ANNUAL FREEDOM OF INFORMATION ACT REPORT

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

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING
Defense Threat Reduction Agency

REPORT FOR FISCAL YEAR
2014

SECTION I - BASIC INFORMATION REGARDING REPORT

1. PERSON(S) TO CONTACT WHO CAN ANSWER QUESTIONS ABOUT THE REPORT

a. NAME *(Last, First, Middle Initial)*	b. TITLE	c. ADDRESS	d. TELEPHONE NO.	e. E-MAIL ADDRESS
Small, LaTonya L.	Chief of FOIA	8725 John J Kingman Rd; Fort Belvoir, VA 22060-6201	703-767-5814	laTonya.small@dtra.mil

2. PROVIDE AN ELECTRONIC LINK FOR ACCESS TO THE REPORT ON THE AGENCY WEB SITE.
The Defense Freedom of Information Policy Office (DFOIPO) will satisfy this requirement.

3. EXPLAIN HOW TO OBTAIN A COPY OF THE REPORT IN PAPER FORM.
The Defense Freedom of Information Policy Office will satisfy this requirement.

SECTION II - MAKING A FOIA REQUEST

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS *(Continue on separate page if necessary using the same format.)* Continuation Page

a. SUBCOMPONENT/COMPONENT OR AGENCY) *(e.g.., McDill AFB, Department of the Air Force)*	b. **ADDRESS** *(Mail Stop, Room, Building, Base, City, State or Country, ZIP Code)*	c. TELEPHONE NUMBER
N/A		

2. PROVIDE A BRIEF DESCRIPTION OF WHY SOME REQUESTS ARE NOT GRANTED AND AN OVERVIEW OR CERTAIN GENERAL CATEGORIES OF THE AGENCY'S RECORDS TO WHICH THE FOIA EXEMPTIONS APPLY.
The Defense Freedom of Information Policy Office will satisfy this requirement.

SECTION III - ACRONYMS, DEFINITIONS AND EXEMPTIONS

The Defense Freedom of Information Policy Office will satisfy this requirement.

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SECTION IV - EXEMPTION 3 STATUTES *(Attach additional pages if necessary)* Continuation Page

(1) List all Exemption 3 statutes. (http://www.dod.mil/pubs/foi/dfoipo/docs/b3.pdf)
(2) The Defense Freedom of Information Policy Office will satisfy this requirement.
(3) The Defense Freedom of Information Policy Office will satisfy this requirement.
(4) For each request, report the number of times each statute was relied upon, however, count each statute only once per request.

Total Number of Unique Uses of Exempt 3 Statutes: 15

1. STATUTE *(CTRL+click to select all applicable)*	2. TYPE OF INFORMATION WITHHELD	3. CASE CITATION	4. NO. OF TIMES RELIED UPON
10 USC Section 130	The Defense Freedom of Information Policy Office will satisfy this requirement.	The Defense Freedom of Information Policy Office will satisfy this requirement.	5
10 USC Section 128			4
10 USC Section 2305(g)			1
42 USC Section 2162(a)(RD); 42 USC Section 2168(a)(1)(C)(FRD)			5
Other:			
Other:			

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SECTION V - FOIA REQUESTS

A. RECEIVED, PROCESSED AND PENDING FOIA REQUESTS.

Provide the numbers of received, processed, and pending requests, both **perfected and non-perfected**. The number in column 1 must match the number of "Requests Pending as of End of Fiscal Year" from the previous year's Annual FOIA Report. The sum of columns 1 and 2 minus the number in column 3 must equal the number in column 4.

1. NUMBER OF REQUESTS PENDING AS OF START OF FISCAL YEAR	2. NUMBER OF REQUESTS RECEIVED IN FISCAL YEAR	3. NUMBER OF REQUESTS PROCESSED IN FISCAL YEAR	4. NUMBER OF REQUESTS PENDING AS OF END OF FISCAL YEAR
35	137	130	42

B. DISPOSITION OF FOIA REQUESTS.

1. All Processed Requests. Provide the number of request dispositions as described below. Use only one column to report each request. Use the nine "Full Denial Based on Reasons Other than Exemptions" columns only if the request cannot be counted in columns 1 through 3. The numbers in column 5, "Total", must match the numbers in Section V. A., column 3.

(1) NUMBER OF FULL GRANTS	(2) NUMBER OF PARTIAL GRANTS/ PARTIAL DENIALS	(3) NUMBER OF FULL DENIALS BASED ON EXEMPTIONS	(4) NUMBER OF FULL DENIALS BASED ON REASONS OTHER THAN EXEMPTIONS *(Please count each case can be in only 1 column)*									(5) TOTAL
			a. NO RECORDS	b. ALL RECORDS REFERRED TO ANOTHER COMPONENT/ AGENCY	c. REQUEST WITHDRAWN	d. FEE-RELATED REASON	e. RECORDS NOT REASONABLY DESCRIBED	f. IMPROPER FOIA REQUEST FOR OTHER REASON	g. NOT AGENCY RECORD	h. DUPLICATE REQUEST	i. OTHER *(Explain in B.2 below)*	
36	38	3	28	2	12	0	0	2	6	1	2	130

2. Other Reasons for "Full Denials Based on Reasons Other than Exemptions". For any request marked "Other", provide descriptions of other reasons for full denials and the number of times each reason was relied upon. "Total" must equal "Other" column in B.1.

(1) DESCRIPTION OF "OTHER" REASONS FOR DENIALS	(2) NO. OF TIMES
Administratively Closed	1
Misdirected Request	1
(3) TOTAL	2

3. Number of Times Exemptions Applied. Count each exemption only once per request.

EX. 1	EX. 2	EX. 3	EX. 4	EX. 5	EX. 6	EX. 7(A)	EX. 7(B)	EX. 7(C)	EX. 7(D)	EX. 7(E)	EX. 7(F)	EX. 8	EX. 9
0	0	7	31	6	4	0	0	0	0	0	0	0	0

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SECTION VI - ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS

A. RECEIVED, PROCESSED AND PENDING ADMINISTRATIVE APPEALS.
Provide the number of administrative appeals received, processed, and pending as described in columns 1 through 4. The sum of columns 1 and 2 minus the number in column 3 must equal the number in column 4. Starting with Fiscal Year 2009, the number in column 1 must match the number of "Appeals Pending as of End of Fiscal Year" from the previous year's Annual FOIA Report.

B. DISPOSITION OF ADMINISTRATIVE APPEALS - ALL PROCESSED APPEALS.
Provide the number of administrative appeal adjudications as described in the columns below. The number in the "Total" column must match the number in Section VI. A., column 3. In column 4, report the number of appeals which neither affirmed nor reversed/remanded the FOIA request determination, but were closed for other reasons *(see DFOIPO Instructions)* http://www.usdoj.gov/oip/foiapost/guidance-annualreport-052008.pdf page 15

1. NUMBER OF APPEALS PENDING AS OF START OF FISCAL YEAR	2. NUMBER OF APPEALS RECEIVED IN FISCAL YEAR	3. NUMBER OF APPEALS PROCESSED IN FISCAL YEAR	4. NUMBER OF APPEALS PENDING AS OF END OF FISCAL YEAR	1. NUMBER AFFIRMED ON APPEAL	2. NUMBER PARTIALLY AFFIRMED AND PARTIALLY REVERSED/REMANDED ON APPEAL	3. NUMBER COMPLETELY REVERSED/ REMANDED ON APPEAL	4. NUMBER OF APPEALS CLOSED FOR OTHER REASONS	5. TOTAL
2	1	1	2	0	1	0	0	1

C. REASONS FOR DENIAL ON APPEAL.
1. Number of Times Exemptions Applied. Note: If an administrative appeal results in the denial of information based on exemptions and also based on a reason or reasons presented in C.2 and 3, report that appeal on all applicable sections. For each administrative appeal, report all exemptions applied; however, count each exemption only once per appeal.

EX. 1	EX. 2	EX. 3	EX. 4	EX. 5	EX. 6	EX. 7(A)	EX. 7(B)	EX. 7(C)	EX. 7(D)	EX. 7(E)	EX. 7(F)	EX. 8	EX. 9
0	0	0	0	1	1	0	0	0	0	0	0	0	0

2. Reasons Other than Exemptions. Provide the number of administrative appeals resulting in denial for reasons other than exemptions, as described below. C.2. plus C.3 must be equal to B.4.

(1) NO RECORDS	(2) RECORDS REFERRED AT INITIAL REQUEST LEVEL	(3) REQUEST WITHDRAWN	(4) FEE-RELATED REASON	(5) RECORDS NOT REASONABLY DESCRIBED	(6) IMPROPER REQUEST FOR OTHER REASON	(7) NOT AGENCY RECORD	(8) DUPLICATE REQUEST OR APPEAL	(9) REQUEST IN LITIGATION	(10) APPEAL BASED SOLELY ON DENIAL OF REQUEST FOR EXPEDITED PROCESSING	(11) OTHER *(Explain in C.3 below)*
0	0	0	0	0	0	0	0	0	0	0

3. "Other" Reasons for Denial. Provide descriptions of the "other" reasons and the number of times each was relied upon. "Total" must equal "Other" column, C.2.(11).

(1) DESCRIPTION OF "OTHER" REASON	(2) NUMBER OF TIMES
N/A	
	(3) TOTAL

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SECTION VI - ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS *(Continued)*

C.4. Response time for Administrative Appeals. Provide the (1) median, (2) average, and (3) and (4) range in number of days to respond to administrative appeals.

(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
190	190	190	190

5. Ten Oldest Pending Administrative Appeals. Provide the date of receipt of the ten oldest pending administrative appeals, and the number of days pending. (YYYYMMDD, e.g. 20030918)
To calculate the number of Federal work days, see http://www.codeforexcelandoutlook.com/blog/2008/06/calculate-working-days-minus-holidays-in-vba/ or http://www.excelexchange.com/WorkingDays.html. MS. Excel formula "Net workdays less holidays." See attached Excel list of Federal holidays.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
(1) DATE OF RECEIPT									07/28/14	09/12/14
(2) NUMBER OF DAYS PENDING										

SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS

For tables in Section VII, include response times for only **perfected** requests. Begin counting days from the date of receipt of the **perfected** request.
If using a multi-track processing system, report response times separately for each track. If not using a multi-track processing system, at a minimum, report separately requests which have been granted expedited processing.
NOTE: Table A must reflect the response times for all processed **perfected** requests. Table B is a sub-set of Table A and must reflect the response times only for those **perfected** requests in which information was granted, either in full or in part.
To calculate the number of Federal work days, see http://www.codeforexcelandoutlook.com/blog/2008/06/calculate-working-days-minus-holidays-in-vba/ or http://www.excelexchange.com/WorkingDays.html. MS. Excel formula "Net workdays less holidays." See attached Excel list of Federal holidays.

A. PROCESSED REQUESTS - RESPONSE TIME FOR ALL PROCESSED PERFECTED REQUESTS. Provide the (1) median, (2) average and (3) and (4) range in number of days to process all **perfected** requests.

1. SIMPLE				2. COMPLEX				3. EXPEDITED PROCESSING			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
5	9	0	34	58	89	1	905	0	0	0	0

B. PROCESSED REQUESTS - RESPONSE TIME FOR PERFECTED REQUESTS FOR WHICH INFORMATION WAS GRANTED. Provide the (1) median, (2) average and (3) and (4) range in number of days to process all **perfected** requests in which information was granted *(full grants and partial grants)*.

1. SIMPLE				2. COMPLEX				3. EXPEDITED PROCESSING			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
5	7	0	30	81	115	3	905	0	0	0	0

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SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS *(Continued)*

C. PROCESSED REQUESTS - RESPONSE TIME IN DAY INCREMENTS.

(1) Provide the number of **perfected** requests processed in each of the thirteen designated time increments (i.e., within 20 days in the first column, within 21-40 days in the second column, etc.).
(a) If using a multi-track system, create separate tables as presented below to report the information for each track. If not using a multi-track system, at a minimum create a separate table for requests which have been granted expedited processing.
(b) Insert the sum of the thirteen columns in the "Total" column to reflect the total number of requests processed for each of the tracks.

1. SIMPLE REQUESTS

<1 DAY	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
1	24	2	0	0	0	0	0	0	0	0	0	0	0	27

2. COMPLEX REQUESTS

<1 DAY	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
0	15	26	15	11	10	7	5	4	1	0	5	2	2	103

3. REQUESTS GRANTED EXPEDITED PROCESSING

<1 DAY	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

D. PENDING REQUESTS - ALL PENDING PERFECTED REQUESTS.

Provide the number of **perfected** requests pending as of the end of the fiscal year, and the median and average number of days those requests had been pending. If an agency or component is unable to determine whether all of its pending requests are **perfected**, the agency must include all pending requests and attach a footnote that it has done so.

1. SIMPLE			2. COMPLEX			3. EXPEDITED PROCESSING		
(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS
0	0	0	41	50	92	0	0	0

E. PENDING REQUESTS - TEN OLDEST PENDING PERFECTED REQUESTS.

Provide the date of receipt of the ten oldest perfected requests pending as of the end of the fiscal year, and the number of days pending.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
1. DATE OF RECEIPT	02/28/14	02/28/14	02/07/14	01/09/14	12/23/13	11/18/13	10/18/13	07/24/13	07/24/13	02/01/13
2. NUMBER OF DAYS PENDING										

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SECTION VIII - REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

Section VIII now reflects new mandatory reporting requirements and is no longer an optional section.
Provide information for adjudicated requests for expedited processing or adjudicated requests for a fee waiver, i.e., requests for expedited processing or requests for a fee waiver which were granted or denied. Do not include requests for expedited processing or requests for a fee waiver which became moot for various reasons and, as a result, were neither granted nor denied.

A. REQUESTS FOR EXPEDITED PROCESSING.
(1) Include requests for expedited processing made both at the initial request level and, when applicable, at the administrative appeal level.
(2) Calculating days: Count only the days spent adjudicating the request for expedited processing. Count **calendar days**, not working days.
(3) NOTE: The response time of this new reporting requirement captures the time taken to decide whether to grant or deny a request for expedited processing. This does not cover the FOIA requests which have already been granted expedited status, placed in the "expedited processing" track, and reported elsewhere in this Report. Rather, this new requirement reflects the time taken to make a determination, (i.e., adjudicate) whether a request for expedited processing should be granted or denied. The FOIA requires agencies to determine within ten calendar days whether a request satisfies the standards for expedited processing.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS TO ADJUDICATE	4. AVERAGE NUMBER OF DAYS TO ADJUDICATE	5. NUMBER ADJUDICATED WITHIN TEN CALENDAR DAYS
0	1	0	0	1

B. REQUESTS FOR FEE WAIVER.

(1) Include requests for a waiver of fees made both at the initial request level and, when applicable, at the administrative appeal level.
(2) Calculating days: Count only the days spent adjudicating the fee waiver request. Count working days. Do not include additional days that may precede consideration of the fee waiver request, e.g., days the request waits in a processing queue, processing time which precedes commencement of adjudication of fee waiver request, etc.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS TO ADJUDICATE	4. AVERAGE NUMBER OF DAYS TO ADJUDICATE
0	0	0	0

SECTION IX - FOIA PERSONNEL AND COSTS

A. PERSONNEL. Provide the number of "Full-Time FOIA Staff" by adding the number of "Full-Time FOIA Employees" and "Equivalent Full-Time FOIA Employees" *(see DFOIPO Instructions).*
http://www.dod.mil/pubs/foi/dfoipo/docs/Full_and_part_time_plus_cost_calculations_FOIA.xls
http://www.usdoj.gov/oip/foiapost/guidance-annualreport-052008.pdf -- page 26.

B. COSTS. Add together all costs expended by the agency for processing FOIA requests at the initial request and administrative appeal levels, and for litigating FOIA requests. Include salaries of FOIA personnel, overhead, and any other FOIA-related expenses. *(Agency's budget may be used as a resource.) (Enter numbers only, no commas or periods.)*
http://www.usdoj.gov/oip/foiapost/guidance-annualreport-052008.pdf -- page 27.

1. NUMBER OF FULL-TIME FOIA EMPLOYEES	2. NUMBER OF EQUIVALENT FULL-TIME FOIA EMPLOYEES	3. TOTAL NUMBER OF FULL-TIME FOIA STAFF	1. PROCESSING COSTS	2. LITIGATION-RELATED COSTS	3. TOTAL COSTS
4	0.93	4.93	$ 764,961.93	$ 0	$ 764,961.93

SECTION X - FEES COLLECTED FOR PROCESSING REQUESTS

Report the dollar amount of fees collected from FOIA requesters for processing their requests. Also report the percentage of total processing costs (from Section IX, B.1.) that those fees represent. In calculating the amount of fees collected, include fees received from a FOIA requester for search, review document duplication, and any other direct costs permitted by agency regulations.

1. TOTAL AMOUNT OF FEES COLLECTED	2. PERCENTAGE OF TOTAL PROCESSING COSTS
$ 2,924	.382241 %

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SECTION XI - FOIA REGULATIONS

AGENCIES MUST PROVIDE AN ELECTRONIC LINK TO THEIR FOIA REGULATIONS, INCLUDING THEIR FEE SCHEDULE.

The Defense Freedom of Information Policy Office will satisfy this requirement.

SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. BACKLOGS OF FOIA REQUESTS AND ADMINISTRATIVE APPEALS.
(1) Provide the number of FOIA requests and administrative appeals that were **pending beyond the statutory time period** as of the end of the fiscal year.
(2) NOTE: The statutory time period is ordinarily twenty working days from receipt of a perfected request (see 5 U.S.C. Section 552(a)(6)(A)(i). but may be extended up to ten additional working days when "unusual circumstances" are present (see 5 U.S.C. Section 552(a)(6)(B)(i).

1. NUMBER OF BACKLOGGED REQUESTS AS OF END OF FISCAL YEAR *(Backlog requests should be equal to or less than Section V.A.4 total backlog requests.)*	2. NUMBER OF BACKLOGGED APPEALS AS OF END OF FISCAL YEAR *(Backlog appeals should be equal to or less than Section VI.A.4 total backlog appeals.)*
31	2

3. EXPLAIN BACKLOG HERE *(Optional)*

B. CONSULTATION ON FOIA REQUESTS - RECEIVED, PROCESSED, AND PENDING CONSULTATIONS.
The consultation portions of the Annual Report require information about consultations received from other agencies, not sent to other agencies.
(1) Provide the number of consultations received from other agencies, those processed, and those pending, as described in the columns below.
(2) The number in Column 1 must match the number of "Consultations Received from Other Agencies that Were Pending at Your Agency as of End of the Fiscal Year" (Column 4) from last year's Annual Report.
(3) The sum of Columns 1 and 2 minus the number in Column 3 must equal the number in Column 4.

1. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF START OF THE FISCAL YEAR	2. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES DURING THE FISCAL YEAR	3. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES THAT WERE PROCESSED BY YOUR AGENCY DURING THE FISCAL YEAR	4. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF END OF THE FISCAL YEAR
1	16	14	3

C. CONSULTATIONS ON FOIA REQUESTS - TEN OLDEST CONSULTATIONS RECEIVED FROM OTHER AGENCIES AND PENDING AT YOUR AGENCY.
Provide the date of receipt of the ten oldest consultations received from other agencies pending at your agency as of the end of the fiscal year, and the number of days pending.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
1. DATE OF RECEIPT								08/12/14	08/06/14	03/21/14
2. NUMBER OF DAYS PENDING										

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SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS *(Continued)*

D. COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT - REQUESTS RECEIVED, PROCESSED, AND BACKLOGGED.
(1) Provide the number of requests received and the number of requests processed during the fiscal year, and the number of requests backlogged as of the end of the fiscal year (starting with the Annual Report from Fiscal Year 2009) from last year's Annual Report and the number of those received and processed during the fiscal year, and backlogged as of the end of the fiscal year, from the current Annual Report.
(2) The numbers in Columns 1 and 2 must match the "Number of Requests Received in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the "Number of Requests Processed in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively.
(3) The numbers in Columns 5 and 6 must match the "Number of Backlogged Requests as of End of the Fiscal Year" from Section XII. A. of the previous Annual Report and the current Annual Report, respectively.

REQUESTS RECEIVED		REQUESTS PROCESSED		REQUESTS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
122	137	137	130	30	31

E. COMPARISON OF NUMBERS OF ADMINISTRATIVE APPEALS FROM PREVIOUS AND CURRENT ANNUAL REPORT - APPEALS RECEIVED, PROCESSED, AND BACKLOGGED.
(1) Provide the number of administrative appeals received and the number of administrative appeals processed during the fiscal year, and the number of administrative appeals backlogged as of the end of the fiscal year (starting with the Annual Report from Fiscal Year 2009) from last year's Annual Report and the number of those received and processed during the fiscal year, and backlogged as of the end of the fiscal year, from the current Annual Report.
(2) The numbers in Columns 1 and 2 must match the "Number of Administrative Appeals Received in Fiscal Year" from Section VI. A. of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the "Number of Administrative Appeals Processed in Fiscal Year" from Section VI. A. of the Annual Report from last year and from this year respectively.
(3) The numbers in Columns 5 and 6 must match the "Number of Backlogged Administrative Appeals as of End of the Fiscal Year" from Section XII. A. of the previous Annual Report and the current Annual Report, respectively.

APPEALS RECEIVED		APPEALS PROCESSED		APPEALS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
4	1	3	1	2	2

F. DISCUSSION OF OTHER FOIA ACTIVITIES *(Optional)*. Provide here any further information about the agency's efforts to improve FOIA administration. Attach additional pages if necessary.

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SECTION XIII - GRADE LEVELS/PAY RATES/TYPE(S) OF HOURS WORKED ON ANNUAL REPORT

A. CONTRACTOR/NON HOURLY COSTS.
Provide any contractor/non hourly costs, including a description of the work performed. Do not provide hourly rates, but rather overall costs for the specific work.

1. DESCRIPTION OF WORK PERFORMED	2. COST TO COMPONENT
(1) Report ran in FOIAXpress, information verified; Additional information collected (costs, etc) and added to DD2564.	$ 1,120
(2)	$
(3)	$
(4)	$
(5)	$
(6)	$
(7)	$

B. GRADE LEVEL/PAY RATE (INCLUDING STEP, IF APPLICABLE) AND NUMBER OF HOURS WORKED IN HELPING GENERATE/PREPARE THE ANNUAL REPORT.
Provide the Grade Level/Pay Rate, including step, if applicable, of each type of employee (Military/Civilian/Contractor) who worked to generate and prepare the annual report, and the number of hours worked at each level/pay rate.

1. GRADE LEVEL/PAY RATE	2. HOURS WORKED	1. GRADE LEVEL/PAY RATE	2. HOURS WORKED	1. GRADE LEVEL/PAY RATE	2. HOURS WORKED
(1) Contractor	16	(11)		(21)	
(2)		(12)		(22)	
(3)		(13)		(23)	
(4)		(14)		(24)	
(5)		(15)		(25)	
(6)		(16)		(26)	
(7)		(17)		(27)	
(8)		(18)		(28)	
(9)		(19)		(29)	
(10)		(20)		(30)	

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING	REPORT FOR FISCAL YEAR
Defense Threat Reduction Agency	2014

SECTION II - MAKING A FOIA REQUEST *(Continued)*

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS *(Continued)* *Return to Section II 1*

a. SUBCOMPONENT/COMPONENT OR AGENCY *(e.g.., McDill AFB, Department of the Air Force)*	b. **ADDRESS** *(Mail Stop, Room, Building, Base, City, State or Country, ZIP Code)*	c. TELEPHONE NUMBER
N/A		

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING	REPORT FOR FISCAL YEAR
Defense Threat Reduction Agency	2014

SECTION IV - EXEMPTION 3 STATUTES *(Continued)* *Return to Section IV 1*

(1) List all Exemption 3 statutes. (http://www.dod.mil/pubs/foi/dfoipo/docs/b3.pdf)
(2) The Defense Freedom of Information Policy Office will satisfy this requirement.
(3) The Defense Freedom of Information Policy Office will satisfy this requirement.
(4) For each request, report the number of times each statute was relied upon, however, count each statute only once per request.

1. STATUTE *(CTRL+click to select all applicable)*	2. TYPE OF INFORMATION WITHHELD	3. CASE CITATION	4. NO. OF TIMES RELIED UPON
	The Defense Freedom of Information Policy Office will satisfy this requirement.	The Defense Freedom of Information Policy Office will satisfy this requirement.	
Other:			
Other:			