

2006

**ANNUAL REPORT  
FREEDOM OF INFORMATION ACT**

REPORT CONTROL SYMBOL  
DD-DA&M(A)1365

**1. INITIAL REQUEST DETERMINATIONS**

a. GRANTED IN FULL	b. DENIED IN PART	c. DENIED IN FULL	d. "OTHER REASONS"	e. TOTAL ACTIONS
11	48	5	74	138

**2a. EXEMPTIONS INVOKED ON INITIAL REQUEST DETERMINATIONS**

(b) (1)	(b) (2)	(b) (3)	(b) (4)	(b) (5)	(b) (6)		
3	9	11	27	7	37		
(b) (7)(A)	(b) (7)(B)	(b) (7)(C)	(b) (7)(D)	(b) (7)(E)	(b) (7)(F)	(b) (8)	(b) (9)
0	0	2	0	0	0	0	0

**2b. "OTHER REASONS" CITED ON INITIAL DETERMINATIONS**

1	2	3	4	5	6	7	8	9	TOTAL
12	19	13	5	2	9	5	3	6	74

**2c. STATUTES CITED ON INITIAL REQUEST (b)(3) EXEMPTIONS**

(1)(b)(3) STATUTE CLAIMED	NUMBER OF INSTANCES	COURT UPHELD? (Yes or No)	CONCISE DESCRIPTION OF MATERIAL WITHHELD
10 USC 128	1	No	UCNI Protection of Contractor Proposals RD FRD Personnel in overseas, sensitive or routinely deployable units Authority to withhold unclassified technical data w/military or space appli
10 USC 2305(g)	2	No	
42 USC 2162(a)	2	Yes	
42 USC 2168(a)(1)(c)	2	Yes	
10 USC 130b	2	No	
10 USC 130	2	Yes	

**3. APPEAL DETERMINATIONS**

a. GRANTED IN FULL	b. DENIED IN PART	c. DENIED IN FULL	d. "OTHER REASONS"	e. TOTAL ACTIONS
0	3	1	2	6

4a. EXEMPTIONS INVOKED ON APPEAL DETERMINATIONS																		
(b) (1)		(b) (2)		(b) (3)		(b) (4)		(b) (5)		(b) (6)								
1		0		1		0		3		3								
(b) (7)(A)		(b) (7)(B)		(b) (7)(C)		(b) (7)(D)		(b) (7)(E)		(b) (7)(F)		(b) (8)		(b) (9)				
0		0		1		1		0		0		0		0				
4b. "OTHER REASONS" CITED ON APPEAL DETERMINATIONS																		
1	2		3		4		5		6		7		8		9		TOTAL	
1	0		1		0		0		0		0		0		0		2	
4c. STATUTES CITED ON APPEAL (b)(3) EXEMPTIONS																		
(1)(b)(3) STATUTE CLAIMED				NUMBER OF INSTANCES		COURT UPHELD? (Yes or No)		CONCISE DESCRIPTION OF MATERIAL WITHHELD										
10 USC 130b				1		No		Personnel in overseasa, sensitive or routinely deployable units										
5. NUMBER AND MEDIAN AGE OF INITIAL CASES PENDING							(1) AS OF BEGINNING REPORT PERIOD			(2) AS OF END REPORT PERIOD								
a. TOTAL INITIAL REQUESTS PENDING ( <i>open</i> )							48			33								
b. MEDIAN AGE ( <i>in days</i> ) OF OPEN INITIAL REQUESTS							112			87								
6.a. TOTAL NUMBER OF INITIAL REQUESTS RECEIVED DURING THE FISCAL YEAR										123								
b. TOTAL NUMBER OF APPEALS RECEIVED										4								
7. TYPES OF INITIAL REQUESTS PROCESSED AND MEDIAN AGE							TOTAL NUMBER OF CASES			MEDIAN AGE (Days)								
a. SIMPLE							35			16								
b. COMPLEX							103			65								
c. EXPEDITED PROCESSING							0			0								
8. TOTAL AMOUNT COLLECTED FROM THE PUBLIC										\$ 1,764								
9. PROGRAM COST				10. REPORT ON EXECUTIVE ORDER (EO) 13392 IMPLEMENTATION ( <i>See Page 3</i> )														
a. NUMBER OF FULL TIME STAFF		4.00		11. AUTHENTICATION														
b. NUMBER OF PART TIME STAFF		2.00		a. TYPED NAME ( <i>Last, First, Middle Initial</i> ) Carter, Brenda, M.			b. DUTY TITLE FOIA/PA Officer 11/13/06											
c. ESTIMATED LITIGATION COST		\$ 0.00		c. AGENCY NAME Defense Threat Reduction Agency			d. TELEPHONE NUMBER ( <i>Include Area Code</i> ) (703) 767-1771											
d. TOTAL PROGRAM COST		\$ 749,598.25																

10. REPORT ON EXECUTIVE ORDER (EO) 13392 IMPLEMENTATION. In this section, which is required for the FY 2006 and FY 2007 FOIA Annual Reports, Components detail their compliance with EO 19932. (Attach additional sheets if necessary. Reference each continuation sheet by item number.)

a. DESCRIPTION OF ANY SUPPLEMENTATION/MODIFICATION TO DOD IMPROVEMENT PLAN BY YOUR COMPONENT (If applicable). Describe any refinements or changes to the DoD FOIA Improvement Plan made by your Component. If this does not apply to your Component, state "None".

The DTRA FOIA office has a backlog of less than 50 requests. Despite this accomplishment, the DTRA FOIA staff continues to strive to reduce its backlog and to process FOIA requests in an efficient manner to achieve tangible, measurable improvements in FOIA processing. They have accomplished this by the implementation of several refinements to the DoD FOIA Improvement plan.

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b. REPORT ON YOUR COMPONENT IMPLEMENTATION OF THE DOD FOIA IMPROVEMENT PLAN. Describe how your Component performed in meeting each of the milestones listed in the Plan.

The DTRA FOIA office responded to each of the milestones listed in the DoD FOIA Improvement Plan that have been due thus far. The areas of improvement, objective number, along with the milestone and milestone deadline are listed below.

Under E1 Organizational Structure and Manning, Objective 1, the milestone was "a recommendation for organizational placement" which was due on August 15, 2006. DTRA submitted a memorandum dated July 26, 2006, which addressed this objective and met this milestone.

Under E4 Resources/Backlog, Objective 1, the milestone was "to determine manpower required to reduce backlogs in FOIA offices that have backlogs over 50" which was due on August 1, 2006. DTRA submitted a memorandum dated July 26, 2006, which addressed this objective and met this milestone. The memorandum indicated that the backlog was less than 50 cases.

(continued on page Item 10b)

c. IDENTIFICATION OF DEFICIENCIES (If applicable). If your Component did not meet one or more milestones, list which one(s) were not met and why.

N/A

d. ADDITIONAL NARRATIVE REGARDING OTHER EXECUTIVE ORDER-RELATED ACTIVITIES (optional). This section allows Components the opportunity to provide any comments relevant to EO 13392.

The DTRA FOIA office has accomplished several objectives as outlined in the Executive Order 13392. On March 6, 2006, the Chief Public Liaison Officer for the agency was appointed. His contact information is also published on the DTRA FOIA website. The DTRA FOIA handbook was also an additional feature to the FOIA website.

The FOIA service center was also established at the same physical address as the FOIA office. In addition, the agency's offices have been tasked by the FOIA office to recommend documents and/or collections which may be made available to the public via the internet because the documents have been the subject of multiple requests and of future requests.

e. ADDITIONAL STATISTICS

(1) DATE OF YOUR COMPONENT'S OLDEST FOIA REQUEST  
(Date on request letter, or if undated, date received in your Component.)  
10172003

(2) DATE OF YOUR COMPONENT'S OLDEST FOIA CONSULTATION  
(Date of transmittal memo from referring Component or Agency to your Component. If undated, date received in your Component.)  
5182006

10.a.

The first refinement is the consolidation of all DTRA FOIA operations into a centralized location. Before December 2005, the DTRA FOIA operations were spread among three locations (Ft Belvoir, Hybla Valley, and Springfield., VA). The consolidation reduced the total processing time per request contributing to the further reduction of the backlog.

The second refinement is the reorganization and expansion of the DTRA FOIA website. A DTRA FOIA handbook has been created and added to the website to assist the public in submitting FOIA requests as well as links to other FOIA sites. The website also names and provides the contact information for the DTRA FOIA Public Liaison Officer.

The third refinement includes the examination of all procedures to identify and eliminate traditional bottlenecks. Certified mail procedures have been revised and streamlined. The processing times have been shortened by hand carrying requests for responsive documents to DTRA points of contacts instead of using inter-office mail. Hand carrying correspondence also offers opportunities for on the spot consultations, which can often speed processing significantly.

10.b.

Under E3 Technology Objective 1, the milestone was “conduct an internal FOIA software use and applicability study” by October 2, 2006. DTRA submitted a memorandum dated September 21, 2006, which addressed this objective and met the milestone.

Under E1 Organizational Structure and Manning, Objective 2, the milestone was “provide input and recommendation on job series and grade levels for FOIA personnel” by October 30, 2006. DTRA submitted a memorandum dated October 27, 2006, which addressed this objective and met the milestone.

Under E1 Organizational Structure and Manning, Objective 3, the milestone was “DoD components survey their use of contractors and document any A-76 outsourcing of FOIA functions” by October 30, 2006. DTRA submitted a memorandum dated October 27, 2006, which addressed this objective and met the milestone.