Summary of Agency Chief FOIA Officer Reports for 2015 and Assessment of Agency Progress in Implementing the President's FOIA Memorandum and Attorney General Holder's FOIA Guidelines With OIP Guidance for Further Improvement

This year marks the sixth anniversary of Attorney General Holder's Freedom of Information Act (FOIA) Guidelines, and the sixth year that agencies have published their Chief FOIA Officer Reports. Attorney General Holder's FOIA Guidelines highlighted the importance of the FOIA as a reflection of "our nation's fundamental commitment to open government." In his Guidelines, Attorney General Holder directed agency Chief FOIA Officers to annually review "all aspects of their agencies' FOIA administration" and to report each year to the Department of Justice (DOJ) on the steps taken to "improve FOIA operations and facilitate information disclosure."

Over the past six years, these Chief FOIA Officer Reports have illustrated agencies' efforts to improve FOIA administration in the five key areas addressed by Attorney General Holder's 2009 FOIA Guidelines:

(1)   applying the presumption of openness;
(2)   ensuring that there are efficient and effective systems in place for responding to requests;
(3)   increasing proactive disclosures;
(4)   increasing greater utilization of technology; and
(5)   improving timeliness and reducing backlogs.

Each year since the issuance of the 2009 FOIA Guidelines, OIP has provided guidance to agencies on the content of their Chief FOIA Officer Reports. As agency implementation of the Guidelines has matured, OIP has continually refined the questions asked in the Chief FOIA Officer Reports to reflect that progress. As in prior years, while the overall topics to be addressed in the 2015 reports remained the same, OIP once again modified and updated the questions that were asked. Notably, OIP made a significant change from prior years' Chief FOIA Officer Reports by creating separate reporting requirements for agencies that receive a lower-volume of FOIA requests (less than 1,000 requests). By providing these agencies with separate reporting requirements, OIP can more easily address the different circumstances and challenges faced by those agencies with smaller-volume FOIA workloads, while continuing to focus in depth on those agencies that receive a higher volume of FOIA requests (more than 1,000).

As in prior years, after reviewing all agencies' 2015 Chief FOIA Officer Reports, as well as their Fiscal Year 2014 Annual FOIA Reports, OIP has prepared a brief summary of agency progress over the past year, which immediately follows this introduction. OIP has also conducted a detailed assessment of all one hundred agencies subject to the FOIA during Fiscal Year 2014, scoring each one on various milestones. Based on our review, OIP has also issued guidance to agencies for continued improvement in the years ahead.

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
			U.S. Department of Justice *Office of Information Policy*		
Department of Justice	DOJ				
Department of Labor	Labor				
Department of State	State				
Department of the Interior	DOI				
Department of the Treasury	Treasury				
Department of Transportation	DOT				
Department of Veterans Affairs	VA				
Environmental Protection Agency	EPA				

2015 Chief FOIA Officer Reports - Assessment of Federal Departments and Agencies

Figure 1: 2015 Chief FOIA Officer Reports - Assessment of Federal Departments and Agencies

Summary of Agency Progress Based on the 2015 Chief FOIA Officer Reports

As noted above, the 2015 Chief FOIA Officer Reports address efforts in improving FOIA administrations in five key areas tied to Attorney General Holder's 2009 FOIA Guidelines. The summary below focuses on the successes published by agencies in each of these five key areas. Agencies and the public are encouraged to review the individual 2015 Chief FOIA Officer Reports for even more detail on the successes achieved this past year in these five key areas. The Chief FOIA Officer Reports can be found on the Reports page of OIP's website or on each agency's FOIA website.

Section I: Applying the Presumption of Openness

The first section of agencies' 2015 Chief FOIA Officer Reports addresses the steps taken to apply the presumption of openness. Agencies described a wide range of efforts in this past year's reports to ensure that they are administering the FOIA with the presumption of openness called for by the President and Attorney General Holder, including providing substantive FOIA training to agency FOIA professionals, engaging in outreach with the public, and making discretionary releases of information.

FOIA Training

A proper understanding of the FOIA and the Attorney General's 2009 FOIA Guidelines is the first step towards applying the presumption of openness and a number of agencies made significant efforts this past year to provide substantive FOIA training to their personnel. For example:

- At the Department of Justice, OIP continued to expand on its extensive training program in an effort to provide quality FOIA training to FOIA professionals both within the Department and across all agencies. During this past year, OIP trained thousands of FOIA professionals on a wide range of issues. In an effort to provide important FOIA training to all federal employees, OIP also released a suite of e-Learning training modules designed to help ensure that all levels of the federal workforce have training tools available to them on the FOIA.

- The Transparency Office of the Department of Defense hosted a three-day FOIA/Privacy Act training workshop in June 2014. Well over 300 FOIA professionals attended this training workshop and over 100 participated worldwide via video teleconference. The Transparency Office's three-prong approach – in-person seminars/workshops, online training, and discussion chats - resulted in 93% of DOD Components reporting that their DOD FOIA professionals

attended FOIA training over the past year, a 29% increase over the previous year.

- The Office of the Solicitor General at the Department of Labor (Labor) hosted its 6th Annual FOIA Training Conference in Washington, D.C. with a three-day event focusing on "Promoting Effective FOIA Administration." The lecture styled training was presented via webcast production and made available to approximately 400 Department of Labor personnel nationwide. The training material for this conference was made available on the Department's internal website for future viewing.

- The Department of the Treasury held its first FOIA summit and the Department's FOIA professionals sought out and actively participated in training opportunities throughout the year. As a result of these efforts, 100% of Treasury's full-time FOIA professionals attended training during the reporting period.

Outreach

Agencies also described in their Chief FOIA Officer Reports the different ways they are engaging with civil society organizations to improve the customer experience and facilitate greater access to records. For example:

- The United States Nuclear Regulatory Commission (NRC) held a FOIA public meeting on October 7, 2014, which was attended by the public and representatives of special interest groups, including Greenpeace and the Union of Concerned Scientists. NRC also reported that its FOIA staff engaged in written and telephone follow-up with several members of the public to respond to questions raised during the meeting.

- The Bureau for Management at United States Agency for International Development hosted a Partner's Day that opened a dialogue with FOIA requesters, business submitters, and agency staff about the FOIA process. The Partner's Day included a marketplace where individuals could interact with FOIA staff directly. The sessions encouraged the reviewing of internal processes to bolster a more requester and submitter-friendly FOIA process.

Discretionary Disclosures

The 2015 Chief FOIA Officer Reports once again detailed agency efforts to make discretionary releases of information whenever possible. In 2010, OIP identified a correlation between agencies that have a process or system in place to review materials for discretionary release and the ability of agencies to make such releases. This year, over seventy agencies reported having such a system or process in place, with over sixty agencies reporting making a discretionary release during the reporting period. These agencies found opportunities to make discretionary releases of information that otherwise would have been exempt under Exemptions 2, 3, 5, 7D, 7E, 8, and 9.

Other Initiatives

As Attorney General Holder declared in his 2009 FOIA Guidelines, "FOIA is everyone's responsibility" and "it is not merely a task assigned to an agency's FOIA staff." In this past year's Chief FOIA Officer Reports, agencies also described efforts undertaken to inform non-FOIA professionals of their obligations under the FOIA. For example:

- The Department of Agriculture (USDA) published its first online FOIA training module which is intended for all Department employees, contractors, stakeholder and affiliates, and which emphasizes compliance with both the letter and the spirit of the FOIA. More specifically, the training covers: (1) the basic purpose of the FOIA, as explained by the United States Supreme Court; (2) President Obama's and Attorney General Holder's directives for agencies to administer the FOIA with the presumption that "openness prevails;" (3) the Department's FOIA process; (4)

key players in the Department's FOIA process; (5) the FOIA's statutory requirements; and (6) the Department's commonly cited FOIA exemptions.

- The Transportation Security Administration (TSA) at the Department of Homeland Security developed a new agency-wide Management Directive to clarify the roles and obligations of agency staff under the FOIA. TSA also developed and widely distributed "FOIA 101" guidance to TSA employees and provided customized training to its program offices. Further, TSA used its new iShare site to provide FOIA guidance to non-FOIA professionals.

Section II: Ensuring Agencies Have Effective Systems for Responding To Requests

As a part of the 2015 guidelines for agency Chief FOIA Officer Reports, the Department of Justice asked agencies to provide information on the steps "taken to ensure that [the] management of [their] FOIA program is effective and efficient." In their 2015 reports, agencies provided details on various efforts related to personnel, processing procedures and requester services.

Personnel

At the heart of every FOIA program are the FOIA professionals who are on the frontlines of processing the increasing numbers of requests that are received each year. Both the President and Attorney General Holder have emphasized the importance of the work performed by agency FOIA professionals. In recognition of their important role, and in an effort to professionalize the government's FOIA and Privacy Act workforce, on March 9, 2012, the Office of Personnel Management (OPM) announced the creation of a new job category specifically for FOIA and Privacy Act professionals called the Government Information Series. In their 2015 Chief FOIA Officer Reports, many agencies reported that they had converted the majority, if not all, of their eligible FOIA staff to the new job series including, DOJ, the Departments of Education (ED) and Housing and Urban Development (HUD), the Federal Trade Commission (FTC), OPM, the Pension Benefit Guaranty Corporation (PBGC), the Small Business Administration (SBA), and the U.S. Consumer Product Safety Commission (CPSC). Agencies that had not yet converted all of their eligible FOIA personnel to the new job series provided plans in their report for doing so in the upcoming year.

Processing Procedures

Agencies were also asked to report on whether they were able to adjudicate requests for expedited processing in an average of ten calendar days or less during Fiscal Year 2014. Thirty agencies reported that they did not receive any requests for expedited processing, but of the agencies that did adjudicate such requests, fifty-two, including seven of the fifteen cabinet departments reported that they were able to do so within an average of ten calendar days or less. Notably, the government overall adjudicated over 80% of requests for expedited processing during Fiscal Year 2014 within ten calendar days. Agencies that did not maintain an average of ten days or less to adjudicate requests for expedited processing provided plans for improvement during Fiscal Year 2015. In December 2014, OIP released guidance stressing the importance of ensuring timely determinations on requests for expedited processing.

Notably, the government overall adjudicated over 80% of requests for expedited processing during Fiscal Year 2014 within ten calendar days.

In line with OIP's previously released guidance on routing misdirected requests, many high-volume agencies reported already having an efficient manner of routing misdirected requests, while others have taken steps to make the routing of misdirected requests more efficient. For example, DHS, which received the most requests in the federal government for the sixth consecutive year, handles misdirected requests during daily triage and typically routes them to the appropriate component within one business day.

Requester Services

As a part of their 2015 Chief FOIA Officer Reports, agencies also overwhelmingly noted that they communicate with requesters through electronic means whenever possible and that they inform the public of the mediation services offered by the Office of Government Information Services (OGIS) in their administrative appeal responses.

For 2015, the Department of Justice added new questions to the Chief FOIA Officer Reports to address how agencies communicate with requesters when fees are involved. On November 13, 2014, OIP issued a second guidance article to agencies on the importance of good communication with requesters. Among other things, the guidance specifically addressed certain steps agencies should take in their communications on fees to ensure that their communications are made in the "spirit of cooperation" called from by the President and Attorney General Holder. A majority of agencies reported in their Chief FOIA Officer Reports that they provide a breakdown of how FOIA fees are calculated and assessed to the requester, and that when estimated fees are particularly high, they provide an explanation for the estimate to the requester.

Other Initiatives

This year's reports also detailed over-arching steps agencies have undertaken to ensure that their FOIA systems operate efficiently and effectively, including:

- The Council on Environmental Quality (CEQ) conducted a self-assessment to improve the efficiency of its FOIA processing and search procedures. CEQ implemented new search protocols and deployed information technology tools to ensure adequacy, accuracy, and efficiency of searches.

- OPM reported that its Chief FOIA Officer has worked with the OPM FOIA Processing Team to frequently revise its standard operating procedures for a more effective workflow. In April 2014, OPM FOIA processing flow charts, process narratives supporting the flow charts, and other program-to-FOIA Office processes were further defined, revised and/or clarified. These efforts have resulted in a more interactive, inclusionary format that has helped integrate all that is involved with OPM's FOIA processes to allow for greater efficiencies. Assessments are also conducted by the OPM FOIA processing team to revise the process whenever an issue arises that has a negative impact on the overall process.

- The Department of the Interior (Interior) issued a new FOIA Handbook as well as an extensive package of sample language for FOIA responses. Interior's FOIA Policy Staff also initiated a number of updates and improvements to its electronic FOIA tracking system.

Section III: Increasing Proactive Disclosures

Both the President and Attorney General Holder have emphasized the need for agencies to work proactively to post information online without waiting for individual requests to be received. In their 2015 Reports, agencies provided numerous details on the systems they have in place for identifying records for proactive disclosure, information on collaborations with staff outside the FOIA office to facilitate doing so, their processes for identifying frequently requested records for online posting, and examples of posted material.

In order to answer Attorney General Holder's call for agencies to "readily and systematically post information online" it is important that each agency have a process in place to identify records for proactive disclosures. Utilizing different strategies tailored to serve the community of individuals who most frequent their websites, many agencies described the distinct processes they have put in place to identify records for

> "[A]gencies should readily and systematically post information online in advance of any public request."
> -- Attorney General Holder

proactive disclosures and how their processes involve collaboration with agency staff outside the FOIA office. For example:

- FOIA professionals at the Commodity Futures Trading Commission (CFTC) routinely interact with staff outside the FOIA office to determine whether documents can or should be proactively disclosed online. CFTC continued to make proactive disclosures on its website in connection with numerous Dodd-Frank Act rulemakings, and pursuant to its transparency policy it continued to post a list of all meetings with outside stakeholders.

- The Department of Commerce (DOC) identifies those records that are likely of interest to the public and its constituents, such as grant documents and reports, and posts those online using either a blog and/or individual bureau main web pages. Postings are made by topic for ease of access. DOC FOIA Officers work with program offices, office of public affairs and the webmaster to ensure that records from the programs are routinely made available on the Department's website.

- The National Reconnaissance Office (NRO) at DOD established a process to work extensively with their Media Services Center and Office of Public Affairs to develop its website to post proactive disclosures. NRO also interacted regularly with the Office of Security & Counterintelligence Policy, the Directorates and organizational offices, and the Center for the Study of National Reconnaissance to identify topics where greater release might be in order.

In addition to the President and Attorney General Holder's call for agencies to readily and systematically post information online, the FOIA itself requires agencies to proactively disclose records that have been frequently requested and released. Identifying these frequently requested records is key to an agency's ability to post them online. In their 2015 Chief FOIA Officer Reports, agencies describe the different processes they have put in place for posting frequently requested records. For example, the Consumer Financial Protection Bureau (CFPB) utilizes tracking software and conducts monthly reviews of its FOIA logs to identify records that have been requested multiple times. After identification, CFPB posts those records in accordance with DOJ guidance and its newly created FOIA Transparency Plan. Some agencies reported going beyond the requirement of posting frequently requested records and posting almost all records they released under the FOIA. For example, the General Services Administration (GSA) reported that it began this practice in FY 2015.

Lastly, using various methods to identify proactive disclosures, agencies also provided a wealth of examples in their Reports of new or regularly updated information posted on their websites. For example:

- The Institute of Museum and Library Services (IMLS) launched a new IMLS Data Catalog, which contains data about IMLS grants administration, agency administrative activities, and agency-collected statistical data about museums, libraries, and related organizations. The site can be used to search, filter, and export datasets and create and share visualizations, such as maps and charts without additional software. IMLS continued to update its Open Data page summarizing the agency's commitment to open data and information sharing. This page includes a link to IMLS' data listing which describes, in both human and machine-readable forms, all of the agency's datasets that can be made publicly available. IMLS continued to explore opportunities to increase public disclosure of information regarding the IMLS Grants to States Program and developed new State-level profiles containing data on the use of Grants to States funds by each state.

- The Department of Health and Human Services Center for Medicare & Medicaid Services publicly posts a wide variety of data, statistics and general information pertaining to Medicare and the Affordable Care Act. In addition, the Food and Drug Administration proactively disclosed information on the 2014 Ebola Outbreak in West Africa.

- The Securities and Exchange Commission (SEC) began proactively posting records related to its Administrative Proceedings. These records include motions, briefs and other legal memoranda.

These are just a few examples of the types of proactive disclosures described in agencies' 2015 Chief FOIA Officer Reports. A wealth of additional examples can be found in the individual agency Chief FOIA Officer Reports available on OIP's website.

Section IV: Greater Utilization of Technology in FOIA Administration

A key component of the President's FOIA Memorandum is the call for agencies to "use modern technology to inform citizens about what is known and done by their Government." In response to this directive, agencies have utilized advanced technology to not only make more information available online and improve their websites, but also to assist in their overall administration of the FOIA. Each year, OIP asks agencies to describe in their Chief FOIA Officer Reports the steps they have taken to greater utilize technology in their FOIA administration.

As a part of the first Chief FOIA Officer Reports, submitted in 2010, agencies were surveyed to determine the extent to which they were using technology to receive, track, and process requests, and to prepare their Annual FOIA Reports. As has been done for each section of the Chief FOIA Officer Report, every year OIP has refined the questions for this section as the use of technology in FOIA has matured. For 2015, high-volume agencies were asked to report on whether they provide requesters the ability to track the status of their requests and appeals online. Agencies were also asked about the steps they take to ensure the information they do make available online is more useful to the public. High-volume agencies were asked to report on the extent to which they are using more advanced technologies to assist with the processing of requests. Finally, agencies were also asked to report on other initiatives such as whether they properly posted their Quarterly FOIA Reports and whether they communicate electronically with requesters as a default.

Online Tracking of FOIA Requests and Appeals

Of the high-volume agencies, over two-thirds reported offering requesters the ability to track the status of requests online. This figure includes some decentralized agencies that have online tracking for at least some of their components, with HUD, Labor, and Interior all reporting offering such services for all of their components. The form and functionality of the online tracking provided by these agencies varies. For example, a number of agencies reported providing tracking through online portals, while some other agencies explained that they regularly post updated request logs with status information on their websites. In addition to providing online tracking, some agencies reported that their services provide estimated dates of completion.

Making Material Posted Online More Useful

Technology can serve a critical role in making posted material more useful to the public. As illustrated in the 2015 Chief FOIA Officer Reports, agencies are making posted information more useful for the public through a number of different ways, such as by improving search functionalities, posting material in open formats, making material available through mobile applications, and soliciting feedback on the content and presentation of posted materials. Once information is posted, agencies are also using their websites and social media to publicize or highlight important proactive disclosures so that the public is aware of their availability. Twitter, Facebook, YouTube, and Flickr are just some of the social media outlets used by agencies over the past year to highlight new postings. Often, the process of finding ways to make

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the material posted online more useful will necessarily include collaboration between a range of professionals within an organization, such as technology specialists and public affairs or communications professionals. High volume agencies detailed these interactions in their 2015 Chief FOIA Officer Reports as well.

Overall, for 2015, many agencies reported that they are taking steps to make posted material more useful. For example:

- ED launched a new ED Data Inventory. The Inventory is available as a searchable website and a JSON file. The goal of the ED Data Inventory is to describe all data reported to the Department of Education, with the exception of personnel and administrative data. It includes data collected as part of grant activities, along with statistical data collected to allow publication of valuable statistics about the state of education in the U.S. The ED Data Inventory includes descriptive information about each data collection, along with information on the specific data elements in individual collections. The ED Data Inventory page can be found here.

- The National Labor Relations Board (NLRB) previously posted dynamic "Case Pages" on its public website, which allow the public to view activity for any NLRB case, with direct links to available public documents. In the last year, NLRB reviewed its document categories and made available 142 additional document types on these Case Pages. NLRB now provides direct links to 483 document types on its website. NLRB also solicits feedback on its website for individuals who experience any difficulties with navigation of the site or have other technical issues or questions.

- In the past two years, the Office of Government Ethics (OGE) has implemented a new strategy for communicating with the public through Director's Notes posted on the homepage of OGE's website. The Director's Notes provide a public-friendly explanation of OGE's role in the executive branch ethics program, ethics rules and regulations, OGE's programs and initiatives, and current ethics issues. In addition, OGE created a space on its homepage, called OGE Highlights, to provide current news and information about OGE and the executive branch ethics program in an easy to understand manner. OGE also uses social media to broaden its reach to key external stakeholders and makes the information posted more useful to these stakeholders. Specifically, OGE uses its Twitter account to direct the public to detailed information on its website and to provide an additional way to access OGE's latest publications.

Use of Technology to Facilitate Processing of Requests

The use of technology to reduce the time and labor needed to process requests, such as technology that can sort and de-duplicate documents, provide shared platforms to facilitate consultations, or improve search capabilities, has great potential for improving agencies' FOIA administration. For 2015, many agencies once again reported that they are taking steps to utilize more advanced technology to assist with the processing of requests. For example:

- USDA implemented an e-discovery platform to complement its existing enterprise wide tracking database. The platform allows FOIA professionals to quickly list and identify documents and sources, identify duplicate and near duplicate documents and emails, search, categorize and rank documents for ease of review, view and group documents by custodian, and significantly cull records.

- GSA implemented an e-discovery software solution for email gathering. The new software has eliminated the difficulties that were caused by utilizing multiple email service providers. In addition, GSA FOIA professionals utilize Google Groups and Google Drive to organize and gather responsive documents for large and voluminous requests. These software applications help GSA FOIA professionals to facilitate a collaborative environment for sharing, reviewing, and redacting information. GSA has found that using these applications has reduced the response times for its voluminous and complex FOIA requests.

- [PBGC](#) has implemented various document sharing platforms. PBGC is implementing one of these platforms through a phased approach projected to have 80% or more of the Corporation using the software by 2015, and 100% by 2016. The software gives business practitioners a document sharing platform that provides a better way to organize and collaborate. Thus far, PBGC has found the technology to be very helpful for improving record search capabilities.

A number of agencies reported that they could benefit from the types of tools described above. As agencies continue to acquire such tools for use in their FOIA operations, they can expect to see greater efficiencies in their overall FOIA administration. As the [Chief FOIA Officer Reports](#) illustrate, agencies are eager to use more advanced technology to recognize greater efficiencies in their overall FOIA administration.

Other Initiatives

As the public increasingly seeks to communicate with agencies electronically, it is vital that agencies ensure that they utilize technology to facilitate that communication. On November 22, 2013, OIP issued [guidance](#) to agencies on the importance of good communication with requesters. A key focus of that guidance was the importance of agencies using technology to further improve how they communicate with requesters. Agencies were advised to communicate electronically with requesters as a default. In the 2015 Chief FOIA Office Reports, nearly all agencies confirmed that their agency FOIA professionals use e-mail or other electronic means to communicate with requesters whenever feasible.

Finally, in FY 14 nearly 60% of agencies reported posting their Quarterly FOIA Reports successfully with corresponding data appearing on [FOIA.gov](#). An additional 17% of agencies were able to post their quarterly reports successfully to their own website even though they may have had technical difficulties that resulted in their information not appearing on FOIA.gov. Given the importance of providing the public these key FOIA statistics during the course of the fiscal year, every agency should ensure that their quarterly FOIA reports are timely and properly posted in accordance with OIP's [guidance](#), so that they can be accessed through [FOIA.gov](#).

Section V: Improving Timeliness and Reducing Backlogs

Both the [President](#) and [Attorney General Holder](#) have emphasized the importance of improving timeliness in responding to requests. In his [FOIA Memorandum](#) issued on his first full day in office, President Obama directed agencies to "act promptly" when responding to requests." Attorney General Holder similarly emphasized in his [FOIA Guidelines](#) that "[t]imely disclosure of information is an essential component of transparency . . . [and that] [l]ong delays should not be viewed as an inevitable and insurmountable consequence of high demand." For the [2015 Chief FOIA Officer Reports](#), the OIP asked agencies to provide detailed information on their average processing times for simple requests and their efforts to reduce backlogs and close their ten oldest requests, appeals, and consultations. Those agencies that had a request backlog of over 1,000, and did not reduce that backlog, were also required to provide a plan for achieving backlog reduction in the year ahead. Likewise, agencies that did not close their ten oldest requests, appeals, or consultations were required to describe their plans for closing those requests, appeals or consultations by the next fiscal year.

Simple Track Requests

Because of the strong correlation between the type of request that is made and the ability of the agency to respond to that request more quickly, in 2012, OIP established a milestone that addressed whether the agency overall responded to requests in its simple track within an average of twenty working days or less. Agencies were once again required to report on this metric in [their 2015 Chief FOIA Officer Reports](#). Fifty-nine agencies reported that they were either able to process their simple-track requests in an average of twenty-working days or less, or if they did not utilize multi-track processing, they were able to process all of their non-expedited requests within that average timeframe.

Backlogs

With regard to request backlogs, fifty-four agencies reported that they were either able to reduce the number of requests in their backlog at the end of Fiscal Year 2014or they had no backlog to reduce. Additionally, eleven agencies reported a slight increase of up to five backlogged requests. Twenty-seven agencies experienced a backlog increase of more than five requests. For administrative FOIA appeals, seventy agencies reported that they were either able to reduce the number of appeals in their backlog at the end of Fiscal Year 2014 or they had no backlog to reduce. Ten agencies reported a slight increase of up to five backlogged appeals. Fifteen agencies reported a backlog increase of over five appeals.

Request Backlog Comparsion - End of FY 2013 to End of FY 2014

- ■ Reduced or No Backlog to Reduce (54 agencies)
- ■ Slight Increase (within 5) or Constant Backlog (19 agencies)
- ■ Increase (27 agencies)
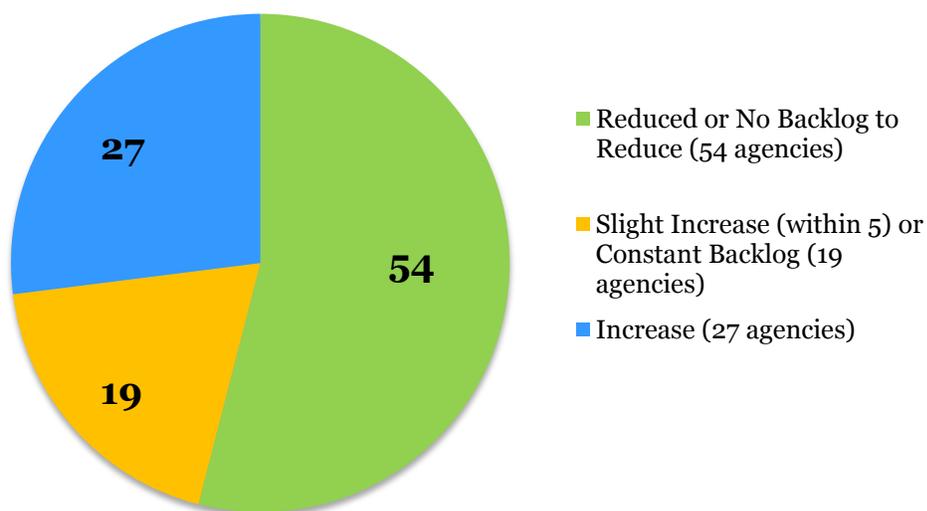
As with previous years, agencies that experienced an increase in their request or appeal backlogs explained the causes that contributed to those increases in their 2015 Chief FOIA Officer Reports. Some of the common factors reported by agencies included an increase in the number of incoming requests, loss of FOIA staff, a three-week government shutdown, and an increase in the complexity of the requests or appeals received by the agency.

Status of Ten Oldest Requests, Appeals, and Consultations

A critical element of the government's efforts to reduce backlogs and answer the President's and Attorney General Holder's call to provide timely disclosures of information is closing the ten oldest pending requests, appeals, and consultations at each agency every year. Sixty-eight agencies reported that they were either able to close all ten of their oldest requests from Fiscal Year 2013 by the end of Fiscal Year 2014, or they had no ten oldest to close. In addition, for the first time OIP asked agencies to report on whether any of their ten oldest requests were closed because the request was withdraw by the requester. Overall, only twelve agencies reported closing any of their

Agencies that were able to close all of their ten oldest or had none to close in Fiscal Year 2014

➢ Requests: **Sixty-eight** agencies
➢ Appeals: **Seventy-seven** agencies
➢ Consultations: **Ninety-two**

ten oldest as a result of a withdrawal. Moreover, only 4.23% of all the agency ten oldest (12 out of 638) were closed because the request was withdrawn.

With regard to appeals, seventy-seven agencies were either able to close their ten oldest pending appeals or they had no ten oldest to close. Finally, ninety-two agencies were able to close their ten oldest pending consultations or they continued to maintain no pending consultations at the end of the fiscal year.

Interim Responses

Agencies were also asked to report in their 2015 Chief FOIA Officer Reports on whether they have a system in place for providing requesters substantive interim responses when appropriate. In the spirit of providing more timely disclosures of information, OIP issued guidance in 2010 to agencies encouraging the use of interim releases whenever a request involves a voluminous amount of material or a search in multiple locations is required. The vast majority of agencies reported that they did have a process in place for making interim responses. Additionally, each agency reported an estimate of the number of cases in their backlog for which an interim response was provided.

Use of Law Enforcement Exclusions

On September 14, 2012, OIP issued guidance to agencies on the implementation of the FOIA's statutory exclusion provisions, which included four requirements that bring greater accountability and transparency to this part of the law. One of the requirements of the guidance is that agencies must publicly report in their Chief FOIA Officer Reports on the number of times they used an exclusion during the prior fiscal year. During Fiscal Year 2014, only two agencies reported using an exclusion for a total of 147 times. These two agencies were DOJ and SEC. When compared to the 431,558 requests reviewed by the government during Fiscal Year 2014 for exemption applicability, exclusions were used in response to 0.03% of requests processed for disclosure.

Conclusion

As is evident by OIP's 2015 Assessment, agencies have persevered through a difficult year of tight resources and ever-increasing demands to continue improving their administration of the FOIA through various initiatives connected to the five key areas of Attorney General Holder's 2009 FOIA Guidelines. Agencies continue to embrace the President's and Attorney General Holder's 2009 FOIA directives by applying the presumption of openness, making more proactive disclosures, utilizing technology for the benefit of FOIA, and making efforts to improve timeliness. As in years past, while significant improvements can clearly be seen, the successes achieved by individual agencies can vary. OIP's Assessment serves as a visual snapshot of where each agency should focus its efforts in the upcoming year to achieve even greater success in implementing the President's Memorandum on the FOIA and Attorney General Holder's FOIA Guidelines. To assist agencies, OIP offers the following guidance based on our 2015 Assessment.

OIP Guidance for Further Improvement Based on 2015 Chief FOIA Officer Report Review and Assessment

Continuing to Focus on Substantive FOIA Training

It is critical to any successful FOIA administration that the professionals responsible for implementing the law have adequate training resources available to them. Agencies should take steps to ensure that all of their FOIA professionals attend substantive FOIA training at least once throughout the year. The level of training needed by agency FOIA professionals will necessarily vary based on the numbers and complexity of the requests the agency receives. Nevertheless, it is important that all professionals that handle FOIA requests at an agency, whether small or large, participate in necessary FOIA training throughout the year so that they can be current with the state of the law.

Agencies that are in need of training are encouraged to take advantage of the many training opportunities available around the government or to plan a comprehensive FOIA conference tailored to the needs of their own agency. OIP regularly conducts a number of government-wide training sessions that cover all aspects of the FOIA. OIP's subject matter experts are also available to provide specialized training for agencies on any FOIA topic. Additionally, this past March OIP released a suite of e-Leaning FOIA courses that are available for all agencies with e-learning platforms. For more information about OIP's upcoming training events and how to attend please visit the Training page of our website.

Electronic Communication with Requesters

President Obama and Attorney General Holder emphasized in their FOIA Memoranda the importance of agencies working with FOIA requesters "in a spirit of cooperation." In 2013, OIP issued a second guidance article on the importance of good communication with requesters with emphasis on the use of technology. As the public increasingly seeks to communicate with agencies electronically, it is vital that agencies ensure that they utilize technology to facilitate that communication.   In accordance with OIP's 2013 guidance, agencies should communicate electronically with requesters as a default.

Improving Timeliness and Reducing Backlogs

Both the President and Attorney General Holder have emphasized the importance of timeliness when responding to requests. As agencies receive more requests every year and fiscal times continue to be tight, additional challenges must be overcome to improve timeliness. In the 2015 Assessment, OIP captures agencies' efforts in this area by scoring several milestones, including: the average processing time for simple requests, reductions in backlogs, the percentage of the backlogs in relation to incoming requests and appeals, and the closure of agencies' ten oldest requests, appeals, and consultations.

With regard to simple track requests, those agencies that reported an average processing time of more than twenty days should reexamine their FOIA process and strive to meet this milestone. For those agencies with backlogs of requests and appeals, agencies should continue to work to reduce those backlogs. Finally, agencies should continue to make it a priority to close their ten oldest pending requests, appeals, and consultations each fiscal year. Our sustained efforts to close these requests and appeals every year is essential to reducing the age of the government's backlogs and resolving those cases that have been lingering for years. Closing the ten oldest consultations also ensures that the agencies that sent the consultations can have the responses they need in order to close out those requests.

2015 Assessment of Agency Progress in Implementing the President's FOIA Memorandum and Attorney General Holder's FOIA Guidelines

As noted above, OIP has made a significant change from prior years' Chief FOIA Officer Reports by creating two sets of reporting requirements, one for agencies that receive a high volume of FOIA requests, and another for those agencies with smaller volumes. By providing agencies with separate reporting requirements and metrics for assessment, OIP can more easily address the different circumstances and challenges faced by those agencies with smaller-volume FOIA workloads, while continuing to focus in depth on those agencies which receive a higher volume of FOIA requests, i.e., more than 1,000 a year.

For the 2015 assessment, OIP has selected twenty-five milestones for scoring high volume agencies and twenty milestones for small volume agencies, all of which are each tied to one of the five key areas addressed in the Chief FOIA Officer Reports. These milestones were chosen as indicative of progress made in each area, but they are by no means exclusive. Agencies include in their Chief FOIA Officer Reports a wide range of accomplishments and initiatives that have been undertaken to improve their administration of the FOIA. As these reports themselves provide a more comprehensive picture of each agency's work in implementing Attorney General Holder's FOIA Guidelines, this assessment is designed to provide a visual snapshot of several key areas of agency FOIA administration and is meant to be read in conjunction with the Chief FOIA Officer Reports. The assessment readily illustrates many areas where agencies have made real progress in the past year and also serves to highlight areas where further improvements can be made.

The assessment covers all one hundred agencies that were subject to the FOIA during Fiscal Year 2014. As in prior years, agencies are scored on the different milestones based on a stoplight scoring system. The assessment includes overall scores for each assessed section and additional narrative information is also provided from the agency reports. Agencies provide a wealth of information as a part of their Chief FOIA Officer Reports that do not lend themselves to scoring, but are still very informative as to their efforts to improve their FOIA administration. This year, Section III, in particular, which addresses proactive disclosures, was such a section and so was not given an overall score this year.

A detailed methodology is provided below describing how each milestone was scored and how the overall scores for each section were calculated. As in prior years, questions assessed on the three-step scoring system use a score of dark green, yellow, and red. Dark green indicates that the agency met the milestone, yellow indicates partial progress, and red indicates that the milestone was not met. For the five-step scoring system, the colors light green and orange were added to provide more gradation as to the progress the agency has made in the area being scored.

The time period for the assessment is generally March 2014 to March 2015, which is the period covered by the 2015 Chief FOIA Officer Reports. For the milestones concerning average time to adjudicate requests for expedited processing, processing times for simple track requests, backlogs, and the ten oldest requests, appeals, and consultations, the time period is Fiscal Year 2014. The data for these metrics was compiled from agency Annual FOIA Reports, which are available on both FOIA.gov and OIP's Reports page.

2015 Chief FOIA Officer Report Assessment Methodology

Agencies Receiving More than 1,000 Requests in Fiscal Year 2013

Color/Score Breakdown

- Dark Green (DG) – 4
- Light Green (LG) – 3
- Yellow (Y) – 2
- Orange (O) - 1
- Red (R) – 0

Overall Section Score Breakdown (Average)*

- 4.0 to 3.5 – Dark Green
- 3.5 to 3.0 – Light Green
- 3.0 to 2.5 – Yellow
- 2.5 to 2.0 – Orange
- 2.0 and below – Red

*As indicated above, each score is assigned a numerical value from zero to four. For the overall score for each section of the Assessment, the total number of points the agency achieved based on its scores in that section were averaged.

Section I: Steps Taken to Apply the Presumption of Openness

FOIA Training

1. Did your agency conduct FOIA training during the reporting period for FOIA professionals?

   - **DG**: Held training or had a FOIA conference (one or multiple)
   - **LG**: Held staff meetings that included some FOIA training; holding training after reporting period
   - **Y**: Training is in planning stages
   - **O**: Will explore options for holding training
   - **R**: Did not hold training

2. Did your FOIA professionals attend any FOIA training or conference during the reporting period such as that provided by the Department of Justice? **(Not Graded)**

3. Provide an estimate of the percentage of your FOIA professionals and staff with FOIA responsibilities who attended substantive FOIA training during this reporting period.

   - **DG**: 100% to 81%
   - **LG**: 80% to 61%
   - **Y**: 60% to 41%
   - **O**: 40% to 21%
   - **R**: 20% and below

4. In the 2014 Chief FOIA Officer Report Guidelines, OIP asked agencies to provide a plan for ensuring that core, substantive FOIA training is offered to all agency FOIA professionals at least once each year. Please provide the status of your agency's implementation of this plan.

   - **DG**: Substantial success in implementing plan
   - **Y**: Moderate to minimal success in implementing plan
   - **R**: Agencies plan was not implemented

Outreach

5. Did your FOIA professionals engage in any outreach or dialogue with the requester community or open government groups regarding your administration of the FOIA?

   - **DG**: Agency conducted outreach
     Y: Agency conducted outreach with requesters during request/appeal process
   - **R**: Agency did not conduct any outreach

6. If you did not conduct any outreach during the reporting period, please describe why? **(Not Graded)**

Discretionary Releases

7. Does your agency have a distinct process or system in place to review records for discretionary release?

   - **DG**: Agency has a distinct process in place for review; for decentralized agencies all components have a process in place
   - **Y**: Agency does not have a separate process in place outside of normal review; if decentralized not all components have a process in place
   - **R**: Agency does not review for discretionary release

8. During the reporting period, did your agency make any discretionary releases of information?

   - **DG**: Yes
   - **R**: No
   - **N/A**: Agency answered that they did not have the opportunity based on requests received

9. What exemption(s) would have covered the material released as a matter of discretion? For a discussion of the exemptions that allow for discretionary releases, please see OIP's guidance on implementing the President's and Attorney General's FOIA Memoranda. **(Not Graded)**

Section II: Steps Taken to Ensure that Your Agency Has an Effective System in Place for Responding to Requests

Personnel

1. In the 2014 Chief FOIA Officer Report Guidelines, OIP asked agencies about the status of converting all eligible FOIA professionals to the new Government Information Series. If your agency reported that its staff was eligible for conversion but had not yet converted all professionals to the new series, what is the current proportion of personnel that have been converted?

   - **DG**: 100% to 81%; alternatively in 2014 report noted that 100% had been converted
   - **LG**: 80% to 61%
   - **Y**: 60% to 41%
   - **O**: 40% to 21%
   - **R**: 20% and below
   - **N/A**: No eligible personnel

Processing Procedures

2. For Fiscal Year 2014, what was the average number of days your agency reported for adjudicating requests for expedited processing? Please see Section VIII.A of your agency's Fiscal Year 2014 Annual FOIA Report.

- **DG**: Less than 10 days
- **LG**: Between 10.1 and 10.5 days
- **Y**: Between 10.6 and 11.0 days
- **O**: Between 11 and 12 days
- **R**: Over 12 days
- **N/A**: Did not adjudicate such a request during FY

3. If your agency has a decentralized FOIA process, has your agency taken steps to make the routing of misdirected requests within your agency more efficient? If so, please describe those steps. **(Not Graded)**

Requester Services

4. Does your agency notify requesters of the mediation services offered by the Office of Government Information Services (OGIS) at the National Archives and Records Administration? See OIP Guidance, "Notifying Requesters of the Mediation Services Offered by OGIS." (July 9, 2010)

- **DG**: Agency answered yes
  - o Alternatively: Agency would, but hasn't had the opportunity (such as if no appeals received)
- **Y**: Agency answered no, but will begin doing so
  - o Alternatively: Agency answered no, but is looking in to doing so
- **R**: Agency answered no and is taking no steps to doing so

5. When assessing fees, does your agency provide a breakdown of how FOIA fees were calculated and assessed to the FOIA requester? For example, does your agency explain the amount of fees attributable to search, review, and duplication? See OIP Guidance, "The Importance of Good Communication with FOIA Requesters 2.0: Improving Both the Means and the Content of Requester Communications." (Nov. 22, 2013)

- **DG**: Agency provides requester with full itemized breakdown of fees, including type of fees assessed
- **Y**: Agency provides requester total assessment and type of fees assessed, but no itemized breakdown between type of fees
- **R**: Agency provides fee assessment with no breakdown
- **N/A**: No fees assessed during reporting period

6. If estimated fees estimates are particularly high, does your agency provide an explanation for the estimate to the requester? *See id.*

- **DG**: Yes, agency provides an explanation for particularly high fee estimates
- **Y**: Agency provides requester with only type of fees
- **R**: No, agency does not provide an explanation for particularly high fee estimates
- **N/A**: Agency did not assess any particularly high fees during the reporting period

Section III: Steps Taken to Increase Proactive Disclosures

Posting Material

1. Does your agency have a distinct process or system in place to identify records for proactive disclosure? If so, please describe your agency's process or system.

- **DG**: Agency answered yes
- *LG: If decentralized – Agency answered that most components have distinct systems*
- **Y**: Agency makes a lot of information available, but no set system

- o Alternatively: Agency answered no but provided examples of information posted (beyond things like Federal Register notice or press releases)
  - **O**: *If decentralized – Agency answered that most components do not have distinct systems*
  - **R**: Agency answered no

2. Does your process or system involve any collaboration with agency staff outside the FOIA office? If so, describe this interaction. **(Not Graded)**

3. Describe your agency's process for identifying "frequently requested" records that should be posted online. **(Not Graded)**

4. If there are any other steps your agency has taken to increase proactive disclosures, please describe them. **(Not Graded)**

Section IV: Steps Taken to Greater Utilize Technology

Online Tracking of FOIA Requests and Appeals

1. Can a member of the public track the status of his or her request or appeal electronically? **(Not Graded)**

2. If yes, how is this tracking feature provided to the public? For example, is it being done through the regular posting of status logs, an online portal, or through another medium? **(Not Graded)**

3. If your agency does provide online tracking for requesters, does this feature also provide an estimated date of completion? **(Not Graded)**

Making Material Posted Online More Useful

4. Beyond posting new material, is your agency taking steps to make the posted information more useful to the public, especially to the community of individuals who regularly access your agency's website?

   - **DG**: Agency answered yes
     - o Alternatively: Agency answered that it is already making information available in its most useful format
   - **Y**: Agency is looking into how they would do so
     - o Alternatively: If agency noted that their website is not supported within the agency
   - **R**: Agency answered no

5. Did your agency use any means to publicize or highlight important proactive disclosures for public awareness? If yes, please describe those efforts.

   - **DG**: Agency answered yes
   - **Y**: Agency noted that they send an email to a set list of recipients or have information on their website for users to see
   - **R**: Agency answered no

6. Has your agency encountered challenges that make it difficult to post records you otherwise would like to post? **(Not Graded)**

Use of Technology to Facilitate Processing of Requests

7. Beyond using technology to redact documents, is your agency taking steps to utilize more advanced technology to facilitate overall FOIA efficiency, such as improving record search capabilities, utilizing document sharing platforms for consultations and referrals, or employing software that can sort and de-duplicate documents? If yes, describe the technological improvements being made. **(Not Graded)**

Other Initiatives

8. Did your agency successfully post all four quarterly reports for Fiscal Year 2014?

    - **DG**: Agency did successfully, with data appearing on FOIA.gov
    - **LG**: Agency did, but data did not appear on FOIA.gov due to technical reasons and reached out to OIP to resolve issues
    - **Y**: Agency posted 2 or 3 of the reports, and reached out to OIP to resolve issues
    - **O**: Agency posted at least 1 report, and is working with OIP to resolve issues
    - **R**: Agency did not post any reports

9. Do your agency's FOIA professionals use e-mail or other electronic means to communicate with requesters whenever feasible?

    - **DG**: Agency answered yes
    - **LG**: Agency answered yes, but noted that there is limited opportunity
    - **Y**: Agency would like to use electronic communications, but current system are not set up for it and they are working to resolve
        - o Alternatively: Agency would like to, but cannot due to nature of records
    - **O**: Agency would like to, but current systems not set up to allow it
    - **R**: Agency answered no

Section V: Steps Taken to Improve Timeliness in Responding to Requests and Reducing Backlogs

Simple Track

1. Does your agency utilize a separate track for simple requests? **(Not Graded)**

2. If so, for your agency overall in Fiscal Year 2014, was the average number of days to process simple requests twenty working days or fewer?

    - **DG**: Average time is 20 days or below
    - **LG**: Average time is between 20.01 and 22 days
    - **Y**: Average time is between 22.01 and 23 days
    - **O**: Average time is between 23.01 and 25 days
    - **R**: Average time is above 25.01 days

3. Please provide the percentage of requests processed by your agency in Fiscal Year 2014 that were placed in your simple track. **(Not Graded)**

4. If your agency does not track simple requests separately, was the average number of days to process all non-expedited requests twenty working days or fewer? (Graded if no simple track grade articulated above in question 2)

    - **DG**: Average time is 20 days or below days
    - **LG**: Average time is between 20.01 and 22 days
    - **Y**: Average time is above 22.01 days

Backlogs

5. If your agency had a backlog of requests at the close of Fiscal Year 2014, did that backlog decrease as compared with the backlog reported at the end of Fiscal Year 2013?

- **DG**: Agency backlog decreased (or backlog was constant at 0)
- **Y**: Agency backlog was same as previous fiscal year (not 0) or increased within 5 requests
- **R**: Agency backlog increased more than 5 requests

6. If you had a request backlog please report the percentage of requests that make up the backlog out of the total number of requests received by your agency in Fiscal Year 2014.

- **DG**: 0% to 10%
- **LG**: 11% to 20%
- **Y**: 21% to 30%
- **O**: 31% to 40%
- **R**: 41% and above

7. If your agency had a backlog of appeals at the close of Fiscal Year 2014, did that backlog decrease as compared with the backlog reported at the end of Fiscal Year 2013?

- **DG**: Agency backlog decreased (or backlog was constant at 0)
- **Y**: Agency backlog was same as previous fiscal year (not 0) or increased within 5 requests
- **R**: Agency backlog increased more than 5 requests

8. If you had an appeal backlog please report the percentage of appeals that make up the backlog out of the total number of appeals received by your agency in Fiscal Year 2014. If your agency did not receive any appeals in Fiscal Year 2014 and/or has no appeal backlog, please answer with "N/A."

- **DG**: 0% to 10%
- **LG**: 11% to 20%
- **Y**: 21% to 30%
- **O**: 31% to 40%
- **R**: 41% and above

Status of Ten Oldest Requests, Appeals, and Consultations

9. In Fiscal Year 2014, did your agency close the ten oldest requests that were reported pending in your Fiscal Year 2013 Annual FOIA Report?

- **DG**: Agency answered yes (or no ten oldest to close)
- **R**: Agency answered no

10. If no, please provide the number of these requests your agency was able to close by the end of the fiscal year, as listed in Section VII.E of your Fiscal Year 2013 Annual FOIA Report. If you had less than ten total oldest requests to close, please indicate that. **(Not Graded)**

11. Of the requests your agency was able to close from your ten oldest, please indicate how many of these were closed because the request was withdrawn by the requester. If any were closed because the request was withdrawn, did you provide any interim responses prior to the withdrawal? **(Not Graded)**

12. In Fiscal Year 2014, did your agency close the ten oldest appeals that were reported pending in your Fiscal Year 2013 Annual FOIA Report?

- **DG**: Agency answered yes (or no ten oldest to close)
- **R**: Agency answered no

13. If no, please provide the number of these appeals your agency was able to close by the end of the fiscal year, as listed in Section VII.C.(5) of your Fiscal Year 2013 Annual FOIA Report. If you had less than ten total oldest appeals to close, please indicate that. **(Not Graded)**

14. In Fiscal Year 2014, did your agency close the ten oldest consultations that were reported pending in your Fiscal Year 2013 Annual FOIA Report?

- **DG**: Agency answered yes (or no ten oldest to close)
- **R**: Agency answered no

15. If no, please provide the number of these consultations your agency was able to close by the end of the fiscal year, as listed in Section XII.C of your Fiscal Year 2013 Annual FOIA Report. If you had less than ten total oldest consultations to close, please indicate that. **(Not Graded)**

Interim Responses

16. Does your agency have a system in place to provide interim responses to requesters when appropriate? *See* OIP Guidance, "The Importance of Good Communication with FOIA Requesters." (Mar. 1, 2010)

- **DG**: Agency answered yes
- **R**: Agency answered no
- **N/A**: Does not have the opportunity to provide such responses

17. If your agency had a backlog in Fiscal Year 2014, please provide an estimate of the number or percentage of cases in the backlog where a substantive, interim response was provided during the fiscal year, even though the request was not finally closed. **(Not Graded)**

2015 Chief FOIA Officer Report Assessment Methodology

Agencies Receiving Less than 1,000 Requests in Fiscal Year 2013

Color/Score Breakdown
- Dark Green (DG) – 4
- Light Green (LG) – 3
- Yellow (Y) – 2
- Orange (O) - 1
- Red (R) – 0

Overall Section Score Breakdown (Average)*
- 4.0 to 3.5 – Dark Green
- 3.5 to 3.0 – Light Green
- 3.0 to 2.5 – Yellow
- 2.5 to 2.0 – Orange
- 2.0 and below – Red

*As indicated above, each score is assigned a numerical value from zero to four. For the overall score for each section of the Assessment, the total number of points the agency achieved based on its scores in that section were averaged.

Section I: Steps Taken to Apply the Presumption of Openness

FOIA Training

1. Did your FOIA professionals or the personnel at your agency who have FOIA responsibilities attend any FOIA training or conference during the reporting period such as that provided by the Department of Justice?

   - **DG**: Attended training/FOIA conference (one or multiple), or held a staff meeting that included some FOIA training
   - **Y**: Is planning to attend or hold training after reporting period
   - **R**: Did not hold or attend training

2. Provide an estimate of the percentage of your FOIA professionals and staff with FOIA responsibilities who attended substantive FOIA training during this reporting period. **(Not Graded)**

3. In the 2014 Chief FOIA Officer Report Guidelines, OIP asked agencies to provide a plan for ensuring that core, substantive FOIA training is offered to all agency FOIA professionals at least once each year. Please provide the status of your agency's implementation of this plan.

   - **DG**: Substantial success in implementing plan
   - **Y**: Moderate to minimal success in implementing plan
   - **R**: Agencies plan was not implemented

Discretionary Releases

4. Does your agency have a distinct process or system in place to review records for discretionary release?

   - **DG**: Agency has a distinct process in place for review; for decentralized agencies all components have a process in place
   - **Y**: Agency does not have a separate process in place outside of normal review; if decentralized not all components have a process in place
   - **R**: Agency does not review for discretionary release

5. During the reporting period, did your agency make any discretionary releases of information?

- **DG**: Yes
- **R**: No
- **N/A**: Agency answered that they did not have the opportunity based on requests received

6. What exemption(s) would have covered the material released as a matter of discretion? For a discussion of the exemptions that allow for discretionary releases, please see OIP's guidance on implementing the President's and Attorney General's FOIA Memoranda. **(Not Graded)**

Section II: Steps Taken to Ensure that Your Agency Has an Effective System in Place for Responding to Requests

Processing Procedures

1. For Fiscal Year 2014, what was the average number of days your agency reported for adjudicating requests for expedited processing? Please see Section VIII.A of your agency's Fiscal Year 2014 Annual FOIA Report.

- **DG**: Less than 10 days
- **LG**: Between 10.1 and 10.5 days
- **Y**: Between 10.6 and 11.0 days
- **O**: Between 11 and 12 days
- **R**: Over 12 days
- **N/A**: Did not adjudicate such a request during FY

Requester Services

2. Does your agency notify requesters of the mediation services offered by the Office of Government Information Services (OGIS) at the National Archives and Records Administration? See OIP Guidance, "Notifying Requesters of the Mediation Services Offered by OGIS." (July 9, 2010)

- **DG**: Agency answered yes
  - o Alternatively: Agency would, but hasn't had the opportunity (such as if no appeals received)
- **Y**: Agency answered no, but will begin doing so
  - o Alternatively: Agency answered no, but is looking in to doing so
- **R**: Agency answered no and is taking no steps to doing so

3. When assessing fees, does your agency provide a breakdown of how FOIA fees were calculated and assessed to the FOIA requester? For example, does your agency explain the amount of fees attributable to search, review, and duplication?   See OIP Guidance, "The Importance of Good Communication with FOIA Requesters 2.0: Improving Both the Means and the Content of Requester Communications." (Nov. 22, 2013)

- **DG**: Agency provides requester with full itemized breakdown of fees, including type of fees assessed
- **Y**: Agency provides requester total assessment and type of fees assessed, but no itemized breakdown between type of fees
- **R**: Agency provides fee assessment with no breakdown
- **N/A**: No fees assessed during reporting period

4. If estimated fees estimates are particularly high, does your agency provide an explanation for the estimate to the requester? *See id.*

- **DG**: Yes, agency provides an explanation for particularly high fee estimates
- **Y**: Agency provides requester with only type of fees
- **R**: No, agency does not provide an explanation for particularly high fee estimates
- **N/A**: Agency did not assess any particularly high fees during the reporting period

Section III: Steps Taken to Increase Proactive Disclosures

Posting Material

1. Does your agency have a distinct process or system in place to identify records for proactive disclosure? If so, please describe your agency's process or system.

   - **DG**: Agency answered yes
   - *LG: If decentralized – Agency answered that most components have distinct systems*
   - **Y**: Agency makes a lot of information available, but no set system
     - Alternatively: Agency answered no but provided examples of information posted (beyond things like Federal Register notice or press releases)
   - *O: If decentralized – Agency answered that most components do not have distinct systems*
   - **R**: Agency answered no

2. Does your process or system involve any collaboration with agency staff outside the FOIA office? If so, describe this interaction. **(Not Graded)**

3. Describe your agency's process for identifying "frequently requested" records that should be posted online. **(Not Graded)**

4. If there are any other steps your agency has taken to increase proactive disclosures, please describe them. **(Not Graded)**

Section IV: Steps Taken to Greater Utilize Technology

Making Material Posted Online More Useful

1. Beyond posting new material, is your agency taking steps to make the posted information more useful to the public, especially to the community of individuals who regularly access your agency's website?

   - **DG**: Agency answered yes
     - Alternatively: Agency answered that it is already making information available in its most useful format
   - **Y**: Agency is looking into how they would do so
     - Alternatively: If agency noted that their website is not supported within the agency
   - **R**: Agency answered no

2. Has your agency encountered challenges that make it difficult to post records you otherwise would like to post? **(Not Graded)**

Other Initiatives

3. Did your agency successfully post all four quarterly reports for Fiscal Year 2014?

   - **DG**: Agency did successfully, with data appearing on FOIA.gov

- **LG**: Agency did, but data did not appear on FOIA.gov due to technical reasons and reached out to OIP to resolve issues
- **Y**: Agency posted 2 or 3 of the reports, and reached out to OIP to resolve issues
- **O**: Agency posted at least 1 report, and is working with OIP to resolve issues
- **R**: Agency did not post any reports

4. Do your agency's FOIA professionals use e-mail or other electronic means to communicate with requesters whenever feasible?

- **DG**: Agency answered yes
- **LG**: Agency answered yes, but noted that there is limited opportunity
- **Y**: Agency would like to use electronic communications, but current system are not set up for it and they are working to resolve
  - o Alternatively: Agency would like to, but cannot due to nature of records
- **O**: Agency would like to, but current systems not set up to allow it
- **R**: Agency answered no

Section V: Steps Taken to Improve Timeliness in Responding to Requests and Reducing Backlogs

Simple Track

1. Does your agency utilize a separate track for simple requests? **(Not Graded)**

2. If so, for your agency overall in Fiscal Year 2014, was the average number of days to process simple requests twenty working days or fewer?

- **DG**: Average time is 20 days or below
- **LG**: Average time is between 20.01 and 22 days
- **Y**: Average time is between 22.01 and 23 days
- **O**: Average time is between 23.01 and 25 days
- **R**: Average time is above 25.01 days

3. Please provide the percentage of requests processed by your agency in Fiscal Year 2014 that were placed in your simple track. **(Not Graded)**

4. If your agency does not track simple requests separately, was the average number of days to process all non-expedited requests twenty working days or fewer? (Graded if no simple track grade articulated above in question 2)

- **DG**: Average time is 20 days or below days
- **LG**: Average time is between 20.01 and 22 days
- **Y**: Average time is above 22.01 days

Backlogs

5. If your agency had a backlog of requests at the close of Fiscal Year 2014, did that backlog decrease as compared with the backlog reported at the end of Fiscal Year 2013?

- **DG**: Agency backlog decreased (or backlog was constant at 0)
- **Y**: Agency backlog was same as previous fiscal year (not 0) or increased within 5 requests
- **R**: Agency backlog increased more than 5 requests

6. If you had a request backlog please report the percentage of requests that make up the backlog out of the total number of requests received by your agency in Fiscal Year 2014.

- **DG**: 0% to 10%
- **LG**: 11% to 20%
- **Y**: 21% to 30%
- **O**: 31% to 40%
- **R**: 41% and above

7. If your agency had a backlog of appeals at the close of Fiscal Year 2014, did that backlog decrease as compared with the backlog reported at the end of Fiscal Year 2013?

- **DG**: Agency backlog decreased (or backlog was constant at 0)
- **Y**: Agency backlog was same as previous fiscal year (not 0) or increased within 5 requests
- **R**: Agency backlog increased more than 5 requests

8. If you had an appeal backlog please report the percentage of appeals that make up the backlog out of the total number of appeals received by your agency in Fiscal Year 2014. If your agency did not receive any appeals in Fiscal Year 2014 and/or has no appeal backlog, please answer with "N/A."

- **DG**: 0% to 10%
- **LG**: 11% to 20%
- **Y**: 21% to 30%
- **O**: 31% to 40%
- **R**: 41% and above

Status of Ten Oldest Requests, Appeals, and Consultations

9. In Fiscal Year 2014, did your agency close the ten oldest requests that were reported pending in your Fiscal Year 2013 Annual FOIA Report?

- **DG**: Agency answered yes (or no ten oldest to close)
- **R**: Agency answered no

10. If no, please provide the number of these requests your agency was able to close by the end of the fiscal year, as listed in Section VII.E of your Fiscal Year 2013 Annual FOIA Report. If you had less than ten total oldest requests to close, please indicate that. **(Not Graded)**

11. Of the requests your agency was able to close from your ten oldest, please indicate how many of these were closed because the request was withdrawn by the requester. If any were closed because the request was withdrawn, did you provide any interim responses prior to the withdrawal? **(Not Graded)**

12. In Fiscal Year 2014, did your agency close the ten oldest appeals that were reported pending in your Fiscal Year 2013 Annual FOIA Report?

- **DG**: Agency answered yes (or no ten oldest to close)
- **R**: Agency answered no

13. If no, please provide the number of these appeals your agency was able to close by the end of the fiscal year, as listed in Section VII.C.(5) of your Fiscal Year 2013 Annual FOIA Report. If you had less than ten total oldest appeals to close, please indicate that. **(Not Graded)**

14. In Fiscal Year 2014, did your agency close the ten oldest consultations that were reported pending in your Fiscal Year 2013 Annual FOIA Report?

- **DG**: Agency answered yes (or no ten oldest to close)
- **R**: Agency answered no

15. If no, please provide the number of these consultations your agency was able to close by the end of the fiscal year, as listed in Section XII.C of your Fiscal Year 2013 Annual FOIA Report. If you had less than ten total oldest consultations to close, please indicate that. **(Not Graded)**

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Administrative Conference of the United States	ACUS	Green	Green	Green	Green
American Battle Monuments Commission	ABMC	Red	Green	Light Green	Green
Amtrak	NRPC	Green	Green	Light Green	Yellow
Armed Forces Retirement Home	AFRH	Green	Green	Yellow	Green
Board of Governors of the Federal Reserve System	FRB	Green	Green	Green	Green
Broadcasting Board of Governors	BBG	Orange	Green	Light Green	Light Green
Central Intelligence Agency	CIA	Light Green	Light Green	Light Green	Orange
Chemical Safety and Hazard Investigation Board	CSB	Light Green	Light Green	Light Green	Light Green
Committee for Purchase from People Who Are Blind or Severely Disabled	CPPBSD	Green	Green	Orange	Green
Commodity Futures Trading Commission	CFTC	Green	Green	Green	Red
Consumer Financial Protection Bureau	CFPB	Green	Green	Yellow	Green
Corporation for National and Community Service	CNCS	Light Green	Yellow	Green	Light Green
Council of the Inspectors General on Integrity and Efficiency	CIGIE	Green	Green	Green	Light Green
Council on Environmental Quality	CEQ	Green	Green	Green	Yellow
Court Services and Offender Supervision Agency	CSOSA	Red	Red	Red	Light Green
Defense Nuclear Facilities Safety Board	DNFSB	Light Green	Light Green	Orange	Light Green
Department of Agriculture	USDA	Green	Green	Green	Red
Department of Commerce	DOC	Green	Orange	Light Green	Red
Department of Defense	DOD	Green	Green	Green	Orange
Department of Education	ED	Green	Light Green	Green	Red
Department of Energy	DOE	Green	Light Green	Green	Orange
Department of Health and Human Services	HHS	Green	Light Green	Green	Red
Department of Homeland Security	DHS	Green	Light Green	Green	Red
Department of Housing and Urban Development	HUD	Green	Green	Green	Yellow

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Department of Justice	DOJ	Green	Light Green	Green	Light Green
Department of Labor	Labor	Green	Light Green	Green	Red
Department of State	State	Green	Light Green	Green	Red
Department of the Interior	DOI	Green	Green	Green	Orange
Department of the Treasury	Treasury	Green	Green	Green	Orange
Department of Transportation	DOT	Green	Green	Green	Orange
Department of Veterans Affairs	VA	Green	Light Green	Green	Yellow
Environmental Protection Agency	EPA	Green	Light Green	Green	Orange
Equal Employment Opportunity Commission	EEOC	Yellow	Green	Light Green	Green
Export-Import Bank	Ex-Im Bank	Green	Light Green	Light Green	Red
Farm Credit Administration	FCA	Green	Green	Green	Green
Farm Credit System Insurance Corporation	FCSIC	Green	Green	Green	Green
Federal Communications Commission	FCC	Green	Light Green	Green	Yellow
Federal Deposit Insurance Corporation	FDIC	Green	Light Green	Green	Green
Federal Election Commission	FEC	Light Green	Green	Green	Red
Federal Energy Regulatory Commission	FERC	Light Green	Green	Yellow	Yellow
Federal Financial Institutions Examination Council	FFIEC	Light Green	Red	Green	Green
Federal Housing Finance Agency	FHFA	Green	Green	Green	Green
Federal Labor Relations Authority	FLRA	Red	Green	Green	Green
Federal Maritime Commission	FMC	Green	Green	Green	Light Green
Federal Mediation and Conciliation Service	FMCS	Orange	Green	Green	Green
Federal Mine Safety and Health Review Commission	FMSHRC	Yellow	Light Green	Green	Green
Federal Open Market Committee	FOMC	Green	Green	Green	Light Green
Federal Retirement Thrift Investment Board	FRTIB	Yellow	Yellow	Green	Green

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Federal Trade Commission	FTC	green	green	green	light green
General Services Administration	GSA	green	light green	green	green
Institute of Museum and Library Services	IMLS	green	green	green	green
Inter-American Foundation	IAF	green	green	green	green
Legal Services Corporation	LSC	green	orange	green	green
Merit Systems Protection Board	MSPB	green	green	green	light green
Millennium Challenge Corporation	MCC	green	orange	light green	yellow
National Aeronautics and Space Administration	NASA	green	green	green	light green
National Archives and Records Administration	NARA	green	green	green	red
National Capital Planning Commission	NCPC	red	green	light green	green
National Credit Union Administration	NCUA	green	green	green	green
National Endowment for the Arts	NEA	green	green	green	green
National Endowment for the Humanities	NEH	green	green	green	green
National Indian Gaming Commission	NIGC	green	light green	green	light green
National Labor Relations Board	NLRB	light green	green	light green	green
National Mediation Board	NMB	light green	yellow	green	green
National Science Foundation	NSF	green	green	green	orange
National Transportation Safety Board	NTSB	green	light green	yellow	orange
Nuclear Regulatory Commission	USNRC	green	green	green	green
Occupational Safety and Health Review Commission	OSHRC	green	green	green	green
Office of Government Ethics	OGE	green	green	green	light green
Office of Management and Budget	OMB	light green	green	green	green
Office of National Drug Control Policy	ONDCP	yellow	green	red	green
Office of Navajo and Hopi Indian Relocation	ONHIR	red	green	yellow	green

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Office of Personnel Management	OPM	green	green	green	light green
Office of Science and Technology Policy	OSTP	green	green	green	green
Office of Special Counsel	OSC	green	orange	green	red
Office of the Director of National Intelligence	ODNI	green	orange	orange	red
Office of the U.S. Trade Representative	USTR	green	light green	yellow	orange
Overseas Private Investment Corporation	OPIC	green	green	green	green
Peace Corps	PC	green	green	yellow	red
Pension Benefit Guaranty Corporation	PBGC	green	green	green	green
Postal Regulatory Commission	PRC	green	orange	green	green
Privacy and Civil Liberties Oversight Board	PCLOB	green	orange	green	orange
Railroad Retirement Board	USRRB	green	green	yellow	light green
Recovery Accountability and Transparency Board	RATB	green	green	green	green
Securities and Exchange Commission	SEC	green	green	green	yellow
Selective Service System	SSS	green	green	green	green
Small Business Administration	SBA	green	light green	green	green
Social Security Administration	SSA	green	green	green	yellow
Special Inspector General for Afghanistan Reconstruction	SIGAR	orange	green	green	green
Surface Transportation Board	STB	yellow	light green	green	green
Tennessee Valley Authority	TVA	green	green	green	green
U.S. African Development Foundation	USADF	green	green	yellow	green
U.S. Agency for International Development	USAID	green	green	green	orange
U.S. Commission on Civil Rights	USCCR	green	light green	green	green
U.S. Consumer Product Safety Commission	USCPSC	green	green	green	light green
U.S. Copyright Office	CO	orange	light green	green	light green

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
U.S. International Boundary and Water Commission	USIBWC	🟩	🟩	🟧	🟩
U.S. International Trade Commission	USITC	🟩	🟧	🟩	🟩
U.S. Postal Service	USPS	🟩	🟩	🟩	🟧
U.S. Trade and Development Agency	USTDA	🟩	🟩	🟨	🟩

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	Section I -- Steps Taken to Apply the Presumption of Openness									
	Training					Discretionary Disclosure				
Agency	Held/ Conducted Training	Attended Outside Training	Estimate of FOIA Professionals who Attended Training		Agency 2014 Training Plan	Agency Conducted Outreach	Process in Place for Review	Components Have a Process	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
			Grade	Estimate						
CIA	[light green]	Yes	[light green]	80%	[green]	[yellow]	[green]	N/A	[green]	3
USDA	[green]	Yes	[green]	85%	[green]	[green]	[green]	Yes	[green]	2, 5, 9
DOC	[green]	Yes	[light green]	67%	[green]	[green]	[green]	Yes	[green]	5
DOD	[green]	Yes	[green]	90%	[green]	[green]	[yellow]	N/A	[green]	5, 7(E)
ED	[green]	Yes	[green]	90%	[green]	[green]	[green]	Yes	[green]	5
DOE	[green]	Yes	[green]	100%	[green]	[green]	[green]	Yes	[green]	5, 7(E)
HHS	[green]	Yes	[light green]	~70%	[green]	[green]	[yellow]	No	[green]	2, 5, 7(E)
DHS	[green]	Yes	[green]	90%	[green]	[green]	[green]	Yes	[green]	5, 7(E)
HUD	[green]	Yes	[green]	100%	[green]	[yellow]	[green]	Yes	[green]	5
DOJ	[green]	Yes	[green]	92.9%	[green]	[green]	[green]	Yes	[green]	2, 5, 7(D), 7(E)
Labor	[green]	Yes	[green]	95%	[green]	[green]	[green]	Yes	[green]	2, 5
State	[green]	Yes	[green]	100%	[green]	[green]	[green]	N/A	[green]	2, 5, 7(E)
DOI	[green]	Yes	[green]	100%	[green]	[green]	[green]	Yes	[green]	5
Treasury	[green]	Yes	[green]	100%	[green]	[green]	[green]	Yes	[green]	2, 5, 7(E)
DOT	[green]	Yes	[green]	100%	[green]	[green]	[green]	Yes	[green]	2, 5
VA	[green]	Yes	[yellow]	60%	[green]	[green]	[green]	Yes	[green]	5
EPA	[green]	Yes	[green]	100%	[green]	[green]	[green]	Yes	[green]	5
EEOC	[green]	Yes	[green]	94%	[green]	[green]	[red]	Yes	[red]	N/A

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			Grade	Estimate						
FTC	[green]	Yes	[green]	100%	[green]	[green]	[green]	N/A	[green]	5
GSA	[green]	Yes	[green]	100%	[green]	[green]	[green]	N/A	[green]	5
NARA	[green]	Yes	[light green]	70%	[green]	[green]	[green]	N/A	[green]	5
NLRB	[green]	Yes	[green]	100%	[green]	[green]	[red]	N/A	[green]	5
OPM	[green]	Yes	[green]	100%	[green]	[green]	[green]	N/A	[green]	2, 5
PBGC	[green]	Yes	[green]	90%+	[green]	[green]	[green]	N/A	[green]	5
SEC	[green]	No	[green]	100%	[green]	[green]	[yellow]	N/A	[green]	5
SBA	[green]	Yes	[green]	100%	[green]	[yellow]	[green]	N/A	[green]	5
SSA	[green]	Yes	[green]	95%	[green]	[green]	[green]	N/A	[green]	5
USCPSC	[green]	No	[green]	100%	[green]	[yellow]	[green]	N/A	[green]	5
USPS	[green]	Yes	[green]	89%	[green]	[red]	[yellow]	N/A	[green]	3, 5

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Agency	Has Agency Converted All FOIA Professionals to GIS Series?	Requests for Expedited Processing: Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate	Agency has taken steps to make the handling of misdirected req. more efficient	Agency notifies requesters about mediation services offered by OGIS	Agency provides requesters with breakdown of fee calculations	Agency provides requesters with explanation of high fee estimates
CIA	Red	Green	7.84	N/A	Green	Green	Green
USDA	Light Green	Green	4.9	Yes	Green	Green	Green
DOC	Red	Red	17	Yes	Green	Green	Green
DOD	Light Green	Green	5	N/A	Green	Green	Green
ED	Green	Red	14	N/A	Green	Green	Green
DOE	Green	Red	15.52	Yes	Green	Green	Green
HHS	Green	Orange	12	Yes	Green	Green	Green
DHS	Green	Orange	12	Yes	Green	Green	Green
HUD	Green	Green	3	Yes	Green	Green	Green
DOJ	Green	Red	13.85	Yes	Green	Green	Green
Labor	Green	Red	51.1	Yes	Green	Green	Green
State	Red	Green	9.15	N/A	Green	Green	Green
DOI	Green	Green	7	Yes	Green	Green	Green
Treasury	Yellow	Green	2.3	Yes	Green	Green	Green
DOT	Yellow	Green	2.1	Yes	Green	Green	Green
VA	Orange	Light Green	10.86	Yes	Green	Green	Green
EPA	Red	Green	6.84	Yes	Green	Green	Green
EEOC	Light Green	Green	2.34	Yes	Green	Green	Green

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FTC	Green	Green	4.4	N/A	Green	Green	Green
GSA	Red	N/A	N/A	N/A	Green	Green	Green
NARA	N/A	Green	3.26	Yes	Green	Green	Green
NLRB	N/A	Green	4	N/A	Green	Green	Green
OPM	Green	Green	1	N/A	Green	Green	Green
PBGC	Green	Green	1.45	N/A	Green	Green	Green
SEC	N/A	Green	2.99	N/A	Green	Green	Green
SBA	Green	Red	24	Yes	Green	Green	Green
SSA	Green	N/A	N/A	N/A	Green	Green	Green
USCPSC	Green	Green	1	N/A	Yellow	Green	Green
USPS	N/A	Green	3.67	Yes	Green	Green	Green

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	Section III -- Steps Taken to Increase Proactive Disclosures (PD)			
Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
CIA	[green]	No	Frequently requested records are added to the electronic reading room following the procedures outlined in the response to question #1 of this section.	CIA posts documents released in response to the FOIA and 25-year automatic declassification program under Executive Order 13526 to the electronic reading room at CIA.gov. Discretionary releases associated with the Historical Review Program are also added to the CIA portal. Millions of pages of records processed by the 25-year automatic declassification program have been loaded onto CREST systems located at NARA as well as individual presidential libraries. CIA disseminates declassified records in this way to increase the number of records provided to the public at large.
USDA	[green]	Yes	Provided there are no privacy concerns, the Department adheres to the "rule of three" for identifying "frequently requested" records. Even if there are not three or more of the same or similar FOIA requests, records can also fall within the category of "frequently records" if there is an expectation of future interest by a large audience.	The FSC in coordination with the Department's Open Data Group continues to search for other opportunities to increase proactive disclosures through our website and FOIA reading rooms. Both groups routinely review the Department's FOIA logs in search of datasets and other potential items for proactive disclosure.
DOC	[green]	Yes	The Department of Commerce reviews those records which are requested to determine if any meet the requirements, beyond those already posted, to be posted on its website. If certain types of records are requested three or more time, those records are identified as "frequently requested."	The Census Bureau is accessing data through products and tools including data visualizations, mobile apps, interactive web apps and other software. The USPTO FOIA Office continues to monitor and examine the nature of FOIA requests received each year on an ongoing basis to determine if and whether it has repeat requests or popular categories that are not already addressed in the FOIA Reading Room. In addition, the USPTO's FOIA Reading Room contains document repositories that are fully text-searchable so that the public can quickly access the records that are proactively disclosed. The Department of Commerce Open Government team has taken the lead in identifying new ways to make more information publicly available.
DOD	[light green]	Yes	In keeping with the "frequently requested" posting standard in 5 USC §552 (a)(2)(D), components reported that they post releases when documents have been requested under the FOIA one to three times, depending on the likely interest in the document. Listed below is a sampling of additional information posted on DoD Component websites, with hyperlinks.	As input from its 32 components indicates, DoD is doing a commendable job of proactively posting information likely to be of interest to the public. Components expressed that they will continue these efforts, and some have plans underway. One notable instance is at the DeCA, where the DeCA FOIA Officer has undertaken an attempt to cause a paradigm shift in the DeCA Contracting Directorate, pushing to make proactive posting and updating of all contracts a regular part of contract administration. Also, the FOIA Officer continues the initiative to educate other agency directorates as to the importance of making material available to the public as soon as possible and identifying that information without initial inquiry or intervention by the FOIA staff.

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ED	[green]	Yes	ED's FSC reviews every FOIA request prior to logging and assigning on a daily basis. During this process, FSC also identifies requests for records that should be proactively posted and works with the ED program offices that maintains those records in order to have them posted proactively. When ED receives frequent requests for particular records, the FSC will notify the custodial component of the records to provide the releasable version of the records to post to the FOIA Library and/or other venues. Additionally, ED's FSC reviews the report of incoming FOIA requests weekly and identifies frequently requested documents and topics that appear to be of interest to post online.	At the Department's Annual FOIA Awards Ceremony, FSC recognized FSA and OII for their outstanding efforts in identifying records for proactive disclosure. ED's goal is to raise awareness throughout the Department on the benefits of proactive disclosures and to encourage other program offices to increase their proactive disclosures.
DOE	[green]	Yes	The agency reviews a list of all FOIA requests received each week to determine what has been requested. The FOIA office also conducts key word searches in the FOIA database to determine how many times something has been requested. FOIA analysts also advise the FOIA officer of frequently requested documents. If documents are requested at least twice it is considered a frequently requested document.	At the Oak Ridge Office, local Site Advisory Board (external) collaborates with us to post environmental-related information; all reviewed documents are sent to the DOE Information Center (DOEIC) in Oak Ridge, which is the public reading facility for the FOIA program at Oak Ridge. They have an online searchable catalog containing our FOIA releases - many full text- going back to 1995. SC has a new Integrated Support Center webpage that houses the Chicago and Oak Ridge joint FOIA website. The website is managed by SC. Several additional pages were added to ensure updated information is routinely available for public viewing. OSTI has developed the Department of Energy Public Access Gateway for Energy and ScienceBeta (DOE PAGESBeta). DOE PAGESBETA is the DOE portal that makes scholarly scientific publications, resulting from DOE research funding, publicly accessible and searchable at no charge to users. Richland (RL) recently re-developed a database that is publicly available on the internet that stores approximately 77,000 photos and approximately 131,400 records (photos and reports) of archived Hanford Site documents that have all been approved for public release. The database is called the Declassified Document Retrieval System (DDRS) and has now been integrated with the RL Public Reading Room's catalog. DDRS maintains archived Hanford Site documents including declassified photographs of early Hanford (1943-1960). These World War II and Cold War era photographs depict early Hanford construction and the employees/families that lived and built/operated the Site.
HHS	[green]	Yes	OpDivs use a threshold of three to five requests for the same information to identify records of substantial public interest, either through manually tracking FOIA requests or from identifying requests for the same records from an electronic tracking system.	Proactive disclosure is an ongoing topic at the Department and is discussed at FOIA training sessions and with program staff who are charged with responding to FOIA requests.

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DHS	🟩	Yes	The process for identifying frequently requested records is interwoven with the process for identifying records for proactive disclosure. DHS and the Components follow the guidance set forth in a policy memorandum in December 2010, titled DHS FOIA Office Procedures and Standards for Effectively Implementing Section (a)(2)(D) of the FOIA "Frequently Requested Documents" Procedures,12 which outlines the process for determining when and how to disclose frequently requested documents. The DHS Privacy Office identifies frequently requested records through its COTS web application solution, which has a built in request comparison feature that identifies similar requests already entered in the system. Users can also manually search for past requests via key word searches through any field in the system. If there are three or more requests seeking the same records, the DHS Privacy Office will post the records to its FOIA library on the DHS website. Additionally, the DHS Privacy Office analyzes past FOIA requests and posts them to the website via links in the FOIA Logs. Any public user can access the FOIA logs, click on the request number, and download or view the records sent to the requester for that particular request. USCIS follows a standard "rule of three" when determining if a record falls into the frequently requested category. The USCIS electronic processing system alerts staff when any record is requested at least three different times. USCIS pulls the record and reviews for proactive disclosure. NPPD also follows the standard rule of three but may consider a second request as a frequently requested record. ICE tracks incoming requests through the COTS web application solution, which allows the intake team to track duplicate or similar requests. The intake team notifies the leadership via e-mail. FEMA uses the COTS web application solution to identify frequently requested records. I&A and S&T consider two requests for the same records to be frequently requested and recommend posting to the DHS website.	ICE is constantly adding new tabs to the ICE FOIA Library website to make the site more user friendly and to allow the public a faster way to identify where on the website information is located. For example, ICE created a "Recent Testimony" tab, which contains links to the prepared text versions of testimony by ICE leadership before Congress. Additionally, ICE has a link titled FOIA Proactive Disclosures, which contains an explanatory paragraph regarding proactive disclosures and contains links to proactive disclosures. S&T is in the process of identifying projects that are of high interest to the public, and project documents available to proactively post online.
HUD	🟩	Yes	Once information is requested three or more times it is considered frequently requested material. FOIA requests are checked regularly by FOIA staff for content to ascertain how frequently certain information is requested.	The posted material is reviewed quarterly to ensure that the websites are functional and the materials are available for viewing.

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DOJ	🟩	Yes	The Department's components use different methods for identifying frequently requested records including: monitoring it as part of their ongoing case management process, conducting periodic reviews of FOIA logs, and holding monthly meetings that include not only FOIA professionals but other interested stake holders like IT and Communications personnel.	In addition to the efforts described above, OIP has taken steps to further encourage proactive disclosures across the government. One of the topics of OIP's new Best Practices Workshop series was proactive disclosures. During this workshop, panelist discussed improving proactive disclosures by engaging with programmatic offices, making online information more usable, utilizing available expertise outside the FOIA office, and collaborating with all stakeholders. Building on this workshop, OIP co-hosted a second proactive disclosure workshop with the White House Open Government Team. This event brought together various personnel from agency FOIA, open data, and communications offices to discuss their roles in their agency's proactive disclosure process and how through collaboration they can further improve such processes. To further assist agencies in this area, OIP will also be issuing new guidance on proactive disclosures in March 2015. Finally, launched during Sunshine Week four years ago, FOIA.gov continues to serve as the government's one-stop shop for FOIA data and resources. Among many other functions, FOIA.gov takes the detailed statistics contained in agency Annual FOIA Reports and displays them graphically. The most recent set of data to be made available on FOIA.gov is the data from agencies' Fiscal Year 2014 Annual FOIA Reports. New charts and graphs show the evolution of key FOIA statistics over the fiscal years. FOIA.gov also continued to be updated with recent FOIA news and spotlights on the new releases agencies have made that are likely to be of interest to public.
Labor	🟩	Yes	The FOIA Office will utilize eFOIA software and conduct a monthly review of FOIA logs to identify records that have been requested at least three times. After identification, the CFPB will post those records in accordance with DOJ guidance and the newly created FOIA Transparency Plan.	DOL has utilized blogs, YouTube, Twitter and other electronic communication channels, as well as specific pages or sections of the website devoted to a particular topic to proactively disclose information. Some agency components highlight significant information of public interest through News Releases and "Hot Topics" sections on the agency's homepage. A few components are in the process of improving their websites search engines to provide more enhanced on-line search and download functionality than is currently available. Enhancing the search and download functionality will increase accessibility to online data and is expected to reduce the number of requesters who request customized data sets through the FOIA process.

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State	[green]	Yes	Each year, the Office of the Solicitor identifies the most frequently requested records and currently has a web page that contains proactively posted documents that are available to the general public. In addition, draft guidance was prepared in which all FOIA professionals within the agency will be polled regarding which documents pertinent to their specific area of legal expertise should be proactively posted online. Consistent with subsection (a)(2) of the FOIA, several agency components follow the rule of three. When there are three or more requests for the same information deemed to be a matter of significant public interest, the component will post information.	The Department has dedicated resources to ensuring that documents released pursuant to a FOIA request are posted online regularly. This team of FOIA professionals has made proactive disclosures part of their routine procedures. In addition, the FOIA Program manager emphasizes the Department's policy of making regular proactive disclosures in training sessions with reviewers, case analysts, and bureaus personnel.
DOI	[green]	Yes	A specific provision in the Department's FOIA regulations addresses frequently requested records. Additionally, sections 2.7 and 3.3 of the Department's new FOIA Handbook discuss this issue. This topic is frequently discussed by Departmental FOIA Policy Staff, bureau FOIA Officers, and other Departmental employees.	The Departmental FOIA Policy Staff worked with the Communications Office to coordinate proactive disclosures and with bureaus to increase their technical knowledge on making proactive disclosures. Additionally, the importance of proactive disclosures is a reoccurring theme in formal and informal training given by (and to) Department employees.
Treasury	[green]	Yes	FOIA professionals at BEP, DO, FINCEN, Fiscal Service, Mint, OCC, TIGTA, and TTB review incoming requests on a daily basis to identify frequently requested records. IRS has a cross-functional team of individuals representing major IRS functional offices that assist with FOIA searches and identify frequently requested documents that can be proactively disclosed, where applicable.	BEP, DO, Fiscal Service, IRS, Mint, OCC, TIGTA, and TTB monitor their FOIA request inventories frequently to determine if they received three or more of the same request for records and immediately post them to their website or FOIA library. DO FOIA professionals are currently working with the Treasury Library to identify and make publicly available certain historical documents that are currently only available in hard copy.

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	Section III -- Steps Taken to Increase Proactive Disclosures (PD)			
Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
DOT	🟩	Yes	Each DOT component monitors its FOIA logs to identify "frequently requested" records that must be posted online. In addition, when FOIA offices see areas of interest based on the nature of FOIA requests received, they reach out to the respective program offices to let them know of the heightened interest, so the program office can consider posting the records.	In June 2014, DOT published its third Open Government Plan (3.0). This plan stated that DOT is fully committed to the proactive disclosure of information, consistent with the President's and the Attorney General's instruction to disclose information to achieve "an unprecedented level of openness." The plan directs the Department to issue guidance requiring a proactive disclosure review by each Operating Administration. In October 2014, the White House Open Government Team and the DOJ's OIP co-hosted a proactive disclosure workshop, bringing together a diverse set of government personnel to discuss how agencies can improve their processes for proactively providing information to the public. The DOT participated in that workshop and gained valuable insights. We recognize the benefits of the collaborative approach and replicated that approach at DOT. We are aware that DOT already makes a great deal of information available on its websites and that a great deal of excellent work was already being done in this area. We wanted to build on this work throughout DOT. To do so, DOT's Chief Data Officer and Departmental FOIA Officer formed a cross-modal, cross-functional group to help inform the Open Government Plan guidance mentioned above. Participants included experts in the areas of Public Affairs, Open Government, FOIA, Records, Web, Communications, and Data. Our goal is to be more systematic in the area of proactive disclosures, and we believe this collaboration is key. All DOT components will develop implementation plans based on the guidance, which will include cross-functional collaboration within the component.
VA	🟩	Yes	The VOIA FOIA Service periodically requests the Administrations and VACO FOIA Offices to identify frequently requested records for posting. They also inform the FOIA Service as they identify such records for posting on the FOIA webpage.	N/A

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
EPA	[green]	Yes	EPA leverages the Administration's Open Government (OpenGov) initiative as a catalyst to reexamine its open practices with the goal of bringing tangible benefits to the public. EPA reviewed and analyzed a collection of data management and data publishing principles from internal and external sources with the goal of selecting and committing to a set of clear and effective principles that can guide the forthcoming enterprise data policy. The Agency will continue to seek feedback and work with internal and external stakeholders to further develop and refine these guiding principles: Provide Easy and Timely Access to Quality Data - The public will have access to high quality data in a timely manner that is easy to discover and access. Publish Data in Open Form - Public data will be published using open, structured, computer readable form and following open standards. Examples include CSV, XML, KML, RSS, and RDF. Help the Public Understand the Data (Metadata) - Public data will have descriptive and informative metadata that are understandable to the general public as well as technical users. Enhance Data Use - Data services (such as Web services) and tools (such as Application Programming Interfaces (APIs)) will be provided to enhance the public's ability to use EPA's data resources. In addition, data should be provided at the lowest level of analytical unit that best supports ease of consumption by the public. Drive Best Uses/Best Practices - Lessons learned and best practices will be continually evaluated and incorporated so that the best current technologies are utilized by the Agency. EPA also posts all records released through FOIA on FOIAonline, so the public has immediate access to already publically released FOIA records.	The National FOIA Program is coordinating with the Agency's Web Council to ensure that there is a unified and comprehensive review process to identify, review, and proactively release information that may be of interest to the public. Once approved, the process will be widely disseminated throughout the Agency by email notification.
EEOC	[yellow]	Yes	Frequently requested records are identified either when the records are actually requested three or more times, or when EEOC anticipates that certain records will be requested by more than three requesters. Additionally, FOIA staff monitors items such as quarterly reports of agency activity, agency newsletters, office announcements, press releases, and matters appearing on the agency webpage, as well as the responses to FOIA requests for non-confidential statistical data arrays and other records to proactively disclose. We proactively upload ADA informal discussion letters, brochures on each statute enforced by EEOC, aggregated EEO data in electronic format back to 1965, state and local Fair Employment Practice Agency contracts, and a FOIA log of requests received and processed. The FOIA Log provides non-confidential information about each request, including requests for charge files.	EEOC is in the final stages of revamping its FOIA website to make a greater range of material available to the public in a more customer friendly manner. Most headquarters offices have been receptive to requests that they consider making more information about the work of their office publicly available.

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	Section III -- Steps Taken to Increase Proactive Disclosures (PD)			
Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
FTC	🟩	Yes	FOIA staff are trained to identify instances where three or more requests have sought the same set of documents. When this occurs, staff posts the accessible documents in the agency's FOIA reading room.	The FTC increases proactive disclosure by disseminating new information daily, through a variety of mechanisms. The FTC's Office of Public Affairs routinely issues press releases announcing Commission activities and directing consumers to web pages containing additional information. This office also maintains Twitter, Facebook and YouTube accounts. The FTC's official twitter account is available in both English and Spanish. In addition, the Chairwoman and Commissioners each have their own Twitter accounts, which they use to disseminate a wide array of information regarding Commission activities. Finally, various divisions throughout the Commission maintain blogs relating to specific topics of interest to consumers or businesses.
GSA	🟩	Yes	Beginning in FY 2015, GSA began to post almost all FOIA requests online regardless of if they are "frequently requested" records.	All steps have been described in the previous section.
NARA	🟩	Yes	NARA does not have a formal process to identify "frequently requested" documents due to the fact that through its core statutory mission, NARA is implementing our Strategic Goal of digitizing and making our entire holdings publicly available. Various access requests help direct resources to those records currently requested for digitization.	N/A
NLRB	🟩	Yes	As discussed, the FOIA Branch works with OCIO and other offices to post frequently requested documents on the Agency's website. These documents are identified by examining the FOIA log and the NLRB's FOIA Tracking System.	N/A
OPM	🟩	Yes	OPM does not have an electronic system that would identify frequently requested records. Due to the nature of the records that we produce, in most instances, we do not have repetitive requests. Information that has the potential to be sought by the public is published on the OPM website. The majority of our records, such as background investigations and retirement benefits, contain PII, and disclosure would create an unwarranted invasion of PII. We do use our Pending Bi-Weekly Report to identify trends in the types of records that are frequently requested or in the subject matter of records that would be of interest to the public. A collaborative effort is made with the FOIA POCs and their management to proactively disclose responses to FOIA requests.	The Chief FOIA Officer, in collaboration with the FOIA team, consistently works to promote Open Government and the need for making proactive disclosures to the public. There has been proactive and discretionary disclosure training, five notifications sent to the program office FOIA POCs emphasizing the need for potential items to be proactively disclosed on the OPM website, proactive disclosure status reports and one-on-one meeting between our OGC and program offices regarding potential items for proactive disclosure. OPM also utilizes social media to discuss its initiatives, policies, resources, and other information that is helpful to Federal employees, retirees, job seekers, and the general public. Director Archuleta is very active on social media and has accounts on Twitter, FaceBook, LinkedIn, and Instagram. She also has her own blog. Additionally, OPM uses several social media platforms including USOPM's Twitter, FaceBook, LinkedIn, and Instagram. The agency has various program specific accounts.

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
PBGC		Yes	The Disclosure Division works closely with COLA to ensure that frequently requested information and information that will likely become the subject of a FOIA request are published on pbgc.gov in advance of receiving a FOIA request.	N/A
SEC		Yes	The SEC utilizes OIP's "Rule of Three" with respect to identifying "frequently requested" for posting online. Upon receipt of each request SEC FOIA professionals conduct a search of all prior requests made for the same records. Under normal circumstances, where it is determined that there have been three requests made for the same records, the materials are posted to the SEC's website at Frequently Requested FOIA Documents.	In the spirit of disclosing more information to the investing public, the SEC is adding more links to its FOIA webpage to enable users to find information they may not have otherwise known was available. For example, the SEC's FOIA webpage now provides a link to the SEC's Office of Inspector General's Reports and Audits page.
SBA		Yes	SBA FOIA professionals have partnered with FOIA contacts to classify "frequently requested" records.	SBA uses social media to promote and increase awareness of proactive disclosures.
SSA		Yes	We query our eFOIA work management system to identify frequently requested documents.	N/A
USCPSC		Yes	"Frequently requested" records are determined by the Commission's FOIA professionals, based on the subject matter of FOIA requests received by the FOIA office. For example, if the FOIA office receives multiple requests for the same information, and if appropriate requirements have been satisfied, we post the material online. Similarly, documents relating to subjects that have garnered significant public interest routinely are posted online.	The CPSC Open Government Plan provides descriptions and guidelines for the use of the CPSC website and links to much of the information on the CPSC website. Additionally, during this year, the Commission held Open Government meetings for its stakeholders at its headquarters and aired the meetings by webcast on a number of issues of public interest. Some of the topics discussed at these meetings include recreational off-highway vehicles (ROVs), phthalates, window cords, bedside sleepers, and infant strollers and carriers. Pursuant to the Consumer Product Safety Improvement Act of 2008, the Commission maintains a publicly available searchable database on reports of harm received from consumers and other stakeholders. This database helps the public by providing direct access to such reports received by the Commission without a FOIA request.
USPS		Yes	The FOIA Tracking System alerts FOIA professionals when the same or similar FOIA requests are received and logged into the tracking system. It is the responsibility of each USPS records custodian to ensure that records processed and disclosed in response to a FOIA request, and are likely to become the subject of subsequent requests for substantially the same records, be made available in the Postal Service's Electronic FOIA Reading Room.	USPS is active on a variety of social media sites. Currently, USPS has a corporate presence on Facebook, Twitter, YouTube and LinkedIn. USPS Corporate Communications uses social media to listen to and receive feedback from the public regarding and including the USPS and its products, services and employees. These conversations and the information we gather helps guide USPS public relations and communications, and assist marketing and customer care teams in assessing the effectiveness of communication strategies.

USPS directs stakeholders to industryfeedback@usps.gov for feedback about how to improve information on USPS.com. |

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| Agency | Online Tracking System | | | Section IV -- Steps Taken to Greater Utilize Technology | | | | | |
	Provides Online Tracking	How is tracking provided?	System Provides an Estimated Date of Completion	Agency is Taking Steps to Make Online Info. More Useful	Agency Publicizes Releases	Encountered Challenges to Posting Material Online	Agency Taking Steps to Utilize Advanced Tech.	Posted All FY 2014 Quarterly Reports	Agency Uses E-mail to Communicate with Requesters
CIA	No	N/A	N/A	[green]	[green]	No	Yes	[green]	[red]
USDA	Some components	Portal	No	[green]	[green]	Yes	Yes	[green]	[green]
DOC	Yes	Portal	No	[green]	[green]	No	Yes	[red]	[green]
DOD	Some components	Portal/Posted Logs	Some components	[green]	[green]	Yes	Yes	[green]	[green]
ED	Requests only	Posted Logs	No	[green]	[green]	Yes	Yes	[green]	[green]
DOE	Some components	Posted Logs	No	[green]	[green]	Yes	Yes	[green]	[green]
HHS	Some components	Portal	Some components	[green]	[green]	Yes	Yes	[green]	[green]
DHS	Some components	Portal/Posted Logs	No	[green]	[green]	Yes	Yes	[green]	[green]
HUD	Yes	Portal	Yes	[green]	[green]	No	Yes	[green]	[green]
DOJ	Some components & all appeals	Portal	No	[green]	[green]	Yes	Yes	[green]	[green]
Labor	Yes	Portal	Yes	[green]	[green]	Yes	Yes	[green]	[green]
State	No	N/A	N/A	[green]	[green]	Yes	Yes	[green]	[green]
DOI	Yes	Portal	Yes	[green]	[green]	Yes	Yes	[green]	[green]
Treasury	Some components	Portal	No	[green]	[green]	Yes	Yes	[light green]	[green]
DOT	No	N/A	N/A	[green]	[green]	Yes	Yes	[green]	[green]
VA	No	N/A	N/A	[green]	[green]	Yes	Yes	[light green]	[green]
EPA	Yes	Portal	Yes	[green]	[green]	No	Yes	[green]	[green]
EEOC	Yes	Portal	Yes	[green]	[red]	Yes	Yes	[green]	[green]
FTC	Yes	Posted Logs	No	[green]	[green]	No	Yes	[light green]	[green]
GSA	Yes	Portal	No	[green]	[green]	No	Yes	[green]	[green]
NARA	Yes	Portal	No	[green]	[green]	Yes	Yes	[green]	[green]

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Agency	Section IV -- Steps Taken to Greater Utilize Technology								
	Online Tracking System			Agency is Taking Steps to Make Online Info. More Useful	Agency Publicizes Releases	Encountered Challenges to Posting Material Online	Agency Taking Steps to Utilize Advanced Tech.	Posted All FY 2014 Quarterly Reports	Agency Uses E-mail to Communicate with Requesters
	Provides Online Tracking	How is tracking provided?	System Provides an Estimated Date of Completion						
NLRB	No	N/A	N/A	🟩	🟩	Yes	Yes	🟥	🟩
OPM	No	N/A	N/A	🟩	🟩	Yes	Yes	🟩	🟩
PBGC	Yes	Portal	No	🟩	🟩	Yes	Yes	🟩	🟩
SEC	No	N/A	N/A	🟩	🟩	Yes	Yes	🟩	🟩
SBA	Yes	Portal	No	🟩	🟩	Yes	Yes	🟩	🟩
SSA	No	N/A	N/A	🟩	🟩	Yes	Yes	🟨	🟩
USCPSC	No	N/A	N/A	🟩	🟩	Yes	Yes	🟩	🟩
USPS	Requests only	Portal	No	🟩	🟩	No	Yes	🟨	🟩

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Agency	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed	System in Place	% of Backlogged Req. Receiving Interim Response
CIA	Yes	[red]	32.87	59%	[green]	[green]	[lt green]	18%	[red]	44%	[red]	5/10	N/A	[green]	N/A	[red]	4/10	[green]	1%
USDA	Yes	[green]	16.3	92.13%	[red]	[red]	[green]	6.6%	[red]	110.7%	[green]	N/A	N/A	[red]	4/10	[red]	3/6	[green]	65%
DOC	Yes	[green]	8	55%	[red]	[yellow]	[lt green]	19%	[red]	51%	[red]	3/10	N/A	[red]	9/10	[red]	3/7	[green]	35%
DOD	Yes	[green]	13	61%	[red]	[red]	[lt green]	14%	[red]	69%	[red]	8/10	N/A	[green]	N/A	[green]	N/A	[green]	60%
ED	Yes	[green]	13	27%	[red]	[red]	[lt green]	12.7%	[red]	134%	[red]	3/10	N/A	[red]	5/10	[green]	N/A	[green]	35%
DOE	Yes	[red]	32.69	69%	[green]	[yellow]	[lt green]	15.4%	[green]	0.06%	[red]	1/10	N/A	[red]	7/9	[green]	N/A	[green]	50%
HHS	Yes	[orange]	24	71%	[red]	[red]	[lt green]	16.2%	[green]	125%	[green]	N/A	N/A	[red]	5/10	[green]	N/A	[green]	18%
DHS	Yes	[lt green]	20.37	34%	[red]	[red]	[orange]	35.5%	[green]	4.4%	[red]	8/10	N/A	[green]	4/10	[red]	6/10	[green]	Unable to Estimate
HUD	Yes	[yellow]	22.88	31%	[green]	[red]	[green]	10%	[lt green]	16%	[green]	N/A	N/A	[red]	3/4	[green]	N/A	[green]	25%
DOJ	Yes	[red]	31.72	73%	[red]	[red]	[lt green]	13.9%	[green]	9.1%	[green]	N/A	3	[green]	N/A	[green]	N/A	[green]	6.91%
Labor	Yes	[orange]	23.4	41%	[green]	[red]	[green]	3.5%	[red]	79%	[red]	6/10	2	[red]	9/10	[green]	N/A	[green]	Unable to Estimate
State	Yes	[red]	90	82%	[green]	[green]	[red]	51%	[green]	66%	[green]	N/A	1	[red]	9/10	[green]	N/A	[green]	3.15%
DOI	Yes	[green]	4	5%	[green]	[green]	[green]	10%	[red]	162%	[green]	N/A	1	[red]	7/10	[green]	N/A	[green]	4%
Treasury	Yes	[yellow]	22.81	73%	[green]	[green]	[green]	4.3%	[red]	25%	[red]	6/10	N/A	[red]	1/10	[green]	N/A	[green]	60%
DOT	Yes	[orange]	24.575	79%	[green]	[green]	[lt green]	13.5%	[yellow]	28.3%	[green]	N/A	3	[green]	9/10	[green]	N/A	[green]	6%
VA	Yes	[green]	15.03	59.45%	[green]	[green]	[green]	4.6%	[red]	86.9%	[green]	N/A	N/A	[green]	0/10	[green]	N/A	[green]	20%
EPA	Yes	[green]	13.16	42%	[red]	[red]	[yellow]	25%	[orange]	32%	[green]	N/A	N/A	[red]	6/10	[green]	N/A	[green]	Unable to Estimate
EEOC	No	[green]	16.87	N/A	[yellow]	[yellow]	[green]	1.1%	[green]	1%	[green]	N/A	N/A	[green]	N/A	[green]	N/A	[green]	50%
FTC	Yes	[green]	5.2	74%	[yellow]	[yellow]	[green]	0.5%	[lt green]	13.3%	[green]	N/A	4	[green]	N/A	[green]	N/A	[green]	28%
GSA	Yes	[green]	15.14	31.44%	[green]	[yellow]	[lt green]	11.2%	[lt green]	12.5%	[green]	N/A	N/A	[green]	N/A	[green]	N/A	[green]	15%

Section V -- Steps Taken to Improve Timeliness in Responding to Requests (Req.) and Reducing Backlogs

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Section V -- Steps Taken to Improve Timeliness in Responding to Requests (Req.) and Reducing Backlogs																			
	Simple Track				Agency Backlog Decreased		Percentage of Backlog to # of Req./App. Received in FY 2014				Agency Closed Ten Oldest Req., Appeals (App.) & Consultations (Consults.). If not, # closed in FY 2014							Interim Responses
Agency	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed	System in Place	% of Backlogged Req. Receiving Interim Response
NARA	Yes	■	13.6	94%	■	■	■	42%	■	34.5%	■	8/10	4	■	3/10	■	N/A	■	25%
NLRB	No	■	7	N/A	■	■	■	0.1%	■	N/A	■	N/A	N/A	■	N/A	■	N/A	■	30%
OPM	Yes	■	7.4	65.4%	■	■	■	0.8%	■	11.8%	■	9/10	N/A	■	N/A	■	N/A	■	25%
PBGC	Yes	■	7.75	45%	■	■	■	N/A	■	N/A	■	N/A	N/A	■	N/A	■	N/A	■	N/A - no backlog
SEC	Yes	■	12.93	99%	■	■	■	1%	■	5%	■	6/10	N/A	■	8/10	■	N/A	■	12%
SBA	No	■	16	N/A	■	■	■	1%	■	N/A	■	N/A	N/A	■	N/A	■	N/A	■	40%
SSA	Yes	■	21	98%	■	■	■	0.3%	■	10.5%	■	N/A	N/A	■	N/A	■	N/A	■	4% to 5%
USCPSC	Yes	■	32	55%	■	■	■	17%	■	N/A	■	3/10	N/A	■	N/A	■	N/A	■	40%
USPS	Yes	■	15	87.3%	■	■	■	6.2%	■	10.5%	■	3/10	N/A	■	7/10	■	N/A	■	Unable to Estimate

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	Section I -- Steps Taken to Apply the Presumption of Openness					
	Training			Discretionary Disclosure		
Agency	FOIA Staff Attended Outside Training	Estimate of FOIA Professionals who Attended Training	Status of Agency 2014 Training Plan	Process in Place for Review	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
ACUS	🟩	100%	🟩	🟩	N/A	N/A
ABMC	🟥	0	🟥	🟩	N/A	N/A
NRPC	🟩	100%	🟩	🟩	N/A	N/A
AFRH	🟩	100%	🟩	🟩	N/A	N/A
FRB	🟩	75%	🟨	🟩	🟩	8
BBG	🟥	0	🟥	🟩	🟩	5
CSB	🟩	100%	🟨	🟩	N/A	N/A
CPPBSD	🟩	100%	🟩	🟩	🟩	5
CFTC	🟩	100%	🟩	🟩	🟩	5
CFPB	🟩	100%	🟩	🟩	🟩	5
CNCS	🟩	100%	🟩	🟩	🟥	N/A
CIGIE	N/A	N/A	N/A	🟩	🟩	5
CEQ	🟩	100%	🟩	🟩	🟩	5
CSOSA	🟥	0	🟥	🟥	N/A	N/A
DNFSB	🟩	25%	🟨	🟨	🟩	5
Ex-Im Bank	🟩	100%	🟩	🟩	🟩	5
FCA	🟩	100%	🟩	🟩	🟩	2
FCSIC	🟩	100%	🟩	🟩	🟩	5
FCC	🟩	45-50%	🟩	🟩	🟩	5

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Section I -- Steps Taken to Apply the Presumption of Openness						
	Training			Discretionary Disclosure		
Agency	FOIA Staff Attended Outside Training	Estimate of FOIA Professionals who Attended Training	Status of Agency 2014 Training Plan	Process in Place for Review	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
FDIC	green	100%	green	green	green	2, 5
FEC	green	60%	yellow	yellow	green	5
FERC	green	40%	red	green	green	2
FFIEC	green	100%	green	yellow	N/A	N/A
FHFA	green	100%	green	yellow	green	5
FLRA	red	0	red	yellow	red	N/A
FMC	green	100%	green	green	N/A	N/A
FMCS	yellow	0	red	green	N/A	N/A
FMSHRC	green	67%	red	green	N/A	N/A
FOMC	green	100%	green	green	green	5
FRTIB	green	100%	green	red	N/A	N/A
IMLS	green	100%	green	green	green	5
IAF	green	50%	green	green	N/A	N/A
LSC	green	100%	green	green	N/A	N/A
MSPB	green	33%	green	green	N/A	N/A
MCC	green	33%	green	green	N/A	N/A
NASA	green	100%	green	green	N/A	N/A
NCPC	red	0	red	green	N/A	N/A
NCUA	green	100%	green	yellow	green	5, 8

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	Section I -- Steps Taken to Apply the Presumption of Openness					
	Training			Discretionary Disclosure		
Agency	FOIA Staff Attended Outside Training	Estimate of FOIA Professionals who Attended Training	Status of Agency 2014 Training Plan	Process in Place for Review	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
NEA	Green	100%	Green	Green	N/A	N/A
NEH	Green	70%	Green	Green	N/A	N/A
NIGC	Green	100%	Green	Green	Green	5
NMB	Green	66%	Green	Yellow	N/A	N/A
NSF	Green	100%	Green	Green	Green	5
NTSB	Green	100%	Green	Green	Green	5
USNRC	Green	100%	Yellow	Green	Green	2, 5
OSHRC	Green	25%	Yellow	Green	Green	2
OGE	Green	83%	Green	Green	Green	5
OMB	Red	0	Green	Green	Green	5
ONDCP	Green	100%	Yellow	Yellow	N/A	N/A
ONHIR	Green	100%	Red	Red	N/A	N/A
OSTP	Green	100%	Green	Green	Green	5
OSC	Green	60%	Green	Green	Green	5
ODNI	Green	100%	Green	Green	N/A	N/A
USTR	Green	100%	Green	Green	Green	5
OPIC	Green	33%	Green	Green	Green	5
PC	Green	50%	Green	Green	Green	5
PRC	Green	100%	Green	Green	N/A	N/A

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Agency	Section I -- Steps Taken to Apply the Presumption of Openness					
	Training			Discretionary Disclosure		
	FOIA Staff Attended Outside Training	Estimate of FOIA Professionals who Attended Training	Status of Agency 2014 Training Plan	Process in Place for Review	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
PCLOB	[green]	75%	N/A	[green]	N/A	N/A
USRRB	[green]	67%	[green]	[green]	[green]	5
RATB	[green]	100%	[green]	[green]	N/A	N/A
SSS	[green]	50%	[yellow]	[green]	[green]	2
SIGAR	[red]	0%	[yellow]	[yellow]	[green]	5
STB	[green]	33%	[yellow]	[yellow]	N/A	N/A
TVA	[green]	50%	[yellow]	[green]	[green]	2, 5
USADF	[green]	100%	[green]	[green]	N/A	N/A
USAID	[green]	100%	[green]	[green]	[green]	5
USCCR	[green]	100%	[green]	[green]	[green]	N/A
CO	[green]	25%	[red]	[yellow]	N/A	N/A
USIBWC	[green]	50%	[green]	[green]	N/A	N/A
USITC	[green]	100%	[green]	[green]	N/A	N/A
USTDA	[green]	100%	[green]	[green]	N/A	N/A

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Agency	Requests for Expedited Processing: Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate	Agency notifies requesters about mediation services offered by OGIS	Agency provides requesters with breakdown of fee calculations	Agency provides requesters with explanation of high fee estimates
ACUS	N/A	N/A	[green]	N/A	N/A
ABMC	N/A	N/A	[green]	N/A	N/A
NRPC	[green]	3.67	[yellow]	[green]	[green]
AFRH	N/A	N/A	[green]	N/A	N/A
FRB	[green]	3	[yellow]	[green]	[green]
BBG	[green]	8	[green]	[green]	[green]
CSB	[green]	1	[red]	[green]	[green]
CPPBSD	N/A	N/A	[green]	N/A	N/A
CFTC	[green]	7.73	[green]	[green]	[green]
CFPB	[green]	3	[green]	[green]	[green]
CNCS	[green]	4	[green]	[red]	N/A
CIGIE	N/A	N/A	[green]	[green]	[green]
CEQ	[green]	6.8	[yellow]	[green]	[green]
CSOSA	N/A	N/A	[red]	[green]	N/A
DNFSB	[red]	18	[green]	[green]	[green]
Ex-Im Bank	[red]	26	[green]	[green]	[green]
FCA	[green]	6.29	[green]	[green]	[green]
FCSIC	[green]	7.75	[green]	[green]	[green]
FCC	[red]	19.28	[green]	[green]	[green]

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Agency	Section II -- Steps Taken to Ensure that Agency Has an Effective System in Place for Responding to Requests		Agency notifies requesters about mediation services offered by OGIS	Agency provides requesters with breakdown of fee calculations	Agency provides requesters with explanation of high fee estimates
	Requests for Expedited Processing				
	Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate			
FDIC	[Green]	3.47	[Red]	[Green]	[Green]
FEC	[Green]	4.6	[Green]	N/A	N/A
FERC	[Green]	8	[Green]	[Green]	[Green]
FFIEC	N/A	N/A	[Red]	N/A	N/A
FHFA	[Green]	1.8	[Green]	[Green]	[Green]
FLRA	[Green]	8.5	[Green]	N/A	N/A
FMC	[Green]	3.5	[Green]	[Green]	[Green]
FMCS	N/A	N/A	[Green]	[Green]	[Green]
FMSHRC	N/A	N/A	[Yellow]	[Green]	[Green]
FOMC	N/A	N/A	[Green]	N/A	N/A
FRTIB	N/A	N/A	[Red]	[Green]	[Green]
IMLS	N/A	N/A	[Green]	N/A	N/A
IAF	N/A	N/A	[Green]	N/A	N/A
LSC	[Red]	15.7	[Green]	N/A	N/A
MSPB	[Green]	4.35	[Green]	[Green]	[Green]
MCC	N/A	N/A	[Yellow]	N/A	N/A
NASA	[Green]	1.8	[Green]	[Green]	[Green]
NCPC	N/A	N/A	[Green]	N/A	N/A
NCUA	[Green]	2	[Green]	[Green]	[Green]

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	Section II -- Steps Taken to Ensure that Agency Has an Effective System in Place for Responding to Requests				
	Requests for Expedited Processing		Agency notifies requesters about mediation services offered by OGIS	Agency provides requesters with breakdown of fee calculations	Agency provides requesters with explanation of high fee estimates
Agency	Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate			
NEA	[green]	3	[green]	[green]	[green]
NEH	[green]	1	[green]	N/A	N/A
NIGC	[green]	10	[yellow]	[green]	[yellow]
NMB	N/A	N/A	[green]	[yellow]	[yellow]
NSF	[green]	10	[green]	[green]	[green]
NTSB	[red]	409.78	[green]	[green]	[green]
USNRC	N/A	N/A	[green]	[green]	[green]
OSHRC	[green]	8	[green]	[green]	[green]
OGE	[green]	N/A	[green]	N/A	N/A
OMB	N/A	N/A	[green]	[green]	[green]
ONDCP	N/A	N/A	[green]	N/A	N/A
ONHIR	N/A	N/A	[green]	N/A	N/A
OSTP	[green]	2	[green]	[green]	[green]
OSC	[red]	72.5	[green]	[green]	N/A
ODNI	[red]	63.25	[green]	N/A	N/A
USTR	[red]	107	[green]	[green]	[green]
OPIC	[green]	1	[green]	[green]	[green]
PC	N/A	N/A	[green]	[green]	[green]
PRC	[red]	19	[green]	N/A	N/A

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	Requests for Expedited Processing				
	Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate			
PCLOB	N/A	N/A	🟨	N/A	N/A
USRRB	N/A	N/A	🟩	🟩	🟩
RATB	🟩	5	🟩	N/A	N/A
SSS	N/A	N/A	🟩	N/A	N/A
SIGAR	🟩	10	🟩	N/A	N/A
STB	N/A	N/A	🟩	🟨	🟩
TVA	🟩	7	🟩	🟩	🟩
USADF	N/A	N/A	🟩	N/A	N/A
USAID	🟩	3.3	🟩	🟩	🟩
USCCR	🟩	4	🟨	N/A	N/A
CO	N/A	N/A	🟨	🟩	🟩
USIBWC	🟩	6	🟩	🟩	🟩
USITC	🟩	2	🟩	🟥	🟥
USTDA	N/A	N/A	🟩	N/A	N/A

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	Section III -- Steps Taken to Increase Proactive Disclosures (PD)			
Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
ACUS	🟩	Yes	The most frequently requested records are ACUS's recommendations from 1968-1995. Although the agency closed in 1995 and did not reopen until 2010 due to a lapse in appropriations, ACUS took the step of retrieving, formatting and posting in the Federal Register all old ACUS recommendations. Other historical ACUS documents are available on request. Other than the recommendations, there are no other frequently requested records (other than requests for non-existent prison records). In any event, almost all of the documents generated since 2010 are posted on the agency's website because of FACA requirements and our general policy of transparency.	The agency's website also provides live webcasts of meetings and an archive of past meeting webcasts.
ABMC	🟩	No	Frequently requested information such as burial records are posted via the agency website in the electronic burial register which is searchable. Other information on how to obtain official records is posted in the FAQ section of the agency website. We identify what is posted on the FAQ page simply by tracking the public information queries that we receive. Those queries generally revolve around ABMC's burials and memorialization program or how to obtain service records.	N/A
NRPC	🟩	No	Records are reviewed and a determination is made as to whether the records would be of public interest. For example, Amtrak received multiple requests for its Procurement Manual. A copy of the manual was posted on Amtrak's Procurement website. Amtrak also gets requests for its travel policies, which are also posted online.	Amtrak's senior staff usually reviews reports and provides this information to the IT Department for posting. Some reports are posted on a monthly basis, such as the Monthly Performance Reports.
AFRH	🟩	Yes	AFRH does not have any frequently requested records. The agency has very few FOIA requests.	N/A
FRB	🟩	Yes	When a FOIA request is received, the Board's FOIA Office staff first researches the request to determine if the requested records have been previously released. The Board then identifies "frequently requested" records when it receives at least three similar FOIA requests for a particular record. Additionally, Board staff alerts its FOIA professionals when there could be public interest in certain Board records.	In addition to the initiatives described in Question 9 of Section I, the Board continued to make available the public portions of resolution plans filed by financial institutions as required by the Dodd-Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank Act).
BBG	🟩	Yes	The FOIA Office monitors all incoming requests to determine when public interest in a particular record or records warrants considering proactively disclosing them on the agency's website in its FOIA Electronic Reading Room. Whenever the agency has two or more open requests for identical records, or has received three or more requests for identical records in a fiscal year, the FOIA Office proactively discloses the records responsive to those requests in its Electronic Reading Room on the agency's public website. If the agency receives three or more requests for substantially similar information within a fiscal year, the FOIA Office reviews its request files to determine there was a common set of records or documents released among them and, if there was, whether or not posting those records to the Electronic Reading Room would be likely to satisfy future like requests.	The agency makes its most valuable information, namely the audio and video content created for overseas audiences, directly accessible to the domestic public. News and information produced by the Voice of America can be found at www.voanews.com, while news and information created by the Office of Cuba Broadcasting can be found at www.martinoticias.com.
CSB	🟨	Yes	No such process currently exists.	N/A

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
		Section III -- Steps Taken to Increase Proactive Disclosures (PD)		
CPPBSD	[green]	Yes	All FOIA requests are monitored and if any "frequently requested" records are identified, then they are considered for posting online.	A new website is being developed with a content management system (CMS) that will allow for agency personnel to easily update content and post new materials.
CFTC	[green]	Yes	FOIA professionals link all cases that have related records to determine whether the agency is receiving multiple requests for the same records. The agency posted one frequently requested record during the reporting period, however, there are several pending requests that have been identified as frequently requested and the records will be posted when the processing is complete.	N/A
CFPB	[green]	Yes	The FOIA Office will utilize eFOIA software and conduct a monthly review of FOIA logs to identify records that have been requested at least three times. After identification, the CFPB will post those records in accordance with DOJ guidance and the newly created FOIA Transparency Plan.	In July of 2014, the CFPB released a proposal for public comment to expand the information in its public consumer complaint database to include consumer narrative descriptions of what happened, to provide important context to the complaint, help the public to detect specific trends in the market, aid consumer decision-making, and drive improved customer service.
CNCS	[yellow]	Yes	The number of requests each year is small enough that it simply a matter of paying attention to the FOIA tracking spreadsheet.	N/A
CIGIE	[green]	No	During this past year, CIGIE has received a number of requests for committee minutes.	N/A
CEQ	[green]	Yes	CEQ periodically determines which information is commonly requested and considers whether the subject matter(s) are appropriate for proactive disclosures.	CEQ posts proactive disclosures and solicits comments through its website. CEQ also maintains an online reading room where it posts and updates agency reports, publications, and documents frequently requested under FOIA. The site also contains historical materials such as the legislative history of NEPA and CEQ's past annual reports on NEPA compliance.
CSOSA	[yellow]	Yes	At this time, we do not have any "frequently requested" records. As stated above, statistics dealing with our offender population can be found on the agency's website.	N/A
DNFSB	[green]	No	N/A. We are a small agency.	N/A
Ex-Im Bank	[green]	Yes	The FOIA Team meets quarterly to review recent disclosures, identify request and disclosure trends as well as information that may be of interest to the public, and discusses placing that information on our FOIA Website.	Ex-Im Bank continues to update quarterly the downloadable statistical data relating to Bank transactions placed on our Web site. Ex-Im Bank's FOIA Web site provides a feedback button for public comments to determine ways in which the presentation of the data and content could be improved.
FCA	[green]	Yes	Due to the small number of FOIA requests each year, the FOIA Officer can easily determine if we have any frequently requested records. However, to date, we have not identified any frequently requested records.	N/A

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	Section III -- Steps Taken to Increase Proactive Disclosures (PD)			
Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
FCSIC		Yes	Due to the small number of FOIA requests each year, the FOIA Officer can easily determine if we have any frequently requested records. However, to date, we have not identified any frequently requested records.	N/A
FCC		Yes	The agency follows an informal process for identifying "frequently requested" records for proactive disclosure on an ongoing basis. As indicated above, this process has resulted in numerous proactive disclosures during the reporting period and as indicated in previous reports. The FOIA Office monitors incoming FOIA requests to discern requests for the same or similar records. The Bureau or Office processing the FOIA requests may recognize that it is receiving multiple requests for similar records that meet the statutory definition of "frequently requested" records that should be posted on the agency's website. Also, the processing Bureau or Office may seek to post records of great public interest proactively. The agency's commitment to transparency has led to numerous proactive disclosures on topics of broad applicability and interest, thus eliminating the public's need to file a FOIA for this information.	The agency generally seeks to increase proactive disclosures on its website on an ongoing basis. In addition, as indicated above, the agency implemented most of the FCC Process Reform recommendations as set forth in the 2014 CFO Report. Specifically, the FCC transitioned to electronic FOIA management using FOIA Online that, among other things, provides the public with online status of their pending FOIA requests. As indicated above, the agency revised its FOIA webpage to provide consolidated access to the FCC's FOIA reports to the Department of Justice. Additional webpages were added to the agency's FOIA webpage, providing consolidated access to the Commission's FOIA appeal decisions, and graphics showing comparisons of the FCC's FOIA activity for Fiscal Years 2011-2013.
FDIC		Yes	When a FOIA request is received, the FDIC's FOIA/Privacy Act Group uses its FOIA processing software to identify previous requests for the same or similar records. If it is determined that multiple request for such records have been received, the documents are deemed "frequently requested" and posted on the FDIC's website.	The FDIC continues to use its website, social media, webcasts, podcasts, and publications to proactively make information available to the general public. An email subscription service, RSS feeds, as well as the FDIC page on Facebook and Twitter allow the public to receive many different alerts, including news releases, Financial Institution Letters, consumer updates, statistical publications and others information.
FEC		No	The FEC generally does not receive many FOIA requests for the same documents, and therefore does not have a formal process or system for identifying "frequently requested documents" to be posted online. However, the Agency's FOIA Requester Service does informally look at what types of records have been requested more frequently and consider whether those documents should be proactively disclosed.	N/A
FERC		Yes	Utilizing the FOIA tracker system to identify frequently requested records.	FERC will continue to pursue potential opportunities to increase proactive disclosures and implement them accordingly.

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
FFIEC	🟩	Yes	If a release of data/information is made in a FOIA that is not already publicly available, that release is immediately considered for applicability for posting on the FFIEC website. Further, if the same data/information is released three times, it is then added to the FOIA Reading Room web page.	(1) The FFIEC has "alert" sign-up features on several of the web pages where the public has expressed the most interest in staying informed of when new material is posted. This includes the Press Release webpage, and several InfoBases maintained by the FFIEC. Also, an RSS feed feature was added for the Information Technology Handbook InfoBase. The sitemap for the FFIEC website is routinely reviewed to ensure that the public can easily and intuitively access the information they are searching for with relative ease; (2) The FFIEC has a number of helpdesks available to the public to answer questions on the variety of data and reports that the FFIEC distributes and maintains, with one or more of its five federal member agencies. As listed on the FFIEC website, the public can access subject matter experts for questions on posted data. The FFIEC website also maintains databases on bank and financial supervisory information for the public to directly access. The FFIEC continually reviews the website to keep relevant content updated; and (3) Further, The FFIEC is in the beginning phase of a multi-year initiative for updating the website to increase a positive user experience in locating the information or contacts they seek. The search feature on the website will be updated shortly as part of this enhancement.
FHFA	🟩	Yes	FHFA periodically reviews the FOIA requests to determine if there are multiple or recurring requests for the same records and if so whether those records have been or can be released and whether they can be posted online proactively.	N/A
FLRA	🟩	Yes	The Chief FOIA Officer periodically reviews past requests to determine whether there are frequently requested records and, if there are, makes an assessment as to whether the records should be posted online.	As noted above, the Chief FOIA Officer periodically reviews the agency's FOIA website and contacts the IT unit and other key agency personnel to determine if there are additional materials beyond those covered by FOIA requests that are appropriate for posting.
FMC	🟩	Yes	Most of the FOIA requests our Agency receives are unique. However, the Commission on an ongoing basis proactively posts useful information to its public website which likely reduces the number of FOIA requests received annually.	N/A
FMCS	🟩	No	As is the case with proactive disclosures above, the CFO is in a position to identify "frequently requested" records that should be posted online.	These categories of Reading Room postings, which were established prior to the FY 2014, have been successful in permitting requesters to access this information without filing formal FOIA requests, as evidenced by a year-to-year reduction of Agency FOIA requests for these data categories of more than 80%.

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
FMSHRC	🟩	Yes	FMSHRC's General Counsel and Office of the Chairman consult with FOIA staff to identify records that are of general interest to the public and frequently requested for the purpose of posting on the agency's website.	FMSHRC is currently constructing a new section of the agency's website that will allow the public to conduct status checks of its cases via an online database.
FOMC	🟩	Yes	Staff actively consider whether particular materials (whether or not requested under FOIA) should be posted on the FOMC's website. As a result of this evaluation, this year we posted 22 documents, totaling over 425 pages, in our electronic reading room that had been previously released in response to multiple FOIA requests. A process has been put in place to continue this kind of posting in the future, for both proactive disclosures and for other "frequently requested" documents.	In response to the requirement to meet the Section 508 standard, which proved a challenge for us in previous years, additional staff have been trained to fulfill these requirements and thus increase the amount of proactive disclosures possible in coming years. A process has been put in place to continue to identify documents that can be made available on our website. In response to the requirement to meet the Section 508 standard, which proved a challenge for us in previous years, additional staff have been trained to fulfill these requirements and thus increase the amount of proactive disclosures possible in coming years. A process has been put in place to continue to identify documents that can be made available on our website.
FRTIB	🟥	No	The Agency looks at how often a record has been requested to determine whether it should be posted online. However, our Agency may be unique in that we do not receive too many requests for the same record.	Rate of Return, share prices and/or administrative expenses are provided to participants at www.tsp.gov. in the annually updated investment fund sheets (see the Forms and Publications section of the TSP website), in the quarterly newsletter (TSP Highlights can also be found in the Forms and Publications section of tsp.gov) and in a participants annual statement which is mailed to TSP participants.
IMLS	🟩	Yes	As part of the agency's commitment to proactive disclosure, IMLS FOIA Representatives and Open Government staff routinely analyze the agency's FOIA requests to determine if there are categories of records that are frequently requested, which can be proactively disclosed on the IMLS website.	IMLS staff, including the Office of Communications and Government Affairs, stay abreast of emerging issues of interest to agency stakeholders and work to make relevant information available to the public in a timely and transparent manner. In addition to posting information on the IMLS website, the agency continues to expand its presence on social media platforms, including by posting information on the IMLS Facebook page, and Twitter page. IMLS has undertaken efforts to further increase public access to information regarding the Grants to States Program. The agency is working on the development of a new State Programs Report (SPR) tool that will not only improve reporting from State grantees, but also will include a new public-facing website that will enable the public to access information about these grants. In addition, IMLS continues to explore opportunities to move certain Grants to State Program information from a password-protected extranet (which historically has been limited solely to grantees) to the agency's public website.

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	Section III -- Steps Taken to Increase Proactive Disclosures (PD)			
Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
IAF	[green]	Yes	FOIA personnel work with the IAF's Office of Government and External Affairs to publish "frequently requested" information on our website's FOIA E-reading Room. Because of our small number of FOIA requests, it is very easy for us to identify "frequently requested" records. For example, if we were to receive several requests on a given topic within a quarter, we would conclude that topic is of interest to the general public and we would post all responsive documents online.	The IAF has utilized social media including Twitter (@IAFgrassroots), Vimeo, YouTube, and LinkedIn to proactively disclose information about agency activities. Future plans include the creation of a Facebook page and an Instagram account to further provide the public with information on the IAF.
LSC	[green]	Yes	Each time a FOIA request is received, the FOIA Analyst reviews and conducts searches within the FOIA logs to determine whether the records requested have previously been requested and, if so, denotes it accordingly in the FOIA log. Once a record is identified as a "frequently requested" record, it is immediately posted in the electronic reading room.	LSC is in the process of revising its website, including its FOIA page. LSC reviewed the FOIA pages of several other agency websites to obtain ideas on how to re-organize the content in LSC's FOIA page to make it more user-friendly. The website-improvement project is under way and we expect to complete the FOIA page revisions during the next reporting period. During the reporting period, LSC continued to convert PDF documents to HTML format so they are easier to search on the website. LSC also made its website contents more mobile-device friendly during the reporting period, making it easier for the public to access information and records from tablets and smartphones. Lastly, LSC increased the use of social media tools such as Facebook and Twitter to highlight and disseminate information about LSC and its grant recipients.
MSPB	[green]	Yes	We monitor FOIA requests for frequently requested records that should be posted online.	We did not undertake other steps in this regard during the reporting period.
MCC	[yellow]	Yes	Processes, to include one for identifying data assets not yet publicly available and establishing specific timelines for online publication in open formats, are under review and will continue to reflect changes as part of MCC's robust implementation of the May 9, 2013 Executive Order on Open Data.	For additional information, please review MCC's 2014 plan for promoting transparency, participation and collaboration in all aspects of its work to reduce poverty through economic growth.
NASA	[yellow]	Yes	FOIA staff generally try to post the responsive records for contracts, regardless of the frequency. Other records are posted following the 'requested twice, anticipation of a third' and in other cases when we know a request may become the subject of additional requests, etc., we will post those responsive records.	NASA is a leader in media-centric initiatives. Various media tools are used on a continual basis to provide the public with information regarding NASA initiatives, events and business-related activities. Social media is utilized to inform the public of a proactive disclosure of agency information. Staff posts the material once it has been cleared in anticipation of public interest or in the case of FOIA additional requests. If the FOIA office has not received a request for the information but believes it would be of current interest to the public, they will work with the program office to post the material outside of the FOIA process, thus providing the public with as much information as possible.

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Section III -- Steps Taken to Increase Proactive Disclosures (PD)				
Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
NCPC	🟩	Yes	Most of the NCPC information released without resort to a FOIA request relates to applications submitted by Federal and District of Columbia government agencies to the Commission for review and action. At least 4 times a month, the Agency updates its website to provide the latest information regarding projects undergoing Commission review. Project staff follows established guidelines for identifying application materials suitable for posting. Typical information posted includes plans and supporting documentation inclusive of environmental and historic preservation reports prepared by the applicant, the Executive Director's Report and Recommendation, Commission Memoranda of Action, and hearing transcripts.	N/A
NCUA	🟩	Yes	When a record is requested multiple times, FOIA staff identifies the record and informs the Chief FOIA Officer that it should be posted online. The FOIA staff then sends the record to the agency webmaster to post online	The agency continues increasingly to make proactive disclosures, especially through the agency website and at public board meetings. For example, the agency posted on its website both budget and overhead transfer rate review information, including more than is required to be made available to the public. The agency disclosed 2015 board member office budgets and broke down budget categories for agency offices.
NEA	🟨	Yes	When frequently requested records are identified by program offices they are submitted to the FOIA office for review and redaction if necessary prior to being posted online.	The NEA continues to regularly post and update content designed for online audiences. The "Features" section of the website provides a comprehensive look at NEA-funded projects. Electronic versions of the NEA quarterly magazine includes material not available in the print edition, such as video segments and audio interviews. The Agency also provides free audio podcasts featuring interviews with arts in various disciplines and arts administrators.
NEH	🟩	Yes	Our FOIA professionals regularly review the NEH FOIA log and automatically evaluate any record that has been requested twice as a potential "frequently requested" record.	We have encouraged program officers and divisional staff to review their records for documents they feel would be of interest to the public.
NIGC	🟩	Yes	The NIGC is a very small agency with a relatively low number of FOIA requests received each year. Accordingly, the same individuals work on all requests and log them into the agency's database. When the request is logged in, it is immediately reviewed to determine whether responsive documents have already been processed and released. In that manner, the agency is quickly able to determine if a particular record has already been requested. In cases where the agency receives a second request for the same document and reasonably anticipates a third, it works with its IT staff to ensure that the document is placed in the agency's online reading room.	The agency currently works to disclose as much as it can to the public pro-actively, within the constraints implemented by the IGRA. As mentioned above, in Section I "Discretionary Releases", Answer to Question 4, the agency is required to keep certain materials provided to it confidential. Where those restrictions are not implicated, the agency strives to place all agency decisions as well as legal opinions generated by its General Counsel on to its website proactively.
NMB	🟩	No	Through self-assessments the periodically reviews current and previous fiscal year request logs to determine items that are frequently requested.	The agency has added a "What's new" feature to its website where items such as determinations and Presidential Emergency Board reports are posted for the public.

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NSF	🟩	Yes	The NSF FOIA Officer processes all requests for the agency and accordingly, is able to identify records that are "frequently requested" and should be posted online. The NSF FOIA Officer is also familiar with the topic areas at the agency that tend to generate "frequently requested records," such as the NSF Antarctic Program, and ensures that these records are posted online.	The NSF FOIA Officer, Chief FOIA officer, and members of the team working on the NSF Open Government Plan continue to meet and discuss potential proactive disclosures and ways to make access to this information easier for the public.
NTSB	🟩	Yes	Tracking is in place to recognize those records that are "frequently requested".	The NTSB continues to use press releases and press conferences, web postings, and advocacy events and speeches to increase proactive disclosures.
USNRC	🟩	Yes	The agency's FOIA processing system links similar or duplicate requests and identifies frequently requested records.	The NRC plans to conduct an annual review of FOIA responses to determine if frequently released nonpublic documents can be posted online in the agency's Public Reading Room (ADAMS).
OSHRC	🟩	Yes	Because of the small number of FOIA requests processed per year at OSHRC, our FOIA professionals are able to flag documents that are requested multiple times, or documents for which we anticipate future demand, and immediately consider whether such materials should be proactively disclosed on our website.	The Chief FOIA Officer works to maintain open lines of communication between the FOIA Requester Service Center and key agency personnel. Additionally, in keeping with the Open Government Directive issued by the Office of Management and Budget on December 8, 2009, OSHRC continually monitors and updates its Open Government page at www.data.gov.
OGE	🟩	Yes	OGE has included a distinct step in its FOIA processing procedures that directs FOIA professionals to determine whether a record has been subject to previous FOIA requests, and to flag that record for proactive disclosure in OGE's FOIA log.	In 2014, OGE began an inventory of all information sets created, collected, or maintained at OGE that are not currently publicly available on its website. Through this inventory process, OGE identified additional information sets. For example, OGE identified the Annual Agency Questionnaire (Questionnaire) as a high-value information set. The Questionnaire asks agency ethics offices for information about ethics officials and the administration of agency ethics programs, as well as core elements of the ethics program that assist in the identification and resolution of potential conflicts of interest. The compiled data provides valuable insights about the executive branch ethics program. In 2015, OGE plans to post each agency response to its website and provide an online summary of the combined data from the agency questionnaires in a visual format.
OMB	🟩	Yes	As OMB completes a response to a FOIA request, staff in the relevant program office, OGC, and MOD review those records to determine whether it would be helpful to post any material provided to the requester on OMB's various websites, including examining whether the material is subject to frequent requests.	OMB also helped launch Project Open Data in FY 2014. Project Open Data provides agencies with tools and best practices to make their data publically available, and the Project Open Data Dashboard provides publicly accessible evaluations of agency progress in implementation of the Open Data Policy. OMB updates the agency evaluations on a quarterly basis and enhances its features regularly.

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ONDCP	🟨	No	No, but ONDCP only receives 60-70 FOIA requests in a typical year, so we would notice if certain records were requested often enough to warrant proactive disclosure. ONDCP does proactively disclose numerous documents on its website on a regular basis.	ONDCP has made an ongoing effort to provide more substantive information and data on its website, through email, and through social media.
ONHIR	🟥	No	We have not added any new material to our agency website in the last year other than the posting of the current FOIA annual report, no records have been posted, and there is no system in place to identify records that could be posted.	N/A
OSTP	🟩	Yes	OSTP is a small agency that rarely receives FOIA requests on the same topic. However, OSTP evaluates whether records that would be of public interest can be proactively disclosed.	OSTP has expanded its efforts to proactively provide the public with information about Administration initiatives though robust use of the OSTP website. OSTP's website now includes descriptions and links for much of OSTP's current work, including timely information about current initiatives.
OSC	🟩	Yes	When OSC receives a request that appears similar to one we have already received, the FOIA Team searches our tracking system for subjects that seem to come up repeatedly in FOIA requests.	OSC plans to proactively post our FOIA Logs on our Web site this year.
ODNI	🟩	Yes	ODNI posts records when we receive more than one request for the same records within a two week period. Additionally, based on public interest or world events that are high profile, we may identify records that should be posted.	There were no other initiatives taken during this reporting period.
USTR	🟩	Yes	USTR has a low enough volume of requests (typically not more than 75 per year) that we are able to easily identify which of our records are frequently requested by reviewing our FOIA Logs.	N/A
OPIC	🟨	Yes	The FOIA Office receives approximately 30 to 40 requests a year, therefore a FOIA Officer will review the FOIA Log at least once a year to determine if any records have been frequently requested.	OPIC website and social media outlets continue to be improved based on internal and external feedback.
PC	🟥	No	This process is done case-by-case. If we receive three requests asking for the same information, that information is considered for posting by the FOIA Officer and GC.	N/A

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PRC	🟩	Yes	The Commission hosts a series of periodic public meetings and publicly webcasts and archives audio recordings of these meetings, hearings and technical conferences on the Commission's website. These are updated on a continual basis. Inquiries from the public or the press are examined to determine whether posting Commission records could address future inquiries of the same type.	The Commission publishes: Detailed monthly updates to the Consumer Price Index calculations relating to the price cap on Market Dominant postal products. This is a valuable resource for the mailing industry and the public, A statistical tabulation of Negotiated Service Agreements (mailing contracts between the Postal Service and private companies), A regularly updated Library of Workshare Cost Avoidance Models, which is helpful to the mailing industry and the public, Materials distributed at Commission-sponsored technical conferences, Informative Workpapers filed as part of Commission dockets, Mail Classification Schedule.
PCLOB	🟩	Yes	While the agency does not have a formal process for identifying "frequently requested" records that should be posted online, the Board's FOIA professionals are aware of this duty to disclose. The FOIA professionals keep track of what records are disclosed and if/when they become a frequently requested record, those records will be posted on the Board's website.	N/A
USRRB	🟩	Yes	We routinely continue to analyze and improve our release of "frequently requested" records consulting with agency administration, program, and operations bureaus with an emphasis on routine/recurring requests and website content.	The RRB is currently in the process of digitizing, indexing,, and cataloging 258 binders of Legal Opinions maintained in the Board's Office of General Counsel so they are electronically retrievable by Board staff and the public through www .rrb.gov, including attorneys, claimants, railroad employers, etc.
RATB	🟩	Yes	Due to the relatively small number of FOIA requests made to the Board and the involvement of the Board's Chief FOIA Officer and FOIA Public Liaison in all FOIA requests, "frequently requested" records can readily be identified.	See Section IV(1) for a discussion of material that was posted to the Board's website, Recovery.gov, during the reporting period, as well as enhancements in access and usefulness to existing material.
SSS	🟩	Yes	Information is reviewed to see how often the topic is requested. If it is requested more than a few times, the information is posted on our website or on our Facebook page.	In addition to posting information on the SSS Facebook page and updating the agency website, the agency has expanded its presence on social media venues like YouTube and Twitter.
SIGAR	🟨	Yes	SIGAR FOIA professionals use a tracking database to carefully assess all customer requests. When frequently requested records are suitable for public release, SIGAR will make them available.	N/A
STB	🟨	Yes	When the FOIA office receives more than one request for records collected or created by a Board office that is not already posting them on the Board's website, FOIA staff initiates a discussion about those records, and a balance is struck between the size of the file (sometimes a very large database) and the number of potential requesters likely to be interested. This discussion may expand to related records. Using this analysis, the agency will post records on the Board's website whenever it makes sense to do so.	Because our FOIA Officer is also our PRA Officer, she is well aware of the information collected by the agency and is always on the lookout for opportunities to make proactive disclosures.

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Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
TVA	[green]	Yes	The FOIA Officer closely monitors information requested under FOIA and identifies records that meet the requirement for online posting. TVA posts information of interest to stakeholders on its website daily during the business week.	The TVA Public Relations & Corporate Information group stays abreast of emerging issues of interest to stakeholders and works with other TVA organizations to make information available to the public in a timely and transparent manner.
USADF	[green]	Yes	In response to Questions III.1 through III.3, above, the Chief FOIA Officer confers periodically with the General Counsel on reviewing agency records to recommend, in the interest of openness and transparency, proactive disclosures of information by USADF, including any frequently requested records. Any such recommendations are then discussed during the course of regularly scheduled Senior Management meetings, which are usually held once a week. As stated on USADF's website, "To increase accountability and promote informed participation by the public, USADF has expanded access to more information, now available online for downloads in open formats."	N/A
USAID	[green]	Yes	The FOIA Registrar reviews all incoming FOIA requests and scans the database to identify any similar information requests. If more than two (2) similar requests are identified, the responsive documents are reviewed to consider whether the information is appropriate for proactive disclosure and posting online.	USAID is committed to President Obama's 2009 Memorandum on the Freedom of Information Act and both of the Open Government National Action Plans. The Department of Justice, Office of Information Policy (DOJ/OIP) recognizes USAID's forward-leaning approach of significant collaboration within the agency to release information and data. As such, the White House's Office of Science, Technology and Policy invited USAID to participate in the October 2014 Proactive Disclosures Workshop. At the workshop, USAID shared its draft open data policy, which identifies and codifies the requirements, standards, roles and responsibilities for data submission and publication; shared its best open data practices and obstacles; and shared its thoughts on the legal disclosure requirements pursuant to the FOIA and that impact on proactive releases.
USCCR	[green]	Yes	The USCCR FOIA staff track all requests on a log. Any item requested at least three times is considered "frequently requested" and should be posted online.	FOIA staff met with the agency's national program office director and suggested that a webpage be set up for each USCCR briefing, not only the annual statutory report. Furthermore, FOIA staff provided guidance to the regional program office director about items to be posted on a webpage for federal advisory committee members.
CO	[red]	No	The Copyright Office does not have a category of "frequently requested" records	In 2014, the Copyright Office undertook a number of special projects to improve the design of our website, increase searchability of copyright-related documents, and make accessible 70 million copyright registration records dating back to 1790, including FOIA requested materials.

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
USIBWC	[yellow]	No	We post frequently-requested materials on the Agency website.	The Agency is in the process of creating a map of its land assets (easements, rights of way, etc.) that should be made available to the public in the future. It is also creating a portal that provides information on the Agency's restoration sites, such as location of the sites and well-data relevant to the site.
USITC	[green]	Yes	The Commission process for identifying "frequently requested" records is to analyze the records to see if records have been requested at least three times. Once those requests are identified and categorized, the relevant records are posted on the agency's FOIA webpage.	Near the end of FY 2014 the agency released its public interface for section 337 investigative data (337Info repository) on its website. This initiative helped further the agency's goals to ensure the presumption of openness.
USTDA	[yellow]	Yes	Due to the small number of FOIA requests USTDA receives each year, USTDA has not developed a system to identify "frequently requested" records. However, USTDA is a commercially-focused agency with a significant interest in disseminating clear and useful information about its activities to the public. USTDA's website is well-organized, regularly updated and searchable, and contains clear and easy-to-find contact information for a number of individuals, including USTDA's webmaster.	USTDA continually strives to increase proactive disclosures with respect to USTDA's library database of USTDA-funded activities. USTDA maintains a regularly updated web page on USTDA "Library Holdings" which allows individuals to electronically search USTDA's library database for completed USTDA-funded studies by region, country or sector.

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Agency	Agency is Taking Steps to Make Online Info. More Useful	Encountered Challenges to Posting Material Online	Posted All FY 2014 Quarterly Reports	Agency Uses E-mail to Communicate with Requesters
ACUS	Green	Yes	Light Green	Green
ABMC	Green	No	Yellow	Green
NRPC	Green	No	Yellow	Green
AFRH	Green	No	Red	Green
FRB	Green	Yes	Green	Green
BBG	Green	No	Green	Yellow
CSB	Green	No	Yellow	Green
CPPBSD	Yellow	No	Orange	Green
CFTC	Green	No	Green	Green
CFPB	Green	No	Red	Green
CNCS	Green	Yes	Green	Green
CIGIE	Green	Yes	Green	Green
CEQ	Green	No	Light Green	Green
CSOSA	Red	No	Red	Green
DNFSB	Red	No	Light Green	Green
Ex-Im Bank	Green	No	Orange	Green
FCA	Green	No	Green	Green
FCSIC	Green	No	Green	Green

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FCC	Green	No	Green	Green
FDIC	Green	No	Green	Green
FEC	Green	No	Green	Green
FERC	Green	No	Red	Green
FFIEC	Green	No	Green	Green
FHFA	Green	No	Light Green	Green
FLRA	Green	No	Light Green	Green
FMC	Green	Yes	Green	Green
FMCS	Green	No	Green	Green
FMSHRC	Green	No	Light Green	Green
FOMC	Green	No	Green	Green
FRTIB	Green	No	Green	Green
IMLS	Green	No	Green	Green
IAF	Green	No	Green	Green
LSC	Green	No	Green	Green
MSPB	Green	Yes	Green	Green
MCC	Green	No	Orange	Green
NASA	Green	No	Light Green	Green

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	Section IV -- Steps Taken to Greater Utilize Technology			
Agency	Agency is Taking Steps to Make Online Info. More Useful	Encountered Challenges to Posting Material Online	Posted All FY 2014 Quarterly Reports	Agency Uses E-mail to Communicate with Requesters
NCPC	🟩 Green	No	🟨 Yellow	🟩 Green
NCUA	🟩 Green	No	🟩 Green	🟩 Green
NEA	🟩 Green	No	🟩 Light Green	🟩 Green
NEH	🟩 Green	No	🟩 Light Green	🟩 Green
NIGC	🟩 Green	No	🟩 Light Green	🟩 Green
NMB	🟩 Green	No	🟩 Light Green	🟩 Green
NSF	🟩 Green	Yes	🟩 Light Green	🟩 Green
NTSB	🟩 Green	No	🟥 Red	🟩 Green
USNRC	🟩 Green	Yes	🟩 Green	🟩 Green
OSHRC	🟩 Green	No	🟩 Green	🟩 Green
OGE	🟩 Green	No	🟩 Green	🟩 Green
OMB	🟩 Green	No	🟩 Green	🟩 Green
ONDCP	🟥 Red	No	🟥 Red	🟩 Green
ONHIR	🟩 Green	No	🟥 Red	🟩 Green
OSTP	🟩 Green	Yes	🟩 Green	🟩 Green
OSC	🟩 Green	Yes	🟩 Green	🟩 Green
ODNI	🟨 Yellow	No	🟧 Orange	🟩 Green
USTR	🟩 Green	Yes	🟥 Red	🟩 Green

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Agency	Section IV -- Steps Taken to Greater Utilize Technology			
	Agency is Taking Steps to Make Online Info. More Useful	Encountered Challenges to Posting Material Online	Posted All FY 2014 Quarterly Reports	Agency Uses E-mail to Communicate with Requesters
OPIC	Green	No	Green	Green
PC	Green	No	Red	Green
PRC	Green	No	Green	Green
PCLOB	Green	No	N/A	Green
USRRB	Green	No	Red	Green
RATB	Green	Yes	Green	Green
SSS	Green	No	Green	Green
SIGAR	Green	No	Green	Green
STB	Green	No	Green	Green
TVA	Green	No	Green	Green
USADF	Green	No	Red	Green
USAID	Green	No	Green	Green
USCCR	Green	Yes	Green	Green
CO	Green	Yes	Green	Green
USIBWC	Red	No	Light Green	Green
USITC	Green	No	Green	Green
USTDA	Green	No	Red	Green

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		Simple Track			Agency Backlog Decreased		Percentage of Backlog to # of Req./App. Received in FY 2014				Agency Closed Ten Oldest Req., Appeals (App.) & Consultations (Consults.). If not, # closed in FY 2014						
Agency	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed
ACUS	Yes	[green]	1	100%	[green]	[green]	[green]	N/A	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
ABMC	No	[light green]	22	N/A	[green]	[green]	[green]	N/A	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
NRPC	Yes	[green]	7.69	18%	[green]	[yellow]	[green]	5%	[red]	83.3%	[green]	N/A	1		[red]	0/3	[green]	N/A
AFRH	Yes	[green]	6	100%	[green]	[green]	[green]	N/A	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
FRB	Yes	[green]	9	48%	[green]	[green]	[green]	1%	[green]	N/A	[green]	N/A	1		[green]	N/A	[red]	1/2
BBG	No	[yellow]	35	N/A	[green]	[green]	[green]	5%	[green]	N/A	[red]	9/10	N/A		[green]	N/A	[green]	N/A
CSB	Yes	[green]	2	54%	[red]	[green]	[light green]	17.2%	[green]	N/A	[green]	N/A	N/A		[green]	N/A	[green]	N/A
CPPBSD	No	[green]	5.38	N/A	[green]	[green]	[green]	N/A	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
CFTC	Yes	[red]	30.92	31%	[red]	[yellow]	[light green]	16%	[red]	50%	[green]	N/A	N/A		[red]	0/4	[green]	N/A
CFPB	Yes	[green]	9	94%	[green]	[green]	[green]	N/A	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
CNCS	Yes	[green]	9.6	59%	[yellow]	[green]	[light green]	10.6%	[green]	N/A	[red]	5/6	N/A		[green]	N/A	[green]	N/A
CIGIE	Yes	[red]	34	92%	[green]	[green]	[light green]	13%	[green]	N/A	[green]	N/A	3		[green]	N/A	[green]	N/A
CEQ	Yes	[orange]	24.68	83%	[green]	[green]	[red]	100%	[green]	N/A	[red]	9/10	3		[green]	N/A	[green]	N/A
CSOSA	Yes	[red]	30.3	100%	[yellow]	[green]	[green]	8%	[green]	N/A	[green]	N/A	N/A		[green]	N/A	[green]	N/A
DNFSB	No	[yellow]	30.48	N/A	[green]	[yellow]	[green]	6.67%	[red]	100%	[green]	N/A	N/A		[green]	N/A	[green]	N/A
Ex-Im Bank	Yes	[red]	84.33	56%	[green]	[yellow]	[red]	52%	[red]	50%	[red]	4/10	N/A		[green]	N/A	[green]	N/A
FCA	No	[green]	10.59	N/A	[green]	[green]	[green]	N/A	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
FCSIC	No	[green]	10.14	N/A	[green]	[green]	[green]	N/A	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
FCC	Yes	[red]	25.04	94.5%	[yellow]	[green]	[green]	4.1%	[green]	20.8%	[green]	N/A	N/A		[red]	9/10	[green]	N/A

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					Agency Backlog Decreased		Percentage of Backlog to # of Req./App. Received in FY 2014				Agency Closed Ten Oldest Req., Appeals (App.) & Consultations (Consults.). If not, # closed in FY 2014						
Agency	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed
FDIC	Yes		6.48	72%				N/A		N/A		N/A	N/A		N/A		1/1
FEC	Yes		23.5	90.8%				30.6%		100%		2/10	N/A		2/3		N/A
FERC	Yes		25	62%				6%		N/A		5/10	N/A		N/A		N/A
FFIEC	No		10.61	N/A				N/A		N/A		N/A	N/A		N/A		N/A
FHFA	Yes		18.62	84%				4%		N/A		6/8	N/A		N/A		N/A
FLRA	Yes		9	95%				N/A		N/A		N/A	N/A		1/1		N/A
FMC	Yes		9.8	30.2				32.5%		N/A		1/10	N/A		N/A		N/A
FMCS	Yes		7.3	65%				1.4%		N/A		N/A	N/A		N/A		N/A
FMSHRC	Yes		3.4	78.2%				0.65%		N/A		N/A	N/A		N/A		N/A
FOMC	Yes		12.4	69%				27.5%		N/A		2/8	N/A		N/A		N/A
FRTIB	No		26.7	N/A				3.1%		N/A		N/A	N/A		N/A		N/A
IMLS	Yes		7.9	84.31%				N/A		N/A		N/A	N/A		N/A		N/A
IAF	No		32.88	N/A				N/A		N/A		N/A	N/A		N/A		N/A
LSC	No		14.5	N/A				N/A		N/A		N/A	N/A		N/A		N/A
MSPB	Yes		10.6	83.49%				4.52%		10%		N/A	N/A		N/A		N/A
MCC	No		23	N/A				67%		N/A		N/A	N/A		N/A		N/A
NASA	Yes		5.78	45.58%				1.38%		N/A		9/10	N/A		N/A		N/A
NCPC	Yes		3.75	93%				N/A		N/A		N/A	N/A		N/A		N/A
NCUA	Yes		6.75	53%				N/A		N/A		N/A	N/A		N/A		N/A

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		Simple Track			Agency Backlog Decreased		Percentage of Backlog to # of Req./App. Received in FY 2014				Agency Closed Ten Oldest Req., Appeals (App.) & Consultations (Consults.). If not, # closed in FY 2014						
Agency	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed
NEA	Yes	[green]	13	70%	[green]	[green]	[green]	5%	[green]	N/A	[red]	2/4	N/A	[green]	N/A	[green]	N/A
NEH	Yes	[green]	13.4	82%	[green]	[green]	[green]	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
NIGC	Yes	[red]	119	84%	[green]	[green]	[light green]	15%	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
NMB	No	[green]	6	N/A	[green]	[green]	[green]	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
NSF	Yes	[red]	29	45%	[red]	[yellow]	[red]	44%	[light green]	11%	[green]	N/A	N/A	[green]	N/A	[green]	N/A
NTSB	Yes	[green]	12.46	30%	[red]	[yellow]	[red]	48%	[green]	18%	[red]	9/10	N/A	[green]	10/10	[green]	N/A
USNRC	Yes	[green]	13	35%	[green]	[green]	[green]	4.3%	[green]	5.5%	[green]	N/A	N/A	[green]	N/A	[green]	N/A
OSHRC	Yes	[green]	10.63	96.61%	[green]	[green]	[green]	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
OGE	No	[green]	14.7	N/A	[yellow]	[green]	[green]	3.6%	[green]	N/A	[red]	4/5	N/A	[green]	N/A	[green]	N/A
OMB	No	[yellow]	106	N/A	[green]	[green]	[light green]	15%	[green]	N/A	[green]	N/A	1	[green]	N/A	[green]	N/A
ONDCP	No	[yellow]	39	N/A	[yellow]	[green]	[green]	9.7%	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
ONHIR	No	[green]	2.39	N/A	[green]	[green]	[green]	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
OSTP	Yes	[green]	14.4	90.3%	[yellow]	[green]	[green]	2.15%	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
OSC	Yes	[yellow]	43.48	74%	[red]	[green]	[red]	116%	[red]	200%	[red]	2/10	N/A	[red]	0/10	[green]	N/A
ODNI	Yes	[light green]	20.52	66%	[red]	[yellow]	[red]	44.96%	[red]	185.7%	[red]	9/10	N/A	[red]	5/10	[green]	N/A
USTR	Yes	[red]	31	72%	[green]	[green]	[orange]	35%	[green]	N/A	[red]	4/10	N/A	[green]	N/A	[red]	N/A
OPIC	No	[green]	14	N/A	[yellow]	[green]	[green]	4.08%	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A
PC	Yes	[red]	82	73%	[red]	[green]	[red]	45.4%	[yellow]	25%	[red]	7/10	N/A	[green]	1/1	[red]	0/1
PRC	Yes	[green]	9	100%	[green]	[green]	[green]	N/A	[green]	N/A	[green]	N/A	N/A	[green]	N/A	[green]	N/A

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			Simple Track		Agency Backlog Decreased		Percentage of Backlog to # of Req./App. Received in FY 2014				Agency Closed Ten Oldest Req., Appeals (App.) & Consultations (Consults.). If not, # closed in FY 2014						
Agency	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed
PCLOB	Yes	[green]	13	60%	N/A	N/A	[light green]	14.28%	[red]	50%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USRRB	No	[yellow]	38.58	N/A	[red]	[green]	[green]	0.06%	[green]	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
RATB	No	[green]	17.6	N/A	[green]	[green]	[green]	N/A	N/A	[green]	N/A	N/A	N/A	[green]	N/A	[green]	N/A
SSS	No	[green]	4.5	N/A	[green]	[green]	[green]	N/A	N/A	[green]	N/A	N/A	N/A	[green]	N/A	[green]	N/A
SIGAR	Yes	[green]	20	68.75%	[yellow]	[green]	[green]	5.8%	[green]	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
STB	No	[green]	5.69	N/A	[green]	[green]	[green]	N/A	[green]	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
TVA	Yes	[green]	15	64%	[green]	[green]	[green]	5%	[green]	N/A	[red]	9/10	N/A	[green]	N/A	[green]	N/A
USADF	No	[green]	11	N/A	[green]	[green]	[green]	N/A	N/A	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
USAID	Yes	[red]	28.48	15%	[red]	[green]	[red]	70.8%	[red]	112.5%	[green]	N/A	N/A	[green]	N/A	[green]	N/A
USCCR	Yes	[green]	5	63.6%	[green]	[green]	[green]	N/A	N/A	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
CO	Yes	[red]	34.8	100%	[yellow]	[green]	[green]	6%	N/A	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
USIBWC	Yes	[yellow]	22.6	100%	[yellow]	[green]	[green]	8.8%	N/A	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
USITC	Yes	[green]	12	100%	[green]	[green]	[green]	N/A	N/A	N/A	N/A	N/A	N/A	[green]	N/A	[green]	N/A
USTDA	Yes	N/A	N/A	0	[yellow]	[green]	[light green]	18.75%	[green]	N/A	[red]	1/2	N/A	[green]	N/A	[green]	N/A

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Administrative Conference of the United States	ACUS	DG	DG	DG	DG
American Battle Monuments Commission	ABMC	R	DG	LG	DG
Amtrak	NRPC	DG	DG	LG	Y
Armed Forces Retirement Home	AFRH	DG	DG	Y	DG
Board of Governors of the Federal Reserve System	FRB	DG	DG	DG	DG
Broadcasting Board of Governors	BBG	O	DG	LG	LG
Central Intelligence Agency	CIA	LG	LG	LG	O
Chemical Safety and Hazard Investigation Board	CSB	LG	LG	LG	LG
Committee for Purchase from People Who Are Blind or Severely Disabled	CPPBSD	DG	DG	O	DG
Commodity Futures Trading Commission	CFTC	DG	DG	DG	R
Consumer Financial Protection Bureau	CFPB	DG	DG	Y	DG
Corporation for National and Community Service	CNCS	LG	Y	DG	LG
Council of the Inspectors General on Integrity and Efficiency	CIGIE	DG	DG	DG	LG
Council on Environmental Quality	CEQ	DG	DG	DG	Y
Court Services and Offender Supervision Agency	CSOSA	R	R	R	LG
Defense Nuclear Facilities Safety Board	DNFSB	LG	LG	O	LG
Department of Agriculture	USDA	DG	DG	DG	R
Department of Commerce	DOC	DG	O	LG	R
Department of Defense	DOD	DG	DG	DG	O
Department of Education	ED	DG	LG	DG	R
Department of Energy	DOE	DG	LG	DG	O
Department of Health and Human Services	HHS	DG	LG	DG	R
Department of Homeland Security	DHS	DG	LG	DG	R
Department of Housing and Urban Development	HUD	DG	DG	DG	Y

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Department of Justice	DOJ	DG	LG	DG	LG
Department of Labor	Labor	DG	LG	DG	R
Department of State	State	DG	LG	DG	R
Department of the Interior	DOI	DG	DG	DG	O
Department of the Treasury	Treasury	DG	DG	DG	O
Department of Transportation	DOT	DG	DG	DG	O
Department of Veterans Affairs	VA	DG	LG	DG	Y
Environmental Protection Agency	EPA	DG	LG	DG	O
Equal Employment Opportunity Commission	EEOC	Y	DG	LG	DG
Export-Import Bank	Ex-Im Bank	DG	LG	LG	R
Farm Credit Administration	FCA	DG	DG	DG	DG
Farm Credit System Insurance Corporation	FCSIC	DG	DG	DG	DG
Federal Communications Commission	FCC	DG	LG	DG	Y
Federal Deposit Insurance Corporation	FDIC	DG	LG	DG	DG
Federal Election Commission	FEC	LG	DG	DG	R
Federal Energy Regulatory Commission	FERC	LG	DG	Y	Y
Federal Financial Institutions Examination Council	FFIEC	LG	R	DG	DG
Federal Housing Finance Agency	FHFA	DG	DG	DG	DG
Federal Labor Relations Authority	FLRA	R	DG	DG	DG
Federal Maritime Commission	FMC	DG	DG	DG	LG
Federal Mediation and Conciliation Service	FMCS	O	DG	DG	DG
Federal Mine Safety and Health Review Commission	FMSHRC	Y	LG	DG	DG
Federal Open Market Committee	FOMC	DG	DG	DG	LG
Federal Retirement Thrift Investment Board	FRTIB	Y	Y	DG	DG

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Federal Trade Commission	FTC	DG	DG	DG	LG
General Services Administration	GSA	DG	LG	DG	DG
Institute of Museum and Library Services	IMLS	DG	DG	DG	DG
Inter-American Foundation	IAF	DG	DG	DG	DG
Legal Services Corporation	LSC	DG	O	DG	DG
Merit Systems Protection Board	MSPB	DG	DG	DG	LG
Millennium Challenge Corporation	MCC	DG	O	LG	Y
National Aeronautics and Space Administration	NASA	DG	DG	DG	LG
National Archives and Records Administration	NARA	DG	DG	DG	R
National Capital Planning Commission	NCPC	R	DG	LG	DG
National Credit Union Administration	NCUA	DG	DG	DG	DG
National Endowment for the Arts	NEA	DG	DG	DG	DG
National Endowment for the Humanities	NEH	DG	DG	DG	DG
National Indian Gaming Commission	NIGC	DG	LG	DG	LG
National Labor Relations Board	NLRB	LG	DG	LG	DG
National Mediation Board	NMB	LG	Y	DG	DG
National Science Foundation	NSF	DG	DG	DG	O
National Transportation Safety Board	NTSB	DG	LG	Y	O
Nuclear Regulatory Commission	USNRC	DG	DG	DG	DG
Occupational Safety and Health Review Commission	OSHRC	DG	DG	DG	DG
Office of Government Ethics	OGE	DG	DG	DG	LG
Office of Management and Budget	OMB	LG	DG	DG	DG
Office of National Drug Control Policy	ONDCP	Y	DG	R	DG
Office of Navajo and Hopi Indian Relocation	ONHIR	R	DG	Y	DG

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
Office of Personnel Management	OPM	DG	DG	DG	LG
Office of Science and Technology Policy	OSTP	DG	DG	DG	DG
Office of Special Counsel	OSC	DG	O	DG	R
Office of the Director of National Intelligence	ODNI	DG	O	O	R
Office of the U.S. Trade Representative	USTR	DG	LG	Y	O
Overseas Private Investment Corporation	OPIC	DG	DG	DG	DG
Peace Corps	PC	DG	DG	Y	R
Pension Benefit Guaranty Corporation	PBGC	DG	DG	DG	DG
Postal Regulatory Commission	PRC	DG	O	DG	DG
Privacy and Civil Liberties Oversight Board	PCLOB	DG	O	DG	O
Railroad Retirement Board	USRRB	DG	DG	Y	LG
Recovery Accountability and Transparency Board	RATB	DG	DG	DG	DG
Securities and Exchange Commission	SEC	DG	DG	DG	Y
Selective Service System	SSS	DG	DG	DG	DG
Small Business Administration	SBA	DG	LG	DG	DG
Social Security Administration	SSA	DG	DG	DG	Y
Special Inspector General for Afghanistan Reconstruction	SIGAR	O	DG	DG	DG
Surface Transportation Board	STB	Y	LG	DG	DG
Tennessee Valley Authority	TVA	DG	DG	DG	DG
U.S. African Development Foundation	USADF	DG	DG	Y	DG
U.S. Agency for International Development	USAID	DG	DG	DG	O
U.S. Commission on Civil Rights	USCCR	DG	LG	DG	DG
U.S. Consumer Product Safety Commission	USCPSC	DG	DG	DG	LG
U.S. Copyright Office	CO	O	LG	DG	LG

Agency	Acronym	Overall Score for Section I	Overall Score for Section II	Overall Score for Section IV	Overall Score for Section V
U.S. International Boundary and Water Commission	USIBWC	DG	DG	O	DG
U.S. International Trade Commission	USITC	DG	O	DG	DG
U.S. Postal Service	USPS	LG	DG	LG	O
U.S. Trade and Development Agency	USTDA	DG	DG	Y	LG

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	Section I -- Steps Taken to Apply the Presumption of Openness									
	Training						Discretionary Disclosure			
Agency	Held/ Conducted Training	Attended Outside Training	Estimate of FOIA Professionals who Attended Training		Status of Agency 2014 Training Plan	Agency Conducted Outreach	Process in Place for Review	Components Have a Process	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
			Grade	Estimate						
CIA	LG	Yes	LG	80%	DG	Y	DG	N/A	DG	3
USDA	DG	Yes	DG	85%	DG	DG	DG	Yes	DG	2, 5, 9
DOC	DG	Yes	LG	67%	DG	DG	DG	Yes	DG	5
DOD	DG	Yes	DG	90%	DG	DG	Y	N/A	DG	5, 7(E)
ED	DG	Yes	DG	90%	DG	DG	DG	Yes	DG	5
DOE	DG	Yes	DG	100%	DG	DG	DG	Yes	DG	5, 7(E)
HHS	DG	Yes	LG	~70%	DG	DG	Y	No	DG	2, 5, 7(E)
DHS	DG	Yes	DG	90%	DG	DG	DG	Yes	DG	5, 7(E)
HUD	DG	Yes	DG	100%	DG	Y	DG	Yes	DG	5
DOJ	DG	Yes	DG	92.9%	DG	DG	DG	Yes	DG	2, 5, 7(D), 7(E)
Labor	DG	Yes	DG	95%	DG	DG	DG	Yes	DG	2, 5
State	DG	Yes	DG	100%	DG	DG	DG	N/A	DG	2, 5, 7(E)
DOI	DG	Yes	DG	100%	DG	DG	DG	Yes	DG	5
Treasury	DG	Yes	DG	100%	DG	DG	DG	Yes	DG	2, 5, 7(E)
DOT	DG	Yes	DG	100%	DG	DG	DG	Yes	DG	2, 5
VA	DG	Yes	Y	60%	DG	DG	DG	Yes	DG	5
EPA	DG	Yes	DG	100%	DG	DG	DG	Yes	DG	5
EEOC	DG	Yes	DG	94%	DG	DG	R	Yes	R	N/A
FTC	DG	Yes	DG	100%	DG	DG	DG	N/A	DG	5
GSA	DG	Yes	DG	100%	DG	DG	DG	N/A	DG	5
NARA	DG	Yes	LG	70%	DG	DG	DG	N/A	DG	5
NLRB	DG	Yes	DG	100%	DG	DG	R	N/A	DG	5
OPM	DG	Yes	DG	100%	DG	DG	DG	N/A	DG	2, 5
PBGC	DG	Yes	DG	90%+	DG	DG	DG	N/A	DG	5
SEC	DG	No	DG	100%	DG	DG	Y	N/A	DG	5
SBA	DG	Yes	DG	100%	DG	Y	DG	N/A	DG	5
SSA	DG	Yes	DG	95%	DG	DG	DG	N/A	DG	5
USCPSC	DG	No	DG	100%	DG	Y	DG	N/A	DG	5
USPS	DG	Yes	DG	89%	DG	R	Y	N/A	DG	3, 5

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Agency	Has Agency Converted All FOIA Professionals to GIS Series?	Requests for Expedited Processing		Agency has taken steps to make the handling of misdirected requests more efficient	Agency notifies requesters about mediation services offered by OGIS	Agency provides requesters with breakdown of fee calculations	Agency provides requesters with explanation of high fee estimates
		Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate				
CIA	R	DG	7.84	N/A	DG	DG	DG
USDA	LG	DG	4.9	Yes	DG	DG	DG
DOC	R	R	17	Yes	DG	DG	DG
DOD	LG	DG	5	N/A	DG	DG	DG
ED	DG	R	14	N/A	DG	DG	DG
DOE	DG	R	15.52	Yes	DG	DG	DG
HHS	DG	O	12	Yes	DG	DG	DG
DHS	DG	O	12	Yes	DG	DG	DG
HUD	DG	DG	3	Yes	DG	DG	DG
DOJ	DG	R	13.85	Yes	DG	DG	DG
Labor	DG	R	51.1	Yes	DG	DG	DG
State	R	DG	9.15	N/A	DG	DG	DG
DOI	DG	DG	7	Yes	DG	DG	DG
Treasury	Y	DG	2.3	Yes	DG	DG	DG
DOT	Y	DG	2.1	Yes	DG	DG	DG
VA	O	LG	10.86	Yes	DG	DG	DG
EPA	R	DG	6.84	Yes	DG	DG	DG
EEOC	LG	DG	2.34	Yes	DG	DG	DG
FTC	DG	DG	4.4	N/A	DG	DG	DG
GSA	R	N/A	N/A	N/A	DG	DG	DG
NARA	N/A	DG	3.26	Yes	DG	DG	DG
NLRB	N/A	DG	4	N/A	DG	DG	DG
OPM	DG	DG	1	N/A	DG	DG	DG
PBGC	DG	DG	1.45	N/A	DG	DG	DG
SEC	N/A	DG	2.99	N/A	DG	DG	DG
SBA	DG	R	24	Yes	DG	DG	DG
SSA	DG	N/A	N/A	N/A	DG	DG	DG
USCPSC	DG	DG	1	N/A	Y	DG	DG
USPS	N/A	DG	3.67	Yes	DG	DG	DG

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Section III -- Steps Taken to Increase Proactive Disclosures (PD)				
Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
CIA	DG	No	Frequently requested records are added to the electronic reading room following the procedures outlined in the response to question #1 of this section.	CIA posts documents released in response to the FOIA and 25-year automatic declassification program under Executive Order 13526 to the electronic reading room at CIA.gov. Discretionary releases associated with the Historical Review Program are also added to the CIA portal. Millions of pages of records processed by the 25-year automatic declassification program have been loaded onto CREST systems located at NARA as well as individual presidential libraries. CIA disseminates declassified records in this way to increase the number of records provided to the public at large.
USDA	DG	Yes	Provided there are no privacy concerns, the Department adheres to the "rule of three" for identifying "frequently requested" records. Even if there are not three or more of the same or similar FOIA requests, records can also fall within the category of "frequently records" if there is an expectation of future interest by a large audience.	The FSC in coordination with the Department's Open Data Group continues to search for other opportunities to increase proactive disclosures through our website and FOIA reading rooms. Both groups routinely review the Department's FOIA logs in search of datasets and other potential items for proactive disclosure.
DOC	DG	Yes	The Department of Commerce reviews those records which are requested to determine if any meet the requirements, beyond those already posted, to be posted on its website. If certain types of records are requested three or more time, those records are identified as "frequently requested."	The Census Bureau is accessing data through products and tools including data visualizations, mobile apps, interactive web apps and other software. The USPTO FOIA Office continues to monitor and examine the nature of FOIA requests received each year on an ongoing basis to determine if and whether it has repeat requests or popular categories that are not already addressed in the FOIA Reading Room. In addition, the USPTO's FOIA Reading Room contains document repositories that are fully text-searchable so that the public can quickly access the records that are proactively disclosed. The Department of Commerce Open Government team has taken the lead in identifying new ways to make more information publicly available.
DOD	LG	Yes	In keeping with the "frequently requested" posting standard in 5 USC §552 (a)(2)(D), components reported that they post releases when documents have been requested under the FOIA one to three times, depending on the likely interest in the document. Listed below is a sampling of additional information posted on DoD Component websites, with hyperlinks.	As input from its 32 components indicates, DoD is doing a commendable job of proactively posting information likely to be of interest to the public. Components expressed that they will continue these efforts, and some have plans underway. One notable instance is at the DeCA, where the DeCA FOIA Officer has undertaken an attempt to cause a paradigm shift in the DeCA Contracting Directorate, pushing to make proactive posting and updating of all contracts a regular part of contract administration. Also, the FOIA Officer continues the initiative to educate other agency directorates as to the importance of making material available to the public as soon as possible and identifying that information without initial inquiry or intervention by the FOIA staff.

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
ED	DG	Yes	ED's FSC reviews every FOIA request prior to logging and assigning on a daily basis. During this process, FSC also identifies requests for records that should be proactively posted and works with the ED program offices that maintains those records in order to have them posted proactively. When ED receives frequent requests for particular records, the FSC will notify the custodial component of the records to provide the releasable version of the records to post to the FOIA Library and/or other venues.

Additionally, ED's FSC reviews the report of incoming FOIA requests weekly and identifies frequently requested documents and topics that appear to be of interest to post online. | At the Department's Annual FOIA Awards Ceremony, FSC recognized FSA and OII for their outstanding efforts in identifying records for proactive disclosure. ED's goal is to raise awareness throughout the Department on the benefits of proactive disclosures and to encourage other program offices to increase their proactive disclosures. |
| DOE | DG | Yes | The agency reviews a list of all FOIA requests received each week to determine what has been requested. The FOIA office also conducts key word searches in the FOIA database to determine how many times something has been requested. FOIA analysts also advise the FOIA officer of frequently requested documents. If documents are requested at least twice it is considered a frequently requested document. | At the Oak Ridge Office, local Site Advisory Board (external) collaborates with us to post environmental-related information; all reviewed documents are sent to the DOE Information Center (DOEIC) in Oak Ridge, which is the public reading facility for the FOIA program at Oak Ridge. They have an online searchable catalog containing our FOIA releases - many full text- going back to 1995. SC has a new Integrated Support Center webpage that houses the Chicago and Oak Ridge joint FOIA website. The website is managed by SC. Several additional pages were added to ensure updated information is routinely available for public viewing. OSTI has developed the Department of Energy Public Access Gateway for Energy and ScienceBeta (DOE PAGESBeta). DOE PAGESBETA is the DOE portal that makes scholarly scientific publications, resulting from DOE research funding, publicly accessible and searchable at no charge to users. Richland (RL) recently re-developed a database that is publicly available on the internet that stores approximately 77,000 photos and approximately 131,400 records (photos and reports) of archived Hanford Site documents that have all been approved for public release. The database is called the Declassified Document Retrieval System (DDRS) and has now been integrated with the RL Public Reading Room's catalog. DDRS maintains archived Hanford Site documents including declassified photographs of early Hanford (1943-1960). These World War II and Cold War era photographs depict early Hanford construction and the employees/families that lived and built/operated the Site. |
| HHS | DG | Yes | OpDivs use a threshold of three to five requests for the same information to identify records of substantial public interest, either through manually tracking FOIA requests or from identifying requests for the same records from an electronic tracking system. | Proactive disclosure is an ongoing topic at the Department and is discussed at FOIA training sessions and with program staff who are charged with responding to FOIA requests. |

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DHS	DG	Yes	The process for identifying frequently requested records is interwoven with the process for identifying records for proactive disclosure. DHS and the Components follow the guidance set forth in a policy memorandum in December 2010, titled DHS FOIA Office Procedures and Standards for Effectively Implementing Section (a)(2)(D) of the FOIA "Frequently Requested Documents" Procedures,12 which outlines the process for determining when and how to disclose frequently requested documents. The DHS Privacy Office identifies frequently requested records through its COTS web application solution, which has a built in request comparison feature that identifies similar requests already entered in the system. Users can also manually search for past requests via key word searches through any field in the system. If there are three or more requests seeking the same records, the DHS Privacy Office will post the records to its FOIA library on the DHS website. Additionally, the DHS Privacy Office analyzes past FOIA requests and posts them to the website via links in the FOIA Logs. Any public user can access the FOIA logs, click on the request number, and download or view the records sent to the requester for that particular request. USCIS follows a standard "rule of three" when determining if a record falls into the frequently requested category. The USCIS electronic processing system alerts staff when any record is requested at least three different times. USCIS pulls the record and reviews for proactive disclosure. NPPD also follows the standard rule of three but may consider a second request as a frequently requested record. ICE tracks incoming requests through the COTS web application solution, which allows the intake team to track duplicate or similar requests. The intake team notifies the leadership via e-mail. FEMA uses the COTS web application solution to identify frequently requested records. I&A and S&T consider two requests for the same records to be frequently requested and recommend posting to the DHS website.	ICE is constantly adding new tabs to the ICE FOIA Library website to make the site more user friendly and to allow the public a faster way to identify where on the website information is located. For example, ICE created a "Recent Testimony" tab, which contains links to the prepared text versions of testimony by ICE leadership before Congress. Additionally, ICE has a link titled FOIA Proactive Disclosures, which contains an explanatory paragraph regarding proactive disclosures and contains links to proactive disclosures. S&T is in the process of identifying projects that are of high interest to the public, and project documents available to proactively post online.
HUD	DG	Yes	Once information is requested three or more times it is considered frequently requested material. FOIA requests are checked regularly by FOIA staff for content to ascertain how frequently certain information is requested.	The posted material is reviewed quarterly to ensure that the websites are functional and the materials are available for viewing.

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DOJ	DG	Yes	The Department's components use different methods for identifying frequently requested records including: monitoring it as part of their ongoing case management process, conducting periodic reviews of FOIA logs, and holding monthly meetings that include not only FOIA professionals but other interested stake holders like IT and Communications personnel.	In addition to the efforts described above, OIP has taken steps to further encourage proactive disclosures across the government. One of the topics of OIP's new Best Practices Workshop series was proactive disclosures. During this workshop, panelist discussed improving proactive disclosures by engaging with programmatic offices, making online information more usable, utilizing available expertise outside the FOIA office, and collaborating with all stakeholders. Building on this workshop, OIP co-hosted a second proactive disclosure workshop with the White House Open Government Team. This event brought together various personnel from agency FOIA, open data, and communications offices to discuss their roles in their agency's proactive disclosure process and how through collaboration they can further improve such processes. To further assist agencies in this area, OIP will also be issuing new guidance on proactive disclosures in March 2015. Finally, launched during Sunshine Week four years ago, FOIA.gov continues to serve as the government's one-stop shop for FOIA data and resources. Among many other functions, FOIA.gov takes the detailed statistics contained in agency Annual FOIA Reports and displays them graphically. The most recent set of data to be made available on FOIA.gov is the data from agencies' Fiscal Year 2014 Annual FOIA Reports. New charts and graphs show the evolution of key FOIA statistics over the fiscal years. FOIA.gov also continued to be updated with recent FOIA news and spotlights on the new releases agencies have made that are likely to be of interest to public.
Labor	DG	Yes	The FOIA Office will utilize eFOIA software and conduct a monthly review of FOIA logs to identify records that have been requested at least three times. After identification, the CFPB will post those records in accordance with DOJ guidance and the newly created FOIA Transparency Plan.	DOL has utilized blogs, YouTube, Twitter and other electronic communication channels, as well as specific pages or sections of the website devoted to a particular topic to proactively disclose information. Some agency components highlight significant information of public interest through News Releases and "Hot Topics" sections on the agency's homepage. A few components are in the process of improving their websites search engines to provide more enhanced on-line search and download functionality than is currently available. Enhancing the search and download functionality will increase accessibility to online data and is expected to reduce the number of requesters who request customized data sets through the FOIA process.

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State	DG	Yes	Each year, the Office of the Solicitor identifies the most frequently requested records and currently has a web page that contains proactively posted documents that are available to the general public. In addition, draft guidance was prepared in which all FOIA professionals within the agency will be polled regarding which documents pertinent to their specific area of legal expertise should be proactively posted online. Consistent with subsection (a)(2) of the FOIA, several agency components follow the rule of three. When there are three or more requests for the same information deemed to be a matter of significant public interest, the component will post information.	The Department has dedicated resources to ensuring that documents released pursuant to a FOIA request are posted online regularly. This team of FOIA professionals has made proactive disclosures part of their routine procedures. In addition, the FOIA Program manager emphasizes the Department's policy of making regular proactive disclosures in training sessions with reviewers, case analysts, and bureaus personnel.
DOI	DG	Yes	specific provision in the Department's FOIA regulations addresses frequently requested records. Additionally, sections 2.7 and 3.3 of the Department's new FOIA Handbook discuss this issue. This topic is frequently discussed by Departmental FOIA Policy Staff, bureau FOIA Officers, and other Departmental employees.	The Departmental FOIA Policy Staff worked with the Communications Office to coordinate proactive disclosures and with bureaus to increase their technical knowledge on making proactive disclosures. Additionally, the importance of proactive disclosures is a reoccurring theme in formal and informal training given by (and to) Department employees.
Treasury	DG	Yes	FOIA professionals at BEP, DO, FINCEN, Fiscal Service, Mint, OCC, TIGTA, and TTB review incoming requests on a daily basis to identify frequently requested records. IRS has a cross-functional team of individuals representing major IRS functional offices that assist with FOIA searches and identify frequently requested documents that can be proactively disclosed, where applicable.	BEP, DO, Fiscal Service, IRS, Mint, OCC, TIGTA, and TTB monitor their FOIA request inventories frequently to determine if they received three or more of the same request for records and immediately post them to their website or FOIA library. DO FOIA professionals are currently working with the Treasury Library to identify and make publicly available certain historical documents that are currently only available in hard copy.

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DOT	DG	Yes	Each DOT component monitors its FOIA logs to identify "frequently requested" records that must be posted online. In addition, when FOIA offices see areas of interest based on the nature of FOIA requests received, they reach out to the respective program offices to let them know of the heightened interest, so the program office can consider posting the records.	In June 2014, DOT published its third Open Government Plan (3.0). This plan stated that DOT is fully committed to the proactive disclosure of information, consistent with the President's and the Attorney General's instruction to disclose information to achieve "an unprecedented level of openness." The plan directs the Department to issue guidance requiring a proactive disclosure review by each Operating Administration. In October 2014, the White House Open Government Team and the DOJ's OIP co-hosted a proactive disclosure workshop, bringing together a diverse set of government personnel to discuss how agencies can improve their processes for proactively providing information to the public. The DOT participated in that workshop and gained valuable insights. We recognize the benefits of the collaborative approach and replicated that approach at DOT. We are aware that DOT already makes a great deal of information available on its websites and that a great deal of excellent work was already being done in this area. We wanted to build on this work throughout DOT. To do so, DOT's Chief Data Officer and Departmental FOIA Officer formed a cross-modal, cross-functional group to help inform the Open Government Plan guidance mentioned above. Participants included experts in the areas of Public Affairs, Open Government, FOIA, Records, Web, Communications, and Data. Our goal is to be more systematic in the area of proactive disclosures, and we believe this collaboration is key. All DOT components will develop implementation plans based on the guidance, which will include cross-functional collaboration within the component.
VA	DG	Yes	The VOIA FOIA Service periodically requests the Administrations and VACO FOIA Offices to identify frequently requested records for posting. They also inform the FOIA Service as they identify such records for posting on the FOIA webpage.	N/A

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EPA	DG	Yes	EPA leverages the Administration's Open Government (OpenGov) initiative as a catalyst to reexamine its open practices with the goal of bringing tangible benefits to the public. EPA reviewed and analyzed a collection of data management and data publishing principles from internal and external sources with the goal of selecting and committing to a set of clear and effective principles that can guide the forthcoming enterprise data policy. The Agency will continue to seek feedback and work with internal and external stakeholders to further develop and refine these guiding principles: Provide Easy and Timely Access to Quality Data - The public will have access to high quality data in a timely manner that is easy to discover and access. Publish Data in Open Form - Public data will be published using open, structured, computer readable form and following open standards. Examples include CSV, XML, KML, RSS, and RDF. Help the Public Understand the Data (Metadata) - Public data will have descriptive and informative metadata that are understandable to the general public as well as technical users. Enhance Data Use - Data services (such as Web services) and tools (such as Application Programming Interfaces (APIs)) will be provided to enhance the public's ability to use EPA's data resources. In addition, data should be provided at the lowest level of analytical unit that best supports ease of consumption by the public. Drive Best Uses/Best Practices - Lessons learned and best practices will be continually evaluated and incorporated so that the best current technologies are utilized by the Agency. EPA also posts all records released through FOIA on FOIAonline, so the public has immediate access to already publically released FOIA records.	The National FOIA Program is coordinating with the Agency's Web Council to ensure that there is a unified and comprehensive review process to identify, review, and proactively release information that may be of interest to the public. Once approved, the process will be widely disseminated throughout the Agency by email notification.
EEOC	YL	Yes	Frequently requested records are identified either when the records are actually requested three or more times, or when EEOC anticipates that certain records will be requested by more than three requesters. Additionally, FOIA staff monitors items such as quarterly reports of agency activity, agency newsletters, office announcements, press releases, and matters appearing on the agency webpage, as well as the responses to FOIA requests for non-confidential statistical data arrays and other records to proactively disclose. We proactively upload ADA informal discussion letters, brochures on each statute enforced by EEOC, aggregated EEO data in electronic format back to 1965, state and local Fair Employment Practice Agency contracts, and a FOIA log of requests received and processed. The FOIA Log provides non-confidential information about each request, including requests for charge files.	EEOC is in the final stages of revamping its FOIA website to make a greater range of material available to the public in a more customer friendly manner. Most headquarters offices have been receptive to requests that they consider making more information about the work of their office publicly available.
FTC	DG	Yes	FOIA staff are trained to identify instances where three or more requests have sought the same set of documents. When this occurs, staff posts the accessible documents in the agency's FOIA reading room.	The FTC increases proactive disclosure by disseminating new information daily, through a variety of mechanisms. The FTC's Office of Public Affairs routinely issues press releases announcing Commission activities and directing consumers to web pages containing additional information. This office also maintains Twitter, Facebook and YouTube accounts. The FTC's official twitter account is available in both English and Spanish. In addition, the Chairwoman and Commissioners each have their own Twitter accounts, which they use to disseminate a wide array of information regarding Commission activities. Finally, various divisions throughout the Commission maintain blogs relating to specific topics of interest to consumers or businesses.

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GSA	DG	Yes	Beginning in FY 2015, GSA began to post almost all FOIA requests online regardless of if they are "frequently requested" records.	All steps have been described in the previous section.
NARA	DG	Yes	NARA does not have a formal process to identify "frequently requested" documents due to the fact that through its core statutory mission, NARA is implementing our Strategic Goal of digitizing and making our entire holdings publicly available. Various access requests help direct resources to those records currently requested for digitization.	N/A
NLRB	DG	Yes	As discussed, the FOIA Branch works with OCIO and other offices to post frequently requested documents on the Agency's website. These documents are identified by examining the FOIA log and the NLRB's FOIA Tracking System.	N/A
OPM	DG	Yes	OPM does not have an electronic system that would identify frequently requested records. Due to the nature of the records that we produce, in most instances, we do not have repetitive requests. Information that has the potential to be sought by the public is published on the OPM website. The majority of our records, such as background investigations and retirement benefits, contain PII, and disclosure would create an unwarranted invasion of PII. We do use our Pending Bi-Weekly Report to identify trends in the types of records that are frequently requested or in the subject matter of records that would be of interest to the public. A collaborative effort is made with the FOIA POCs and their management to proactively disclose responses to FOIA requests.	The Chief FOIA Officer, in collaboration with the FOIA team, consistently works to promote Open Government and the need for making proactive disclosures to the public. There has been proactive and discretionary disclosure training, five notifications sent to the program office FOIA POCs emphasizing the need for potential items to be proactively disclosed on the OPM website, proactive disclosure status reports and one-on-one meeting between our OGC and program offices regarding potential items for proactive disclosure. OPM also utilizes social media to discuss its initiatives, policies, resources, and other information that is helpful to Federal employees, retirees, job seekers, and the general public. Director Archuleta is very active on social media and has accounts on Twitter, FaceBook, LinkedIn, and Instagram. She also has her own blog. Additionally, OPM uses several social media platforms including USOPM's Twitter, FaceBook, LinkedIn, and Instagram. The agency has various program specific accounts.
PBGC	DG	Yes	The Disclosure Division works closely with COLA to ensure that frequently requested information and information that will likely become the subject of a FOIA request are published on pbgc.gov in advance of receiving a FOIA request.	N/A
SEC	DG	Yes	The SEC utilizes OIP's "Rule of Three" with respect to identifying "frequently requested" for posting online. Upon receipt of each request SEC FOIA professionals conduct a search of all prior requests made for the same records. Under normal circumstances, where it is determined that there have been three requests made for the same records, the materials are posted to the SEC's website at Frequently Requested FOIA Documents.	In the spirit of disclosing more information to the investing public, the SEC is adding more links to its FOIA webpage to enable users to find information they may not have otherwise known was available. For example, the SEC's FOIA webpage now provides a link to the SEC's Office of Inspector General's Reports and Audits page.
SBA	DG	Yes	SBA FOIA professionals have partnered with FOIA contacts to classify "frequently requested" records.	SBA uses social media to promote and increase awareness of proactive disclosures.
SSA	DG	Yes	We query our eFOIA work management system to identify frequently requested documents.	N/A

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USCPSC	DG	Yes	"Frequently requested" records are determined by the Commission's FOIA professionals, based on the subject matter of FOIA requests received by the FOIA office. For example, if the FOIA office receives multiple requests for the same information, and if appropriate requirements have been satisfied, we post the material online. Similarly, documents relating to subjects that have garnered significant public interest routinely are posted online.	The CPSC Open Government Plan provides descriptions and guidelines for the use of the CPSC website and links to much of the information on the CPSC website. Additionally, during this year, the Commission held Open Government meetings for its stakeholders at its headquarters and aired the meetings by webcast on a number of issues of public interest. Some of the topics discussed at these meetings include recreational off-highway vehicles (ROVs), phthalates, window cords, bedside sleepers, and infant strollers and carriers. Pursuant to the Consumer Product Safety Improvement Act of 2008, the Commission maintains a publicly available searchable database on reports of harm received from consumers and other stakeholders. This database helps the public by providing direct access to such reports received by the Commission without a FOIA request.
USPS	DG	Yes	The FOIA Tracking System alerts FOIA professionals when the same or similar FOIA requests are received and logged into the tracking system. It is the responsibility of each USPS records custodian to ensure that records processed and disclosed in response to a FOIA request, and are likely to become the subject of subsequent requests for substantially the same records, be made available in the Postal Service's Electronic FOIA Reading Room.	USPS is active on a variety of social media sites. Currently, USPS has a corporate presence on Facebook, Twitter, YouTube and LinkedIn. USPS Corporate Communications uses social media to listen to and receive feedback from the public regarding and including the USPS and its products, services and employees. These conversations and the information we gather helps guide USPS public relations and communications, and assist marketing and customer care teams in assessing the effectiveness of communication strategies. USPS directs stakeholders to industryfeedback@usps.gov for feedback about how to improve information on USPS.com.

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Agency	Section IV -- Steps Taken to Greater Utilize Technology			Agency is Taking Steps to Make Online Info. More Useful	Agency Publicizes Releases	Encountered Challenges to Posting Material Online	Agency Taking Steps to Utilize Advanced Tech.	Posted All FY 2014 Quarterly Reports	Agency Uses E-mail to Communicate with Requesters
	Online Tracking System								
	Provides Online Tracking	How is tracking provided?	System Provides an Estimated Date of Completion						
CIA	No	N/A	N/A	DG	DG	No	Yes	DG	R
USDA	Some components	Portal	No	DG	DG	Yes	Yes	DG	DG
DOC	Yes	Portal	No	DG	DG	No	Yes	R	DG
DOD	Some components	Portal/Posted Logs	Some components	DG	DG	Yes	Yes	DG	DG
ED	Requests only	Posted Logs	No	DG	DG	Yes	Yes	DG	DG
DOE	Some components	Posted Logs	No	DG	DG	Yes	Yes	DG	DG
HHS	Some components	Portal	Some components	DG	DG	Yes	Yes	DG	DG
DHS	Some components	Portal/Posted Logs	No	DG	DG	Yes	Yes	DG	DG
HUD	Yes	Portal	Yes	DG	DG	No	Yes	DG	DG
DOJ	Some components & all appeals	Portal	No	DG	DG	Yes	Yes	DG	DG
Labor	Yes	Portal	Yes	DG	DG	Yes	Yes	DG	DG
State	No	N/A	N/A	DG	DG	Yes	Yes	DG	DG
DOI	Yes	Portal	Yes	DG	DG	Yes	Yes	DG	DG
Treasury	Some components	Portal	No	DG	DG	Yes	Yes	LG	DG
DOT	No	N/A	N/A	DG	DG	Yes	Yes	DG	DG
VA	No	N/A	N/A	DG	DG	Yes	Yes	LG	DG
EPA	Yes	Portal	Yes	DG	DG	No	Yes	DG	DG
EEOC	Yes	Portal	Yes	DG	R	Yes	Yes	DG	DG
FTC	Yes	Posted Logs	No	DG	DG	No	Yes	LG	DG
GSA	Yes	Portal	No	DG	DG	No	Yes	DG	DG
NARA	Yes	Portal	No	DG	DG	Yes	Yes	DG	DG
NLRB	No	N/A	N/A	DG	DG	Yes	Yes	R	DG
OPM	No	N/A	N/A	DG	DG	Yes	Yes	DG	DG
PBGC	Yes	Portal	No	DG	DG	Yes	Yes	DG	DG
SEC	No	N/A	N/A	DG	DG	Yes	Yes	DG	DG
SBA	Yes	Portal	No	DG	DG	Yes	Yes	LG	DG
SSA	No	N/A	N/A	DG	DG	Yes	Yes	Y	DG
USCPSC	No	N/A	N/A	DG	DG	Yes	Yes	DG	DG
USPS	Requests only	Portal	No	DG	DG	No	Yes	Y	DG

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	Simple Track				Agency Backlog Decreased		Percentage of Backlog to # of Req./App. Received in FY 2014				Agency Closed Ten Oldest Req., Appeals (App.) & Consults.). If not, # closed in FY 2014							Interim Responses	
Agency	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed	System in Place	% of Backlogged Req. Receiving Interim Response
CIA	Yes	R	32.87	59%	DG	DG	LG	18%	R	44%	R	5/10	N/A	DG	N/A	R	4/10	DG	1%
USDA	Yes	DG	16.3	92.13%	R	R	DG	6.6%	R	110.7%	DG	N/A	N/A	R	4/10	R	3/6	DG	65%
DOC	Yes	DG	8	55%	R	Y	LG	19%	R	51%	R	3/10	N/A	R	9/10	R	3/7	DG	35%
DOD	Yes	DG	13	61%	R	R	LG	14%	R	69%	R	8/10	N/A	DG	N/A	DG	N/A	DG	60%
ED	Yes	DG	13	27%	R	R	LG	12.7%	R	134%	R	3/10	N/A	R	5/10	DG	N/A	DG	35%
DOE	Yes	R	32.69	69%	DG	Y	LG	15.4%	DG	0.06%	R	1/10	N/A	R	7/9	DG	N/A	DG	50%
HHS	Yes	O	24	71%	R	R	LG	16.2%	R	125%	DG	N/A	N/A	R	5/10	DG	N/A	DG	18%
DHS	Yes	LG	20.37	34%	R	R	O	35.5%	DG	4.4%	R	8/10	N/A	R	4/10	R	6/10	DG	Unable to Estimate
HUD	Yes	Y	22.88	31%	DG	R	DG	10%	LG	16%	DG	N/A	N/A	R	3/4	DG	N/A	DG	25%
DOJ	Yes	R	31.72	73%	R	DG	LG	13.9%	DG	9.1%	DG	N/A	3	DG	N/A	DG	N/A	DG	6.91%
Labor	Yes	O	23.4	41%	DG	R	DG	3.5%	R	79%	R	6/10	2	R	9/10	DG	N/A	DG	Unable to Estimate
State	Yes	R	90	82%	R	DG	R	51%	R	66%	DG	N/A	1	R	9/10	DG	N/A	DG	3.15%
DOI	Yes	DG	4	5%	R	R	DG	10%	R	162%	DG	N/A	1	R	7/10	DG	N/A	DG	4%
Treasury	Yes	Y	22.81	73%	DG	R	DG	4.3%	R	25%	R	6/10	N/A	R	1/10	DG	N/A	DG	60%
DOT	Yes	O	24.575	79%	R	DG	LG	13.5%	Y	28.3%	DG	N/A	3	R	9/10	DG	N/A	DG	6%
VA	Yes	DG	15.03	59.45%	DG	R	DG	4.6%	R	86.9%	DG	N/A	N/A	R	0/10	DG	N/A	DG	20%
EPA	Yes	DG	13.16	42%	R	R	Y	25%	O	32%	DG	N/A	N/A	R	6/10	DG	N/A	DG	Unable to Estimate
EEOC	No	DG	16.87	N/A	Y	Y	DG	1.1%	DG	1%	DG	N/A	N/A	DG	N/A	DG	N/A	DG	50%
FTC	Yes	DG	5.2	74%	Y	Y	DG	0.5%	Y	13.3%	DG	N/A	4	DG	N/A	DG	N/A	DG	28%
GSA	Yes	DG	15.14	31.44%	DG	Y	LG	11.2%	LG	12.5%	DG	N/A	N/A	DG	N/A	DG	N/A	DG	15%
NARA	Yes	DG	13.6	94%	R	R	DG	42%	O	34.5%	R	8/10	4	R	3/10	DG	N/A	DG	25%
NLRB	No	DG	7	N/A	Y	DG	DG	0.1%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A	DG	30%
OPM	Yes	DG	7.4	65.4%	DG	DG	DG	0.8%	LG	11.8%	R	9/10	N/A	DG	N/A	DG	N/A	DG	25%
PBGC	Yes	DG	7.75	45%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A	DG	N/A - no backlog
SEC	Yes	DG	12.93	99%	DG	R	DG	1%	DG	5%	R	6/10	N/A	R	8/10	DG	N/A	DG	12%
SBA	No	DG	16	N/A	DG	DG	DG	1%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A	DG	40%
SSA	Yes	LG	21	98%	R	R	DG	0.3%	LG	10.5%	DG	N/A	N/A	DG	N/A	DG	N/A	DG	4%-5%
USCPSC	Yes	R	32	55%	DG	DG	DG	17%	DG	N/A	R	3/10	N/A	DG	N/A	DG	N/A	DG	40%
USPS	Yes	DG	15	87.3%	R	R	DG	6.2%	LG	10.5%	R	3/10	N/A	R	7/10	DG	N/A	DG	Unable to Estimate

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	Section I -- Steps Taken to Apply the Presumption of Openness					
	Training			Discretionary Disclosure		
Agency	FOIA Staff Attended Outside Training	Estimate of FOIA Professionals who Attended Training	Status of Agency 2014 Training Plan	Process in Place for Review	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
ACUS	DG	100%	DG	DG	N/A	N/A
ABMC	R	0	R	DG	N/A	N/A
NRPC	DG	100%	DG	DG	N/A	N/A
AFRH	DG	100%	DG	DG	N/A	N/A
FRB	DG	75%	Y	DG	DG	8
BBG	R	0	R	DG	DG	5
CSB	DG	100%	Y	DG	N/A	N/A
CPPBSD	DG	100%	DG	DG	DG	5
CFTC	DG	100%	DG	DG	DG	5
CFPB	DG	100%	DG	DG	DG	5
CNCS	DG	100%	DG	DG	R	N/A
CIGIE	N/A	N/A	N/A	DG	DG	5
CEQ	DG	100%	DG	DG	DG	5
CSOSA	R	0	R	R	N/A	N/A
DNFSB	DG	25%	Y	Y	DG	5
Ex-Im Bank	DG	100%	DG	DG	DG	5
FCA	DG	100%	DG	DG	DG	2
FCSIC	DG	100%	DG	DG	DG	5
FCC	DG	45-50%	DG	DG	DG	5
FDIC	DG	100%	DG	DG	DG	2, 5
FEC	DG	60%	Y	Y	DG	5
FERC	DG	40%	R	DG	DG	2
FFIEC	DG	100%	DG	Y	N/A	N/A
FHFA	DG	100%	DG	Y	DG	5
FLRA	R	0	R	Y	R	N/A
FMC	DG	100%	DG	DG	N/A	N/A
FMCS	Y	0	R	DG	N/A	N/A
FMSHRC	DG	67%	R	DG	N/A	N/A
FOMC	DG	100%	DG	DG	DG	5
FRTIB	DG	100%	DG	R	N/A	N/A
IMLS	DG	100%.	DG	DG	DG	5
IAF	DG	50%	DG	DG	N/A	N/A
LSC	DG	100%	DG	DG	N/A	N/A
MSPB	DG	33%	DG	DG	N/A	N/A
MCC	DG	33%	DG	DG	N/A	N/A
NASA	DG	100%	DG	DG	N/A	N/A
NCPC	R	0	R	DG	N/A	N/A
NCUA	DG	100%	DG	Y	DG	5, 8

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Agency	Section I -- Steps Taken to Apply the Presumption of Openness					
	Training			Discretionary Disclosure		
	FOIA Staff Attended Outside Training	Estimate of FOIA Professionals who Attended Training	Status of Agency 2014 Training Plan	Process in Place for Review	Made a Dis. Disclosure	Exs. Used in Connection with Dis. Disclosure
NEA	DG	100%	DG	DG	N/A	N/A
NEH	DG	70%	DG	DG	N/A	N/A
NIGC	DG	100%	DG	DG	DG	5
NMB	DG	66%	DG	Y	N/A	N/A
NSF	DG	100%	DG	DG	DG	5
NTSB	DG	100%	DG	DG	DG	5
USNRC	DG	100%	Y	DG	DG	2, 5
OSHRC	DG	25%	Y	DG	DG	2
OGE	DG	83%	DG	DG	DG	5
OMB	R	0	DG	DG	DG	5
ONDCP	DG	100%	Y	Y	N/A	N/A
ONHIR	DG	100%	R	R	N/A	N/A
OSTP	DG	100%	DG	DG	DG	5
OSC	DG	60%	DG	DG	DG	5
ODNI	DG	100%	DG	DG	N/A	N/A
USTR	DG	100%	DG	DG	DG	5
OPIC	DG	33%	DG	DG	DG	5
PC	DG	50%	DG	DG	DG	5
PRC	DG	100%	DG	DG	N/A	N/A
PCLOB	DG	75%	N/A	DG	N/A	N/A
USRRB	DG	67%	DG	DG	DG	5
RATB	DG	100%	DG	DG	N/A	N/A
SSS	DG	50%	Y	DG	DG	2
SIGAR	R	0	Y	Y	DG	5
STB	DG	33%	Y	Y	N/A	N/A
TVA	DG	50%	Y	DG	DG	2, 5
USADF	DG	100%	DG	DG	N/A	N/A
USAID	DG	100%	DG	DG	DG	5
USCCR	DG	100%	DG	DG	DG	N/A
CO	DG	25%	R	Y	N/A	N/A
USIBWC	DG	50%	DG	DG	N/A	N/A
USITC	DG	100%	DG	DG	N/A	N/A
USTDA	DG	100%	DG	DG	N/A	N/A

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	Section II -- Steps Taken to Ensure that Agency Has an Effective System in Place for Responding to Requests				
	Requests for Expedited Processing		Agency notifies requesters about mediation services offered by OGIS	Agency provides requesters with breakdown of fee calculations	Agency provides requesters with explanation of high fee estimates
Agency	Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate			
ACUS	N/A	N/A	DG	N/A	N/A
ABMC	N/A	N/A	DG	N/A	N/A
NRPC	DG	3.67	Y	DG	DG
AFRH	N/A	N/A	DG	N/A	N/A
FRB	DG	3	Y	DG	DG
BBG	DG	8	DG	DG	DG
CSB	DG	1	R	DG	DG
CPPBSD	N/A	N/A	DG	N/A	N/A
CFTC	DG	7.73	DG	DG	DG
CFPB	DG	3	DG	DG	DG
CNCS	DG	4	DG	R	N/A
CIGIE	N/A	N/A	DG	DG	DG
CEQ	DG	6.8	Y	DG	DG
CSOSA	N/A	N/A	R	DG	N/A
DNFSB	R	18	DG	DG	DG
Ex-Im Bank	R	26	DG	DG	DG
FCA	DG	6.29	DG	DG	DG
FCSIC	DG	7.75	DG	DG	DG
FCC	R	19.28	DG	DG	DG
FDIC	DG	3.47	R	DG	DG
FEC	DG	4.6	DG	N/A	N/A
FERC	DG	8	DG	DG	DG
FFIEC	N/A	N/A	R	N/A	N/A
FHFA	DG	1.8	DG	DG	DG
FLRA	DG	8.5	DG	N/A	N/A
FMC	DG	3.5	DG	DG	DG
FMCS	N/A	N/A	DG	DG	DG
FMSHRC	N/A	N/A	Y	DG	DG
FOMC	N/A	N/A	DG	N/A	N/A
FRTIB	N/A	N/A	R	DG	DG
IMLS	N/A	N/A	DG	N/A	N/A
IAF	N/A	N/A	DG	N/A	N/A
LSC	R	15.7	DG	N/A	N/A
MSPB	DG	4.35	DG	DG	DG
MCC	N/A	N/A	Y	N/A	N/A
NASA	DG	1.8	DG	DG	DG
NCPC	N/A	N/A	DG	N/A	N/A

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| Agency | Section II -- Steps Taken to Ensure that Agency Has an Effective System in Place for Responding to Requests | | | | |
| | Requests for Expedited Processing | | Agency notifies requesters about mediation services offered by OGIS | Agency provides requesters with breakdown of fee calculations | Agency provides requesters with explanation of high fee estimates |
	Did agency maintain an avg. of 10 calendar days or less to adjudicate expedition?	Avg. Time to Adjudicate			
NCUA	DG	2	DG	DG	DG
NEA	DG	3	DG	DG	DG
NEH	DG	1	DG	N/A	N/A
NIGC	DG	10	Y	DG	Y
NMB	N/A	N/A	DG	Y	Y
NSF	DG	10	DG	DG	DG
NTSB	R	409.78	DG	DG	DG
USNRC	N/A	N/A	DG	DG	DG
OSHRC	DG	8	DG	DG	DG
OGE	DG	N/A	DG	N/A	N/A
OMB	N/A	N/A	DG	DG	DG
ONDCP	N/A	N/A	DG	N/A	N/A
ONHIR	N/A	N/A	DG	N/A	N/A
OSTP	DG	2	DG	DG	DG
OSC	R	72.5	DG	DG	N/A
ODNI	R	63.25	DG	N/A	N/A
USTR	R	107	DG	DG	DG
OPIC	DG	1	DG	DG	DG
PC	N/A	N/A	DG	DG	DG
PRC	R	19	DG	N/A	N/A
PCLOB	N/A	N/A	Y	N/A	N/A
USRRB	N/A	N/A	DG	DG	DG
RATB	DG	5	DG	N/A	N/A
SSS	N/A	N/A	DG	N/A	N/A
SIGAR	DG	10	DG	N/A	N/A
STB	N/A	N/A	DG	Y	DG
TVA	DG	7	DG	DG	DG
USADF	N/A	N/A	DG	N/A	N/A
USAID	DG	3.3	DG	DG	DG
USCCR	DG	4	Y	N/A	N/A
CO	N/A	N/A	Y	DG	DG
USIBWC	DG	6	DG	DG	DG
USITC	DG	2	DG	R	R
USTDA	N/A	N/A	DG	N/A	N/A

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	Section III -- Steps Taken to Increase Proactive Disclosures (PD)			
Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
ACUS	DG	Yes	The most frequently requested records are ACUS's recommendations from 1968- 1995. Although the agency closed in 1995 and did not reopen until 2010 due to a lapse in appropriations, ACUS took the step of retrieving, formatting and posting in the Federal Register all old ACUS recommendations. Other historical ACUS documents are available on request. Other than the recommendations, there are no other frequently requested records (other than requests for non-existent prison records). In any event, almost all of the documents generated since 2010 are posted on the agency's website because of FACA requirements and our general policy of transparency.	The agency's website also provides live webcasts of meetings and an archive of past meeting webcasts.
ABMC	DG	No	Frequently requested information such as burial records are posted via the agency website in the electronic burial register which is searchable. Other information on how to obtain official records is posted in the FAQ section of the agency website. We identify what is posted on the FAQ page simply by tracking the public information queries that we receive. Those queries generally revolve around ABMC's burials and memorialization program or how to obtain service records.	N/A
NRPC	DG	No	Records are reviewed and a determination is made as to whether the records would be of public interest. For example, Amtrak received multiple requests for its Procurement Manual. A copy of the manual was posted on Amtrak's Procurement website. Amtrak also gets requests for its travel policies, which are also posted online.	Amtrak's senior staff usually reviews reports and provides this information to the IT Department for posting. Some reports are posted on a monthly basis, such as the Monthly Performance Reports.
AFRH	DG	Yes	AFRH does not have any frequently requested records. The agency has very few FOIA requests.	N/A
FRB	DG	Yes	When a FOIA request is received, the Board's FOIA Office staff first researches the request to determine if the requested records have been previously released. The Board then identifies "frequently requested" records when it receives at least three similar FOIA requests for a particular record. Additionally, Board staff alerts its FOIA professionals when there could be public interest in certain Board records.	In addition to the initiatives described in Question 9 of Section I, the Board continued to make available the public portions of resolution plans filed by financial institutions as required by the Dodd-Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank Act).
BBG	DG	Yes	The FOIA Office monitors all incoming requests to determine when public interest in a particular record or records warrants considering proactively disclosing them on the agency's website in its FOIA Electronic Reading Room. Whenever the agency has two or more open requests for identical records, or has received three or more requests for identical records in a fiscal year, the FOIA Office proactively discloses the records responsive to those requests in its Electronic Reading Room on the agency's public website. If the agency receives three or more requests for substantially similar information within a fiscal year, the FOIA Office reviews its request files to determine there was a common set of records or documents released among them and, if there was, whether or not posting those records to the Electronic Reading Room would be likely to satisfy future like requests.	The agency makes its most valuable information, namely the audio and video content created for overseas audiences, directly accessible to the domestic public. News and information produced by the Voice of America can be found at www.voanews.com, while news and information created by the Office of Cuba Broadcasting can be found at www.martinoticias.com.
CSB	Y	Yes	No such process currently exists.	N/A
CPPBSD	DG	Yes	All FOIA requests are monitored and if any "frequently requested" records are identified, then they are considered for posting online.	A new website is being developed with a content management system (CMS) that will allow for agency personnel to easily update content and post new materials.
CFTC	DG	Yes	FOIA professionals link all cases that have related records to determine whether the agency is receiving multiple requests for the same records. The agency posted one frequently requested record during the reporting period, however, there are several pending requests that have been identified as frequently requested and the records will be posted when the processing is complete.	N/A

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
CFPB	DG	Yes	The FOIA Office will utilize eFOIA software and conduct a monthly review of FOIA logs to identify records that have been requested at least three times. After identification, the CFPB will post those records in accordance with DOJ guidance and the newly created FOIA Transparency Plan.	In July of 2014, the CFPB released a proposal for public comment to expand the information in its public consumer complaint database to include consumer narrative descriptions of what happened, to provide important context to the complaint, help the public to detect specific trends in the market, aid consumer decision-making, and drive improved customer service.
CNCS	Y	Yes	The number of requests each year is small enough that it simply a matter of paying attention to the FOIA tracking spreadsheet.	N/A
CIGIE	DG	No	During this past year, CIGIE has received a number of requests for committee minutes.	N/A
CEQ	DG	Yes	CEQ periodically determines which information is commonly requested and considers whether the subject matter(s) are appropriate for proactive disclosures.	CEQ posts proactive disclosures and solicits comments through its website. CEQ also maintains an online reading room where it posts and updates agency reports, publications, and documents frequently requested under FOIA. The site also contains historical materials such as the legislative history of NEPA and CEQ's past annual reports on NEPA compliance.
CSOSA	Y	Yes	At this time, we do not have any "frequently requested" records. As stated above, statistics dealing with our offender population can be found on the agency's website.	N/A
DNFSB	DG	No	N/A. We are a small agency.	N/A
Ex-Im Bank	DG	Yes	The FOIA Team meets quarterly to review recent disclosures, identify request and disclosure trends as well as information that may be of interest to the public, and discusses placing that information on our FOIA Website.	Ex-Im Bank continues to update quarterly the downloadable statistical data relating to Bank transactions placed on our Web site. Ex-Im Bank's FOIA Web site provides a feedback button for public comments to determine ways in which the presentation of the data and content could be improved.
FCA	DG	Yes	Due to the small number of FOIA requests each year, the FOIA Officer can easily determine if we have any frequently requested records. However, to date, we have not identified any frequently requested records.	N/A
FCSIC	DG	Yes	Due to the small number of FOIA requests each year, the FOIA Officer can easily determine if we have any frequently requested records. However, to date, we have not identified any frequently requested records.	N/A
FCC	DG	Yes	The agency follows an informal process for identifying "frequently requested" records for proactive disclosure on an ongoing basis. As indicated above, this process has resulted in numerous proactive disclosures during the reporting period and as indicated in previous reports. The FOIA Office monitors incoming FOIA requests to discern requests for the same or similar records. The Bureau or Office processing the FOIA requests may recognize that it is receiving multiple requests for similar records that meet the statutory definition of "frequently requested" records that should be posted on the agency's website. Also, the processing Bureau or Office may seek to post records of great public interest proactively. The agency's commitment to transparency has led to numerous proactive disclosures on topics of broad applicability and interest, thus eliminating the public's need to file a FOIA for this information.	The agency generally seeks to increase proactive disclosures on its website on an ongoing basis. In addition, as indicated above, the agency implemented most of the FCC Process Reform recommendations as set forth in the 2014 CFO Report. Specifically, the FCC transitioned to electronic FOIA management using FOIA Online that, among other things, provides the public with online status of their pending FOIA requests. As indicated above, the agency revised its FOIA webpage to provide consolidated access to the FCC's FOIA reports to the Department of Justice. Additional webpages were added to the agency's FOIA webpage, providing consolidated access to the Commission's FOIA appeal decisions, and graphics showing comparisons of the FCC's FOIA activity for Fiscal Years 2011-2013.

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		Section III -- Steps Taken to Increase Proactive Disclosures (PD)		
Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
FDIC	DG	Yes	When a FOIA request is received, the FDIC's FOIA/Privacy Act Group uses its FOIA processing software to identify previous requests for the same or similar records. If it is determined that multiple request for such records have been received, the documents are deemed "frequently requested" and posted on the FDIC's website.	The FDIC continues to use its website, social media, webcasts, podcasts, and publications to proactively make information available to the general public. An email subscription service, RSS feeds, as well as the FDIC page on Facebook and Twitter allow the public to receive many different alerts, including news releases, Financial Institution Letters, consumer updates, statistical publications and others information.
FEC	DG	No	The FEC generally does not receive many FOIA requests for the same documents, and therefore does not have a formal process or system for identifying "frequently requested documents" to be posted online. However, the Agency's FOIA Requester Service does informally look at what types of records have been requested more frequently and consider whether those documents should be proactively disclosed.	N/A
FERC	DG	Yes	Utilizing the FOIA tracker system to identify frequently requested records.	FERC will continue to pursue potential opportunities to increase proactive disclosures and implement them accordingly.
FFIEC	DG	Yes	If a release of data/information is made in a FOIA that is not already publicly available, that release is immediately considered for applicability for posting on the FFIEC website. Further, if the same data/information is released three times, it is then added to the FOIA Reading Room web page.	(1) The FFIEC has "alert" sign-up features on several of the web pages where the public has expressed the most interest in staying informed of when new material is posted. This includes the Press Release webpage, and several InfoBases maintained by the FFIEC. Also, an RSS feed feature was added for the Information Technology Handbook InfoBase. The sitemap for the FFIEC website is routinely reviewed to ensure that the public can easily and intuitively access the information they are searching for with relative ease; (2) The FFIEC has a number of helpdesks available to the public to answer questions on the variety of data and reports that the FFIEC distributes and maintains, with one or more of its five federal member agencies. As listed on the FFIEC website, the public can access subject matter experts for questions on posted data. The FFIEC website also maintains databases on bank and financial supervisory information for the public to directly access. The FFIEC continually reviews the website to keep relevant content updated; and (3) Further, The FFIEC is in the beginning phase of a multi-year initiative for updating the website to increase a positive user experience in locating the information or contacts they seek. The search feature on the website will be updated shortly as part of this enhancement.
FHFA	DG	Yes	FHFA periodically reviews the FOIA requests to determine if there are multiple or recurring requests for the same records and if so whether those records have been or can be released and whether they can be posted online proactively.	N/A
FLRA	DG	Yes	The Chief FOIA Officer periodically reviews past requests to determine whether there are frequently requested records and, if there are, makes an assessment as to whether the records should be posted online.	As noted above, the Chief FOIA Officer periodically reviews the agency's FOIA website and contacts the IT unit and other key agency personnel to determine if there are additional materials beyond those covered by FOIA requests that are appropriate for posting.

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			Section III -- Steps Taken to Increase Proactive Disclosures (PD)	
Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
FMC	DG	Yes	Most of the FOIA requests our Agency receives are unique. However, the Commission on an ongoing basis proactively posts useful information to its public website which likely reduces the number of FOIA requests received annually.	N/A
FMCS	DG	No	As is the case with proactive disclosures above, the CFO is in a position to identify "frequently requested" records that should be posted online.	These categories of Reading Room postings, which were established prior to the FY 2014, have been successful in permitting requesters to access this information without filing formal FOIA requests, as evidenced by a year-to-year reduction of Agency FOIA requests for these data categories of more than 80%.
FMSHRC	DG	Yes	FMSHRC's General Counsel and Office of the Chairman consult with FOIA staff to identify records that are of general interest to the public and frequently requested for the purpose of posting on the agency's website.	FMSHRC is currently constructing a new section of the agency's website that will allow the public to conduct status checks of its cases via an online database.
FOMC	DG	Yes	Staff actively consider whether particular materials (whether or not requested under FOIA) should be posted on the FOMC's website. As a result of this evaluation, this year we posted 22 documents, totaling over 425 pages, in our electronic reading room that had been previously released in response to multiple FOIA requests. A process has been put in place to continue this kind of posting in the future, for both proactive disclosures and for other "frequently requested" documents.	In response to the requirement to meet the Section 508 standard, which proved a challenge for us in previous years, additional staff have been trained to fulfill these requirements and thus increase the amount of proactive disclosures possible in coming years. A process has been put in place to continue to identify documents that can be made available on our website. In response to the requirement to meet the Section 508 standard, which proved a challenge for us in previous years, additional staff have been trained to fulfill these requirements and thus increase the amount of proactive disclosures possible in coming years. A process has been put in place to continue to identify documents that can be made available on our website.
FRTIB	R	No	The Agency looks at how often a record has been requested to determine whether it should be posted online. However, our Agency may be unique in that we do not receive too many requests for the same record.	Rate of Return, share prices and/or administrative expenses are provided to participants at www.tsp.gov. in the annually updated investment fund sheets (see the Forms and Publications section of the TSP website), in the quarterly newsletter (TSP Highlights can also be found in the Forms and Publications section of tsp.gov) and in a participants annual statement which is mailed to TSP participants.

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Agency	**Agency Has System in Place to Identify Records for PD**	**PD System Involves Collaboration w/ Staff Outside FOIA Office**	**Process for Identifying Frequently Requested Records**	**Other Steps Taken to Increase PDs**
IMLS	DG	Yes	As part of the agency's commitment to proactive disclosure, IMLS FOIA Representatives and Open Government staff routinely analyze the agency's FOIA requests to determine if there are categories of records that are frequently requested, which can be proactively disclosed on the IMLS website.	IMLS staff, including the Office of Communications and Government Affairs, stay abreast of emerging issues of interest to agency stakeholders and work to make relevant information available to the public in a timely and transparent manner. In addition to posting information on the IMLS website, the agency continues to expand its presence on social media platforms, including by posting information on the IMLS Facebook page, and Twitter page. IMLS has undertaken efforts to further increase public access to information regarding the Grants to States Program. The agency is working on the development of a new State Programs Report (SPR) tool that will not only improve reporting from State grantees, but also will include a new public-facing website that will enable the public to access information about these grants. In addition, IMLS continues to explore opportunities to move certain Grants to State Program information from a password-protected extranet (which historically has been limited solely to grantees) to the agency's public website.
IAF	DG	Yes	FOIA personnel work with the IAF's Office of Government and External Affairs to publish "frequently requested" information on our website's FOIA E-reading Room. Because of our small number of FOIA requests, it is very easy for us to identify "frequently requested" records. For example, if we were to receive several requests on a given topic within a quarter, we would conclude that topic is of interest to the general public and we would post all responsive documents online.	The IAF has utilized social media including Twitter (@IAFgrassroots), Vimeo, YouTube, and LinkedIn to proactively disclose information about agency activities. Future plans include the creation of a Facebook page and an Instagram account to further provide the public with information on the IAF.
LSC	DG	Yes	Each time a FOIA request is received, the FOIA Analyst reviews and conducts searches within the FOIA logs to determine whether the records requested have previously been requested and, if so, denotes it accordingly in the FOIA log. Once a record is identified as a "frequently requested" record, it is immediately posted in the electronic reading room.	LSC is in the process of revising its website, including its FOIA page. LSC reviewed the FOIA pages of several other agency websites to obtain ideas on how to re-organize the content in LSC's FOIA page to make it more user-friendly. The website-improvement project is under way and we expect to complete the FOIA page revisions during the next reporting period. During the reporting period, LSC continued to convert PDF documents to HTML format so they are easier to search on the website. LSC also made its website contents more mobile-device friendly during the reporting period, making it easier for the public to access information and records from tablets and smartphones. Lastly, LSC increased the use of social media tools such as Facebook and Twitter to highlight and disseminate information about LSC and its grant recipients.
MSPB	DG	Yes	We monitor FOIA requests for frequently requested records that should be posted online.	We did not undertake other steps in this regard during the reporting period.
MCC	Y	Yes	Processes, to include one for identifying data assets not yet publicly available and establishing specific timelines for online publication in open formats, are under review and will continue to reflect changes as part of MCC's robust implementation of the May 9, 2013 Executive Order on Open Data.	For additional information, please review MCC's 2014 plan for promoting transparency, participation and collaboration in all aspects of its work to reduce poverty through economic growth at.

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Agency	Agency Has System in Place to Identify Records for PD	PD System Involves Collaboration w/ Staff Outside FOIA Office	Process for Identifying Frequently Requested Records	Other Steps Taken to Increase PDs
NASA	Y	Yes	FOIA staff generally try to post the responsive records for contracts, regardless of the frequency. Other records are posted following the 'requested twice, anticipation of a third' and in other cases when we know a request may become the subject of additional requests, etc., we will post those responsive records.	NASA is a leader in media-centric initiatives. Various media tools are used on a continual basis to provide the public with information regarding NASA initiatives, events and business-related activities. Social media is utilized to inform the public of a proactive disclosure of agency information. Staff posts the material once it has been cleared in anticipation of public interest or in the case of FOIA additional requests. If the FOIA office has not received a request for the information but believes it would be of current interest to the public, they will work with the program office to post the material outside of the FOIA process, thus providing the public with as much information as possible.
NCPC	DG	Yes	Most of the NCPC information released without resort to a FOIA request relates to applications submitted by Federal and District of Columbia government agencies to the Commission for review and action. At least 4 times a month, the Agency updates its website to provide the latest information regarding projects undergoing Commission review. Project staff follows established guidelines for identifying application materials suitable for posting. Typical information posted includes plans and supporting documentation inclusive of environmental and historic preservation reports prepared by the applicant, the Executive Director's Report and Recommendation, Commission Memoranda of Action, and hearing transcripts.	N/A
NCUA	DG	Yes	When a record is requested multiple times, FOIA staff identifies the record and informs the Chief FOIA Officer that it should be posted online. The FOIA staff then sends the record to the agency webmaster to post online	The agency continues increasingly to make proactive disclosures, especially through the agency website and at public board meetings. For example, the agency posted on its website both budget and overhead transfer rate review information, including more than is required to be made available to the public. The agency disclosed 2015 board member office budgets and broke down budget categories for agency offices.
NEA	Y	Yes	When frequently requested records are identified by program offices they are submitted to the FOIA office for review and redaction if necessary prior to being posted online.	The NEA continues to regularly post and update content designed for online audiences. The "Features" section of the website provides a comprehensive look at NEA-funded projects. Electronic versions of the NEA quarterly magazine includes material not available in the print edition, such as video segments and audio interviews. The Agency also provides free audio podcasts featuring interviews with arts in various disciplines and arts administrators.
NEH	DG	Yes	Our FOIA professionals regularly review the NEH FOIA log and automatically evaluate any record that has been requested twice as a potential "frequently requested" record.	We have encouraged program officers and divisional staff to review their records for documents they feel would be of interest to the public.

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NIGC	DG	Yes	The NIGC is a very small agency with a relatively low number of FOIA requests received each year. Accordingly, the same individuals work on all requests and log them into the agency's database. When the request is logged in, it is immediately reviewed to determine whether responsive documents have already been processed and released. In that manner, the agency is quickly able to determine if a particular record has already been requested. In cases where the agency receives a second request for the same document and reasonably anticipates a third, it works with its IT staff to ensure that the document is placed in the agency's online reading room.	The agency currently works to disclose as much as it can to the public pro-actively, within the constraints implemented by the IGRA. As mentioned above, in Section I "Discretionary Releases", Answer to Question 4, the agency is required to keep certain materials provided to it confidential. Where those restrictions are not implicated, the agency strives to place all agency decisions as well as legal opinions generated by its General Counsel on to its website proactively.
NMB	DG	No	Through self-assessments the periodically reviews current and previous fiscal year request logs to determine items that are frequently requested.	The agency has added a "What's new" feature to its website where items such as determinations and Presidential Emergency Board reports are posted for the public.
NSF	DG	Yes	The NSF FOIA Officer processes all requests for the agency and accordingly, is able to identify records that are "frequently requested" and should be posted online. The NSF FOIA Officer is also familiar with the topic areas at the agency that tend to generate "frequently requested records," such as the NSF Antarctic Program, and ensures that these records are posted online.	The NSF FOIA Officer, Chief FOIA officer, and members of the team working on the NSF Open Government Plan continue to meet and discuss potential proactive disclosures and ways to make access to this information easier for the public.
NTSB	DG	Yes	Tracking is in place to recognize those records that are "frequently requested".	The NTSB continues to use press releases and press conferences, web postings, and advocacy events and speeches to increase proactive disclosures.
USNRC	DG	Yes	The agency's FOIA processing system links similar or duplicate requests and identifies frequently requested records.	The NRC plans to conduct an annual review of FOIA responses to determine if frequently released nonpublic documents can be posted online in the agency's Public Reading Room (ADAMS).
OSHRC	DG	Yes	Because of the small number of FOIA requests processed per year at OSHRC, our FOIA professionals are able to flag documents that are requested multiple times, or documents for which we anticipate future demand, and immediately consider whether such materials should be proactively disclosed on our website.	The Chief FOIA Officer works to maintain open lines of communication between the FOIA Requester Service Center and key agency personnel. Additionally, in keeping with the Open Government Directive issued by the Office of Management and Budget on December 8, 2009, OSHRC continually monitors and updates its Open Government page at www.data.gov.
OGE	DG	Yes	OGE has included a distinct step in its FOIA processing procedures that directs FOIA professionals to determine whether a record has been subject to previous FOIA requests, and to flag that record for proactive disclosure in OGE's FOIA log.	In 2014, OGE began an inventory of all information sets created, collected, or maintained at OGE that are not currently publicly available on its website. Through this inventory process, OGE identified additional information sets. For example, OGE identified the Annual Agency Questionnaire (Questionnaire) as a high-value information set. The Questionnaire asks agency ethics offices for information about ethics officials and the administration of agency ethics programs, as well as core elements of the ethics program that assist in the identification and resolution of potential conflicts of interest. The compiled data provides valuable insights about the executive branch ethics program. In 2015, OGE plans to post each agency response to its website and provide an online summary of the combined data from the agency questionnaires in a visual format.

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OMB	DG	Yes	As OMB completes a response to a FOIA request, staff in the relevant program office, OGC, and MOD review those records to determine whether it would be helpful to post any material provided to the requester on OMB's various websites, including examining whether the material is subject to frequent requests.	OMB also helped launch Project Open Data in FY 2014. Project Open Data provides agencies with tools and best practices to make their data publically available, and the Project Open Data Dashboard provides publicly accessible evaluations of agency progress in implementation of the Open Data Policy. OMB updates the agency evaluations on a quarterly basis and enhances its features regularly.
ONDCP	Y	No	No, but ONDCP only receives 60-70 FOIA requests in a typical year, so we would notice if certain records were requested often enough to warrant proactive disclosure. ONDCP does proactively disclose numerous documents on its website on a regular basis.	ONDCP has made an ongoing effort to provide more substantive information and data on its website, through email, and through social media.
ONHIR	R	No	We have not added any new material to our agency website in the last year other than the posting of the current FOIA annual report, no records have been posted, and there is no system in place to identify records that could be posted.	N/A
OSTP	DG	Yes	OSTP is a small agency that rarely receives FOIA requests on the same topic. However, OSTP evaluates whether records that would be of public interest can be proactively disclosed.	OSTP has expanded its efforts to proactively provide the public with information about Administration initiatives though robust use of the OSTP website. OSTP's website now includes descriptions and links for much of OSTP's current work, including timely information about current initiatives.
OSC	DG	Yes	When OSC receives a request that appears similar to one we have already received, the FOIA Team searches our tracking system for subjects that seem to come up repeatedly in FOIA requests.	OSC plans to proactively post our FOIA Logs on our Web site this year.
ODNI	DG	Yes	ODNI posts records when we receive more than one request for the same records within a two week period. Additionally, based on public interest or world events that are high profile, we may identify records that should be posted.	There were no other initiatives taken during this reporting period.
USTR	DG	Yes	USTR has a low enough volume of requests (typically not more than 75 per year) that we are able to easily identify which of our records are frequently requested by reviewing our FOIA Logs.	N/A
OPIC	Y	Yes	The FOIA Office receives approximately 30 to 40 requests a year, therefore a FOIA Officer will review the FOIA Log at least once a year to determine if any records have been frequently requested.	OPIC website and social media outlets continue to be improved based on internal and external feedback.
PC	R	No	This process is done case-by-case. If we receive three requests asking for the same information, that information is considered for posting by the FOIA Officer and GC.	N/A
PRC	DG	Yes	The Commission hosts a series of periodic public meetings and publicly webcasts and archives audio recordings of these meetings, hearings and technical conferences on the Commission's website. These are updated on a continual basis. Inquiries from the public or the press are examined to determine whether posting Commission records could address future inquiries of the same type.	The Commission publishes: Detailed monthly updates to the Consumer Price Index calculations relating to the price cap on Market Dominant postal products. This is a valuable resource for the mailing industry and the public, A statistical tabulation of Negotiated Service Agreements (mailing contracts between the Postal Service and private companies), A regularly updated Library of Workshare Cost Avoidance Models, which is helpful to the mailing industry and the public, Materials distributed at Commission-sponsored technical conferences, Informative Workpapers filed as part of Commission dockets, Mail Classification Schedule.

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PCLOB	DG	Yes	While the agency does not have a formal process for identifying "frequently requested" records that should be posted online, the Board's FOIA professionals are aware of this duty to disclose. The FOIA professionals keep track of what records are disclosed and if/when they become a frequently requested record, those records will be posted on the Board's website.	N/A
USRRB	DG	Yes	We routinely continue to analyze and improve our release of "frequently requested" records consulting with agency administration, program, and operations bureaus with an emphasis on routine/recurring requests and website content.	The RRB is currently in the process of digitizing, indexing,, and cataloging 258 binders of Legal Opinions maintained in the Board's Office of General Counsel so they are electronically retrievable by Board staff and the public through www .rrb.gov, including attorneys, claimants, railroad employers, etc.
RATB	DG	Yes	Due to the relatively small number of FOIA requests made to the Board and the involvement of the Board's Chief FOIA Officer and FOIA Public Liaison in all FOIA requests, "frequently requested" records can readily be identified.	See Section IV(1) for a discussion of material that was posted to the Board's website, Recovery.gov, during the reporting period, as well as enhancements in access and usefulness to existing material.
SSS	DG	Yes	Information is reviewed to see how often the topic is requested. If it is requested more than a few times, the information is posted on our website or on our Facebook page.	In addition to posting information on the SSS Facebook page and updating the agency website, the agency has expanded its presence on social media venues like YouTube and Twitter.
SIGAR	Y	Yes	SIGAR FOIA professionals use a tracking database to carefully assess all customer requests. When frequently requested records are suitable for public release, SIGAR will make them available.	N/A
STB	Y	Yes	When the FOIA office receives more than one request for records collected or created by a Board office that is not already posting them on the Board's website, FOIA staff initiates a discussion about those records, and a balance is struck between the size of the file (sometimes a very large database) and the number of potential requesters likely to be interested. This discussion may expand to related records. Using this analysis, the agency will post records on the Board's website whenever it makes sense to do so.	Because our FOIA Officer is also our PRA Officer, she is well aware of the information collected by the agency and is always on the lookout for opportunities to make proactive disclosures.
TVA	DG	Yes	The FOIA Officer closely monitors information requested under FOIA and identifies records that meet the requirement for online posting. TVA posts information of interest to stakeholders on its website daily during the business week.	The TVA Public Relations & Corporate Information group stays abreast of emerging issues of interest to stakeholders and works with other TVA organizations to make information available to the public in a timely and transparent manner.
USADF	DG	Yes	In response to Questions III.1 through III.3, above, the Chief FOIA Officer confers periodically with the General Counsel on reviewing agency records to recommend, in the interest of openness and transparency, proactive disclosures of information by USADF, including any frequently requested records. Any such recommendations are then discussed during the course of regularly scheduled Senior Management meetings, which are usually held once a week. As stated on USADF's website, "To increase accountability and promote informed participation by the public, USADF has expanded access to more information, now available online for downloads in open formats."	USADF has nothing to report in response to Question III.5, above.

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USAID	DG	Yes	The FOIA Registrar reviews all incoming FOIA requests and scans the database to identify any similar information requests. If more than two (2) similar requests are identified, the responsive documents are reviewed to consider whether the information is appropriate for proactive disclosure and posting online.	USAID is committed to President Obama's 2009 Memorandum on the Freedom of Information Act and both of the Open Government National Action Plans. The Department of Justice, Office of Information Policy (DOJ/OIP) recognizes USAID's forward-leaning approach of significant collaboration within the agency to release information and data. As such, the White House's Office of Science, Technology and Policy invited USAID to participate in the October 2014 Proactive Disclosures Workshop. At the workshop, USAID shared its draft open data policy, which identifies and codifies the requirements, standards, roles and responsibilities for data submission and publication; shared its best open data practices and obstacles; and shared its thoughts on the legal disclosure requirements pursuant to the FOIA and that impact on proactive releases.
USCCR	DG	Yes	The USCCR FOIA staff track all requests on a log. Any item requested at least three times is considered "frequently requested" and should be posted online.	FOIA staff met with the agency's national program office director and suggested that a webpage be set up for each USCCR briefing, not only the annual statutory report. Furthermore, FOIA staff provided guidance to the regional program office director about items to be posted on a webpage for federal advisory committee members.
CO	R	No	The Copyright Office does not have a category of "frequently requested" records	In 2014, the Copyright Office undertook a number of special projects to improve the design of our website, increase searchability of copyright-related documents, and make accessible 70 million copyright registration records dating back to 1790, including FOIA requested materials.
USIBWC	Y	No	We post frequently-requested materials on the Agency website.	The Agency is in the process of creating a map of its land assets (easements, rights of way, etc.) that should be made available to the public in the future. It is also creating a portal that provides information on the Agency's restoration sites, such as location of the sites and well-data relevant to the site.
USITC	DG	Yes	The Commission process for identifying "frequently requested" records is to analyze the records to see if records have been requested at least three times. Once those requests are identified and categorized, the relevant records are posted on the agency's FOIA webpage.	Near the end of FY 2014 the agency released its public interface for section 337 investigative data (337Info repository) on its website. This initiative helped further the agency's goals to ensure the presumption of openness.
USTDA	Y	Yes	Due to the small number of FOIA requests USTDA receives each year, USTDA has not developed a system to identify "frequently requested" records. However, USTDA is a commercially-focused agency with a significant interest in disseminating clear and useful information about its activities to the public. USTDA's website is well-organized, regularly updated and searchable, and contains clear and easy-to-find contact information for a number of individuals, including USTDA's webmaster.	USTDA continually strives to increase proactive disclosures with respect to USTDA's library database of USTDA-funded activities. USTDA maintains a regularly updated web page on USTDA "Library Holdings" which allows individuals to electronically search USTDA's library database for completed USTDA-funded studies by region, country or sector.

Agency	Section IV -- Steps Taken to Greater Utilize Technology			
	Agency is Taking Steps to Make Online Info. More Useful	**Encountered Challenges to Posting Material Online**	**Posted All FY 2014 Quarterly Reports**	**Agency Uses E-mail to Communicate with Requesters**
ACUS	DG	Yes	LG	DG
ABMC	DG	No	Y	DG
NRPC	DG	No	Y	DG
AFRH	DG	No	R	DG
FRB	DG	Yes	DG	DG
BBG	DG	No	DG	Y
CSB	DG	No	Y	DG
CPPBSD	Y	No	O	DG
CFTC	DG	No	DG	DG
CFPB	DG	No	R	DG
CNCS	DG	Yes	DG	DG
CIGIE	DG	Yes	DG	DG
CEQ	DG	No	LG	DG
CSOSA	R	No	R	DG
DNFSB	R	No	LG	DG
Ex-Im Bank	DG	No	O	DG
FCA	DG	No	DG	DG
FCSIC	DG	No	DG	DG
FCC	DG	No	DG	DG
FDIC	DG	No	DG	DG
FEC	DG	No	DG	DG
FERC	DG	No	R	DG
FFIEC	DG	No	DG	DG
FHFA	DG	No	LG	DG
FLRA	DG	No	LG	DG
FMC	DG	Yes	DG	DG
FMCS	DG	No	DG	DG
FMSHRC	DG	No	LG	DG
FOMC	DG	No	DG	DG
FRTIB	DG	No	DG	DG
IMLS	DG	No	DG	DG
IAF	DG	No	DG	DG
LSC	DG	No	DG	DG
MSPB	DG	Yes	DG	DG
MCC	DG	No	O	DG
NASA	DG	No	LG	DG
NCPC	DG	No	Y	DG

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Agency	Agency is Taking Steps to Make Online Info. More Useful	Encountered Challenges to Posting Material Online	Posted All FY 2014 Quarterly Reports	Agency Uses E-mail to Communicate with Requesters
NCUA	DG	No	DG	DG
NEA	DG	No	LG	DG
NEH	DG	No	LG	DG
NIGC	DG	No	LG	DG
NMB	DG	No	LG	DG
NSF	DG	Yes	LG	DG
NTSB	DG	No	R	DG
USNRC	DG	Yes	DG	DG
OSHRC	DG	No	DG	DG
OGE	DG	No	DG	DG
OMB	DG	No	DG	DG
ONDCP	R	No	R	DG
ONHIR	DG	No	R	DG
OSTP	DG	Yes	DG	DG
OSC	DG	Yes	DG	DG
ODNI	Y	No	O	DG
USTR	Dg	Yes	R	DG
OPIC	DG	No	DG	DG
PC	DG	No	R	DG
PRC	DG	No	DG	DG
PCLOB	DG	No	N/A	DG
USRRB	DG	No	R	DG
RATB	DG	Yes	DG	DG
SSS	DG	No	DG	DG
SIGAR	DG	No	DG	DG
STB	DG	No	DG	DG
TVA	DG	No	DG	DG
USADF	DG	No	R	DG
USAID	DG	No	DG	DG
USCCR	DG	Yes	DG	DG
CO	DG	Yes	DG	DG
USIBWC	R	No	LG	DG
USITC	DG	No	DG	DG
USTDA	DG	No	R	DG

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Agency	Simple Track — Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Agency Backlog Decreased — Req.	App.	Percentage of Backlog to # of Req./App. Received in FY 2014 — Req. Score	Req. %	App. Score	App. %	Agency Closed Ten Oldest Req., Appeals (App.) & Consultations (Consults.). If not, # closed in FY 2014 — Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed
ACUS	Yes	DG	1	100%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
ABMC	No	LG	22	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
NRPC	Yes	DG	7.69	18%	DG	Y	DG	5%	R	83.3%	DG	N/A	1	R	0/3	DG	N/A
AFRH	Yes	DG	6	100%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
FRB	Yes	DG	9	48%	DG	DG	DG	1%	DG	N/A	DG	N/A	1	DG	N/A	R	1/2
BBG	No	Y	35	N/A	DG	DG	DG	5%	DG	N/A	R	9/10	N/A	DG	N/A	DG	N/A
CSB	Yes	DG	2	54%	R	DG	LG	17.2%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
CPPBSD	No	DG	5.38	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
CFTC	Yes	R	30.92	31%	R	Y	LG	16%	R	50%	DG	N/A	N/A	R	0/4	DG	N/A
CFPB	Yes	DG	9	94%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
CNCS	Yes	DG	9.6	59%	Y	DG	LG	10.6%	DG	N/A	R	5/6	N/A	DG	N/A	DG	N/A
CIGIE	Yes	R	34	92%	DG	DG	LG	13%	DG	N/A	DG	N/A	3	DG	N/A	DG	N/A
CEQ	Yes	O	24.68	83%	DG	DG	R	100%	DG	N/A	R	9/10	3	DG	N/A	DG	N/A
CSOSA	Yes	R	30.3	100%	Y	DG	DG	8%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
DNFSB	No	Y	30.48	N/A	DG	Y	DG	6.67%	R	100%	DG	N/A	N/A	DG	N/A	DG	N/A
Ex-Im Bank	Yes	R	84.33	56%	DG	Y	R	52%	R	50%	R	4/10	N/A	DG	N/A	DG	N/A
FCA	No	DG	10.59	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
FCSIC	No	DG	10.14	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
FCC	Yes	R	25.04	94.5%	Y	DG	DG	4.1%	DG	20.8%	DG	N/A	N/A	R	9/10	DG	N/A
FDIC	Yes	DG	6.48	72%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	1/1
FEC	Yes	O	23.5	90.8%	R	Y	O	30.6%	R	100%	R	2/10	N/A	R	2/3	DG	N/A
FERC	Yes	O	25	62%	Y	DG	DG	6%	DG	N/A	R	5/10	N/A	DG	N/A	DG	N/A
FFIEC	No	DG	10.61	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
FHFA	Yes	DG	18.62	84%	DG	DG	DG	4%	DG	N/A	R	6/8	N/A	DG	N/A	DG	N/A
FLRA	Yes	DG	9	95%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	1/1	DG	N/A
FMC	Yes	DG	9.8	30.2	DG	DG	O	32.5%	DG	N/A	R	1/10	N/A	DG	N/A	DG	N/A
FMCS	Yes	DG	7.3	65%	Y	DG	DG	1.40%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
FMSHRC	Yes	DG	3.4	78.2%	DG	DG	DG	0.65%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
FOMC	Yes	DG	12.4	69	Y	DG	Y	27.5%	DG	N/A	R	2/8	N/A	DG	N/A	DG	N/A
FRTIB	No	DG	26.7	N/A	DG	DG	DG	3.1%	DG	NA	DG	N/A	N/A	DG	N/A	DG	N/A
IMLS	Yes	DG	7.9	84.31%	DG	DG	DG	N/A	DG	N/A.	DG	N/A	N/A	DG	N/A	DG	N/A
IAF	No	Y	32.88	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
LSC	No	DG	14.5	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
MSPB	Yes	DG	10.6	83.49%	R	Y	DG	4.52%	DG	10%	DG	N/A	N/A	DG	N/A	DG	N/A
MCC	No	Y	23	N/A	R	DG	R	67%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
NASA	Yes	DG	5.78	45.58%	Y	DG	DG	1.38%	DG	N/A	R	9/10	N/A	DG	N/A	DG	N/A
NCPC	Yes	DG	3.75	93%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
NCUA	Yes	DG	6.75	53%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
NEA	Yes	DG	13	70%	DG	DG	DG	5%	DG	N/A	R	2/4	N/A	DG	N/A	DG	N/A
NEH	Yes	DG	13.4	82%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A

2015 Chief FOIA Officer Reports - Assessment of Federal Departments and Agencies
Agencies Receiving Less than 1,000 Requests (FY 2013)

U.S. Department of Justice
Office of Information Policy

Agency	Simple Track				Agency Backlog Decreased		Percentage of Backlog to # of Req./App. Received in FY 2014				Agency Closed Ten Oldest Req., Appeals (App.) & Consultations (Consults.). If not, # closed in FY 2014						
	Has a Simple Track?	Score	Avg. No. of Days to Process	% of Req. In Simple Track	Req.	App.	Req. Score	Req. %	App. Score	App. %	Req.	If no, # closed	# closed as "Req. Withdrawn"	App.	If no, # closed	Consults.	If no, # closed
NIGC	Yes	R	119	84%	DG	DG	LG	15%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
NMB	No	DG	6	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
NSF	Yes	R	29	45%	R	Y	R	44%	LG	11%	DG	N/A	N/A	DG	N/A	DG	N/A
NTSB	Yes	DG	12.46	30%	R	Y	R	48%	DG	18%	R	9/10	N/A	DG	10/10	DG	N/A
USNRC	Yes	DG	13	35%	DG	DG	DG	4.3%	DG	5.5%	DG	N/A	N/A	DG	N/A	DG	N/A
OSHRC	Yes	DG	10.63	96.6%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
OGE	No	DG	14.7	N/A	Y	DG	DG	3.6%	DG	N/A	R	4/5	N/A	DG	N/A	DG	N/A
OMB	No	Y	106	N/A	DG	DG	LG	15.0%	DG	N/A	DG	N/A	1	DG	N/A	DG	N/A
ONDCP	No	Y	39	N/A	Y	DG	DG	9.7%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
ONHIR	No	DG	2.39	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
OSTP	Yes	DG	14.4	90.3%	Y	DG	DG	2.15%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
OSC	Yes	Y	43.48	74%	R	DG	R	116%	R	200%	R	2/10	N/A	R	0/10	DG	N/A
ODNI	Yes	LG	20.52	66%	R	Y	R	44.96%	R	185.7%	R	9/10	N/A	R	5/10	DG	N/A
USTR	Yes	R	31	72%	DG	DG	O	35%	DG	N/A	R	4/10	N/A	DG	N/A	R	N/A
OPIC	No	DG	14	N/A	Y	DG	DG	4.08%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
PC	Yes	R	82	73%	R	DG	R	45.4%	Y	25%	R	7/10	N/A	DG	1/1	R	0/1
PRC	Yes	DG	9	100%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
PCLOB	Yes	DG	13	60%	N/A	N/A	LG	14.28%	R	50%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USRRB	No	Y	38.58	N/A	R	DG	DG	0.06%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
RATB	No	DG	17.6	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
SSS	No	DG	4.5	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
SIGAR	Yes	DG	20	68.75%	Y	DG	DG	5.8%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
STB	No	DG	5.69	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
TVA	Yes	DG	15	64%	DG	DG	DG	5%	DG	N/A	R	9/10	N/A	DG	N/A	DG	N/A
USADF	No	DG	11	N/A	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
USAID	Yes	R	28.48	15%	R	DG	R	70.8%	R	112.5%	DG	N/A	N/A	DG	N/A	DG	N/A
USCCR	Yes	DG	5	63.6%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
CO	Yes	R	34.8	100%	Y	DG	DG	6%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
USIBWC	Yes	Y	22.6	100%	Y	DG	DG	8.8%	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
USITC	Yes	DG	12	100%	DG	DG	DG	N/A	DG	N/A	DG	N/A	N/A	DG	N/A	DG	N/A
USTDA	Yes	N/A	N/A	0	Y	DG	LG	18.75%	DG	N/A	R	1/2	N/A	DG	N/A	DG	N/A