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**COMPLETE**

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Page 1: Please use the online tool to submit your 2018 Chief FOIA Officer Report.

**Q1 Name of Component**

Armed Services Board of Contract Appeals

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Page 2: Section I: Steps Taken to Apply the Presumption of Openness

**Q2** Did your FOIA professionals attend FOIA training? If so, please indicate the source of the training. (Check as many that apply)

**Department of** ,  
**Justice**

Additional  
Comments:

The Board does not have any dedicated FOIA professionals; however, Board attorneys whose duties include processing FOIA requests attended training offered by the DOJ.

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**Q3** Provide the total number of FOIA professionals (full time and full time equivalent rounded-up) in your component who attended FOIA training during this reporting period.

**2-5,**  
Other (please  
specify):

The Board does not have any dedicated FOIA professionals; however, Board attorneys whose duties include processing FOIA requests attended FOIA training offered by the DOJ.

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**Q4** If less than 80% of your component's FOIA professionals attended training, please explain the plan to ensure that all your FOIA professionals receive or attend substantive FOIA training during the next reporting year.

**80% or more of our FOIA professionals attended training**

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## 2018 DoD Chief FOIA Officer Report

**Q5** Did your component conduct FOIA training, covering the application of the law and policy, for your component's FOIA professionals during this reporting period?

**No,**

If yes, please provide details such as information regarding the number of conferences or trainings held; description of topics covered; and estimated number of participants.:

Free training (DoD, DOJ) was sufficient

**Q6** Did your FOIA professionals engage in structured outreach and dialogue with the requester community or open government groups regarding your administration of the FOIA? - This question addresses outreach that is conducted outside of the individual request or appeal process. For example, outreach activities can include holding meetings with frequent requesters, conducting surveys or otherwise soliciting requester feedback, or participating in any other requester initiatives coordinated by your Component or by others, such as OIP.

**No**

**Q7** Describe any efforts your component has undertake to inform non-FOIA professionals of their obligations under the FOIA.

Informal training discussions held during, e.g., recurring meetings of Board judges and staff.

**Q8** If there are any other initiatives undertaken by your Component to ensure that the presumption of openness is being applied, please describe them here. If the initiatives are online, please provide links in your description.

**Respondent skipped this question**

### Page 3: Section II: Steps Taken to Ensure that Your Component Has an Effective System in Place

**Q9** For Fiscal Year 2017, if your component's average number of days to adjudicate requests for expedited processing was more than ten days, please describe the steps you will take to ensure that requests for expedited processing are adjudicated within ten calendar days or less. (Please see Section VIII.A of your Component's Fiscal Year 2017 Annual FOIA Report.)

**N/A**

**Q10** During the reporting period, did your component conduct a self-assessment of its FOIA program?

**No**

**Q11** The FOIA Improvement Act of 2016 requires additional notification to requesters about the services provided by the component's FOIA Public Liaison. Please provide an estimate of the number of times requesters sought assistance from your FOIA Public Liaison during FY17.

**Never**

**Q12** Please provide an estimate of the average number of pages processed for Expedited, Simple and Complex cases.

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**Q13** If there are any other steps your component has undertaken to ensure that your FOIA system operates efficiently and effectively, such as improving search processes, eliminating redundancy, etc., please describe them here.

**Respondent skipped this question**

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#### Page 4: Section III: Steps Taken to Increase Proactive Disclosures

**Q14** Has your component proactively disclosed material during the past reporting year?

**Yes,**

If yes, please provide examples including links to the posted material.:

The Board's published opinions and significant orders, including dismissals (<http://www.asbca.mil/Decisions/decisions2017.html>); the Board's Rules and other guidance for those appealing to the Board from a contracting officer's final decision (<http://www.asbca.mil/Rules/rules.html>); the Board's Alternative Dispute Resolution (ADR) statistics, as well as examples of ADR clauses and agreements to use before the Board (<http://www.asbca.mil/ADR/adr.html>); the Board's Quarterly and Annual Reports for FY 2017 (<http://www.asbca.mil/Reports/reports.html>); and the Board's Charter, 48 C.F.R. Ch.2, App. A, Pt. 1 (<http://www.asbca.mil/Charter/charter.mil>).

**Q15** Did your component use any means (social media, RSS feeds, email subscription, etc.) to publicize or highlight important proactive disclosures for public awareness?

**No**

**Q16** Beyond posting new material, is your component taking steps to make the posted information more useful to the public, especially to the community of individuals who regularly access your component's website?

**Yes,**

If yes, please describe and provide examples. Steps can include soliciting feedback on posted material, improving search capabilities on your component website, posting material in open formats, making information available through mobile applications, providing explanatory material, etc.:

The Board is currently undertaking efforts to improve the accessibility of its website and the materials posted thereupon, with a goal of Section 508 compliance in FY 2018. At present, the materials posted on the Board's website, <http://www.asbca.mil>, are posted in .pdf format, and link to a free, commercially-available program for reading .pdf files is provided for users who might not have the ability to read .pdf files. Additionally, the materials posted on the Board's website are readily accessible by mobile devices, and the simple-to-use "Search" feature of the Board's website provides users with quick, easy access to all of the materials posted there.

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**Q17** Are any other steps your component has taken to increase proactive disclosures?

**No**

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## Page 5: Section IV: Steps Taken to Greater Utilize Technology

**Q18** Has your component identified any best practices to leverage 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?

**Yes,**

If yes, please describe the best practices, types of technology used, and the impact on your FOIA Request processing.:

The Board is currently seeking a new electronic case management systems that may improve record search capabilities in the future.

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**Q19** If there are any other steps your agency has taken to improve use of technology in FOIA, please describe them here.

**Respondent skipped this question**

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## Page 6: Section V: Steps Taken to Improve Timeliness in Responding to Requests and Reduce Backlogs

**Q20** If your component's backlog of initial FOIA requests did not decrease, please explain why and describe the causes that contributed to your inability to reduce the request backlog. Also, please indicate if any of the following were contributing factors:

**The FOIA Request backlog did not decrease because the complexity of requests increased**

## 2018 DoD Chief FOIA Officer Report

**Q21** If your component's backlog of FOIA appeals did not decrease, please explain why and describe the causes that contributed the inability to reduce the appeals backlog. Also, please indicate if any of the following were contributing factors:

**We do not have an appeals backlog, or the backlog decreased**

**Q22** If you reported a backlog of FOIA requests in Fiscal Year 2016, did your component implement a backlog reduction plan in Fiscal Year 2017? If so, describe your component's efforts in implementing this plan and note if you were able to achieve backlog reduction in Fiscal Year 2017.

**No**

**Q23** If your Component had a backlog of more than 1,000 requests in Fiscal Year 2017, what is your Component's plan to reduce this backlog during Fiscal Year 2018?

**Not applicable**

**Q24** In Fiscal Year 2017, did your component close the ten oldest requests that were pending as of the end of Fiscal Year 2016?

**Yes**

**Q25** Of the requests your component 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?

**We did not have any "ten oldest" requests withdrawn by the requester**

**Q26** In Fiscal Year 2017, did your component close the ten oldest appeals that were pending as of the end of Fiscal Year 2016?

**Yes,**  
If not, how many did you close? If you had less than ten total "oldest appeals" to close, please so indicate. For example, if you only had seven appeals and you closed two of them, you should note that you closed two out of seven "oldest" appeals.:  
The Board had less than ten total "oldest appeals" to close; closed 2 out of 2 "oldest" appeals.

**Q27** In Fiscal Year 2017, did your component close the ten oldest consultations that were pending as of the end of Fiscal Year 2016? This question is asking about your component's consultation queue. That is, requests that were sent to your component as a consultation from another component or agency (Section XII.C of the Annual Report).

**We did not have any pending "ten oldest" consultations at the end of FY16**

## 2018 DoD Chief FOIA Officer Report

**Q28** Please explain the obstacles your component faced in closing its ten oldest requests, appeals, and consultations from Fiscal Year 2016.

We did have "ten oldest" in FY16 and the obstacles we faced are::

The Board had two "ten oldest" complex requests in FY16. One request was received toward the end of FY16 and closed in early FY17. The second request required additional time in coordinating the records sought with the requester and the submitter of the records and was closed in the middle of FY17.

**Q29** If you were unable to close any of your ten oldest requests or appeals because you were waiting to hear back from other agencies on consultations you sent, please provide the case number, the date the request was initially received by your component, the date your component sent the consultation, and the date when you last contacted the agency where the consultation was pending.

**We did not have any "ten oldest" delayed by consultations**

**Q30** If your component did not close its ten oldest pending requests, appeals, and consultations, please provide a plan describing how your component intends to close those "ten oldest" requests, appeals, and consultations during Fiscal Year 2018.

Our plan: :

Further coordination with the requester and the submitter of the records requested is needed to determine whether records sought are exempted from partial disclosure. Scope of records reduced to a quantity of 19. The Board intends to close out request by FY18.

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### Page 7: Spotlight on Success

**Q31** Since submission of your last Chief FOIA Officer Report, out of all the activities undertaken by your component to increase transparency and improve FOIA administration, describe success stories you would like to highlight as emblematic of your component's efforts.

The Board has published 450 opinions and significant orders on its website in FY17.

**Q32** Please provide information so we can compute the cost for compiling this Chief FOIA Officer Report. Insert the equivalent grade and number of hours spent by your component on preparing this response. For instance: GS 9, Step 2 / 2.5 Hours; GS 15 Step 5 / 0.5 Hours. We will use a separate mandated tool that calculates total costs tied to personnel grade levels in aggregating the responses for the final DoD Report.

GS 14, Step 1 / 3 hours; GS 15, Step 8 / 0.5 hours

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### Page 8: This is the final page.

**Q33** When you click "Done" the report will be submitted and you cannot make additional changes.

**Respondent skipped this question**