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ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR CHIEF, CLASSIFICATION DIVISION, HUMAN
RESOURCES DIRECTORATE, WHS

SUBJECT: Standard Occupational Codes for DoD FOIA/PA Analysts

One of the principal objectives in the DoD Freedom of Information Act (FOIA) Improvement Plan, which was created in response to the President signing Executive Order 13,392, is the standardization of the occupational series of DoD FOIA Officers. To assist in the formulation of this plan, we surveyed the FOIA Offices within the Department of Defense, and found that the DoD FOIA Officers are assigned to positions that are classified under 35 different OPM occupational series. The survey respondents also expressed concern that the lack of a single occupational series for FOIA Officers adversely affects their training, career advancement, and professional development. Recently, the Congress passed new FOIA legislation that further highlights the criticality of the responsibilities of the FOIA Officer.

Because the functions of FOIA and Privacy Act (PA) analyst are performed by the same person at most DoD activities, we are proposing a new FOIA/PA Analyst occupational code be created within the National Security Personnel System. Attached are proposed position descriptions for pay band 2 and pay band 3 non-supervisory positions. Accordingly, we are asking for your assistance and support by coordinating this initiative with the Civilian Personnel Management Service. Future initiatives that we will be taking in this area include FOIA Officer Certification Program, and this first step is instrumental in attaining that goal.

Both the FOIA and the PA functions are gaining more visibility with senior leadership, the Congress, and the public. To ensure that quality people are performing these functions, it is vitally important that this initiative go forward. My point of contact is Jim Hogan, 696-4699.
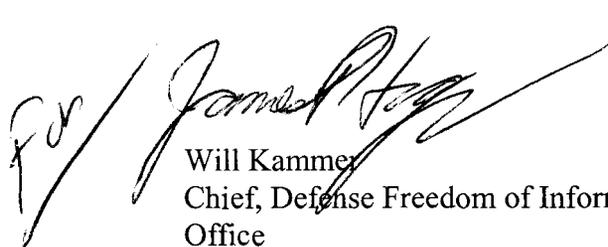
Will Kammer
Chief, Defense Freedom of Information Policy
Office

Attachments:
As stated