes**


6. CIA v. Sims, 471 U.S. 159, 167 (1985); see also Minier v. CIA, 88 F.3d 796, 801 (9th Cir. 1996) (finding that agency properly refused to confirm or deny existence of records concerning deceased person’s alleged employment relationship with CIA); Maynard v. CIA, 986 F.2d 547, 554 (1st Cir. 1993) (stating that under § 403(d)(3) it is
Item V.

Initial FOIA/PA Access Requests

A. Numbers of initial requests.

1. Number of requests pending as of end of preceding fiscal year (1 Oct 01): 12,907\(^1\)

2. Number of requests received during current fiscal year (FY 2002): 76,579

3. Number of requests processed during current fiscal year (FY 2002): 76,943

4. Number of requests pending as of end of current fiscal year (30 Sep 02): 12,543

B. Disposition of initial requests.

1. Number of grants: 40,458

2. Number of partial grants: 11,133

3. Number of denials: 2,399

   a. Number of times each FOIA exemption used (counting each exemption once per request).

      (1) Exemption 1: 1,179
      (2) Exemption 2: 1,891
      (3) Exemption 3: 1,159
      (4) Exemption 4: 1,375
      (5) Exemption 5: 1,613
      (6) Exemption 6: 6,583
      (7) Exemption 7(A): 666
      (8) Exemption 7(B): 27
      (9) Exemption 7(C): 4,587
      (10) Exemption 7(D): 290

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\(^1\) The current figure is compiled from the latest database statistics and is believed to be a more accurate figure than that reported in last year's report (12,696).
(11) Exemption 7(E): 93
(12) Exemption 7(F): 162
(13) Exemption 8: 0
(14) Exemption 9: 0

4. Other reasons for nondisclosure (total): 22,953
   a. No records: 6,346
   b. Referrals: 7,489
   c. Request withdrawn: 2,639
   d. Fee-related reason: 746
   e. Records not reasonably described: 836
   f. Not a proper FOIA request for some other reason: 1,290
   g. Not an agency record: 1,573
   h. Duplicate request: 1,064
   i. Other ²(specify): 970

**Item VI.**

**Appeals of Initial Denials of FOIA/PA Requests**

A. Numbers of appeals.

1. Number of appeals received during fiscal year (FY 2002): 708
2. Number of appeals processed during fiscal year (FY 2002): 928

B. Disposition of appeals.

1. Number denied in full: 354

² Other reasons are: electronic referral, insufficient address/info, lacked 3rd party waiver, and publicly sold documents.
2. Number denied in part: 141

3. Number completely reversed (granted): 57
   a. Number of times each FOIA exemption used (counting each exemption once per appeal).
      (1) Exemption 1: 55
      (2) Exemption 2: 43
      (3) Exemption 3: 31
      (4) Exemption 4: 39
      (5) Exemption 5: 117
      (6) Exemption 6: 186
      (7) Exemption 7(A): 8
      (8) Exemption 7(B): 1
      (9) Exemption 7(C): 102
      (10) Exemption 7(D): 4
      (11) Exemption 7(E): 6
      (12) Exemption 7(F): 1
      (13) Exemption 8: 0
      (14) Exemption 9: 0

4. Other reasons for nondisclosure (total): 376
   a. No records: 106
   b. Referrals: 33
   c. Appeal withdrawn: 145
   d. Fee-related reason: 46
   e. Records not reasonably described: 5
   f. Not a proper FOIA request for some other reason: 12
g. Not an agency record: 2

h. Duplicate request: 13

i. Other\(^3\) (specify): 14

**Item VII.**

**Compliance With Time Limits/Status of Pending Requests**

A. Median processing time for requests processed during the year (FY 2002).

1. Simple requests.
   a. Number of requests processed: 62,875
   b. Median number of days to process: 19.5

2. Complex requests.
   a. Number of requests processed: 13,391
   b. Median number of days to process: 57.5

3. Requests accorded expedited processing.
   a. Number of requests processed: 677
   b. Median number of days to process: 1

B. Status of pending requests (as of: 30 Sep 02).

1. Number of requests pending: 12,543

2. Median age of above cases in days: 87

\(^3\) Other reason was appeals not submitted within required time frame.
Item VIII.

Comparison With Previous Year

A. Number of initial expedited requestes received (FY 02)  1238
B. Number of initial expedited requests processed (FY 02)  677

Item IX.

Costs/FOIA Staffing

A. Staffing levels (expressed in work-years).
   1. Number of full-time FOIA personnel:  294.65
   2. Number of personnel with part-time or occasional FOIA duties:  424.17
   3. Total number of personnel:  718.82

B. Total costs (including staff and all resources).
   1. FOIA processing (including appeals):  $39,528,693
   2. Litigation-related activities (estimated):  $521,523.00
   3. Total costs:  $40,050,216.00
Item X.

Fees

A. Total amount of fees collected by the agency for processing requests: $522,301.42

B. Percentage of total costs: 1.3%

Item XI.

FOIA Regulations (Including Fee Schedule)

A. The Department of Defense (DoD) Freedom of Information Act Program Regulation, DoD 5400.7-R, September 4, 1998, which provides guidance regarding administration of the Freedom of Information Act (FOIA) Program within the Department of Defense (DoD), can be found at:


B. The Fee Schedule is Chapter 6 of the above regulation and as modified at

C. Additional Department of Defense FOIA documents and hyperlinks can be found by accessing the following Universal Resource Locator (URL):

http://www.defenselink.mil/pubs/foi/