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# Proactive Disclosure Pilot Assessment

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U.S. Department of  
Justice

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Office of Information Policy

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## Introduction:

This upcoming Fourth of July will mark the 50<sup>th</sup> anniversary of the signing of the Freedom of Information Act (FOIA), which as President Obama declared, "is the most prominent expression of a profound national commitment to ensuring an open Government." In his 2009 FOIA [Memorandum](#), President Obama directed agencies to take affirmative steps to make information available to the public. Likewise, the Department of Justice in its 2009 FOIA [Guidelines](#) stressed the importance of proactive disclosures and has encouraged agencies to engage in an on-going effort to identify records of interest to the public and to post them online. The Department of Justice has asked agencies to report on their efforts to make proactive disclosures every year and in their [Chief FOIA Officer Reports](#) agencies have included a wide variety of information that they have posted online, ranging from data on energy resources, food safety, and the Ebola outbreak, to records on procurement, grants, and historical reviews.

One distinct, albeit highly varied category of records that all agencies possess are those that have been requested by individual FOIA requesters. When agencies determine that such records are of popular interest and are likely to be requested again, the FOIA itself requires that they be posted online. The Department of Justice issued [guidance on Proactive Disclosures](#) in 2015, discussing this statutory requirement and providing ways for agencies to identify "frequently requested" records. Given the focus on proactive disclosures contained in both the President's FOIA [Memorandum](#) and the Department's FOIA [Guidelines](#), the Office of Information Policy (OIP) at the Department of Justice was interested in exploring the feasibility of agencies more broadly posting FOIA responses online so that they are available not just to the individual requester, but to the general public as well.

In July 2015, OIP launched a pilot program with the participation of seven agency volunteers to assess the viability of a policy that would entail routine online posting of agency FOIA responses. The pilot sought to answer many important questions, including: the costs associated with such a policy, the effect on staff time for those who process requests, the effect on interactions with government stakeholders, and the justification for any exceptions to such a policy, such as for personal privacy.

The agencies or components of agencies who participated in the pilot [hereinafter collectively referred to as the participating agencies] are:

<b>Agency</b>	<b>Component or Office (if applicable)</b>
Office of the Director of National Intelligence (ODNI)	
Millennium Challenge Corporation (MCC)	
Environmental Protection Agency (EPA)	
Department of Homeland Security (DHS)	DHS Privacy Office (HQ) Science & Technology (S&T)
National Archives and Records Administration (NARA)	Office of General Counsel (OGC)

<b>Agency</b>	<b>Component or Office (if applicable)</b>
Department of Defense (DOD)	U.S. Air Force (USAF)
	Defense Commissary Agency (DeCA)
	Defense Finance & Accounting Services (DFAS)
	Defense Intelligence Agency (DIA)
	National Guard Bureau (NGB)
	U.S. Northern Command (NORTHCOM)
	U.S. Southern Command (SOUTHCOM)
	Office of the Secretary of Defense/Joint Staff (OSD/JS)
Department of Justice (DOJ)	Office of Justice Programs (OJP)

During the course of the pilot OIP collected metrics, provided guidance, and answered questions from the participating agencies. OIP also solicited feedback from the public during the pilot. All of this information has been collected and incorporated into the assessment.

### Background on Proactive Disclosures:

On his first full day in office, President Obama directed the heads of all federal executive Departments and Agencies to administer the FOIA with a "clear presumption: In the face of doubt, openness prevails." The President called on agencies to utilize modern technology to inform citizens about what is known and done by their government.

The fundamental purpose of the FOIA is to inform citizens about "what their government is up to" through disclosure of agency records. The FOIA provides for such disclosure through three distinct, yet complementary, access provisions which are codified in subsections:

<b>Subsection</b>	<b>Description</b>
(a)(1)	Requires publication of certain information in the Federal Register
(a)(2)	Requires agencies to make certain other information available "for public inspection and copying," which is typically accomplished by posting the records on the agency's website
(a)(3)	Provides members of the public with the ability to submit requests to federal agencies for records that are of interest to them

While the most familiar access provision of the FOIA is contained in subsection (a)(3), the FOIA also has two proactive disclosure provisions, contained in subsections (a)(1) and (a)(2). These proactive disclosure provisions have long required agencies to make certain categories of non-exempt records available to the public without waiting for a formal request. Moreover, to the extent that requests are made, if the agency determines that they concern a matter of popular interest and so are likely to be the

subject of subsequent requests, agencies proactively post those FOIA-processed records online in accordance with the FOIA so that they are readily available to everyone.

### **"Release to One is Release to All":**

Beyond the legal requirements imposed by the FOIA itself to publish and post various types of records, President Obama in his [FOIA Memorandum](#) declared that the presumption of disclosure inherent in the FOIA means that agencies should take affirmative steps to make information public and should not wait for specific requests from the public. Likewise, the 2009 DOJ [FOIA Guidelines](#), directed agencies to "readily and systematically post information online in advance of any public request." When agencies make proactive disclosures they are enhancing transparency by ensuring that certain key information about the operations and activities of the government is readily and efficiently made available to all.

This pilot implemented a long standing FOIA maxim that "a release to one is a release to all." With the notable exception of first-party requests (where an individual seeks access to his or her own records), when agencies process records for release under the FOIA they do so without regard to the identity of the individual requester and instead process the records for *public* release. Indeed, once individual requesters receive the documents, they can distribute or share them, send them to the news media, or post them on the internet themselves. When a second requester asks for the same records the agency will release them as they were processed for release to the first requester.

Given all this, the concept of the pilot was straight forward – testing the feasibility of literally releasing FOIA-processed records not just to one requester, but to the public at large, by having the agency itself post them online. This pilot embraced both the President's and Attorney General's direction to "take affirmative steps to make information public." Functionally, the pilot did not change how the participating agencies processed requested records. The agencies received and processed requests like they always have. However, once the records were ready for release, the participating agencies took the necessary steps to prepare the documents for posting so that both the individual requester and the public would have access to them.

The concept of making FOIA-processed records available to all is not completely new. Some agencies, like the EPA for example, have been posting FOIA processed records for several years. Although the manner in which agencies process records to be posted is not altered by implementing this policy, the additional step of preparing records for posting on the internet adds several new challenges. Overcoming these challenges requires both an active and engaged leadership and the ability and willingness to collaborate across the agency.

The technical process of posting records is not usually a function performed by a FOIA office or FOIA personnel. In order to efficiently post documents in the way that this pilot envisions, each participating agency, (with the exception of EPA which had already done so), had to add new and varied work-flows to their FOIA processes. These

work-flows included: coordinating with IT and Web-team personnel, working with public affairs personnel, and perhaps most significantly, preparing documents to be compliant with Section 508 of the Rehabilitation Act, which requires that posted electronic documents be accessible to those with disabilities.

### **A Note on Section 508 Compliance:**

As OIP has engaged with agencies over the past several years on the topic of proactive disclosures, the impediment most frequently identified as hindering more aggressive posting of records is the time and resources necessary to prepare documents for posting to ensure that they are in compliance with Section 508 of the Rehabilitation Act. While FOIA offices support the goal of Section 508 and appreciate the importance of ensuring that people with disabilities have ready access to posted material, for some FOIA Offices the requirements of ensuring compliance with Section 508 before posting serves as a disincentive to increased voluntary posting of materials. As a consequence, one of the critical factors this pilot explored was how the pilot participants handled Section 508 compliance.<sup>1</sup>

### **Exclusion of First-Party Requests:**

First-party requests, i.e., requests submitted by or on behalf of individuals asking for their own records were not included in this pilot. Such records are not generally released to anyone other than the requester because to do so would invade the requester's privacy. To the extent any such records are also covered by the Privacy Act of 1974, that statute generally prohibits public disclosure of an individual's records to someone else. As a result, those records that are responsive to first-party requests are not appropriate for posting and were excluded from the pilot.

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<sup>1</sup> The technical requirements set forth in Section 508 are complex and detailed, but essentially require that individuals with disabilities have access to and use of information and data that is comparable to the access available to others, unless certain exceptions apply. An accessible information technology system is one that can be operated in a variety of ways and does not rely on a single sense or ability of the user. For example, a system that provides output only in visual format may not be accessible to people with visual impairments. Agency websites are made accessible by, for example, adding words to represent any non-text elements, ensuring that when information is conveyed by color it is also available without color, and identifying row and column headers for data tables, among other requirements. While each agency is responsible for ensuring its own compliance with Section 508, there are a few key agencies and offices that are responsible for standards, guidance, policy, and training. The U.S. Access Board develops and maintains accessibility requirements and provides technical assistance and training on the standards. GSA has been charged with the task of educating federal employees and building the infrastructure necessary to support Section 508 implementation. They operate <http://www.section508.gov/> which serves as a resource for the both federal agencies and the public. Section 508 also requires the Department of Justice to report to the Congress and the President on the federal government's progress in complying with Section 508. The Department issued a report in September 2012. [http://www.ada.gov/508/508\\_Report.htm](http://www.ada.gov/508/508_Report.htm)

## Challenges to Participation:

The Department of Homeland Security (DHS) readily volunteered to participate in this pilot and set up designated webpages to host its anticipated FOIA releases. Unfortunately, after going through key leadership changes in their FOIA office, DHS was unable to complete its participation. DHS determined that it needed to divert resources to significantly shore up the FOIA operations of one of their largest components. DHS also made a concentrated effort to reduce its backlog of FOIA requests and made that backlog reduction focus its top priority. Notably, DHS receives the largest number of FOIA requests in the entire federal government and through its efforts it did achieve significant backlog reduction last fiscal year, decreasing its backlog by 68,106 requests. During the period in which DHS was able to participate, it posted 21 distinct documents totaling 767 pages. Although DHS's participation was not as robust as was originally intended, their participation still informed this assessment. For example, although it may be possible for an agency to adopt a general practice of posting FOIA-processed records, there may be a lag-time between the release of information to the individual requester and the public posting due to resource constraints. In fact, as was the case with DHS, there may even be periods during which the posting of documents may need to be suspended, to focus on other competing priorities.

The Millennium Challenge Corporation (MCC) also readily volunteered and hoped to participate fully in the pilot. Over the course of the six month pilot, however, it did not have occasion to post a FOIA processed record. MCC receives a small volume of FOIA requests each year<sup>2</sup> and its experience highlights that some agencies might go significant periods of time without having anything to post, either because there were no releases of information, or the records that were processed were not appropriate for posting, such as first-party requests.

## Department of Defense – Case Study:

Each agency that participated in the pilot brought their own unique characteristics to the effort. Some receive an incredibly large number of requests, others very few. Some have a significant portion of their records created before the digital age and other agencies have most of their records born electronically. Each agency has different sensitivities contained within their records and they all have unique and tailored work-flows. DOD's participation in the pilot, by eight distinct components, provides the most data and the clearest illustration of the impacts of posting FOIA releases online. What follows is a case study of DOD's participation in the pilot augmented by data and examples from the other participating agencies.

## Pilot Metrics Overview:

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<sup>2</sup> In Fiscal Year 2015 MCC received 18 FOIA requests.



## Ramping Up:

Before any participating agency posted a FOIA-processed record, or captured a metric, they participated in a series of meetings about the pilot. These meetings were intended to get each agency ready to participate, as well as to address the likely challenges they would face. Each agency was also encouraged to have their own internal meetings regarding collaboration, work-flow alterations, and metrics capturing.

All of the participating agencies were then asked to submit a series of initial metrics prior to the start of the pilot. The first two metrics were related to "ramping up" to participate in the pilot. Specifically, the participating agencies were asked to provide any costs<sup>3</sup> incurred or hours expended getting ready to post their FOIA processed records online. Each of the participants reported expending the following number of hours to get ready to participate in the pilot<sup>4</sup>:

<b>Agency</b>	<b>Time Spent "Ramping up" (aprox. in hours)</b>
NARA	27
OJP	32
ODNI	2
MCC	2
DOD	40

OIP also asked for metrics regarding the volume of material posted and the number of visits to agencies' FOIA Libraries prior to the start of the pilot. These metrics gave each agency a baseline by which to compare with the numbers collected during the pilot. The initial metrics captured by the participants were:

- Number of pages posted to the participating agency's FOIA library in the month prior to starting the pilot (July 2015)
- Number of visits to that FOIA library in the month prior to starting the pilot (July 2015)
- Number of incoming requests by month during the preceding fiscal year (August 2014 – January 2015)

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<sup>3</sup> None of the participants reported any costs associated with ramping up.

<sup>4</sup> DHS did not collect this data and for EPA this metric was not relevant as it was already posting FOIA releases prior to the start of the pilot.

Table – A: DOD's Initial Metrics

Component	Number of Pages posted to Website for July 2015	Number of Page Visits for Reading Room July 2015	Number of Incoming Requests by Month						Ramping up Costs	
			Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	(\$)	(hrs)
<b>Air Force</b>	3628	409	584	583	680	768	441	383	\$0.00	2
<b>DeCA</b>	97	73	23	8	10	13	12	10	\$0.00	2
<b>DFAS</b>	0	23	19	19	16	12	13	16	\$0.00	8.5
<b>DIA</b>	191	549	37	18	49	30	36	28	\$0.00	7.5
<b>NGB</b>	0	8	5	12	11	7	6	10	\$0.00	2
<b>NORTHCOM</b>	12	4020	14	3	11	2	5	6	\$0.00	3
<b>OSD/JS</b>	2425	10162	149	226	240	143	140	150	\$0.00	6.5
<b>SOUTHCOM</b>	0	164	4	3	18	4	6	3	\$0.00	9
<b>Total</b>	<b>6353</b>	<b>15408</b>	<b>835</b>	<b>872</b>	<b>1035</b>	<b>979</b>	<b>659</b>	<b>606</b>	<b>\$0.00</b>	<b>40.5</b>
								<b>Total incoming Requests Aug '14-Jan '15:</b>		<b>4986</b>



## General Metrics:

As previously mentioned, the pilot sought to answer many important questions including: cost associated with such a policy, effect on staff time required to process requests, effect on interactions with government and outside stakeholders, and the justifications for exceptions to such a policy.

In order to measure, track, and assess the answers to these questions, the participating agencies captured metrics to correspond with the following questions:

- **Time Divergence:** How much time did both FOIA and non-FOIA employees spend each month implementing this policy?
- **FOIA Demand:** How many FOIA requests did the participating agency receive each month during the course of the pilot?
- **Other Considerations:**
  - **Impact on Outside Entities:** Did the participating agencies' program offices identify any impact on or experience any difficulty working with outside entities because of the agency's participation in the pilot (e.g. grant applicants, contract bidders, journalists)?
  - **Exceptions to Posting:** With the exception of first-party requests, which are already excluded from the pilot, were there any times when the participating agency determined it was not appropriate to post records that were released? If so, what was the reason for that decision?
- **Web Metrics:**
  - **Posted FOIA Released Records:** How many pages or individual postings did the participating agency make during each month of the pilot?
  - **Number of Visitors:** How many "clicks" or "visits" did the participating agency have to its FOIA Library during each month of the pilot?

## Time Divergence:

The first category of metrics can be referred to as "time divergence." Time divergence measures the amount of time that both FOIA and non-FOIA professionals spent implementing this policy. This does not include time spent to actually process FOIA requests. Rather time divergence reflects only the additional time spent to post the records after they have been processed. There are various tasks associated with time divergence, including: scanning paper records, making the text of records machine readable (OCR-ing), other 508 compliance tasks, actually posting the records (uploading, attaching, etc), and the time and effort to coordinate those tasks. Perhaps the most important and telling metric captured over the course of the whole pilot was whether or not each participating agency had their FOIA professionals take on those posting tasks (internal) or whether those tasks were assigned to another non-FOIA office (external).

DOD's participating components can be described as having a combination of internal and external posting processes. For example, the U.S. Air Force uses a commercial case management system that "automatically" OCR's and posts documents into a repository. This process does not require FOIA or non-FOIA professionals to spend any additional time posting FOIA processed records. Two other participating pilot agencies used similar technology during the pilot (EPA and NARA). This "automated" process is the least burdensome in terms of time divergence for posting records. This process does have some drawbacks however. The costs associated with obtaining and using this type of technology might be prohibitive to some agencies.

If the example above is a "first-tier" process, then the "second-tier" process is used by both the Defense Commissary Agency and the Defense Finance & Accounting Services. In their process limited additional time is spent by FOIA personnel because the posting tasks were given to "web-team" or IT personnel to perform. The posting functions are not automated as in the first example, but rather done manually by employees outside of the FOIA office. ODNI and NARA<sup>5</sup> also employed this approach while participating in the pilot. The benefits to this approach are clear. The FOIA personnel continue to focus on their FOIA responsibilities and the bulk of the posting duties are assigned elsewhere. There are some challenges with this approach as well. For example, this arrangement likely involves two different offices/components, which requires management approval and coordination. Another potential challenge is the bandwidth of the non-FOIA personnel to accommodate the additional workload of posting, particularly if this policy is scaled up.

Lastly, the "third-tier" process was employed by the Defense Intelligence Agency, National Guard Bureau, Northern Command, Office of the Secretary/Joint Chiefs, and Southern Command. These components employed an "internal" approach to posting records. This means that at least some of their FOIA personnel were involved in the post-processing phase of the pilot, whether that was 508 compliance or actually posting the records to the web-page. OJP could be appropriately categorized in both "tier-two" and "tier-three" because they did work with their IT staff, but retained some of the 508 responsibilities themselves. Of course this is the most time-intensive approach to posting from the perspective of the FOIA office. The burdens of this approach were significant to the FOIA offices encumbered by them. Shifting resources to posting records necessarily takes resources away from other competing priorities like processing additional FOIA requests and reducing backlogs.

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<sup>5</sup> NARA employed both a tier 1 and tier 2 approach during the course of the pilot.

Table – B: DOD's Time Divergence Metrics for August 2015

Component	Week/Month	Employee - FOIA or Non FOIA	Employee - Type	Task	Time Spent	Additional Requests that could have been processed in time spent. (estimate)	Factors for zero cost or time divergence from FOIA processing
<b>US Air Force</b>	Docs are placed in eFOIA PAL system which automatically OCRs and posts the documents. No extra time is spent post initial FOIA processing.						
<b>Defense Commissary Agency (DeCA)</b>	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
<b>Defense Finance &amp; Accounting Services</b>	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
<b>Defense Intelligence Agency</b>	Monthly	FOIA	GIS	Review - OCR – Transfer	23hrs		
<b>National Guard Bureau</b>	Weekly	FOIA	GIS	OCR of documents and 508 compliance of documents. Post to reading room.	30 minutes	2 FOIA case taskings	1 additional admin employee.
<b>US Northern Command</b>	1/Aug	FOIA	GIS	Meeting about pilot	1 hour	0.5	
	1/Aug	Non FOIA	Supervisor	Meeting about pilot	1 hour		
	1/Aug	Non FOIA	Web Team	Meeting about pilot	1 hour		
	1,2,3,4/Aug	FOIA	GIS	Pilot coordination emails	1 hour	0.5	
	2/Aug	FOIA	GIS	Meeting about pilot	30 minutes	0.25	
	2/Aug	Non FOIA	Web Team	Meeting about pilot	30 minutes		
	3/Aug	FOIA	GIS	Status of web metrics	1 hour	0.5	
	3/Aug	Non FOIA	Web Team	Status of web metrics	1 hour		
	4/Aug	FOIA	GIS	Making documents 508 compliant	8 hours	4	
	4/Aug	FOIA	GIS	OCR documents	3 hours	1.5	
	4/Aug	FOIA	GIS	Opening trouble tickets for website	1 hour	0.5	
	4/Aug	Non FOIA	IT personnel	Trouble tickets for website	1 hour		
	4/Aug	Non FOIA	PA	Meeting about pilot	30 minutes		
	4/Aug	FOIA	GIS	Meeting about pilot	30 minutes	0.25	
<b>Office of the Secretary of Defense/Joint Staff</b>	Monthly	FOIA	GIS	Posting	60 Hours	20-30	
<b>US Southern Command</b>	August	FOIA	CTR	Reading/Responding Emails	1 hour	5	
		FOIA	CTR	Prepping Stats	1 hour		
		FOIA	CTR	Reading/Responding Emails	1 hour		
		FOIA	CTR	Prepping Stats	1 hour		
		FOIA	GIS	Reading/Responding Emails	1 hour		

## FOIA Demand:

The second category of metrics captured by pilot agencies was FOIA demand. These metrics were intended to measure any fluctuation in requests received by a participating agency because of their participation in the pilot. Before looking at the metrics, there were two distinct scenarios considered. First, that requests received would decrease because the agency was posting more information, abating the need to file a FOIA request. Second, that requests received would increase because the agency's posting of more records proactively would increase interest in other records or information maintained by the agency. Capturing this metric was difficult because there are many other variables besides posting more information online that could account for an increase or decrease in requests received. Additionally, the scale and duration of the pilot necessarily limits broad extrapolations.

The pilot participants experienced the following changes in FOIA demand during the pilot<sup>6</sup>:

<b>Agency</b>	<b>Percentage increase or decrease in FOIA requests received during the pilot vs. the same time period during prior Fiscal Year</b>
NARA	+ 43%
OJP	+ 23%
ODNI	+ 18%
MCC <sup>7</sup>	- 40%
DOD	- 18%
EPA	- 8%

Given this wide variance in outcome we can draw no conclusion regarding whether routinely posting FOIA releases will increase or decrease incoming requests going forward.

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<sup>6</sup> DHS did not provide metrics on FOIA demand.

<sup>7</sup> MCC did not post any records during the pilot.

Table – C: DOD's FOIA Demand Comparison

<b>Monthly Comparison - Incoming Requests</b>						
<b>Component</b>	August 2014 / 2015	September 2014 / 2015	October 2014 / 2015	November 2014 / 2015	December 2014 / 2015	January 2015 / 2016
<b>Air Force</b>	584 / 487	583 / 459	680 / 424	768 / 388	441 / 388	383 / 438
<b>DeCA</b>	23 / 3	8 / 12	10 / 17	13 / 26	12 / 4	10 / 6
<b>DFAS</b>	19 / 11	19 / 18	16 / 18	12 / 16	13 / 16	16 / 16
<b>DIA</b>	37 / 106	18 / 41	49 / 60	30 / 80	36 / X	28 / 66
<b>NGB</b>	5 / 9	12 / 15	11 / 9	7 / 4	6 / 8	10 / 14
<b>NORTHCOM</b>	14 / 38	3 / 2	11 / 65	2 / 3	5 / 3	6 / 61
<b>OSD/JS</b>	149 / 184	226 / X	240 / 117	143 / 133	140 / 149	150 / 114
<b>SOUTHCOM</b>	4 / 20	3 / 12	18 / 9	4 / 7	6 / 3	3 / 9

## Web Metrics:

The third category of metrics that were captured over the course of the pilot can be loosely defined as "web metrics." The ultimate goal was to capture two distinct pieces of information: (1) the volume of records being posted as a result of the pilot, and (2) the number of visitors accessing this material at the participating agency's FOIA Library. One of the challenges to analyzing these metrics was the variance between the participating agencies in their capabilities to capture them. For example, some agencies were able to capture how many "documents" were posted, others were able to capture how many "pages" were posted. Similarly, some agencies were able capture how many "visitors" came to their websites, others were able to capture how many "clicks" they had on any particular document that was posted.

The pilot, which captured many different metrics and sought to answer several different questions, was ultimately an effort to post more information. The first of the web metrics captured just that, how much an agency posted while participating in the pilot. During the pilot the participants posted the following<sup>8</sup>:

<b>Agency</b>	<b>Total Number of Pages or Documents Posted</b>
NARA	1600 pages
OJP	700 pages
ODNI	17 distinct documents
DOD	44,000 pages
DHS <sup>9</sup>	767 pages

A few of the participants were able to compare numbers of postings in previous months with the numbers of postings during the pilot<sup>10</sup>:

- DOD posted 6353 pages in the month prior to the pilot and 13,186 during the first month of the pilot, an increase of almost 108%.
- NARA was able to provide an average number of pages posted per month before the pilot, which was 51 pages per month. During the pilot, NARA was able to post an average of 277 pages per month, which was an increase of nearly 443%.

The second sub-category of web metrics captured during the pilot was tracking visits or clicks on participating agencies FOIA libraries. Over the course of the pilot<sup>11</sup>:

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<sup>8</sup> MCC did not post any FOIA processed records during the pilot.

<sup>9</sup> DHS's total page count reflects one month of participation.

<sup>10</sup> Not all of the participants were able to capture their number of postings prior to the pilot.

<sup>11</sup> ODNI and EPA were unable to capture this information during the pilot.

- DOD received over 35,000 individual visitors to their various FOIA libraries.
- NARA had over 2500 "page views" over the course of the pilot.
- OJP had over 20,000 "users" come to their library (an individual user in this case can be counted more than once).<sup>12</sup>

The overall trends for the participating agencies were that their visitors stayed constant or they increased. Like FOIA Demand, it is difficult to assign any particular statistical significance to this metric given the relatively short duration of the pilot and the small sample of agencies participating. Further, other factors influence traffic to an agency's website. For example, the last week in August 2015, which corresponded to the first month of the pilot, was also the 10th anniversary of Hurricane Katrina. Some of the DOD components saw a significant increase in their FOIA Library visitors during that month, however, it is certainly possible, if not likely, that the increase was at least partially due to the interest in documents related to Hurricane Katrina's 10 year anniversary. For example during the month prior to the pilot, Air Force had 409 page visits to their reading room. During August 2015, the first month of the pilot, Air Force had 1498 visits.

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<sup>12</sup> OJP captured web metrics for 5 out of the 6 months of the pilot.



Table – D: DOD's Web Metrics

Component	# of Page visits (clicks)	Any other web metrics that may be helpful (X number of downloads, X number of clicks or search on specific documents or categories of documents)	# of Pages posted to the reading room.	# of times you posted documents (e.g.: each document or group of documents)
Air Force	1498		5384	28
DeCA	64		73	19
DFAS	30		12	5
DIA	283		600	2
NGB	10		77	2
NORTHCOM	292	<b>Reading Room</b> 217 visits <b>CONPLANS</b> 214 visits <b>FOIA Library</b> 199 visits <b>By Document FOIA Stats below</b>	0	0
OSD/JS	3147	9474 Pages 44,640 Hits 5834 Downloads	7040	3
SOUTHCOM	185	Individual Document Views (August): - <a href="http://www.southcom.mil/foia/documents/isn%20156-ar%2015-6-mr-adnan-farhanabd%20latif%20investigation.pdf">http://www.southcom.mil/foia/documents/isn 156 - ar 15-6 mr adnan farhanabd latif investigation.pdf</a> : 157 views - <a href="http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf">http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf</a> : 109 views - <a href="http://www.southcom.mil/foia/documents/foia%20release%20sc%2010-064%2010-074_southern%20command%20historical%20review%20index%20sept%201997-sept%202000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a> : 26 views - <a href="http://www.southcom.mil/foia/documents/foia%20release%20sc%2011-074_nondisclosure%20agreement%20guantanamo%20bay.pdf">http://www.southcom.mil/foia/documents/foia release sc 11-074_nondisclosure agreement guantanamo bay.pdf</a> : 20 views	0	0

## Other Considerations:

### Impact on Outside Entities:

There were several other important considerations OIP sought to capture over the course of the pilot that are not readily quantified by metrics. First, OIP sought to assess whether adopting a practice of proactively posting FOIA releases would have any impact on outside entities who interact with agencies such as journalists, grant applicants, or contract bidders. During the course of the pilot none of the participating agencies reported receiving any indication that their posting of FOIA-processed records was having an impact on the way outside entities or stakeholders were interacting with the agency.

As an additional mechanism to capture this type of feedback, OIP created a designated email inbox to receive comments from any member of the public. All of the substantive comments OIP received regarding the pilot came from the journalist community. In addition to the feedback OIP received directly, several journalists wrote about the pilot and voiced their potential concerns with the adoption of this policy.<sup>13</sup> The thrust of many of the journalists' concerns, although not always exactly the same, was an unease that posting the records requested by journalists without giving them any lead time with sole access to the records, could take away their "scoop" or "exclusive" story. Additionally, there were concerns that routine posting of FOIA-processed records would act as a disincentive for journalists to use the FOIA given that they often invest considerable time and resources into building a story and those efforts would be impacted by loss of the ability to be the first with access to the requested records. At the same time, there were others in the community of journalists who applauded the idea of agencies posting all FOIA responses.

### Exceptions:

Another important consideration OIP wanted to examine during the course of the pilot was whether agencies would find it appropriate to create some exceptions to the policy of posting FOIA-processed records. As previously discussed, from the beginning

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<sup>13</sup> <http://www.pogo.org/blog/2015/07/foia-release-one-to-all.html>;

[http://www.huffingtonpost.com/entry/with-release-to-one-release-to-all-us-pilots-new-freedom-of-information-policy\\_us\\_559f1661e4b05b1d0290135b](http://www.huffingtonpost.com/entry/with-release-to-one-release-to-all-us-pilots-new-freedom-of-information-policy_us_559f1661e4b05b1d0290135b);

<http://www.rcfp.org/browse-media-law-resources/news/federal-agencies-announce-limited-trial-release-one-release-all-foia>;

<https://www.washingtonpost.com/blogs/erik-wemple/wp/2015/07/10/foia-reform-a-bit-too-much-transparency-for-journalists/>;

[http://www.huffingtonpost.com/entry/journalists-foia-policy\\_us\\_55a422a6e4b0a47ac15d238e](http://www.huffingtonpost.com/entry/journalists-foia-policy_us_55a422a6e4b0a47ac15d238e);

of the pilot records responsive to all first-party requests were excluded from posting because of privacy concerns. During the course of the pilot the participants were asked to identify whether they encountered any other situations where they determined the records were not appropriate for posting. Interestingly, there were a few such examples where the participants reasonably determined that it was inappropriate to post particular FOIA-processed records. For example, NARA did not post a graphic video of an automobile accident. OJP determined it was not practical to post electronically fillable documents because there would have been a substantial level of effort required to get them compliant with Section 508. Each of these examples is important to the overall assessment of the pilot. They demonstrate that agencies need flexibility in implementing this policy.

### **Best Practices:**

Lastly, we asked the participating agencies to keep track of any best practices as they progressed through the pilot. The most important best practice identified was the need of the FOIA offices to create collaborative relationships with offices that have responsibility for posting information. For some participants the collaboration removed or reduced any additional resource strain caused by the policy as it shifted the posting burden from FOIA personnel to IT or Web-team personnel who are more suited to perform those tasks. At the same time, it is important to note that the resources those personnel spend on posting FOIA processed records also potentially takes them away from other duties and responsibilities. DOD thought that centralizing the posting process may be a key to expanding the pilot more broadly whereas NARA felt that the close relationship that existed at the component level between the FOIA office and the IT shop was a key to their success.

Some agencies reported that they had realized additional benefits from participating in the pilot. The clearest example is from ODNI, who reported that by virtue of the pilot they made improvements in their work-flows with other offices, such as their Offices of Public and Legislative affairs, and those new workflows allowed them to operate more efficiently. Participation in the pilot also led ODNI, and the other participants to be more cognizant of the type and volume of information their agencies were posting in general.

### **Participants' Future Plans:**

At the conclusion of the pilot, with six months of implementation completed, OIP asked each participant whether or not their agency or component planned to continue posting FOIA-processed records going forward. The participants responded as follows:

- EPA was already proactively posting FOIA releases prior to the commencement of the pilot and they will continue to do so afterwards.
- ODNI will continue to proactively post FOIA releases post pilot.
- MCC, while unable to post anything during the pilot, will continue to look for opportunities to do going forward. It should also be noted, that much of what MCC does, regardless of a FOIA request, gets posted to their website.

- NARA's Office of General Counsel will continue to proactively post FOIA releases going forward and is looking at ways to extend this policy further to other offices within NARA.
- DHS, while unable to complete their participation in this pilot, has advised that going forward they may be willing to participate in a future effort to proactively post FOIA releases.
- OJP, while willing to continue proactive posting of FOIA releases, advised that doing so would be more feasible if it could shift the burden of Section 508 compliance and automatic posting of selected portions of funded applications completely outside of their FOIA office.
- DOD's eight participating components varied in their future plans. Components that experience a lower volume of FOIA requests reported that they would be able to continue with the duties outlined in the pilot, however medium to larger offices such as DIA, SOUTHCOM, and OSD/JS reported that they had to shift significant resources in order to complete the duties added during the pilot. Staff reductions, and time divergence required for 508 compliance were major complications for possible future participation.

## Findings:

This pilot was an important step in assessing the feasibility of posting FOIA-released records online. Although the pilot was small in scale and some of the agencies were unable to participate in the way that they originally intended, the experiences of all the participants helps to answer many of the questions the pilot posed. Based on the metrics collected, input from stakeholders, and interviews and discussions with the pilot participants OIP is able to make the following findings as to the results of the pilot.

### Finding 1: Leadership

Leadership "buy-in" and support is essential to success. For example, at ODNI and Air Force, the leadership has already committed to and will continue to support a FOIA release posting policy. Conversely, when DHS lost key personnel and shifted their priorities elsewhere, they no longer continued with their participation in the pilot. Leadership support is also helpful to facilitate the type of collaboration and work-flow alterations that are often required to implement this policy. In particular, if an agency needs to establish or enhance the links between different parts of the agency, in particular between the FOIA office and the IT/Web Team office, or to prioritize resources devoted to posting records, leadership support becomes incredibly important.

### Finding 2: Plan to address Section 508 compliance

Each agency must have a plan to address Section 508 compliance. There are several aspects that must be considered: what office within the agency will be responsible for preparing documents for posting in compliance with Section 508; what is the volume of material that will need to be posted; and what tools will be used to do so. All three of these decisions will significantly impact the viability of expanding the

pilot more broadly across the government. The participating agencies that are able to continue with their postings receive smaller numbers of FOIA requests and have processes and technologies for posting that minimally impact the FOIA office. Conversely, the participating agencies with higher volumes of requests and with FOIA offices having more direct involvement in making records 508 compliant reported the most diversion of time and resources away from FOIA processing, which makes the prospect of continuing far more difficult.

All federal agencies subject to the FOIA were asked in their 2016 Chief FOIA Officer reports whether or not any of their FOIA professionals were involved with preparing documents to be posted in compliance with Section 508 of the Rehabilitation Act. Of the 100 agencies subject to the FOIA, 24 of them reported at least some involvement of their FOIA professionals in making sure documents are 508 compliant. The type and scope of involvement varied widely between agencies ranging from answering questions and acting as an intermediary for the Web or IT staff to full responsibility for 508 compliance. The time it takes to make a document compliant also varies widely by agencies. It is important to note that any scaling up of this pilot would certainly increase the amount of time spent by either FOIA or non-FOIA professionals.

Regardless of what type of approach an agency takes, internal to the FOIA office or external to the FOIA office, ensuring that there are dedicated resources and staff to accomplish the required tasks to make documents 508 compliant is undeniably an essential element to expand posting more broadly.

### **Finding 3: Exceptions and Flexibility**

There is a need to remain flexible in implementing this policy. In addition to excluding first-party requests, the pilot demonstrated that agencies will encounter other examples of records that are not necessarily appropriate for posting, such as the car accident video example provided by NARA. Additionally, there may be some records that are very difficult and time-consuming to make compliant with Section 508 and agencies will need flexibility to allocate their resources in such a way as to maximize return on their efforts.

### **Finding 4: FOIA demand**

It is likely that FOIA demand is independent from the implementation of this policy. The metrics collected during the pilot told us very little about whether or not there was an increase or decrease in FOIA demand as a result of participating in this pilot. There are many variables that can and do impact the number of FOIA requests received. Scaling this pilot up may cause an increase or decrease in the number of FOIA requests received that can be associated specifically to the implementation of a new policy, but that cannot be determined from this pilot.

### **Finding 5: Inherent value in Making Records Available to All**

While the metrics collected during the pilot did not reveal whether the postings resulted in greater numbers of people viewing the posted FOIA releases, there is an inherent value to making this information available to the public. If even one requester can find what he or she is looking for by reviewing the records already processed for release to someone else, that would be one less FOIA request that needs to be made and one less FOIA request that an agency needs to receive. While it may take time for more individuals to realize the advantages of ready access to FOIA releases, the fact that they are available to everyone in and of itself is important.

Additionally, there are some anecdotal parallels that can be drawn from previous open data initiatives. Initially, it was unclear what individuals would use open data, how much it would be used, and whether or not the investment to execute open data policies would be balanced by how many people used and benefited from it. As we know now, open data has become extremely important in the open government space and over time the demand and usage of that data has increased. It is a reasonable assumption that the same could be true in the FOIA context.

### **Finding 6: Outside stakeholder concerns**

With the exception of journalists, who, as discussed above themselves provided mixed feedback on the policy, the participating agencies encountered no other issues from stakeholders as a result of the pilot.

### **Finding 7: Additional Benefits**

During the course of the pilot, some of the participating agencies experienced additional benefits outside of those originally contemplated by the pilot. For example, the need to coordinate and collaborate with other offices improved or even created new working relationships that will be beneficial in other contexts. Altering work-flows also created various efficiencies for some agencies who participated.

Most of the participants also became more aware of how much and what gets posted at their agency and identified improvements for presenting that material on their website. For example, OJP is exploring development of a uniform disclaimer on the application template for grant awards, NARA is examining the format and layout of its current online FOIA Library, and DOD is looking into the feasibility of creating a DOD-wide FOIA Library.

### **Next Steps:**

Broad implementation of the “release to one/release to all” policy will require the active participation of a range of offices within each agency. Not only will the FOIA offices need to be engaged, but more significantly, the Web teams or IT offices who provide the technical assistance in preparing documents for posting will need to develop workflows and plans to accommodate the increased volume of postings that will occur as a result of implementation. Resources, both in terms of time and money, will need to be allocated as necessary. Given these

factors, the engagement of agency Chief FOIA Officers will be key to expanding the “release to one/release to all” policy more broadly across the government.

Chief FOIA Officers are senior level officials within the agencies who “have agency-wide responsibility for efficient and appropriate compliance with” the FOIA, including “recommend[ing] to the head of the agency such adjustments to agency practices, policies, personnel, and funding as may be necessary to improve” implementation of the law. 5 U.S.C. 552(k)(1) & (3). As a result of the FOIA Improvement Act of 2016, these Chief FOIA Officers will now form the core of a newly created FOIA Council, chaired by the Director of the Office of Information Policy (OIP) at the Department of Justice and the Director of the Office of Government Information Services at the National Archives and Records Administration. As the first item for consideration by the newly constituted FOIA Council, the Department of Justice will present the results of its “release to one/release to all” pilot and seek the assistance of the Council in determining the best way forward. For example, the Council could consider whether it is best to have the dates for implementation be staggered so that agencies could adopt the policy incrementally, on a rolling basis, to spread the resource burden. The Council can also consider whether it is advisable to build in a short delay before posting to accommodate the concerns raised by some journalists to this policy.

As an adjunct to these efforts, OIP will continue to engage with agencies on the implementation of this policy. OIP will also continue to ask agencies to include in their Chief FOIA Officer Reports details about their efforts regarding proactive disclosures in general and “release to one/release to all” efforts in particular. All agencies are encouraged to use the results of this pilot as a guide to implementation as the Chief Officers Council begins its work on implementing this policy more broadly.

## **Appendices:**

The remaining metrics for all other participating agencies are attached as an appendix to this assessment.



## BASELINE METRICS

Agency/Component	Number of Pages Posted Prior to the Pilot	Number of clicks of visits to the FOIA Library Prior to Pilot	FOIA Requests Received during Aug 2014-Jan 2015	Cost	Hours
NARA	Aug 2014-Jan 2015: Approx 51 pages per month	1,924 "clicks" per month, Aug 2014-Jan 2015: 7,773 unique pages viewed	145	\$0	FOIA: 21 hours, Non-FOIA: 6 hours
OJP	0	N/A	55	\$0	FOIA: 32.33 hours, Non-FOIA: Aprox 5 min
EPA	N/A	N/A	5409	\$0	N/A
MCC	0	Aug 2014-Jan 2015: 139 unique pages viewed	10	\$0	FOIA: 2 hours
DHS	Oct 2014-July 2015: Approx 250 pages per month	N/A	N/A	\$0	N/A
DNI	0	N/A	149	\$0	FOIA: 1 hour, Non-FOIA: 1 hour
Air Force	July 2015: 3628	July 2015: 409	3439	\$0	2
DeCA	July 2015: 97	July 2015: 73	76	\$0	2
DFAS	July 2015: 0	July 2015: 23	95	\$0	8.5
DIA	July 2015: 191	July 2015: 549	198	\$0	7.5
NGB	July 2015: 0	July 2015: 8	51	\$0	2
NORTHCOM	July 2015: 12	July 2015: 4020	41	\$0	3
OSD/JS	July 2015: 2425	July 2015: 10162	1048	\$0	6.5
SOUTHCOM	July 2015: 0	July 2015: 164	38	\$0	9

# ODNI PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (August)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
1	FOIA	Contractor	Scan/OCR	45 minutes
2	FOIA	Contractor	Scan/OCR	45 minutes
3	FOIA	Contractor	Scan/OCR	45 minutes
4	FOIA	Contractor	Scan/OCR	45 minutes

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **N/A**

- **FOIA Demand:**

- How many FOIA requests did you receive in August 2015? **28**

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of August (e.g. grant applicants, contract bidders, journalists)? **No impact at all.**
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

# ODNI PILOT METRICS

- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of August? **No**
  
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of August when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
**N/A**
  
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of August? **13**
  
  - How many postings of FOIA released records did your agency make during the month of August? **4**
  
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of August?
  
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).

# ODNI PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (September)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
1	FOIA	Contractor	Scan/OCR	45 minutes

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **N/A**

- **FOIA Demand:**

- How many FOIA requests did you receive in September 2015? **38**

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of September (e.g. grant applicants, contract bidders, journalists)? **No impact at all.**
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

# ODNI PILOT METRICS

- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of September? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of September when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
**N/A**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of September? **86**
  - How many postings of FOIA released records did your agency make during the month of September? **1**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of September?
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).

# ODNI PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (October)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
1	FOIA	Contractor	Scan/OCR	45 minutes

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **N/A**

- **FOIA Demand:**

- How many FOIA requests did you receive in October 2015? 29

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of October (e.g. grant applicants, contract bidders, journalists)? **No impact at all.**
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

# ODNI PILOT METRICS

- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of October? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of October when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
**N/A**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of October?
  - How many postings of FOIA released records did your agency make during the month of September? **1**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of October?
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).



# ODNI PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (November)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
1	FOIA	Contractor	Scan/OCR	45 minutes

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **N/A**

- **FOIA Demand:**

- How many FOIA requests did you receive in November 2015? **23**

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of November (e.g. grant applicants, contract bidders, journalists)? **No impact at all.**
- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

# ODNI PILOT METRICS

- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of November? **No**
  
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of September when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
**N/A**
  
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of November? **45**
  
  - How many postings of FOIA released records did your agency make during the month of November? **1**
  
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of November?
  
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).

# ODNI PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (December)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
1	FOIA	Contractor	Scan/OCR	45 minutes
2	FOIA	Contractor	Scan/OCR	45 minutes
3	FOIA	Contractor	Scan/OCR	45 minutes
4	FOIA	Contractor	Scan/OCR	45 minutes

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **N/A**

- **FOIA Demand:**

- How many FOIA requests did you receive in December 2015? 60

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of December (e.g. grant applicants, contract bidders, journalists)? **No impact at all.**
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

# ODNI PILOT METRICS

- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of December? **No**
  
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of December when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
**N/A**
  
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of December? **442**
  
  - How many postings of FOIA released records did your agency make during the month of December? **10**
  
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of December?
  
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).

# ODNI PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (January)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
1				
2				
3				
4				

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **N/A**

- **FOIA Demand:**

- How many FOIA requests did you receive in January 2016? 17

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of January (e.g. grant applicants, contract bidders, journalists)? **No impact at all.**
- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

# ODNI PILOT METRICS

- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of January? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of January when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
**N/A**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of January? **0**
  - How many postings of FOIA released records did your agency make during the month of January ?**0**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of January?
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).

# DOD PILOT METRICS - JANUARY

Pilot Numbers							
Time Divergence							
Component	Week/Month	Employee - FOIA or Non FOIA	Employee - Type	Task	Time Spent	Additional Requests that could have been processed in time spent. (estimate)	Factors for zero cost or time divergence from FOIA processing
Air Force							
US Air Force	Docs are placed in eFOIA PAL system which automatically OCRs and posts the documents. No extra time is spent post initial FOIA processing.						
DeCA							
Defense Commissary Agency (DeCA)	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DFAS							
Defense Finance & Accounting Services	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DIA							
Defense Intelligence Agency	Monthly	FOIA	GIS	Review - OCR - Transfer	18hrs		
		FOIA	GIS	508 compliance	8hrs		
NGB							
National Guard Bureau	Weekly	FOIA	Action Officer	OCR of documets and 508 compliance of documents. Post to reading room.	30 minutes	2 FOIA case taskings	1 additional admin employee.
NORTHCOM							



## DOD PILOT METRICS - JANUARY

US Northern Command	Monthly	FOIA	GIS	Doc preparation	2 hours	1	
		Non FOIA	Web Team	Web page trouble shooting	2 hour		
<b>OSD/JS</b>							
Office of the Secretary of Defense/Joint Staff	Bi-Weekly	FOIA	Civilian	Posting	20 Hours	15	
<b>SOUTHCOM</b>							
US Southern Command	Monthly	FOIA	CTR	Reading/ Responding Emails	0.5		

### FOIA Demand

Monthly Comparison - Incoming Requests	August 2014 / 2015	September 2014 / 2015	October 2014 / 2015	November 2014 / 2015	December 2014 / 2015	January 2014 / 2015	# of Pages posted to the reading room.	# of times you posted documents (eg: each document or group of documents)
<b>Component</b>								
Air Force	584 / 487	583 / 459	680 / 424	768 / 388	441 / 388	<b>383 / 438</b>	<b>4035</b>	<b>23</b>
DeCA	23 / 3	8 / 12	10 / 17	13 / 26	12 / 4	<b>10 / 6</b>	<b>27</b>	<b>18</b>
DFAS	19 / 11	19 / 18	16 / 18	12 / 16	13 / 16	<b>16 / 16</b>	<b>0</b>	<b>0</b>
DIA	37 / 106	18 / 41	49 / 60	30 / 80	36 / X	<b>28 / 66</b>	<b>203</b>	<b>1</b>
NGB	5 / 9	12 / 15	11 / 9	7 / 4	6 / 8	<b>10 / 14</b>	<b>77</b>	<b>1</b>
NORTHCOM	14 / 38	3 / 2	11 / 65	2 / 3	5 / 3	<b>6 / 61</b>	<b>0</b>	<b>0</b>
OSD/JS	149 / 184	226 / X	240 / 117	143 / 133	140 / 149	<b>150 / 114</b>	<b>2250</b>	<b>2</b>
SOUTHCOM	4 / 20	3 / 12	18 / 9	4 / 7	6 / 3	<b>3 / 9</b>	<b>0</b>	<b>0</b>

### Web Traffic Stats

## DOD PILOT METRICS - JANUARY

Component	# of Page visits (clicks)	Any other web metrics that may be helpful (X number of downloads, X number of clicks or search on specific documents or categories of documents)
Air Force	1,648	
DeCA	103	
DFAS	47	
DIA		
NGB	13	
NORTHCOM	360	Reading Room: 262 visits CONPLANS: 272 visits FOIA Library: 252 visits and See By Document FOIA Stats
OSD/JS	3,311	12,972 Pages, 68,300 Hits, 6281 Downloads
SOUTHCOM	247	Individual Document Views (January):  <a href="http://www.southcom.mil/foia/documents/isn_156_-_ar_15-6_mr_adnan_farhan_abd_latif_investigation.pdf">http://www.southcom.mil/foia/documents/isn_156 - ar 15-6 mr adnan farhan abd latif investigation.pdf</a> - 136 views  <a href="http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf">http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf</a> - 103 views  <a href="http://www.southcom.mil/foia/documents/foia_release_sc_10-064;_10-074_southern_command_historical_review_index_sept_1997-sept_2000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a> - 33 views  <a href="http://www.southcom.mil/foia/documents/foia_release_sc_11-074_nondisclosure_agreement_guantanamo_bay.pdf">http://www.southcom.mil/foia/documents/foia release sc 11-074_nondisclosure agreement guantanamo bay.pdf</a> - 31 views
<b>Total</b>	5,729	

# DOD PILOT METRICS - JANUARY

Outside Impact	
Component	Did you experience any difficulty with outside entitites because of the pilot?
Air Force	N
DeCA	N
DFAS	N
DIA	N
NGB	N
NORTHCOM	N
OSD/JS	N
SOUTHCOM	N

Component	Did you experience an increase in "Reverse FOIA" lawsuits during the pilot?
Air Force	N
DeCA	N
DFAS	N
DIA	N
NGB	N
NORTHCOM	N
OSD/JS	N
SOUTHCOM	N

Component	Besides First-party requests, were there any requests you determined were not appropriate for posting to your reading room?
Air Force	N

## DOD PILOT METRICS - JANUARY

DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

### Best Practices

Component	What best practices did your agency develop while participating in the Pilot?
Air Force	N/A
DeCA	N/A
DFAS	N/A
DIA	N/A
NGB	N/A
NORTHCOM	N/A
OSD/JS	N/A
SOUTHCOM	N/A

Document Name	Visits	Trend	Page views	Avg Time	% Exit	Path
FY15 FOIA Log 07172015.pdf	93	Up	186	6.53	3.76	FY15 FOIA Log 07172015.pdf
FOIA Status as of 24 Sep 14.pdf	92	Up	97	5.17	3.09	FOIA/FOIA Status as of 24 Sep 14.pdf
Wikileaks Report.pdf	89	Up	606	4.98	1.49	FOIA/Wikileaks Report.pdf
FY16 FOIA Log 20151019.pdf	89	Up	91	12.4	1.1	FY16 FOIA Log 20151019.pdf
CONPLAN 3505-08 Redacted.pdf	87	Up	6657	1.57	0.41	Clips/CONPLAN 3505-08 Redacted.pdf
Russia LRA Intercept 07042015.pdf	87	Up	91	3.93	5.49	Russia LRA Intercept 07042015.pdf
FOIA Log 2015 20151009.pdf	84	Up	86	17.67	2.33	FOIA Log 2015 20151009.pdf
FY13 FOIA log.pdf	83	Up	84	3.53	3.57	FOIA/FY13 FOIA log.pdf
FY14 FOIA Log.pdf	81	Up	82	7.32	0	FOIA/FY14 FOIA Log.pdf
FY14 FOIA Log (Oct 2013 - Apr 2014).pdf	80	Up	81	23.14	0	FY14 FOIA Log (Oct 2013 - Apr 2014).pdf
2009-2011 Special Event Assessments - Space Shuttle Launch.pdf	79	Up	80	9.79	2.5	FOIA/2009-2011 Special Event Assessments - Space Shuttle Launch.pdf
2012 FOIA Logs.pdf	79	Up	80	7.41	0	FOIA/2012 FOIA Logs.pdf
2009 US Presidential Inauguration Special Event Assessment.pdf	77	Up	78	38.92	2.56	FOIA/2009 US Presidential Inauguration Special Event Assessment.pdf
TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf	77	Up	107	24.04	8.41	FOIA/Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf
Intelligence Directorate Organization Chart.pdf	77	Same	80	10.53	1.25	FOIA/Intelligence Directorate Organization Chart.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf	76	Up	133	22.23	0.75	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf	76	Down	77	20.83	9.09	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf
Intelligence Directorate Publications.pdf	76	Down	77	5.92	0	FOIA/Intelligence Directorate Publications.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf	75	Same	76	43.59	1.32	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf	75	Down	77	41.59	2.6	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf	75	Down	76	51.3	3.95	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf	75	Up	77	39.49	3.9	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf	74	Up	76	24.77	6.58	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf
NC Timeline of Hurricane Katrina 1 of 2.pdf	73	Up	91	48.16	17.58	FOIA/Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 1 of 2.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf	73	Up	74	25.78	6.76	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf
TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf	72	Up	73	33.34	8.22	FOIA/Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf	70	Up	72	34.81	4.17	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf	70	Down	72	36.51	4.17	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf
LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf	69	Same	70	21.31	7.14	FOIA/Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf	69	Up	74	40.13	4.05	FOIA/Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf	68	Up	69	26.03	5.8	FOIA/Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf
NC EXORD - Hurricane Katrina 11 of 12.pdf	67	Up	100	17.08	10	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 11 of 12.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf	67	Down	68	22.01	1.47	FOIA/Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf
TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf	67	Down	68	14.9	1.47	FOIA/Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf	67	Down	70	47.93	1.43	FOIA/Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf
LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf	65	Up	66	31.95	6.06	FOIA/Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf	65	Down	67	45.97	4.48	FOIA/Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf
DSCA_pages C_21_1 and 2.pdf	64	Up	102	6.62	1.96	FOIA/DSCA_pages C_21_1 and 2.pdf
NC EXORD - Hurricane Katrina 10 of 12.pdf	63	Up	67	34.13	7.46	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 10 of 12.pdf
NC EXORD - Hurricane Katrina 2 of 12.pdf	63	Up	68	52.42	5.88	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 2 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf	62	Down	63	26.16	1.59	FOIA/Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf
LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf	62	Down	64	43.56	4.69	FOIA/Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf
LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf	61	Down	62	29.85	3.23	FOIA/Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf
NC EXORD - Hurricane Katrina 4 of 12.pdf	60	Up	65	42.02	3.08	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 4 of 12.pdf
NC EXORDS - Hurricane Katrina 1 of 12.pdf	60	Down	62	51.57	1.61	FOIA/Hurricane Katrina/NC EXORDS/NC EXORDS - Hurricane Katrina 1 of 12.pdf
USNORTHCOM OPS Daily Updates 1 of 6.pdf	60	Up	81	13.25	7.41	FOIA/Hurricane Katrina/USNORTHCOM OPs Daily Updates/USNORTHCOM OPS Daily Updates 1 of 6.pdf
NC EXORD - Hurricane Katrina 7 of 12.pdf	59	Same	61	28.4	4.92	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 7 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf	58	Down	59	21.15	0	FOIA/Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf
NC EXORD - Hurricane Katrina 3 of 12.pdf	58	Down	59	37.53	0	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 3 of 12.pdf
USNORTHCOM OPS Daily Updates 4 of 6.pdf	58	Up	61	13.98	9.84	FOIA/Hurricane Katrina/USNORTHCOM OPs Daily Updates/USNORTHCOM OPS Daily Updates 4 of 6.pdf
NC EXORD - Hurricane Katrina 5 of 12.pdf	57	Down	59	46.26	1.69	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 5 of 12.pdf
NC EXORD - Hurricane Katrina 9 of 12.pdf	57	Down	59	34.6	1.69	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 9 of 12.pdf
NC EXORD - Hurricane Katrina 6 of 12.pdf	56	Down	58	42.46	1.72	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 6 of 12.pdf
NC EXORD - Hurricane Katrina 8 of 12.pdf	56	Down	58	31.07	1.72	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 8 of 12.pdf
NC Timeline of Hurricane Katrina 2 of 2.pdf	56	Same	60	38	8.33	FOIA/Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 2 of 2.pdf
USNORTHCOM OPS Daily Updates 3 of 6.pdf	56	Up	62	16.75	8.06	FOIA/Hurricane Katrina/USNORTHCOM OPs Daily Updates/USNORTHCOM OPS Daily Updates 3 of 6.pdf
USNORTHCOM OPS Daily Updates 2 of 6.pdf	55	Up	58	33.84	3.45	FOIA/Hurricane Katrina/USNORTHCOM OPs Daily Updates/USNORTHCOM OPS Daily Updates 2 of 6.pdf
USNORTHCOM OPS Daily Updates 5 of 6.pdf	53	Same	55	22.77	3.64	FOIA/Hurricane Katrina/USNORTHCOM OPs Daily Updates/USNORTHCOM OPS Daily Updates 5 of 6.pdf
USNORTHCOM OPS Daily Updates 6 of 6.pdf	53	Down	56	30.31	1.79	FOIA/Hurricane Katrina/USNORTHCOM OPs Daily Updates/USNORTHCOM OPS Daily Updates 6 of 6.pdf
NC EXORD - Hurricane Katrina 12 of 12.pdf	52	Down	54	39.24	0	FOIA/Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 12 of 12.pdf

# DOD PILOT METRICS - DECEMBER

Pilot Numbers							
Time Divergence							
Component	Week/Month	Employee - FOIA or Non FOIA	Employee - Type	Task	Time Spent	Additional Requests that could have been processed in time spent. (estimate)	Factors for zero cost or time divergence from FOIA processing
Air Force							
US Air Force	Docs are placed in eFOIA PAL system which automatically OCRs and posts the documents. No extra time is spent post initial FOIA processing.						
DeCA							
Defense Commissary Agency (DeCA)	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DFAS							
Defense Finance & Accounting Services	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DIA							
Defense Intelligence Agency	Monthly	FOIA	GIS	Review - OCR - Transfer	18hrs		
		FOIA	GIS	508 compliance	8hrs		
NGB							
National Guard Bureau	Weekly	FOIA	Action Officer	OCR of documets and 508 compliance of documents. Post to reading room.	30 minutes	2 FOIA case taskings	1 additional admin employee.
NORTHCOM							
US Northern Command	Monthly	FOIA	GIS	Doc preparation	2 hours	1	
		Non FOIA	Web Team	Web page trouble shooting	2 hour		
OSD/JS							
Office of the Secretary of Defense/Joint Staff	Bi-Weekly	FOIA	Civilian	Posting	20 Hours	15	

## DOD PILOT METRICS - DECEMBER

<b>SOUTHCOM</b>							
US Southern Command	Monthly	FOIA	CTR	Reading/ Responding Emails	0.5		

FOIA Demand								
Monthly Comparison - Incoming Requests	August 2014 / 2015	September 2014 / 2015	October 2014 / 2015	November 2014 / 2015	December 2014 / 2015	January 2014 / 2015	# of Pages posted to the reading room.	# of times you posted documents (eg: each document or group of documents)
Component								
Air Force	584 / 487	583 / 459	680 / 424	768 / 388	<b>441 / 388</b>	383 / X	<b>646</b>	<b>15</b>
DeCA	23 / 3	8 / 12	10 / 17	13 / 26	<b>12 / 4</b>	10 / X	<b>137</b>	<b>8</b>
DFAS	19 / 11	19 / 18	16 / 18	12 / 16	<b>13 / 16</b>	16 / X	<b>0</b>	<b>0</b>
DIA	37 / 106	18 / 41	49 / 60	30 / 80	<b>36 / 94</b>	28 / X	<b>302</b>	<b>86</b>
NGB	5 / 9	12 / 15	11 / 9	7 / 4	<b>6 / 8</b>	10 / X	<b>0</b>	<b>0</b>
NORTHCOM	14 / 38	3 / 2	11 / 65	2 / 3	<b>5 / 3</b>	6 / X	<b>0</b>	<b>0</b>
OSD/JS	149 / 184	226 / X	240 / 117	143 / 133	<b>140 / 149</b>	150 / X	<b>3759</b>	<b>2</b>
SOUTHCOM	4 / 20	3 / 12	18 / 9	4 / 7	<b>6 / 3</b>	3 / X	<b>0</b>	<b>0</b>

Web Traffic Stats		
Component	# of Page visits (clicks)	Any other web metrics that may be helpful (X number of downloads, X number of clicks or search on specific documents or categories of documents)
Air Force	1,539	

## DOD PILOT METRICS - DECEMBER

DeCA	123	
DFAS	18	
DIA		
NGB	1	
NORTHCOM	257	<b>Reading Room</b> 205 visits <b>CONPLANS</b> 205 visits <b>FOIA Library</b> 229 visits and <b>See By Document FOIA Stats</b>
OSD/JS	2,996	10,119 Pages, 67,463 Hits, 6277 Downloads
SOUTHCOM	122	Individual Document Views (November):  <a href="http://www.southcom.mil/foia/documents/isn_156_-_ar_15-6_mr_adnan_farhan_abd_latif_investigation.pdf">http://www.southcom.mil/foia/documents/isn_156 - ar 15-6 mr adnan farhan abd latif investigation.pdf</a> - 52 views  <a href="http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf">http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf</a> - 44 views  <a href="http://www.southcom.mil/foia/documents/foia_release_sc_10-064;_10-074_southern_command_historical_review_index_sept_1997-sept_2000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a> - 13 views  <a href="http://www.southcom.mil/foia/documents/foia_release_sc_11-074_nondisclosure_agreement_guantanamo_bay.pdf">http://www.southcom.mil/foia/documents/foia release sc 11-074_nondisclosure agreement guantanamo bay.pdf</a> - 14 views
<b>Total</b>		

Outside Impact	
Component	Did you experience any difficulty with outside entitites because of the pilot?
Air Force	N
DeCA	N
DFAS	N
DIA	N
NGB	N
NORTHCOM	N
OSD/JS	N



## DOD PILOT METRICS - DECEMBER

SOUTHCOM	N	
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Component	Did you experience an increase in "Reverse FOIA" lawsuits during the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Component	Besides First-party requests, were there any requests you determined were not appropriate for posting to your reading room?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

### Best Practices

Component	What best practices did your agency develop while participating in the Pilot?	
Air Force	N/A	

## DOD PILOT METRICS - DECEMBER

DeCA	N/A
DFAS	N/A
DIA	N/A
NGB	Re-design of our NGB FOIA Reading room to be more like the Air Force FOIA Reading room. Its still in progress but will completed soon.
NORTHCOM	N/A
OSD/JS	N/A
SOUTHCOM	N/A

# Profile Name: www.northcom.mil  
 # Date Range: 12/01/2015 - 12/31/2015

Content	Visits	Trend	Page views	Avg Time	% Exit	Path
Con Plan 3501-08 DSCA.pdf	121	Up	22672	0.7	0.21	Con Plan 3501-08 DSCA.pdf
FY16 FOIA Log 20151019.pdf	88	Same	92	3.73	6.52	FY16 FOIA Log 20151019.pdf
Russia LRA Intercept 07042015.pdf	85	Up	89	8.68	5.62	Russia LRA Intercept 07042015.pdf
FY15 FOIA Log 07172015.pdf	83	Up	87	37.27	2.3	FY15 FOIA Log 07172015.pdf
FY13 FOIA log.pdf	80	Up	88	2.31	2.27	FY13 FOIA log.pdf
Wikileaks Report.pdf	80	Up	87	32.67	3.45	Wikileaks Report.pdf
FOIA Status as of 24 Sep 14.pdf	79	Down	83	4.06	1.2	FOIA Status as of 24 Sep 14.pdf
FOIA Log 2015 20151009.pdf	78	Up	82	41.23	0	FOIA Log 2015 20151009.pdf
FY14 FOIA Log.pdf	78	Up	82	9.02	1.22	FY14 FOIA Log.pdf
Intelligence Directorate Publications.pdf	78	Up	82	3.21	2.44	Intelligence Directorate Publications.pdf
FY14 FOIA Log (Oct 2013 - Apr 2014).pdf	78	Up	82	17.15	1.22	FY14 FOIA Log (Oct 2013 - Apr 2014).pdf
CONPLAN 3505-08 Redacted.pdf	77	Down	2562	3	0.78	CONPLAN 3505-08 Redacted.pdf
2012 FOIA Logs.pdf	77	Up	81	8.6	0	2012 FOIA Logs.pdf
Intelligence Directorate Organization Chart.pdf	77	Up	81	3.73	0	Intelligence Directorate Organization Chart.pdf
2009 US Presidential Inauguration Special Event Assessment.pdf	76	Up	80	39.85	1.25	2009 US Presidential Inauguration Special Event Assessment.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf	76	Up	80	48.83	5	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf	76	Up	80	38.91	5	Hurricane Katrina/Relief Support SITREPS/
2009-2011 Special Event Assessments - Space Shuttle Launch.pdf	75	Up	79	9.44	0	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf	75	Up	79	39.79	1.27	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf	74	Up	78	47.15	0	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf	72	Up	76	27.45	2.63	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf	71	Up	75	41.16	0	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf	71	Up	75	21.91	1.33	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf	71	Up	75	35.85	4	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf	70	Up	74	36.86	0	Hurricane Katrina/Relief Support SITREPS/
TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf	70	Up	73	20.16	4.11	Hurricane Katrina/TF Katrina SITREPS/
TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf	70	Up	73	32.39	4.11	Hurricane Katrina/TF Katrina SITREPS/
TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf	70	Up	73	40.27	4.11	Hurricane Katrina/TF Katrina SITREPS/
LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf	69	Up	72	30.84	4.17	Hurricane Katrina/LA DCO SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf	69	Up	73	39.05	0	Hurricane Katrina/Relief Support SITREPS/
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf	69	Up	72	25.79	0	Hurricane Katrina/Relief Support SITREPS/
TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf	68	Up	71	26.58	0	Hurricane Katrina/TF Katrina SITREPS/
TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf	68	Up	72	38.54	4.17	Hurricane Katrina/TF Katrina SITREPS/
NC Timeline of Hurricane Katrina 1 of 2.pdf	66	Up	73	37.79	13.7	Hurricane Katrina/NC Timeline of Hurricane Katrina/
TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf	66	Up	68	49.96	0	Hurricane Katrina/TF Katrina SITREPS/
TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf	66	Up	68	26.56	2.94	Hurricane Katrina/TF Katrina SITREPS/
LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf	65	Up	67	26.97	1.49	Hurricane Katrina/LA DCO SITREPS/
LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf	64	Up	66	44.77	1.52	Hurricane Katrina/LA DCO SITREPS/
LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf	64	Up	66	36.09	0	Hurricane Katrina/LA DCO SITREPS/
LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf	64	Up	66	26.56	4.55	Hurricane Katrina/LA DCO SITREPS/
LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf	63	Up	65	33.18	0	Hurricane Katrina/LA DCO SITREPS/
NC EXORDs - Hurricane Katrina 1 of 12.pdf	63	Up	65	52.69	4.62	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 10 of 12.pdf	61	Up	114	18.78	1.75	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 2 of 12.pdf	61	Up	63	58.25	3.17	Hurricane Katrina/NC EXORDS/
DSCA_pages_C_21_1 and 2.pdf	59	Up	75	5.79	5.33	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 3 of 12.pdf	59	Up	61	41	3.28	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 7 of 12.pdf	59	Up	61	28.37	1.64	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 9 of 12.pdf	59	Up	109	18.33	3.67	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 11 of 12.pdf	58	Up	60	33.68	1.67	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 4 of 12.pdf	58	Up	60	49.45	3.33	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 5 of 12.pdf	58	Up	60	49.29	1.67	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 6 of 12.pdf	57	Up	59	46.22	0	Hurricane Katrina/NC EXORDS/
NC EXORD - Hurricane Katrina 8 of 12.pdf	57	Up	59	37.83	1.69	Hurricane Katrina/NC EXORDS/
USNORTHCOM OPS Daily Updates 1 of 6.pdf	57	Up	60	22.18	5	Hurricane Katrina/USNORTHCOM OPs Daily Updates/
USNORTHCOM OPS Daily Updates 6 of 6.pdf	57	Up	60	27.27	6.67	Hurricane Katrina/USNORTHCOM OPs Daily Updates/
NC Timeline of Hurricane Katrina 2 of 2.pdf	56	Up	60	43.59	3.33	Hurricane Katrina/NC Timeline of Hurricane Katrina/
USNORTHCOM OPS Daily Updates 4 of 6.pdf	55	Up	58	14.29	5.17	Hurricane Katrina/USNORTHCOM OPs Daily Updates/
NC EXORD - Hurricane Katrina 12 of 12.pdf	54	Up	56	45.39	0	Hurricane Katrina/NC EXORDS/
USNORTHCOM OPS Daily Updates 2 of 6.pdf	54	Up	56	17.58	1.79	Hurricane Katrina/USNORTHCOM OPs Daily Updates/
USNORTHCOM OPS Daily Updates 3 of 6.pdf	53	Up	57	24.36	1.75	Hurricane Katrina/USNORTHCOM OPs Daily Updates/
USNORTHCOM OPS Daily Updates 5 of 6.pdf	53	Up	55	24.41	1.82	Hurricane Katrina/USNORTHCOM OPs Daily Updates/

## DOD PILOT METRICS - NOVEMBER

Pilot Numbers	Time Divergence						
Component	Week/Month	Employee - FOIA or Non FOIA	Employee - Type	Task	Time Spent	that could have been processed in time spent. (estimate)	Factors for zero cost or time divergence from FOIA processing
Air Force							
US Air Force	Docs are placed in eFOIA PAL system which automatically OCRs and posts the documents. No extra time is spent post initial FOIA processing.						
DeCA							
Defense Commissary Agency (DeCA)	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DFAS							
Defense Finance & Accounting Services	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DIA							
Defense Intelligence Agency	Monthly	FOIA	GIS	Review - OCR - Transfer	18hrs		
		FOIA	GIS	508 compliance	8hrs		
NGB							
National Guard Bureau	Weekly	FOIA	Action Officer	OCR of documets and 508 compliance of documents. Post to reading room.	30 minutes	2 FOIA case taskings	1 additional admin employee.
NORTHCOM							
US Northern Command	Monthly	FOIA	GIS	Doc preparation	2 hours	1	
		Non FOIA	Web Team	Web page trouble shooting	2 hour		
OSD/JS							
Office of the Secretary of Defense/Joint Staff	Unable to post docs due to a software issue.						
SOUTHCOM							
US Southern Command	Monthly	FOIA	CTR	Reading/ Responding Emails	0.5		

## DOD PILOT METRICS - NOVEMBER

FOIA Demand								
Monthly Comparison - Incoming Requests	August 2014 / 2015	September 2014 / 2015	October 2014 / 2015	November 2014 / 2015	December 2014 / 2015	January 2014 / 2015	# of Pages posted to the reading room.	# of times you posted documents (eg: each document or group of documents)
Component								
Air Force	584 / 487	583 / 459	680 / 424	<b>768 / 388</b>	441 / X	383 / X	<b>637</b>	<b>5</b>
DeCA	23 / 3	8 / 12	10 / 17	<b>13 / 26</b>	12 / X	10 / X	<b>134</b>	<b>13</b>
DFAS	19 / 11	19 / 18	16 / 18	<b>12 / 16</b>	13 / X	16 / X	<b>12</b>	<b>1</b>
DIA	37 / 106	18 / 41	49 / 60	<b>30 / 80</b>	36 / X	28 / X	<b>260</b>	<b>1</b>
NGB	5 / 9	12 / 15	11 / 9	<b>7 / 4</b>	6 / X	10 / X	<b>24</b>	<b>2</b>
NORTHCOM	14 / 38	3 / 2	11 / 65	<b>2 / 3</b>	5 / X	6 / X	<b>0</b>	<b>0</b>
OSD/JS	149 / 184	226 / X	240 / 117	<b>143 / 133</b>	140 / X	150 / X	<b>0</b>	<b>0</b>
SOUTHCOM	4 / 20	3 / 12	18 / 9	<b>4 / 7</b>	6 / X	3 / X	<b>0</b>	<b>0</b>

Web Traffic Stats		
Component	# of Page visits (clicks)	Any other web metrics that may be helpful (X number of downloads, X number of clicks or search on specific documents or categories of documents)
Air Force	1,685	
DeCA	196	
DFAS	41	
DIA	N/A	
NGB	15	
NORTHCOM	377	Reading Room 300 visits CONPLANS 331 visits FOIA Library 295 visits and See By Document FOIA Stats

## DOD PILOT METRICS - NOVEMBER

<b>OSD/JS</b>	3376	11,691 Pages 61,341 Hits 6017 Downloads
<b>SOUTHCOM</b>	53	Individual Document Views (November):  <a href="http://www.southcom.mil/foia/documents/isn_156_-_ar_15-6_mr_adnan_farhan_abd_latif_investigation.pdf">http://www.southcom.mil/foia/documents/isn_156 - ar 15-6 mr adnan farhan abd latif investigation.pdf</a> - 10 views  <a href="http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf">http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf</a> - 5 views  <a href="http://www.southcom.mil/foia/documents/foia_release_sc_10-064;_10-074_southern_command_historical_review_index_sept_1997-sept_2000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a> - 2 views  <a href="http://www.southcom.mil/foia/documents/foia_release_sc_11-074_nondisclosure_agreement_guantanamo_bay.pdf">http://www.southcom.mil/foia/documents/foia release sc 11-074_nondisclosure agreement guantanamo bay.pdf</a> - 2 views
<b>Total</b>	5,743	

Outside Impact		
Component	Did you experience any difficulty with outside entitites because of the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Component	Did you experience an increase in "Reverse FOIA" lawsuits during the pilot?	
Air Force	N	
DeCA	N	

## DOD PILOT METRICS - NOVEMBER

DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Component	Besides First-party requests, were there any requests you determined were not appropriate for posting to your reading room?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

### Best Practices

Component	What best practices did your agency develop while participating in the Pilot?	
Air Force	N/A	
DeCA	N/A	
DFAS	N/A	
DIA	2 new dedicated employees are set to begin training for processing documents to ensure 508 compliance.	
NGB	N/A	
NORTHCOM	N/A	
OSD/JS		
SOUTHCOM	N/A	

# Profile Name: www.northcom.mil  
 # Date Range: 11/01/2015 - 11/30/2015

Content	Visits	Trend	Page		% Exit	Path
			views	Avg Time		
Con Plan 3501-08 DSCA.pdf	138	Up	22339	0.67	0.35	Con Plan 3501-08 DSCA.pdf
FY16 FOIA Log 20151019.pdf	88	Up	89	20.03	16.85	FY16 FOIA Log 20151019.pdf
CONPLAN 3505-08 Redacted.pdf	85	Up	6384	1.49	0.55	CONPLAN 3505-08 Redacted.pdf
FOIA Status as of 24 Sep 14.pdf	82	Up	85	7.41	5.88	FOIA Status as of 24 Sep 14.pdf
FY15 FOIA Log 07172015.pdf	82	Up	326	6.54	2.15	FY15 FOIA Log 07172015.pdf
FY13 FOIA log.pdf	74	Up	77	5.7	5.19	FY13 FOIA log.pdf
FOIA Log 2015 20151009.pdf	72	Up	392	8.07	1.02	FOIA Log 2015 20151009.pdf
FY14 FOIA Log.pdf	69	Up	69	13	1.45	FY14 FOIA Log.pdf
FY14 FOIA Log (Oct 2013 - Apr 2014).pdf	69	Up	211	8.42	0.47	FY14 FOIA Log (Oct 2013 - Apr 2014).pdf
2012 FOIA Logs.pdf	68	Up	68	26.69	4.41	2012 FOIA Logs.pdf
Wikileaks Report.pdf	65	Up	163	11.63	1.23	Wikileaks Report.pdf
DSCA ES Information paper 20140215.pdf	63	Up	63	51.43	22.22	DSCA ES Information paper 20140215.pdf
Intelligence Directorate Publications.pdf	62	Up	62	7.9	3.23	Intelligence Directorate Publications.pdf
2009-2011 Special Event Assessments - Space Shuttle Launch.pdf	61	Up	61	14.37	3.28	2009-2011 Special Event Assessments - Space Shuttle Launch.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf	61	Up	61	53.35	6.56	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf
Intelligence Directorate Organization Chart.pdf	61	Up	61	5.08	1.64	Intelligence Directorate Organization Chart.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf	60	Up	61	52.08	1.64	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf	59	Up	59	40.98	6.78	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf
2009 US Presidential Inauguration Special Event Assessment.pdf	58	Up	59	30.69	0	2009 US Presidential Inauguration Special Event Assessment.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf	58	Up	58	43.55	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf	55	Up	55	44	1.82	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf
TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf	55	Up	57	24.6	8.77	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf	54	Up	163	12.92	2.45	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf	54	Up	55	27.77	5.45	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf	53	Up	54	26	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf
NC EXORD - Hurricane Katrina 11 of 12.pdf	52	Up	58	57.26	13.79	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 11 of 12.pdf
NC Timeline of Hurricane Katrina 1 of 2.pdf	52	Up	278	17.44	2.88	Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 1 of 2.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf	52	Up	53	28.25	1.89	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf	52	Up	53	39.04	3.77	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf
LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf	51	Up	54	21.35	9.26	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf	51	Up	192	12.91	1.56	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf	51	Up	52	27.71	1.92	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf	51	Up	53	29.77	11.32	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf	50	Up	51	42.55	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf	50	Up	51	24.9	1.96	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf
DSCA_pages C_21_1 and 2.pdf	49	Down	89	8.47	3.37	DSCA_pages C_21_1 and 2.pdf
TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf	49	Up	51	42	3.92	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf
USNORTHCOM OPS Daily Updates 6 of 6.pdf	49	Up	50	49.35	14	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 6 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf	48	Up	49	40.88	2.04	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf
LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf	45	Down	47	38.04	4.26	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf
NC EXORD - Hurricane Katrina 10 of 12.pdf	45	Down	46	40.17	10.87	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 10 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf	44	Up	46	37.56	2.17	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf
LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf	43	Up	45	30.16	2.22	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf
LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf	43	Up	45	42.87	0	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf
NC EXORD - Hurricane Katrina 3 of 12.pdf	43	Up	44	48.46	6.82	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 3 of 12.pdf
NC EXORD - Hurricane Katrina 9 of 12.pdf	43	Up	44	33.63	6.82	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 9 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf	42	Same	44	37.2	6.82	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf
USNORTHCOM OPS Daily Updates 1 of 6.pdf	42	Down	44	22.24	2.82	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 1 of 6.pdf
NC EXORD - Hurricane Katrina 2 of 12.pdf	41	Down	44	67.28	2.27	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 2 of 12.pdf
NC EXORD - Hurricane Katrina 6 of 12.pdf	41	Down	42	46.78	4.76	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 6 of 12.pdf
NC EXORDS - Hurricane Katrina 1 of 12.pdf	40	Down	44	50.77	0	Hurricane Katrina/NC EXORDS/NC EXORDS - Hurricane Katrina 1 of 12.pdf
USNORTHCOM OPS Daily Updates 4 of 6.pdf	40	Down	69	12.61	4.35	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 4 of 6.pdf
USNORTHCOM OPS Daily Updates 5 of 6.pdf	40	Down	42	23.4	4.76	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 5 of 6.pdf
NC EXORD - Hurricane Katrina 12 of 12.pdf	39	Down	40	43.23	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 12 of 12.pdf
NC EXORD - Hurricane Katrina 4 of 12.pdf	39	Down	40	48.55	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 4 of 12.pdf
NC EXORD - Hurricane Katrina 7 of 12.pdf	39	Down	40	26.72	2.5	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 7 of 12.pdf
NC EXORD - Hurricane Katrina 8 of 12.pdf	39	Down	40	32.2	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 8 of 12.pdf
NC Timeline of Hurricane Katrina 2 of 2.pdf	39	Down	40	47.58	0	Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 2 of 2.pdf
USNORTHCOM OPS Daily Updates 3 of 6.pdf	39	Down	40	19.63	0	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 3 of 6.pdf
NC EXORD - Hurricane Katrina 5 of 12.pdf	38	Down	39	45.92	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 5 of 12.pdf
USNORTHCOM OPS Daily Updates 2 of 6.pdf	37	Down	38	17.03	0	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 2 of 6.pdf
DOD FOIA Regulation.pdf	2	Same	2	3	50	DOD FOIA Regulation.pdf



# DOD PILOT METRICS-OCTOBER

Pilot Numbers							
Time Divergence							
Component	Week/Month	Employee - FOIA or Non FOIA	Employee - Type	Task	Time Spent	Additional Requests that could have been processed in time spent. (estimate)	Factors for zero cost or time divergence from FOIA processing
Air Force							
US Air Force	Docs are placed in eFOIA PAL system which automatically OCRs and posts the documents. No extra time is spent post initial FOIA						
DeCA							
Defense Commissary Agency (DeCA)	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DFAS							
Defense Finance & Accounting Services	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DIA							
Defense Intelligence Agency	Monthly	FOIA	GIS	Review - OCR - Transfer	23hrs		
NGB							
National Guard Bureau	Weekly	FOIA	Action Officer	OCR of documets and 508 compliance of documents. Post to reading room.	30 minutes	2 FOIA case taskings	1 additional admin employee.
NORTHCOM							
US Northern Command	Monthly	FOIA	GIS	Doc preparation	2 hours	1	
		Non FOIA	Web Team	Web page trouble shooting	2 hour		
OSD/JS							
Office of the Secretary of Defense/Joint Staff	Monthly	FOIA	GIS	Posting	60 Hours	20-30	
SOUTHCOM							

# DOD PILOT METRICS-OCTOBER

US Southern Command	Monthly	FOIA	CTR	Reading/Responding Emails	0.5		
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FOIA Demand								
Monthly Comparison - Incoming Requests Component	August 2014 / 2015	September 2014 / 2015	October 2014 / 2015	November 2014 / 2015	December 2014 / 2015	January 2014 / 2015	# of Pages posted to the reading room.	# of times you posted documents (eg: each document or group of documents)
Air Force	584 / 487	583 / 459	<b>680 / 424</b>	768 / X	441 / X	383 / X	72	3
DeCA	23 / 3	8 / 12	<b>10 / 17</b>	13 / X	12 / X	10 / X	131	11
DFAS	19 / 11	19 / 18	<b>16 / 18</b>	12 / X	13 / X	16 / X	10	1
DIA	37 / 106	18 / 41	<b>49 / 60</b>	30 / X	36 / X	28 / X	0	0
NGB	5 / 9	12 / 15	<b>11 / 9</b>	7 / X	6 / X	10 / X	50	1
NORTHCOM	14 / 38	3 / 2	<b>11 / 65</b>	2 / X	5 / X	6 / X	31	4
OSD/JS	149 / 184	226 / X	<b>240 / 117</b>	143 / X	140 / X	150 / X	735	1
SOUTHCOM	4 / 20	3 / 12	<b>18 / 9</b>	4 / X	6 / X	3 / X	0	0

Web Traffic Stats		
Component	# of Page visits (clicks)	Any other web metrics that may be helpful (X number of downloads, X number of clicks or search on specific documents or categories of documents)

# DOD PILOT METRICS-OCTOBER

Air Force	1,852	
DeCA	263	
DFAS	37	
DIA	237	
NGB	28	
NORTHCOM	264	<p>Reading Room 141 visits</p> <p>CONPLANS 154 visits</p> <p>FOIA Library 128 visits</p> <p>See By Document FOIA Stats</p>
OSD/JS	3265	<p>Pages - 10,640</p> <p>Hits - 43,418</p>
SOUTHCOM	207	<p>Individual Document Views (October):</p> <p><a href="http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf">http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf</a>: 105 views</p> <p><a href="http://www.southcom.mil/foia/documents/isn 156 - ar 15-6 mr adnan farhanabd latif investigation.pdf">http://www.southcom.mil/foia/documents/isn 156 - ar 15-6 mr adnan farhanabd latif investigation.pdf</a>: 102 views</p> <p><a href="http://www.southcom.mil/foia/documents/foia release sc 11-074_nondisclosureagreement guantanamo bay.pdf">http://www.southcom.mil/foia/documents/foia release sc 11-074_nondisclosureagreement guantanamo bay.pdf</a>: 23 views</p> <p><a href="http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a>: 19 views</p>
<b>Total</b>	6,153	

**Outside Impact**

# DOD PILOT METRICS-OCTOBER

Component	Did you experience any difficulty with outside entitites because of the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Component	Did you experience an increase in "Reverse FOIA" lawsuits during the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Component	Besides First-party requests, were there any requests you determined were not appropriate for posting to your reading room?

# DOD PILOT METRICS-OCTOBER

Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Best Practices	
Component	What best practices did your agency develop while participating in the Pilot?
Air Force	N/A
DeCA	N/A
DFAS	N/A
DIA	2 new dedicated employees are set to begin training for processing documents to ensure 508 compliance.
NGB	N/A
NORTHCOM	N/A
OSD/JS	
SOUTHCOM	N/A

# Profile Name: www.northcom.mil  
 # Date Range: 10/01/2015 - 10/31/2015

Content	Visits	Trend	Page			Path
			Views	Avg Time	% Exit	
Con Plan 3501-08 DSCA.pdf	118	Up	6170	2.08	0.92	ConPlan3501-08DSCA.pdf
Wikileaks Report.pdf	60	Down	401	7.9	2.24	WikileaksReport.pdf
DSCA_pages_C_21_1 and 2.pdf	56	Down	80	12.81	7.5	DSCA_pagesC_21_1and2.pdf
TF Katrina SITREPs-Hurricane Katrina 1 of 7.pdf	52	Down	56	30.02	7.14	HurricaneKatrina/TFKatrinaSITREPs/TFKatrinaSITREPs-HurricaneKatrina1of7.pdf
FY13 FOIA log.pdf	51	Down	51	6.62	1.96	FY13FOIAllog.pdf
NC EXORD-Hurricane Katrina 10 of 12.pdf	50	Down	51	34.7	9.8	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina10of12.pdf
NC Timeline of Hurricane Katrina 1 of 2.pdf	50	Down	50	50.16	14	HurricaneKatrina/NCTimelineofHurricaneKatrina/NCTimelineofHurricaneKatrina1of2.pdf
TF Katrina SITREPs-Hurricane Katrina 2 of 7.pdf	50	Down	60	39.46	6.67	HurricaneKatrina/TFKatrinaSITREPs/TFKatrinaSITREPs-HurricaneKatrina2of7.pdf
USNORTHCOM OPS Daily Updates 1 of 6.pdf	49	Down	82	21.86	4.88	HurricaneKatrina/USNORTHCOMOPSDailyUpdates/USNORTHCOMOPSDailyUpdates1of6.pdf
LA DCO SITREPs-Hurricane Katrina 1 of 6.pdf	48	Down	51	22.76	3.92	HurricaneKatrina/LADCOSITREPs/LADCOSITREPs-HurricaneKatrina1of6.pdf
NC EXORD-Hurricane Katrina 11 of 12.pdf	48	Down	49	35.33	8.16	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina11of12.pdf
FOIA Log 20151009.pdf	48	New	48	102.67	62.5	Portals/28/Documents/FOIAlLog201520151009.pdf
LA DCO SITREPs-Hurricane Katrina 5 of 6.pdf	47	Down	47	34.67	8.51	HurricaneKatrina/LADCOSITREPs/LADCOSITREPs-HurricaneKatrina5of6.pdf
TF Katrina SITREPs-Hurricane Katrina 4 of 7.pdf	47	Down	49	54.77	4.08	HurricaneKatrina/TFKatrinaSITREPs/TFKatrinaSITREPs-HurricaneKatrina4of7.pdf
Intelligence Directorate Organization Chart.pdf	47	Down	47	39.68	0	IntelligenceDirectorateOrganizationChart.pdf
FY15 FOIA Log 07172015.pdf	47	New	179	2.31	16.2	Portals/28/Documents/FY15FOIAlLog07172015.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 8 of 11.pdf	46	Down	47	31.33	8.51	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs8of11.pdf
Intelligence Directorate Publications.pdf	46	Down	46	32.37	0	IntelligenceDirectoratePublications.pdf
2009-2011 Special Event Assessments-Space Shuttle Launch.pdf	45	Down	45	7.38	0	2009-2011SpecialEventAssessments-SpaceShuttleLaunch.pdf
FY14 FOIA Log.pdf	45	Down	45	12.82	0	FY14FOIAllog.pdf
NC EXORDS-Hurricane Katrina 1 of 12.pdf	45	Down	45	44.42	4.44	HurricaneKatrina/NCEXORDS/NCEXORDS-HurricaneKatrina1of12.pdf
TF Katrina SITREPs-Hurricane Katrina 7 of 7.pdf	45	Down	45	20.48	6.67	HurricaneKatrina/TFKatrinaSITREPs/TFKatrinaSITREPs-HurricaneKatrina7of7.pdf
USNORTHCOM OPS Daily Updates 4 of 6.pdf	45	Down	47	12.39	6.38	HurricaneKatrina/USNORTHCOMOPSDailyUpdates/USNORTHCOMOPSDailyUpdates4of6.pdf
FOIA Status as of 24 Sep 14.pdf	44	Down	44	3.77	0	FOIAStatusasof24Sep14.pdf
NC EXORD-Hurricane Katrina 7 of 12.pdf	44	Down	44	26.89	0	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina7of12.pdf
NC Timeline of Hurricane Katrina 2 of 2.pdf	44	Down	44	34.1	4.55	HurricaneKatrina/NCTimelineofHurricaneKatrina/NCTimelineofHurricaneKatrina2of2.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 11 of 11.pdf	44	Down	44	21.82	0	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs11of11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 4 of 11.pdf	44	Down	62	43.32	3.23	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs4of11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 7 of 11.pdf	44	Down	44	17.7	2.27	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs7of11.pdf
USNORTHCOM OPS Daily Updates 6 of 6.pdf	44	Down	45	25.98	6.67	HurricaneKatrina/USNORTHCOMOPSDailyUpdates/USNORTHCOMOPSDailyUpdates6of6.pdf
2012 FOIA Logs.pdf	43	Down	43	6.19	0	2012FOIAlogs.pdf
NC EXORD-Hurricane Katrina 12 of 12.pdf	43	Down	43	49.63	4.65	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina12of12.pdf
NC EXORD-Hurricane Katrina 2 of 12.pdf	43	Down	43	42.1	2.33	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina2of12.pdf
NC EXORD-Hurricane Katrina 6 of 12.pdf	43	Down	43	38.83	2.33	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina6of12.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 1 of 11.pdf	43	Down	43	75.88	4.65	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs1of11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 5 of 11.pdf	43	Down	43	28.72	0	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs5of11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 6 of 11.pdf	43	Down	43	21.77	0	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs6of11.pdf
TF Katrina SITREPs-Hurricane Katrina 3 of 7.pdf	43	Down	43	33.35	0	HurricaneKatrina/TFKatrinaSITREPs/TFKatrinaSITREPs-HurricaneKatrina3of7.pdf
USNORTHCOM OPS Daily Updates 2 of 6.pdf	43	Down	43	30.53	0	HurricaneKatrina/USNORTHCOMOPSDailyUpdates/USNORTHCOMOPSDailyUpdates2of6.pdf
USNORTHCOM OPS Daily Updates 3 of 6.pdf	43	Down	43	20.57	2.33	HurricaneKatrina/USNORTHCOMOPSDailyUpdates/USNORTHCOMOPSDailyUpdates3of6.pdf
FY14 FOIA Log (Oct 2013 - Apr 2014).pdf	43	Down	43	18.02	0	Portals/28/Documents/FY14FOIAlLog(Oct2013-Apr2014).pdf
FY16 FOIA Log 20151019.pdf	43	New	43	339.14	18.6	Portals/28/Documents/FY16FOIAlLog20151019.pdf
2009 US Presidential Inauguration Special Event Assessment.pdf	42	Down	42	51.21	0	2009USPresidentialInaugurationSpecialEventAssessment.pdf
LA DCO SITREPs-Hurricane Katrina 3 of 6.pdf	42	Down	45	33.87	0	HurricaneKatrina/LADCOSITREPs/LADCOSITREPs-HurricaneKatrina3of6.pdf
LA DCO SITREPs-Hurricane Katrina 4 of 6.pdf	42	Down	42	24.83	0	HurricaneKatrina/LADCOSITREPs/LADCOSITREPs-HurricaneKatrina4of6.pdf
LA DCO SITREPs-Hurricane Katrina 6 of 6.pdf	42	Down	42	25.05	0	HurricaneKatrina/LADCOSITREPs/LADCOSITREPs-HurricaneKatrina6of6.pdf
NC EXORD-Hurricane Katrina 3 of 12.pdf	42	Down	42	50.64	0	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina3of12.pdf
NC EXORD-Hurricane Katrina 5 of 12.pdf	42	Down	42	32.32	2.38	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina5of12.pdf
NC EXORD-Hurricane Katrina 8 of 12.pdf	42	Down	43	51	0	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina8of12.pdf
NC EXORD-Hurricane Katrina 9 of 12.pdf	42	Down	49	22.9	0	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina9of12.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 2 of 11.pdf	42	Down	43	41.02	2.33	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs2of11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 3 of 11.pdf	42	Down	42	32.86	0	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs3of11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 9 of 11.pdf	42	Down	42	34.17	0	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs9of11.pdf
TF Katrina SITREPs-Hurricane Katrina 5 of 7.pdf	42	Down	42	26.85	2.38	HurricaneKatrina/TFKatrinaSITREPs/TFKatrinaSITREPs-HurricaneKatrina5of7.pdf
USNORTHCOM OPS Daily Updates 5 of 6.pdf	42	Down	42	32.46	2.38	HurricaneKatrina/USNORTHCOMOPSDailyUpdates/USNORTHCOMOPSDailyUpdates5of6.pdf
LA DCO SITREPs-Hurricane Katrina 2 of 6.pdf	41	Down	41	32	0	HurricaneKatrina/LADCOSITREPs/LADCOSITREPs-HurricaneKatrina2of6.pdf
NC EXORD-Hurricane Katrina 4 of 12.pdf	41	Down	41	35.88	0	HurricaneKatrina/NCEXORDS/NCEXORD-HurricaneKatrina4of12.pdf
DCE MS Hurricane Katrina Disaster Relief Spt-SITREPs 10 of 11.pdf	41	Down	41	38.41	0	HurricaneKatrina/ReliefSupportSITREPs/DCEMSHurricaneKatrinaDisasterReliefSpt-SITREPs10of11.pdf
TF Katrina SITREPs-Hurricane Katrina 6 of 7.pdf	41	Down	41	41.54	0	HurricaneKatrina/TFKatrinaSITREPs/TFKatrinaSITREPs-HurricaneKatrina6of7.pdf
DOD FOIA Handbook.pdf	2	Up	2	1099	50	DODFOIAHandbook.pdf
DOD FOIA Regulation.pdf	2	Up	51	0.3	1.96	DODFOIARegulation.pdf

# DOD PILOT METRICS - SEPTEMBER

Pilot Numbers							
Time Divergence							
Component	Week/Month	Employee - FOIA or Non FOIA	Employee - Type	Task	Time Spent	Additional Requests that could have been processed in time spent. (estimate)	Factors for zero cost or time divergence from FOIA processing
Air Force							
US Air Force	Docs are placed in eFOIA PAL system which automatically OCRs and posts the documents. No extra time is spent post initial FOIA processing.						
DeCA							
Defense Commissary Agency (DeCA)	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DFAS							
Defense Finance & Accounting Services	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time having to perform these operations.						
DIA							
Defense Intelligence Agency	Monthly	FOIA	GIS	Review - OCR - Transfer	23hrs		
NGB							
National Guard Bureau	Weekly	FOIA	Action Officer	OCR of documets and 508 compliance of documents. Post to reading room.	30 minutes	2 FOIA case taskings	1 additional admin employee.
NORTHCOM							
US Northern Command	Monthly	FOIA	GIS	Doc preparation	2 hours	1	
		Non FOIA	Web Team	Web page trouble shooting	1 hour		
OSD/JS							

## DOD PILOT METRICS - SEPTEMBER

Office of the Secretary of Defense/Joint Staff	Monthly	FOIA	GIS	Posting	60 Hours	20-30	
<b>SOUTHCOM</b>							
US Southern Command	Monthly	FOIA	CTR	Reading/Responding Emails	0.5		

FOIA Demand								
Monthly Comparison - Incoming Requests	Component						# of Pages posted to the reading room.	# of times you posted documents (eg: each document or group of documents)
Component	August 2014 / 2015	September 2014 / 2015	October 2014 / 2015	November 2014 / 2015	December 2014 / 2015	January 2014 / 2015		
Air Force	584 / 487	<b>583 / 459</b>	680 / X	768 / X	441 / X	383 / X	<b>16902</b>	<b>117</b>
DeCA	23 / 3	<b>8 / 12</b>	10 / X	13 / X	12 / X	10 / X	<b>90</b>	<b>12</b>
DFAS	19 / 11	<b>19 / 18</b>	16 / X	12 / X	13 / X	16 / X	<b>18</b>	<b>1</b>
DIA	37 / 106	<b>18 / 41</b>	49 / X	30 / X	36 / X	28 / X	<b>700</b>	<b>1</b>
NGB	5 / 9	<b>12 / 15</b>	11 / X	7 / X	6 / X	10 / X	<b>359</b>	<b>4</b>
NORTHCOM	14 / 38	<b>3 / 2</b>	11 / X	2 / X	5 / X	6 / X	<b>1</b>	<b>1</b>
OSD/JS	149 / 184	<b>226 / X</b>	240 / X	143 / X	140 / X	150 / X		
SOUTHCOM	4 / 20	<b>3 / 12</b>	18 / X	4 / X	6 / X	3 / X	<b>0</b>	<b>0</b>

### Web Traffic Stats



## DOD PILOT METRICS - SEPTEMBER

Component	# of Page visits (clicks)	Any other web metrics that may be helpful (X number of downloads, X number of clicks or search on specific documents or categories of documents)
Air Force	1,310	
DeCA	245	
DFAS	74	
DIA	226	
NGB	21	
NORTHCOM	278	<b>Reading Room</b> 200 visits <b>2014 FOIA Log</b> 278 visits <b>Wikileaks Report</b> 278 visits <b>See 'by doc' stats</b>
OSD/JS	3147	9474 Pages 44,640 Hits 5834 Downloads
SOUTHCOM	204	Individual Document Views (September): <a href="http://www.southcom.mil/foia/documents/isn_156_-_ar_15-6_mr_adnan_farhan_abd_latif_investigation.pdf">http://www.southcom.mil/foia/documents/isn_156 - ar 15-6 mr adnan farhan abd latif investigation.pdf</a> - 127 views <a href="http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf">http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf</a> - 120 views <a href="http://www.southcom.mil/foia/documents/foia_release_sc_10-064;_10-074_southern_command_historical_review_index_sept_1997-sept_2000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a> - 32 views <a href="http://www.southcom.mil/foia/documents/foia_release_sc_11-074_nondisclosure_agreement_guantanamo_bay.pdf">http://www.southcom.mil/foia/documents/foia release sc 11-074_nondisclosure agreement guantanamo bay.pdf</a> - 26 views

# DOD PILOT METRICS - SEPTEMBER

Outside Impact		
Component	Did you experience any difficulty with outside entitites because of the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS		
SOUTHCOM	N	

Component	Did you experience an increase in "Reverse FOIA" lawsuits during the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS		
SOUTHCOM	N	

## DOD PILOT METRICS - SEPTEMBER

Component	Besides First-party requests, were there any requests you determined were not appropriate for posting to your reading room?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS		
SOUTHCOM	N	

Best Practices		
Component	What best practices did your agency develop while participating in the Pilot?	
Air Force	N/A	
DeCA	N/A	
DFAS	N/A	
DIA	N/A	
NGB	N/A	
NORTHCOM	N/A	
OSD/JS		
SOUTHCOM	N/A	

# Profile Name: www.northcom.mil  
 # Date Range: 09/01/2015 - 09/30/2015

Content	Visits	Trend	Page views	Avg Time	% Exit	Path
DSCA_pages_C_21_1 and 2.pdf	75	same	147	20.93	8.16	
LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf	74	up	77	26.51	10.39	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf
Wikileaks Report.pdf	71	down	167	12.41	5.99	
TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf	69	down	134	8.01	5.22	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf
NC Timeline of Hurricane Katrina 1 of 2.pdf	67	down	68	21.93	11.76	Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 1 of 2.pdf
TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf	66	down	67	36.56	7.46	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf
USNORTHCOM OPS Daily Updates 4 of 6.pdf	70	down	21.83	7.14	3.77	Hurricane Katrina/USNORTHCOM OPS Daily Updates/USNORTHCOM OPS Daily Updates 4 of 6.pdf
NC EXORD - Hurricane Katrina 9 of 12.pdf	65	down	66	22.58	9.09	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 9 of 12.pdf
NC EXORD - Hurricane Katrina 11 of 12.pdf	65	down	85	14.16	4.71	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 11 of 12.pdf
USNORTHCOM OPS Daily Updates 6 of 6.pdf	64	down	65	20.28	7.69	Hurricane Katrina/USNORTHCOM OPS Daily Updates/USNORTHCOM OPS Daily Updates 6 of 6.pdf
NC EXORD - Hurricane Katrina 10 of 12.pdf	108	down	18.3	3.7	3.77	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 10 of 12.pdf
FOIA Status as of 24 Sep 14.pdf	64	same	65	29.5	4.62	
FY13 FOIA log.pdf	63	down	64	2.52	3.13	
USNORTHCOM OPS Daily Updates 5 of 6.pdf	61	down	137	7.36	1.46	Hurricane Katrina/USNORTHCOM OPS Daily Updates/USNORTHCOM OPS Daily Updates 5 of 6.pdf
LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf	61	down	62	24.07	1.61	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf
FY14 FOIA Log.pdf	61	down	62	2.67	3.23	
FY14 FOIA Log (Oct 2013 - Apr 2014).pdf	61	down	466	1.36	0.21	
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf	61	down	62	20.7	1.61	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf	61	down	62	11.58	3.23	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf
USNORTHCOM OPS Daily Updates 1 of 6.pdf	60	down	62	11.98	3.23	Hurricane Katrina/USNORTHCOM OPS Daily Updates/USNORTHCOM OPS Daily Updates 1 of 6.pdf
USNORTHCOM OPS Daily Updates 3 of 6.pdf	60	down	62	19.8	0	Hurricane Katrina/USNORTHCOM OPS Daily Updates/USNORTHCOM OPS Daily Updates 3 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf	60	down	61	20.48	1.64	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf	60	down	61	23.43	0	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf	60	down	79	19	1.27	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf	60	down	61	16.85	1.64	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf
NC EXORD - Hurricane Katrina 5 of 12.pdf	60	down	61	26.98	6.56	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 5 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf	60	down	61	22.72	0	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf
LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf	60	down	62	15.9	3.23	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf
Intelligence Directorate Publications.pdf	60	down	61	1.13	1.64	
Intelligence Directorate Organization Chart.pdf	60	down	61	1.3	0	
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf	60	down	61	20.3	1.64	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf	60	down	61	25.02	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf	60	down	62	12.98	1.61	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf	60	down	64	20.49	1.56	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf	60	down	61	24.18	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf	60	down	61	19.7	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf
2012 FOIA Logs.pdf	60	down	61	2.8	1.64	
2009-2011 Special Event Assessments - Space Shuttle Launch.pdf	60	down	62	5.5	0	
2009 US Presidential Inauguration Special Event Assessment.pdf	60	down	62	12.43	1.61	
USNORTHCOM OPS Daily Updates 2 of 6.pdf	59	down	60	11.36	1.67	Hurricane Katrina/USNORTHCOM OPS Daily Updates/USNORTHCOM OPS Daily Updates 2 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf	59	down	60	21.93	0	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf
NC EXORD - Hurricane Katrina 7 of 12.pdf	59	down	60	16.12	3.33	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 7 of 12.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf	59	down	60	23.65	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf
NC EXORDS - Hurricane Katrina 1 of 12.pdf	58	down	60	31.13	0	Hurricane Katrina/NC EXORDS/NC EXORDS - Hurricane Katrina 1 of 12.pdf
NC EXORD - Hurricane Katrina 6 of 12.pdf	58	down	61	37.69	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 6 of 12.pdf
NC EXORD - Hurricane Katrina 8 of 12.pdf	58	down	59	21.68	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 8 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf	58	down	59	16.63	0	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf	58	down	59	25.39	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf	58	down	59	13.37	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf
NC Timeline of Hurricane Katrina 2 of 2.pdf	57	down	58	29.75	1.72	Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 2 of 2.pdf
NC EXORD - Hurricane Katrina 2 of 12.pdf	57	down	58	39.02	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 2 of 12.pdf
NC EXORD - Hurricane Katrina 3 of 12.pdf	57	down	58	27.55	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 3 of 12.pdf
NC EXORD - Hurricane Katrina 12 of 12.pdf	57	down	58	27.19	1.72	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 12 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf	57	down	58	21.34	0	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf
NC EXORD - Hurricane Katrina 4 of 12.pdf	56	down	57	26.18	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 4 of 12.pdf

## DOD PILOT METRICS - AUGUST

Pre-Pilot											
Component	Number of Pages posted to Website for July 2015	Number of Page Visits for Reading Room July 2015	Number of Incoming Requests by Month							Ramping up Costs	
			August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	Monetary (\$)	Personnel (hrs)	
Air Force	3628	409	584	583	680	768	441	383	\$0.00	2	
DeCA	97	73	23	8	10	13	12	10	\$0.00	2	
DFAS	0	23	19	19	16	12	13	16	\$0.00	8.5	
DIA	191	549	37	18	49	30	36	28	\$0.00	7.5	
NGB	0	8	5	12	11	7	6	10	\$0.00	2	
NORTHCOM	12	4020	14	3	11	2	5	6	\$0.00	3	
OSD/JS	2425	10162	149	226	240	143	140	150	\$0.00	6.5	
SOUTHCOM	0	164	4	3	18	4	6	3	\$0.00	9	
<b>Totals</b>	<b>6353</b>	<b>15408</b>	<b>835</b>	<b>872</b>	<b>1035</b>	<b>979</b>	<b>659</b>	<b>606</b>	<b>\$0.00</b>	<b>40.5</b>	

Pilot Numbers							
Time Divergence							
Component	Week/Month	Employee - FOIA or Non FOIA	Employee - Type	Task	Time Spent	Requests that could have been processed in time spent.	zero cost or time divergence from FOIA processing
Air Force							
US Air Force	d in eFOIA PAL system which automatically OCRs and posts the documents. No extra time is spent post initial F						
DeCA							
Commissary Agency (DeCA)	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time						
DFAS							
Defense Finance &	No time is spent by FOIA shop on post FOIA tasks. Docs are handed to Web Team who has been OCRing, making the docs 508 compliant, and posting, previous to pilot program. Web Team spends minimal time						
DIA							
Defense Intelligence	Monthly	FOIA	GIS	Review - OCR - Transfer	23hrs		
NGB							
National Guard Bureau	Weekly	FOIA	GIS	OCR of documets and 508 compliance of	30 minutes	2 FOIA case taskings	1 additional admin employeee.
NORTHCOM							

## DOD PILOT METRICS - AUGUST

US Northern Command	1/Aug	FOIA	GIS	Meeting about pilot	1 hour	0.5	
	1/Aug	Non FOIA	Supervisor	Meeting about pilot	1 hour		
	1/Aug	Non FOIA	Web Team	Meeting about pilot	1 hour		
	1,2,3,4/Aug	FOIA	GIS	Pilot coordination emails	1 hour	0.5	
	2/Aug	FOIA	GIS	Meeting about pilot	30 minutes	0.25	
	2/Aug	Non FOIA	Web Team	Meeting about pilot	30 minutes		
	3/Aug	FOIA	GIS	Status of web metrics	1 hour	0.5	
	3/Aug	Non FOIA	Web Team	Status of web metrics	1 hour		
	4/Aug	FOIA	GIS	Making documents 508 compliant	8 hours	4	
	4/Aug	FOIA	GIS	OCR documents	3 hours	1.5	
	4/Aug	FOIA	GIS	Opening trouble tickets for website	1 hour	0.5	
	4/Aug	Non FOIA	IT personnel	Trouble tickets for website	1 hour		
	4/Aug	Non FOIA	PA	Meeting about pilot	30 minutes		
	4/Aug	FOIA	GIS	Meeting about pilot	30 minutes	0.25	
	4/Aug	Non FOIA	PA	Monthly website stats	1.5 hours		
	4/Aug	FOIA	GIS	Documents visited spreadsheet	1 hour	0.5	

## DOD PILOT METRICS - AUGUST

	4/Aug	FOIA	GIS	August report compilation	2 hours	1	
<b>OSD/JS</b>							
<b>Office of the Secretary of Defense/Joint Staff</b>	Monthly	FOIA	GIS	Posting	60 Hours	20-30	
<b>SOUTHCOM</b>							
<b>US Southern Command</b>	August	FOIA	CTR	Reading/Responding Emails	1 hour	5	
		FOIA	CTR	Preping Stats	1 hour		
		FOIA	CTR	Reading/Responding Emails	1 hour		
		FOIA	CTR	Preping Stats	1 hour		
		FOIA	GIS	Reading/Responding Emails	1 hour		

FOIA Demand								
Monthly Comparison - Incoming Requests Component	August 2014 / 2015	September 2014 / 2015	October 2014 / 2015	November 2014 / 2015	December 2014 / 2015	January 2014 / 2015	# of Pages posted to the reading room.	# of times you posted documents (eg: each document or group of documents)
<b>Air Force</b>	<b>584 / 487</b>	583 / X	680 / X	768 / X	441 / X	383 / X	<b>5384</b>	<b>28</b>
<b>DeCA</b>	<b>23 / 3</b>	8 / X	10 / X	13 / X	12 / X	10 / X	<b>73</b>	<b>19</b>
<b>DFAS</b>	<b>19 / 11</b>	19 / X	16 / X	12 / X	13 / X	16 / X	<b>12</b>	<b>5</b>
<b>DIA</b>	<b>37 / X</b>	18 / X	49 / X	30 / X	36 / X	28 / X	<b>600</b>	<b>2</b>
<b>NGB</b>	<b>5 / 9</b>	12 / X	11 / X	7 / X	6 / X	10 / X	<b>77</b>	<b>2</b>
<b>NORTHCOM</b>	<b>14 / 38</b>	3 / X	11 / X	2 / X	5 / X	6 / X	<b>0</b>	<b>0</b>
<b>OSD/JS</b>	<b>149 / 184</b>	226 / X	240 / X	143 / X	140 / X	150 / X	<b>7040</b>	<b>3</b>
<b>SOUTHCOM</b>	<b>4 / 20</b>	3 / X	18 / X	4 / X	6 / X	3 / X	<b>0</b>	<b>0</b>

## DOD PILOT METRICS - AUGUST

### Web Traffic Stats

Component	# of Page visits (clicks)	Any other web metrics that may be helpful (X number of downloads, X number of clicks or search on specific documents or categories of documents)						# of Pages posted to the reading room.	# of times you posted documents (eg: each document or group of documents)
Air Force	1,498							5384	28
DeCA	64							73	19
DFAS	30							12	5
DIA	283							600	2
NGB	10							77	2
NORTHCOM	292	Reading Room 217 visits CONPLANS 214 visits FOIA Library 199 visits By Document FOIA Stats below						0	0
OSD/JS	3147	9474 Pages 44,640 Hits 5834 Downloads						7040	3
SOUTHCOM	185	Individual Document Views (August): - <a href="http://www.southcom.mil/foia/documents/isn%20156-ar%2015-6-mr-adnan-farhanabd-latif-investigation.pdf">http://www.southcom.mil/foia/documents/isn 156 - ar 15-6 mr adnan farhanabd latif investigation.pdf</a> : 157 views - <a href="http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf">http://www.southcom.mil/foia/documents/sc_12-103_(redacted).pdf</a> : 109 views - <a href="http://www.southcom.mil/foia/documents/foia%20release%20sc%2010-064;10-074_southern%20command%20historical%20review%20index%20sept%201997-sept%202000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a> : 26 views - <a href="http://www.southcom.mil/foia/documents/foia%20release%20sc%2010-064;10-074_southern%20command%20historical%20review%20index%20sept%201997-sept%202000.pdf">http://www.southcom.mil/foia/documents/foia release sc 10-064; 10-074_southern command historical review index sept 1997-sept 2000.pdf</a> : 26 views						0	0

### Outside Impact



## DOD PILOT METRICS - AUGUST

Component	Did you experience any difficulty with outside entitites because of the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Component	Did you experience an increase in "Reverse FOIA" lawsuits during the pilot?	
Air Force	N	
DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

Component	Besides First-party requests, were there any requests you determined were not appropriate for posting to your reading room?	
Air Force	N	

## DOD PILOT METRICS - AUGUST

DeCA	N	
DFAS	N	
DIA	N	
NGB	N	
NORTHCOM	N	
OSD/JS	N	
SOUTHCOM	N	

### Best Practices

Component	What best
Air Force	N/A
DeCA	N/A
DFAS	N/A
DIA	N/A
NGB	None at this time, however as the pilot progresses we will identify best practices and process worked with Public Affairs to get FOIA Reading Room site visits to include by document breakdown. There was no visibility into the amount of visits that were made to the USNORTHCOM FOIA website. We were able to determine that when anniversaries of events that our component was involved in come up, it is more likely that documents regarding these events will be searched for. So even though the Hurricane Katrina documents that are currently posted in our FOIA library are old, they are still relevant and searched for/visited 10 years later.
NORTHCOM	
OSD/JS	N/A
SOUTHCOM	N/A

# Profile Name: www.northcom.mil  
 # Date Range: 08/01/2015 - 08/31/2015

	Visits	Trend	Pageviews	Avg Time	% Exit	Path
Con Plan 3501-08 DSCA.pdf	133	down	12480	1.02	0.39	
NC Timeline of Hurricane Katrina 1 of 2.pdf	90	up	149	13.9	16.11	Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 1 of 2.pdf
Wikileaks Report.pdf	80	down	502	12.68	1	
NC EXORD - Hurricane Katrina 11 of 12.pdf	78	up	82	69.35	6.1	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 11 of 12.pdf
FY13 FOIA log.pdf	76	down	77	25.67	6.49	
USNORTHCOM OPS Daily Updates 4 of 6.pdf	75	up	82	19.2	7.32	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 4 of 6.pdf
DSCA_pages C_21_1 and 2.pdf	75	up	167	6.42	2.99	
FY14 FOIA Log (Oct 2013 - Apr 2014).pdf	74	down	404	9.57	1.49	
USNORTHCOM OPS Daily Updates 1 of 6.pdf	73	up	79	12.99	10.13	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 1 of 6.pdf
NC EXORD - Hurricane Katrina 10 of 12.pdf	73	same	75	26.06	8	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 10 of 12.pdf
USNORTHCOM OPS Daily Updates 6 of 6.pdf	72	down	73	23.25	8.22	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 6 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf	72	same	151	7.95	3.31	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 4 of 7.pdf
Intelligence Directorate Organization Chart.pdf	72	down	73	24.7	5.48	
LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf	72	down	75	16.25	8	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 1 of 6.pdf
FY14 FOIA Log.pdf	71	down	72	21	8.33	
2009-2011 Special Event Assessments - Space Shuttle Launch.pdf	69	down	70	22.12	5.71	
Intelligence Directorate Publications.pdf	69	down	71	46.29	2.82	
TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf	68	up	71	44.57	4.23	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 6 of 7.pdf
TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf	68	same	70	23.52	5.71	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 2 of 7.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf	67	up	95	12.64	4.21	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 8 of 11.pdf
TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf	67	down	69	7.97	4.35	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 1 of 7.pdf
NC EXORD - Hurricane Katrina 9 of 12.pdf	67	up	68	24.03	4.41	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 9 of 12.pdf
TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf	66	same	68	22.49	4.41	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 5 of 7.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf	66	up	119	6.68	1.68	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 7 of 11.pdf
LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf	66	down	67	25.49	0	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 5 of 6.pdf
NC EXORD - Hurricane Katrina 7 of 12.pdf	66	down	67	16.91	1.49	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 7 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf	66	same	67	37	2.99	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 2 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf	66	same	68	14.89	4.41	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 7 of 7.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf	65	down	66	22.18	1.52	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 1 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf	65	up	66	22.35	1.52	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 2 of 11.pdf
2009 US Presidential Inauguration Special Event Assessment.pdf	65	down	66	11.98	3.03	2009 US Presidential Inauguration Special Event Assessment.pdf
NC EXORD - Hurricane Katrina 3 of 12.pdf	65	up	66	27.67	3.03	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 3 of 12.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf	65	up	66	18.97	3.03	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 10 of 11.pdf
NC EXORD - Hurricane Katrina 4 of 12.pdf	65	up	67	27.89	2.99	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 4 of 12.pdf
USNORTHCOM OPS Daily Updates 3 of 6.pdf	65	down	66	13.63	3.03	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 3 of 6.pdf
USNORTHCOM OPS Daily Updates 2 of 6.pdf	65	down	66	12.42	3.03	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 2 of 6.pdf
NC EXORD - Hurricane Katrina 2 of 12.pdf	65	up	67	51.39	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 2 of 12.pdf
2012 FOIA Logs.pdf	64	up	65	3.02	1.54	
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf	64	up	66	13.3	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 11 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf	64	up	65	50.54	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 3 of 11.pdf
LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf	64	down	65	17.81	1.54	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 3 of 6.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf	64	up	65	21.73	1.54	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 5 of 11.pdf
NC EXORDs - Hurricane Katrina 1 of 12.pdf	64	up	65	31.29	0	Hurricane Katrina/NC EXORDS/NC EXORDs - Hurricane Katrina 1 of 12.pdf
NC Timeline of Hurricane Katrina 2 of 2.pdf	64	up	65	32.14	1.54	Hurricane Katrina/NC Timeline of Hurricane Katrina/NC Timeline of Hurricane Katrina 2 of 2.pdf
FOIA Status as of 24 Sep 14.pdf	64	up	65	0.92	1.54	
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf	64	up	65	26.09	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 9 of 11.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf	64	same	65	15.4	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 6 of 11.pdf
NC EXORD - Hurricane Katrina 8 of 12.pdf	64	up	65	22.02	1.54	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 8 of 12.pdf
NC EXORD - Hurricane Katrina 12 of 12.pdf	63	up	64	29.64	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 12 of 12.pdf
LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf	63	up	64	21.16	0	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 4 of 6.pdf
TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf	63	same	64	24.22	0	Hurricane Katrina/TF Katrina SITREPs/TF Katrina SITREPs - Hurricane Katrina 3 of 7.pdf
NC EXORD - Hurricane Katrina 6 of 12.pdf	63	up	64	28.31	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 6 of 12.pdf
USNORTHCOM OPS Daily Updates 5 of 6.pdf	63	up	64	16.94	0	Hurricane Katrina/USNORTHCOM Ops Daily Updates/USNORTHCOM OPS Daily Updates 5 of 6.pdf
DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf	63	down	64	21.06	0	Hurricane Katrina/Relief Support SITREPs/DCE MS Hurricane Katrina Disaster Relief Spt - SITREPs 4 of 11.pdf
LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf	63	up	64	13.61	0	Hurricane Katrina/LA DCO SITREPs/LA DCO SITREPs - Hurricane Katrina 6 of 6.pdf
NC EXORD - Hurricane Katrina 5 of 12.pdf	63	down	64	28.55	0	Hurricane Katrina/NC EXORDS/NC EXORD - Hurricane Katrina 5 of 12.pdf

# MCC PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (August 2015) Millennium Challenge Corporation

- **Time Divergence: N/A**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None. MCC received a FOIA request on August 28, 2015. This request is being processed, the metrics for this request will be available in September.**
  - How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **Less than 1 hour (answering email, preparing reports)**
    - How much of that time was specifically devoted to 508 compliance? **None. MCC did not post any FOIA responses in August.**
- **FOIA Demand:**
  - How many FOIA requests did you receive in August 2015? **1 (August 28, 2015, request is being processed metrics will be available in September)**

# MCC PILOT METRICS

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of August (e.g. grant applicants, contract bidders, journalists)? **N/A**
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**
- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of August? **No**

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of August when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **No**

- **Posted FOIA Released Records:**

- How many pages of FOIA-released records did your agency post during the month of August? **None**
- How many postings of FOIA released records did your agency make during the month of August? **None**

- **Number of Visitors:**

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of August? **56 pageviews ("pageviews" are the based metric used by Google Analytics and can be used to describe "clicks")**
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...). **None**

# MCC PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (September 2015)

- **Time Divergence:** *N/A*

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? *None*
  - How much of that time was specifically devoted to 508 compliance? *None*
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? *None. MCC received a FOIA request on August 28, 2015. The request was processed, but was not released until the end of October 2015 due to coordination efforts with other federal agencies. It is anticipated the this request will be posted in November 2015.*
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? *Less than 1 hour (answering email, preparing reports).*
  - How much of that time was specifically devoted to 508 compliance? *None. MCC did not post any FOIA responses in September.*

- **FOIA Demand:**

- How many FOIA requests did you receive in September 2015? *1*

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of August (e.g. grant applicants, contract bidders,

# MCC PILOT METRICS

journalists)? **N/A**

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**
- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of August? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of August when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **No**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of September? **None**
  - How many postings of FOIA released records did your agency make during the month of September? **None**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of September?
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).

# MCC PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (October 2015)

- **Time Divergence:** *N/A*

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? *None*
  - How much of that time was specifically devoted to 508 compliance? *None*
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? *N/A, the average number of FOIA requests that MCC receives on a monthly basis is minimal.*
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? *Less than 1 hour (answering email, preparing reports).*
  - How much of that time was specifically devoted to 508 compliance? *None. MCC did not post any FOIA responses in October.*

- **FOIA Demand:**

- How many FOIA requests did you receive in October 2015? *1*

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of October (e.g. grant applicants, contract bidders, journalists)? *N/A*



# MCC PILOT METRICS

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**
- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of October? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of October when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **No**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of October? **None**
  - How many postings of FOIA released records did your agency make during the month of October? **None**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of October? **TBD**
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...). **None**

# MCC PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (November 2015)

- **Time Divergence:** *N/A*

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? *None*
  - How much of that time was specifically devoted to 508 compliance? *None*
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? *N/A, The average number of requests that MCC receives on a Monthly basis is minimal.*
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? *Less than 1 hour (answering email, preparing reports).*
  - How much of that time was specifically devoted to 508 compliance? *None. MCC did not post any FOIA responses in November*

- **FOIA Demand:**

- How many FOIA requests did you receive in November 2015? *3*

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of November (e.g. grant applicants, contract bidders, journalists)? *N/A*

# MCC PILOT METRICS

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**
- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of November? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of November when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **No**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of November? **None**
  - How many postings of FOIA released records did your agency make during the month of November? **None**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of November? **TBD**
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...). **None**

# NARA PILOT METRICS

Proactive Disclosure Pilot Monthly Metrics Submission Form  
 NARA, NGC  
 (August 2015)

• **Time Divergence:**

Week/Day	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
August 27, 2015	Crystal Brooks	Non-FOIA	Producing website page-view report data	1 hour
August 10, 2015	Joseph Scanlon	FOIA Officer	Uploading responsive documents to <i>FOIAonline</i>	2 hours
August 17, 2015 – August 21, 2015	Wanda Williams	Deputy FOIA Officer	Scanning and uploading responsive documents to <i>FOIAonline</i>	2 hours

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **N/A**
- How much time did your **non-FOIA** professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **1.5 hours per week**
  - How much of that time was specifically devoted to 508 compliance? **1 hour**

• **FOIA Demand:**

- How many FOIA requests did you receive in August 2015?
  - **60 FOIA requests**

# NARA PILOT METRICS

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of August (e.g. grant applicants, contract bidders, journalists)? **None**
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**
- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of August? **No**

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of August when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **No**

- **Posted FOIA Released Records:**

- How many pages of FOIA-released records did your agency post during the month of August?
  - **Joseph Scanlon, 2 pages, posted to *FOIAonline***
  - **Wanda Williams, 31 pages, posted to *FOIAonline***
- How many postings of FOIA released records did your agency make during the month of August?
  - **2 postings for the month of August**

- **Number of Visitors:**

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of August? There were **446 page views and 302 unique page views.**
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...). **N/A**

# NARA PILOT METRICS

Proactive Disclosure Pilot Monthly Metrics Submission Form  
 NARA, NGC  
 (September 2015)

• **Time Divergence:**

Week/Day	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
September 30, 2015	Crystal Brooks	Non-FOIA	Producing Website page-view report data	1 hour
	Joseph Scanlon	FOIA Officer	Uploading responsive documents to <i>FOIAonline</i>	3 hours
September 30, 2015	Wanda Williams	Deputy FOIA Officer	Scanning and uploading responsive documents to <i>FOIAonline</i>	1 hour

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **None**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **None**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **1 hour**
  - How much of that time was specifically devoted to 508 compliance? **None**

• **FOIA Demand:**

- How many FOIA requests did you receive in August 2015? **46**

# NARA PILOT METRICS

- **Impact on Outside Entities:**
  - Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of August (e.g. grant applicants, contract bidders, journalists)? **No**
    - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**
  - Did your agency experience an increase in "reverse" FOIA lawsuits during the month of August? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of August when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? ***"All responsive documents were released to the public."***
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of August? **Approximately 895 to 1,000 pages, posted to FOIAonline**
    - **Joseph Scanlon, 10 postings**
    - **Wanda Williams, 1 posting**
  - How many postings of FOIA released records did your agency make during the month of August? **11 postings**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of September? There were **429 page views and 295 unique page views. Unique page views are pages viewed multiple times by the same visitor.**
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...). **N/A**

# NARA PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (October)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
October 30, 2015	Crystal Brooks	IT Specialist-Web	Gathering web page statistics	1 hour

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **N/A**
- How much time did your **non-FOIA** professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **1 hour**
  - How much of that time was specifically devoted to 508 compliance? **None**

- **FOIA Demand:**

- How many FOIA requests did you receive in October 2015?
  - **45 FOIA requests, per our FOIA Log (this doesn't include requests that were referred on to other branches of NARA or appeals)**

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of October (e.g. grant applicants, contract bidders, journalists)? **None**
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**



# NARA PILOT METRICS

- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of October? **No**
  
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of October when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **No**
  
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of October? **None posted to our FOIA online reading room page.**
  
  - How many postings of FOIA released records did your agency make during the month of October? **None**
  
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of October?  
**There were 478 page views and 307 of those views were unique page views. Unique page views refer to the number of individual visitors who have looked at our pages. Repeat viewers will only be counted once. Unique page view is a subset of the total page views. So, this number will tend to be lower than the total page views.**
  
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).  
**Unlike the months of August and September, the Premium Travel Reports 2009-2013 document was downloaded 7 times on Friday, October 30, 2015. This document is accessed under our Electronic Reading Room tab under Frequently Requested Records. [<http://www.archives.gov/foia/pdf/premium-business-travel.pdf>]**

# NARA PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (November, 2015)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
November 30, 2015	Crystal Brooks	IT Specialist-Web	Gathering web page statistics	1 hour
November 2, 2015	Crystal Brooks	IT Specialist-Web	Website Layout for FOIA Releases	1.5 hour
November 2, 2015	Wanda Williams	Deputy FOIA Officer	FOIA Reading Room Layout	1.5 hours

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy? **2.5 hours for the month**
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **N/A**
- How much time did your **non-FOIA** professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **.25 of an hour**
  - How much of that time was specifically devoted to 508 compliance? **0**

- **FOIA Demand:**

- How many FOIA requests did you receive in November 2015?
  - **58 FOIA requests, per our FOIA Log (this doesn't include requests that were referred on to other NARA branches (Special Access, National Personnel Records Center, St. Louis, and appeals.)**

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of November (e.g. grant applicants, contract bidders, journalists)? **No**

# NARA PILOT METRICS

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one? **N/A**
- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of November? **No**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of November when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **No**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of November? **288 pages on FOIAonline**
  - How many postings of FOIA released records did your agency make during the month of November? **70 documents on FOIAonline**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of November?  
**There were 402 page views, and 274 of those views were unique page views. Unique page views refer to the number of individual visitors who have looked at our pages. Repeat viewers will only be counted once. Unique page views are a subset of the total page views. So, this number will tend to be lower than the total page views.**
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).  
**Unlike October, there were no downloaded documents from our Electronic Reading Room tab under Frequently Requested Records.**

# NARA PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (December 2015)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
	Crystal Brooks	IT Specialist-Web	Gathering web page statistics	1 hour
	Joseph Scanlon	FOIA Officer	Posting FOIAs to <i>FOIAonline</i>	1 hour
	Wanda Williams	Deputy FOIA Officer	Gathering information for monthly metrics	1 hour

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)? **N/A**
  - How much of that time was specifically devoted to 508 compliance? **N/A**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **N/A**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **1 hour**
  - How much of that time was specifically devoted to 508 compliance? **0 hours**

- **FOIA Demand:**

- How many FOIA requests did you receive in December 2015?

There were 34 requests, per our *FOIAonline* website report. This doesn't include requests Referred to other NARA branches (Special Access and FOIA, National Personnel Records Center (St. Louis), and appeals.)

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of December (e.g. grant applicants, contract bidders,

# NARA PILOT METRICS

journalists)? **N/A**

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?
- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of December? **N/A**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of December when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **Yes – we decided not to post FOIA requests from a requester, requesting copies of records disposition forms related to the transfer of Internal Revenue documents to a NARA Federal Records Center. The posted documents would have revealed the requesters request for records about himself – a first person request.**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of December? **152 pages posted to FOIAonline**
  - How many postings of FOIA released records did your agency make during the month of December? **6 documents were posted using FOIAonline**
  - **Number of Visitors:** How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of December?

There were 296 page views and 215 unique page views. There were 296 page views, and 215 of those views were unique page views. Unique page views refer to the number of individual visitors who have looked at our pages. Repeat viewers will only be counted once. Unique page views are a subset of the total page views. So, this number will tend to be lower than the total page views.

- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).
- 0 downloads**

# NARA PILOT METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (January 2016)

- **Time Divergence:**

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent
?	Crystal Brooks	IT Specialist-Web	Gathering web page statistics	1 hour
?	Joseph Scanlon	FOIA Officer	Posting/Uploading responsive records to <i>FOIAonline</i>	1 hour
?	Wanda Williams	Deputy FOIA Officer	Posting to <i>FOIAonline</i> and preparing report	2 hours

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?
  - How much of that time was specifically devoted to 508 compliance? **None**
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy? **N/A**
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? **1 hour**
  - How much of that time was specifically devoted to 508 compliance? **0 hours**

- **FOIA Demand:**

- How many FOIA requests did you receive in January 2016? **There were 41 FOIA requests, per our *FOIAonline* website report. This doesn't include requests referred to other NARA branches (Special Access and FOIA, National Personnel Records Center (St. Louis), and appeals.**

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in

# NARA PILOT METRICS

the pilot during the month of January (e.g. grant applicants, contract bidders, journalists)? **N/A**

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?
- Did your agency experience an increase in “reverse” FOIA lawsuits during the month of January? **N/A**
- **Any Exceptions to Posting:**
  - With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of January when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted? **Yes, we released documents in response to a claims investigation. We did not post due to personal privacy protections.**
- **Posted FOIA Released Records:**
  - How many pages of FOIA-released records did your agency post during the month of January? **293 total pages posted on FOIAonline**
  - How many postings of FOIA released records did your agency make during the month of January? **3 separate postings, two of which were identical requests related to the JFK records, all were posted on FOIAonline**
- **Number of Visitors:**
  - How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of January?

**There were 457 page views and 320 unique page views. Unique page views refer to the number of individual visitors who have looked at our pages. Repeat viewers will only be counted once. Unique page views are a subset of the total page views. So, this number will tend to be lower than the total page views.**

- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).
- 0 downloads**

# OJP METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (August)

- **Time Divergence:** Please see attached Excel spreadsheet.

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?  
Please see the attached excel spreadsheet that breaks down the approximately 50.6 hours FOIA professionals spent implementing the pilot of for the month of August.
    - How much of that time was specifically devoted to 508 compliance?  
Four of OJP's FOIA professionals devoted approximately 1 hour each to 508 compliance.
    - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy?  
Time spent implementing this policy would have gone toward processing the five oldest pending FOIA requests.
  - How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? 3.6 hours
    - How much of that time was specifically devoted to 508 compliance? 2.2 hours
- **FOIA Demand:**
    - How many FOIA requests did you receive in August 2015?  
OJP received 11 FOIA requests within the scope of the pilot program. Of those, three were closed in the month of August. These documents are being processed for posting to the OJP FOIA webpage.



# OJP METRICS

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of August (e.g. grant applicants, contract bidders, journalists)?

There was no impact to an outside entity because of OJP's participation in the pilot during the month of August.

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

N/A

- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of August?

OJP did not experience an increase in "reverse" FOIA lawsuits during the month of August.

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of August when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?

There were no times during the month of August when OJP determined it was not appropriate to post records released.

- **Posted FOIA Released Records:**

- How many pages of FOIA-released records did your agency post during the month of August?

OJP has processed 325 pages of FOIA released records and these are currently in the process of getting posted to the OJP FOIA webpage.

- How many postings of FOIA released records did your agency make during the month of August?

During the month of August, OJP began preparing three FOIA-released records for posting.

- **Number of Visitors:**

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) during the month of August?

Please see the attached analytics documents.

- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).

Please see the attached analytics documents.

# OJP METRICS

## Metrics to Evaluate the Proactive Disclosure Policy Pilots

Metrics Capturing Challenge: Time Divergence

How much time per week your FOIA and Non-FOIA professionals spent posting FOIA released records

Staff	Function/ Type	Hours/ Week
<b>Week 1 (August 3, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	1
FOIA Staff	GIS, OGC	3
FOIA Staff	GIS, OGC	0
FOIA Staff	Assitant General Counsel, OGC	5
FOIA Staff	FOIA Specialist, OGC	0.75
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	1.25
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
<b>Week 2 (August 10, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	0
FOIA Staff	GIS, OGC	2
FOIA Staff	Assitant General Counsel, OGC	0
FOIA Staff	FOIA Specialist, OGC	1.25
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
<b>Week 3 (August 17, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	1
FOIA Staff	GIS, OGC	1
FOIA Staff	GIS, OGC	0
FOIA Staff	Assitant General Counsel, OGC	1.5
FOIA Staff	FOIA Specialist, OGC	0.25
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	1
Non- FOIA/IT	IT, OCIO	0
<b>Week 4 (August 24, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	3
FOIA Staff	GIS, OGC	8
FOIA Staff	GIS, OGC	0

# OJP METRICS

FOIA Staff	Assitant General Counsel, OGC	10
FOIA Staff	FOIA Specialist, OGC	1 (50 min)
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	2.6
Non- FOIA/IT	IT, OCIO	0

## Week 5 (August 31, 2015)

FOIA Staff	Deputy General Counsel, OGC	0.5
FOIA Staff	GIS, OGC	0.5
FOIA Staff	GIS, OGC	0.5
FOIA Staff	Assitant General Counsel, OGC	5
FOIA Staff	FOIA Specialist, OGC	0.5
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0

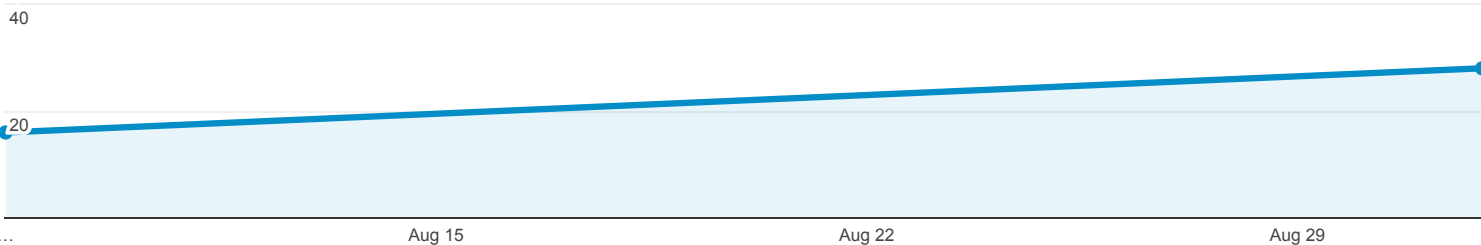
Aug 8, 2015 - Sep 7, 2015

## Audience Overview

All Sessions  
100.00%

### Overview

Sessions



Sessions

44

Users

40

Pageviews

39

Pages / Session

0.89

Avg. Session Duration

00:00:00

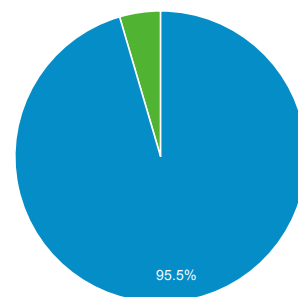
Bounce Rate

88.64%

% New Sessions

88.64%

New Visitor Returning Visitor



### Language

Language	Sessions	% Sessions
1. (not set)	26	59.09%
2. en	8	18.18%
3. en-us	8	18.18%
4. ru	2	4.55%

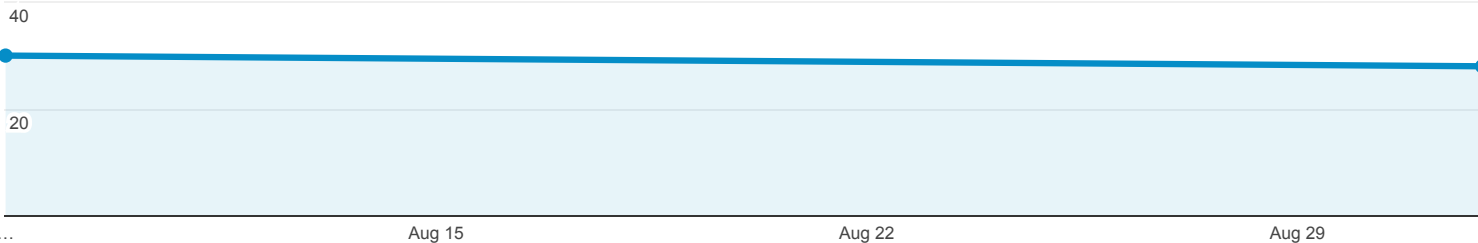
Aug 8, 2015 - Sep 7, 2015

## Audience Overview

All Sessions  
100.00%

### Overview

Sessions



Sessions



Users



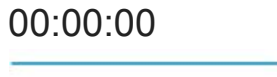
Pageviews



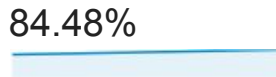
Pages / Session



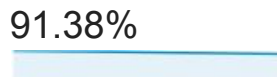
Avg. Session Duration



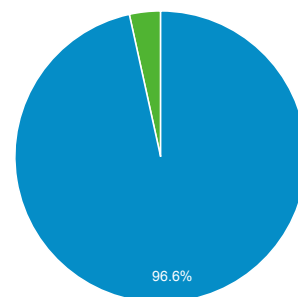
Bounce Rate



% New Sessions



New Visitor Returning Visitor



### Language

Language	Sessions	% Sessions
1. (not set)	34	58.62%
2. en-us	14	24.14%
3. en	8	13.79%
4. ru	2	3.45%

# OJP METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (September)

- **Time Divergence:** Please see attached [Excel spreadsheet](#).

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?  
[Please see the attached excel spreadsheet that breaks down the approximately 37.5 hours FOIA professionals spent implementing the pilot for the month of September.](#)
  - How much of that time was specifically devoted to 508 compliance?  
[One OJP FOIA professional devoted approximately 4 hours to 508 compliance.](#)
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy?  
[Time spent implementing this policy would have gone toward processing the five oldest pending FOIA requests.](#)
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? [Non-FOIA professionals spent 34.3 hours \(week of September 28<sup>th</sup>\) implementing this policy.](#)
  - How much of that time was specifically devoted to 508 compliance? [Four Non-FOIA professionals devoted 29.8 hours \(week of September 28<sup>th</sup>\) to 508 compliance.](#)

- **FOIA Demand:**

- How many FOIA requests did you receive in September 2015?  
[OJP received 12 FOIA requests within the scope of the pilot program.](#)

[Eight requests were closed in the month of September. Of those closed, four were requests opened in August and four were requests opened in September. These documents are being processed for posting to the OJP FOIA Library webpage.](#)

# OJP METRICS

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of September (e.g. grant applicants, contract bidders, journalists)?

There was no impact to an outside entity because of OJP's participation in the pilot during the month of September.

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

N/A

- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of September?

OJP did not experience an increase in "reverse" FOIA lawsuits during the month of September.

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of September when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?

There were no times during the month of September when OJP determined it was not appropriate to post records released.

- **Posted FOIA Released Records:**

How many pages of FOIA-released records did your agency post during the month of September?

- OJP posted no documents during the month of September due to IT staffing challenges. In early September, OCOM/IT staff initially providing the FOIA staff with support and assistance with FOIA web page revisions, 508 conversion, and uploading documents were removed from these tasks. Later in the month, a new team was identified and the work reassigned. After several weeks, the OJP FOIA staff was notified of their new POC. After an introductory conference call during the last week of September, the new IT staff spent 32.8 hours that week preparing the documents for upload (508 compliance, quality control, OCR, etc.).
- OJP processed eight requests consisting of 510 pages of FOIA records for release and these documents will be prepared for posting to the OJP FOIA webpage. Although posting is expected to begin in October, it may take several weeks to complete.

# OJP METRICS

- How many postings of FOIA released records did your agency make during the month of September?

During the month of September, IT challenges prevented FOIA staff from posting FOIA released records. Despite the issues, FOIA and Non-FOIA staff prepared 11 FOIA-released records, totaling 196 pages, for future posting. As the team worked on 508 compliance, they noted that several of OJP's grant budget documents that are fillable forms created difficulties in the 508 compliance process. The team will update the FOIA OJP webpages to include links to the documents released for posting under the pilot.

- **Number of Visitors:**

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) receive during the month of September?  
[Please see the attached analytics document.](#)
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).  
[Please see the attached analytics document.](#)
- Please note, OCOM, the office responsible for providing the web analytics, identified an issue with the monthly data collection. When OCOM staff pulled the data for the report, they noted that the results were not accurate. After further investigation, OCOM staff concluded there were scripts that needed to be added to the pages. OCOM staff hope the issue is resolved by adding the GA scripts to the FOIA pages to correspond with the views created. They anticipate this will return more accurate results.



# OJP METRICS

Metrics Capturing Challenges: Time Divergence

How much time per week your FOIA and Non-FOIA professionals spent posting FOIA released records

FOIA Staff/ Non-FOIA Staff	Function/ Type	Hours/ Week
<b>Week 6 (September 7, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	3.5
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	1.8
FOIA Staff	FOIA Specialist, OGC	0
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	1.5
Non- FOIA/IT	IT, OCIO	0
		<b>Total: 6.8</b>
<b>Week 7 (Septemeber 14, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	8.75
FOIA Staff	GIS, OGC	1.35
FOIA Staff	Assistant General Counsel, OGC	3.5
FOIA Staff	FOIA Specialist, OGC	1
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0.6
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
		<b>Total Hours: 15.2</b>
<b>Week 8 (Septemeber, 21 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	4
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	0
FOIA Staff	FOIA Specialist, OGC	0
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
		<b>Total Hours: 4</b>
<b>Week 9 (Septemeber 28, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	3
FOIA Staff	GIS, OGC	3
FOIA Staff	Assistant General Counsel, OGC	5.1
FOIA Staff	FOIA Specialist, OGC	0.4
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	24
Non-FOIA/IT	IT, OCIO	4.5
Non-FOIA/IT	IT, OCIO	4.3
		<b>Total Hours: 44.3</b>

# OJP METRICS

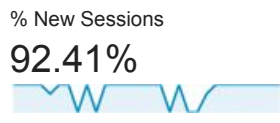
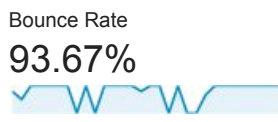
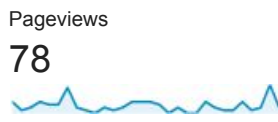
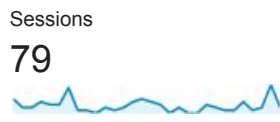
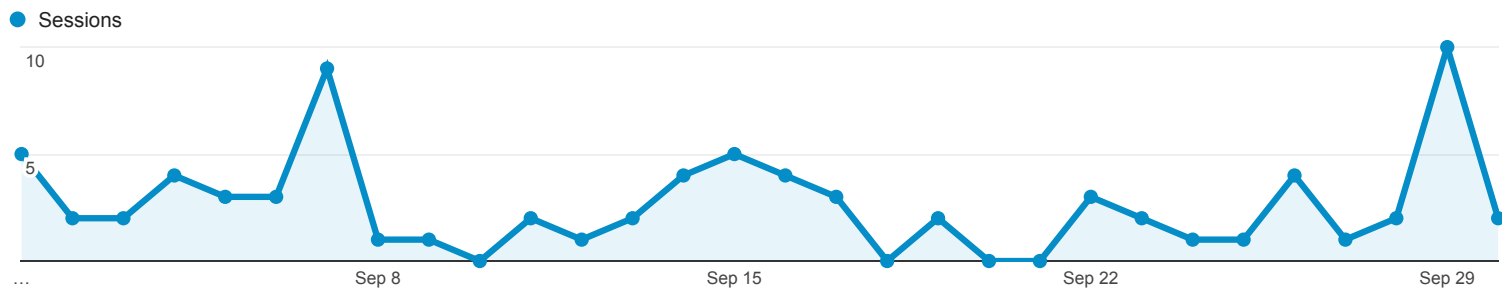
Total Hours: 70.3

Sep 1, 2015 - Sep 30, 2015

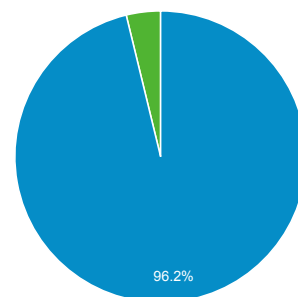
## Audience Overview

All Sessions  
100.00%

### Overview



■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. (not set)	66	83.54%
2. en	8	10.13%
3. en-us	4	5.06%
4. ru	1	1.27%

# OJP METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (October)

- **Time Divergence:** Please see attached Excel spreadsheet.

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?  
Please see the attached excel spreadsheet that breaks down the approximately 53.15 hours FOIA professionals spent implementing the pilot for the month of October.
      - How much of that time was specifically devoted to 508 compliance?  
During the month of October, two OJP FOIA professionals devoted approximately 11.5 hours to 508 compliance.
      - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy?  
Time spent implementing this policy would have gone toward processing OJP's current ten oldest pending FOIA requests.
    - How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? Three Non-FOIA professionals spent 34 hours in October implementing this policy.
      - Week of 10/5 = 7 hours
      - Week of 10/12 = 3.75 hours
      - Week of 10/19 = 9 hours
      - Week of 10/26 = 14.25 hours
    - How much of that time was specifically devoted to 508 compliance? Two Non-FOIA professionals devoted 10 hours specifically to 508 compliance.
- **FOIA Demand:**
  - How many FOIA requests did you receive in October 2015?  
In October 2015, OJP received 10 FOIA requests within the scope of the pilot program.
    - Eight requests were closed in the month of October.
    - One request was opened in August

# OJP METRICS

- Two was opened in September
- Five were opened in October

These documents are being processed for posting to the OJP FOIA Library webpage.

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of October (e.g. grant applicants, contract bidders, journalists)?

There was no impact to an outside entity because of OJP's participation in the pilot during the month of October.

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

N/A

- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of October?

OJP did not experience an increase in "reverse" FOIA lawsuits during the month of October.

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of October when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?

There were no times during the month of October when OJP determined it was not appropriate to post records released.

- **Posted FOIA Released Records:**

How many pages of FOIA-released records did your agency post during the month of October?

- OJP posted 11 documents consisting of 196 pages of FOIA records to the OJP FOIA library.

- How many postings of FOIA released records did your agency make during the month of October?

During the month of October, FOIA staff made one multi-document posting of FOIA released records. This posting included 11 FOIA-released records, totaling 196 pages. The FOIA OJP webpages were updated 10/29/15 to include links to the documents.

- OJP prepared two FOIA requests for posting to the OJP FOIA webpage in October.

# OJP METRICS

- The first FOIA request contained 43 documents.
- The second FOIA request contained three documents.

All 46 documents will be processed for posting. Due to the large volume of documents requiring 508 conversion, posting is anticipated in November.

## **Number of Visitors:**

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) receive during the month of October?  
Please see the attached analytics document provided by OJP's Office of Communication.
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).  
Please see the attached analytics document provided by OJP's Office of Communication.
- Please note, OCOM, the office responsible for providing the web analytics, identified an issue with the monthly data collection in September. The office noted that the results were not accurate after pulling the data from the FOIA pages and identified an issue with the GA scripts. After adjusting the variables in the scripts on both the FOIA landing page and FOIA library pages, the results for October are still not accurate. According to OCOM the numbers indicate the statistics are being pulled from the OJP landing page exclusively instead of the FOIA pages (as indicated by the significant increase in the number of sessions and page views from last month). This report is attached. OCOM continues to review the scripts to identify problems in the GA code.

# OJP METRICS

## Metrics to Evaluate the Proactive Disclosure Policy Pilots

Metrics Capturing Challenges: Time Divergence

How much time per week your FOIA and Non-FOIA professionals spent posting FOIA released records

FOIA Staff/ Non-FOIA Staff	Function/ Type	Hours/ Week	
<b>Week 10 (October 5, 2015)      Week 10 (October 5, 2015)</b>			
FOIA Staff	Deputy General Counsel, OGC	0	
FOIA Staff	GIS, OGC	2	
FOIA Staff	GIS, OGC	0	
FOIA Staff	Assistant General Counsel, OGC	1.5	
FOIA Staff	FOIA Specialist, OGC	0	
FOIA Staff	Secretary, OGC	0	
FOIA Staff	contractor	1.5	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
Non-FOIA/IT	IT, OCIO	0	
Non- FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	1	
Non-FOIA/IT	IT, OCIO	6	
			12
<b>Week 11 (October 12, 2015)      Week 11 (October 12, 2015)</b>			
FOIA Staff	Deputy General Counsel, OGC	0	
FOIA Staff	GIS, OGC	10.5	
FOIA Staff	GIS, OGC	0	
FOIA Staff	Assistant General Counsel, OGC	6.7	
FOIA Staff	FOIA Specialist, OGC	0.55	
FOIA Staff	Secretary, OGC	0	
FOIA Staff	contractor	0.5	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
Non-FOIA/IT	IT, OCIO	0	
Non- FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	1	
Non-FOIA/IT	IT, OCIO	2.75	
			22
<b>Week 12 (October 19, 2015)      Week 12 (October 19, 2015)</b>			
FOIA Staff	Deputy General Counsel, OGC	0	
FOIA Staff	GIS, OGC	3.5	
FOIA Staff	GIS, OGC	0	
FOIA Staff	Assistant General Counsel, OGC	9.35	
FOIA Staff	FOIA Specialist, OGC	0	
FOIA Staff	Secretary, OGC	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	1.1	
Non-FOIA/IT	IT, OCIO	0	
Non- FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	1	
Non-FOIA/IT	IT, OCIO	8	
			22.95
<b>Week 13 (October 26, 2015)      Week 13 (October 26, 2015)</b>			
FOIA Staff	Deputy General Counsel, OGC	0	
FOIA Staff	GIS, OGC	4	
FOIA Staff	GIS, OGC	0	
FOIA Staff	Assistant General Counsel, OGC	11.5	
FOIA Staff	FOIA Specialist, OGC	0.45	
FOIA Staff	Secretary, OGC	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
FOIA Staff	contractor	0	
Non-FOIA/IT	IT, OCIO	0	
Non- FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	0	

# OJP METRICS

Non-FOIA/IT	IT, OCIO	0	
Non-FOIA/IT	IT, OCIO	1	
Non-FOIA/IT	IT, OCIO	5.25	
Non-FOIA/IT	IT, OCIO	8	30.2

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**Total Hours:** 87.15

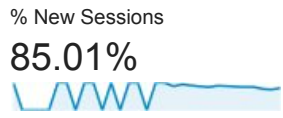
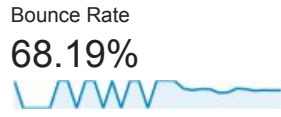
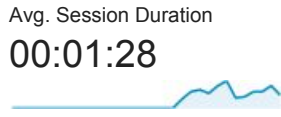
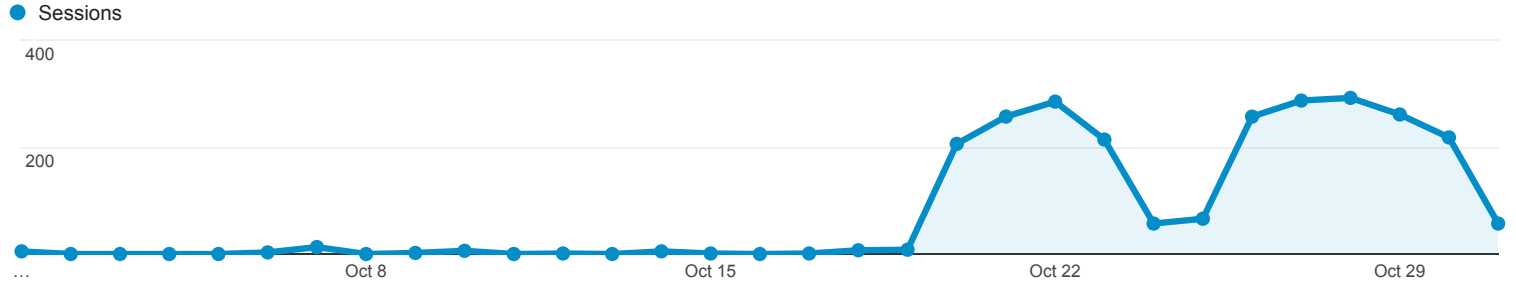


Oct 1, 2015 - Oct 31, 2015

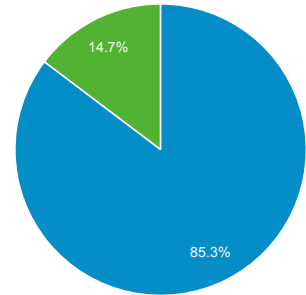
## Audience Overview

All Sessions  
100.00%

### Overview



■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	2,420	96.45%
2. (not set)	68	2.71%
3. en	4	0.16%
4. en-gb	4	0.16%
5. es-419	2	0.08%
6. fr-be	2	0.08%
7. pt-br	2	0.08%
8. ar	1	0.04%
9. en-au	1	0.04%
10. es	1	0.04%

# OJP METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (November)

- **Time Divergence:** [Please see attached Excel spreadsheet.](#)

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent	

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?  
[Please see the attached excel spreadsheet for a summary of the approximately 52.5 hours FOIA professionals spent implementing the pilot for the month of November.](#)
  - How much of that time was specifically devoted to 508 compliance?  
[During the month of November, two OJP FOIA professional devoted approximately 7.5 hours to document preparation for 508 compliance.](#)
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy?  
[Time spent implementing this policy would have gone toward processing OJP’s current ten oldest pending FOIA requests.](#)
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? [Two Non-FOIA professionals spent 44 hours in November implementing this policy.](#)
  - [Week of 11/2 = 17.25 hours](#)
  - [Week of 11/09 = 4 hours](#)
  - [Week of 11/16 = 4.25 hours](#)
  - [Week of 11/23 = 13.75 hours](#)
  - [Week of 11/30 = 4.75 hours](#)
- How much of that time was specifically devoted to 508 compliance? [Two Non-FOIA professionals devoted 44 hours specifically to 508 compliance.](#)

# OJP METRICS

- **FOIA Demand:**

- How many FOIA requests did you receive in November 2015?  
In November 2015, OJP received 18 FOIA requests within the scope of the pilot program.
  - Five requests were closed in the month of November.

These documents are being processed for posting to the OJP FOIA Library webpage.

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of November (e.g. grant applicants, contract bidders, journalists)?  
There was no impact to an outside entity because of OJP's participation in the pilot during the month of November.
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?  
N/A

- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of November?  
OJP did not experience an increase in "reverse" FOIA lawsuits during the month of November.

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of November when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
There were no times during the month of November when OJP determined it was not appropriate to post records released.

- **Posted FOIA Released Records:**

How many pages of FOIA-released records did your agency post during the month of November?

- OJP posted 46 documents consisting of 360 pages of FOIA records to the OJP FOIA library.
- How many postings of FOIA released records did your agency make during the month of November?

During the month of November, FOIA staff made four postings of FOIA released records (11/6, 11/24, 11/25, 11/30).

# OJP METRICS

## Number of Visitors:

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) receive during the month of November?
  - OJP's Office of Communication was not available to provide the report by the requested deadline. It will be sent to OIP at a later date.
  
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...)
  - OJP's Office of Communication was not available to provide the report by the requested deadline. It will be sent to OIP at a later date.

# OJP METRICS

## Metrics to Evaluate the Proactive Disclosure Policy Pilots

*Metrics Capturing Challenges: Time Divergence*

### How much time per week your FOIA and Non-FOIA professionals spent posting FOIA released records

FOIA Staff/ Non-FOIA Staff	Function/ Type	Hours/ Week
<b>Week 14 (November 2, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	0
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	9
FOIA Staff	FOIA Specialist, OGC	0
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	12.25
Non-FOIA/IT	IT, OCIO	5
<b>Week 15 (November 9, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	4.5
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	6
FOIA Staff	FOIA Specialist, OGC	0
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	4
Non-FOIA/IT	IT, OCIO	0
<b>Week 16 (November 16, 2015)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	11.5
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	0
FOIA Staff	FOIA Specialist, OGC	1
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0

# OJP METRICS

Non-FOIA/IT	IT, OCIO	4.25
Non-FOIA/IT	IT, OCIO	0

## Week 17 (November 23, 2015)

FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	7
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	0
FOIA Staff	FOIA Specialist, OGC	0
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	13.75
Non-FOIA/IT	IT, OCIO	0

## Week 18 (November 30, 2015)

FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	7
FOIA Staff	GIS, OGC	1.75
FOIA Staff	Assistant General Counsel, OGC	4
FOIA Staff	FOIA Specialist, OGC	0.75
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	4.75
Non-FOIA/IT	IT, OCIO	0

**Total Hours: 96.5**

# OJP METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (December)

- **Time Divergence:** Please see attached Excel spreadsheet.

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?  
Please see the attached excel spreadsheet for a summary of the approximately 42.5 hours FOIA professionals spent implementing the pilot for the month of December.
  - How much of that time was specifically devoted to 508 compliance?  
During the month of December, OJP FOIA professionals devoted approximately 5 hours to document preparation for 508 compliance.
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy?  
Time spent implementing this policy would have gone toward processing OJP’s current ten oldest pending FOIA requests.
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? Two Non-FOIA professionals spent 24.25 hours in December implementing this policy.
  - Week of 12/7 = 12.0 hours
  - Week of 12/14 = 1.5 hours
  - Week of 12/21 = 8.25 hours
  - Week of 12/28 = 2.5 hours
- How much of that time was specifically devoted to 508 compliance? Two Non-FOIA professionals devoted 22.25 hours specifically to 508 compliance.

# OJP METRICS

- **FOIA Demand:**

- How many FOIA requests did you receive in December 2015?

In December 2015, OJP received 10 FOIA requests within the scope of the pilot program.

- 17 requests within the scope of the pilot program were closed in the month of December.

These documents are being processed for posting to the OJP FOIA Library webpage.

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of December (e.g. grant applicants, contract bidders, journalists)?

There was no impact to an outside entity because of OJP's participation in the pilot during the month of December.

- If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?

N/A

- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of December?

OJP did not experience an increase in "reverse" FOIA lawsuits during the month of December.

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of December when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?

There were no times during the month of December when OJP determined it was not appropriate to post records released.

- **Posted FOIA Released Records:**

How many pages of FOIA-released records did your agency post during the month of December?

- OJP posted 41 FOIA records to the OJP FOIA library.

- How many postings of FOIA released records did your agency make during the month of December?

During the month of December, FOIA staff made one posting of FOIA released records (12/22/15).



# OJP METRICS

## Number of Visitors:

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) receive during the month of December?
    - [OJP's Office of Communication was not able to provide a December report.](#)  
“After running the Google Analytics reports for December, the results were showing identical values for all views I created for the month...[T]here was a global update made to the OJP template to correct broken links in the footer. Evidently, during this process the scripts [I]nserted to track the various pages were overwritten.”
  - Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).
- [OJP's Office of Communication was not available to provide a December report.](#)

# OJP METRICS

## Metrics to Evaluate the Proactive Disclosure Policy Pilots

Metrics Capturing Challenges: Time Divergence

How much time per week your FOIA and Non-FOIA professionals spent posting FOIA released records

	FOIA Staff/ Non-FOIA Staff	Function/ Type	Hours/ Week	
<b>Week 19 (December 7, 2015)</b>				
	FOIA Staff	Deputy General Counsel, OGC	0	
	FOIA Staff	GIS, OGC	20.5	
	FOIA Staff	GIS, OGC	0	
	FOIA Staff	Assistant General Counsel, OGC	5	
	FOIA Staff	FOIA Specialist, OGC	0.75	
	FOIA Staff	Secretary, OGC	0	
	FOIA Staff	contractor	1.5	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non- FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	12	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	0
<b>Week 20 (December 14, 2015)</b>				
	FOIA Staff	Deputy General Counsel, OGC	0	
	FOIA Staff	GIS, OGC	2	
	FOIA Staff	GIS, OGC	0	
	FOIA Staff	Assistant General Counsel, OGC	7	
	FOIA Staff	FOIA Specialist, OGC	0	
	FOIA Staff	Secretary, OGC	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non- FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	1.5	
	Non-FOIA/IT	IT, OCIO	0	0
<b>Week 21 (December 21, 2015)</b>				
	FOIA Staff	Deputy General Counsel, OGC	0	
	FOIA Staff	GIS, OGC	0	
	FOIA Staff	GIS, OGC	0	
	FOIA Staff	Assistant General Counsel, OGC	3.5	
	FOIA Staff	FOIA Specialist, OGC	0.25	
	FOIA Staff	Secretary, OGC	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non- FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	0	
	Non-FOIA/IT	IT, OCIO	8.25	
	Non-FOIA/IT	IT, OCIO	0	
<b>Week 22 (December 28, 2015)</b>				
	FOIA Staff	Deputy General Counsel, OGC	0	
	FOIA Staff	GIS, OGC	0	
	FOIA Staff	GIS, OGC	0	
	FOIA Staff	Assistant General Counsel, OGC	2	
	FOIA Staff	FOIA Specialist, OGC	0	
	FOIA Staff	Secretary, OGC	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	
	FOIA Staff	contractor	0	

# OJP METRICS

Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	2.5
Non-FOIA/IT	IT, OCIO	0

**Total Hours:**

# OJP METRICS

## Proactive Disclosure Pilot Monthly Metrics Submission Form (January)

- **Time Divergence:** Please see attached Excel spreadsheet.

Week	Employee – FOIA or Non-FOIA	Employee – Type	Task Type	Time Spent

**\*Please add as many rows as you require to account for the monthly time spent.**

- How much additional time did your FOIA professionals spend implementing this policy (Hours per week)?  
Please see the attached excel spreadsheet for a summary of the approximately 45.4 hours FOIA professionals spent implementing the pilot for the month of January.
  - How much of that time was specifically devoted to 508 compliance?  
During the month of January, OJP FOIA professionals devoted approximately 7 hours to document preparation for 508 compliance.
  - How many additional requests could have been processed using the time your FOIA professionals spent implementing this policy?  
Time spent implementing this policy would have gone toward processing OJP's current ten oldest pending FOIA requests and three overdue voluminous FOIA requests.
- How much time did your non-FOIA professionals (such as administrative staff within the FOIA office and IT staff outside the FOIA office) spend implementing this policy (Hours per week)? Four Non-FOIA professionals spent 55.25 hours in January implementing this policy.
  - Week of 01/4 = 31.25 hours
  - Week of 01/11 = 15 hours
  - Week of 01/18 = 2.75 hours
  - Week of 01/25 = 6.25 hours
- How much of that time was specifically devoted to 508 compliance? Two Non-FOIA professionals devoted 39 hours specifically to 508 compliance.

# OJP METRICS

- **FOIA Demand:**

- How many FOIA requests did you receive in January 2016?  
In January 2016, OJP received 8 FOIA requests within the scope of the pilot program.
  - 5 requests within the scope of the pilot program were closed and 663 pages were released in the month of January.

These documents are being processed for posting to the OJP FOIA Library webpage.

- **Impact on Outside Entities:**

- Did your agencies' program offices identify an impact on or experience any difficulty working with outside entities because of your agency's participation in the pilot during the month of January (e.g. grant applicants, contract bidders, journalists)?  
There was no impact to an outside entity because of OJP's participation in the pilot during the month of January.
  - If so, what was the impact or difficulty and what was the ultimate resolution, if there was one?  
N/A

- Did your agency experience an increase in "reverse" FOIA lawsuits during the month of January?  
OJP did not experience an increase in "reverse" FOIA lawsuits during the month of January.

- **Any Exceptions to Posting:**

- With the exception of first-party requests, which are already excluded from the pilot, were there any times during the month of January when you determined it was not appropriate to post records you released? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your released records were not posted?  
There were no times during the month of January when OJP determined it was not appropriate to post records released.
- The only documents that were released, but not posted were fillable PDF "Budget Worksheet" documents. The decision not to post was not a matter of appropriateness but a resource consideration (based on the time and effort of contract staff to make these documents 508 compliant). The conversion process of these fillable PDF documents became a burden on IT resources. Therefore, all fillable PDF "Budget Worksheet" documents released, but not posted will be made available upon request.

- **Posted FOIA Released Records:**

How many pages of FOIA-released records did your agency post during the month of January?

# OJP METRICS

- OJP posted 19 FOIA records, consisting of 153 pages to the OJP FOIA library.
- How many postings of FOIA released records did your agency make during the month of January?

During the month of January, FOIA staff made three postings (on 01/08, 01/12, and 01/19) of FOIA released records.

## **Number of Visitors:**

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) receive during the month of January?
  - See OJP's Office of Communication report (attached).
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...).  
See OJP's Office of Communication report (attached).

# OJP METRICS

Metrics Capturing Challenges: Time Divergence

How much time per week your FOIA and Non-FOIA professionals spent posting FOIA released records

FOIA Staff/ Non-FOIA Staff	Function/ Type	Hours/ Week
<b>Week 23 (January 4, 2016)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	11.5
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	4
FOIA Staff	FOIA Specialist, OGC	1.2
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	16
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	9.25
Non-FOIA/IT	IT, OCIO	5.5
Non-FOIA/IT	IT, OCIO	0.5
<b>Week 24 (January 11, 2016)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	7
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	5
FOIA Staff	FOIA Specialist, OGC	1
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	8
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	6.5
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0.5
<b>Week 25 (January 18, 2014)</b>		
FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	3.5
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	2.5
FOIA Staff	FOIA Specialist, OGC	0.2
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non- FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0

# OJP METRICS

Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	2
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0.75

## Week 26 (January 25, 2016)

FOIA Staff	Deputy General Counsel, OGC	0
FOIA Staff	GIS, OGC	2.5
FOIA Staff	GIS, OGC	0
FOIA Staff	Assistant General Counsel, OGC	7
FOIA Staff	FOIA Specialist, OGC	0
FOIA Staff	Secretary, OGC	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
FOIA Staff	contractor	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	6.25
Non-FOIA/IT	IT, OCIO	0
Non-FOIA/IT	IT, OCIO	0

Total FOIA staff: 45.4 hrs

Total NonFOIA staff: 55.25 hrs

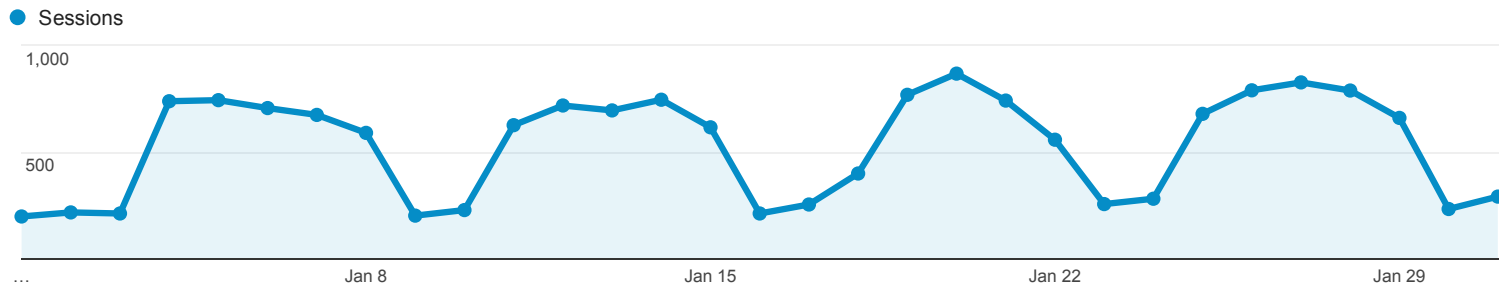


Jan 1, 2016 - Jan 31, 2016

## Audience Overview

All Sessions  
100.00%

### Overview



Sessions  
**16,491**

Users  
**13,549**

Pageviews  
**27,817**

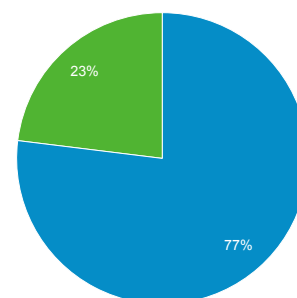
Pages / Session  
**1.69**

Avg. Session Duration  
**00:01:36**

Bounce Rate  
**64.81%**

% New Sessions  
**76.90%**

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	15,659	94.95%
2. (not set)	214	1.30%
3. en-gb	118	0.72%
4. ko-kr	58	0.35%
5. en	43	0.26%
6. zh-cn	29	0.18%
7. es	26	0.16%
8. fr	22	0.13%
9. pt-br	22	0.13%
10. c	21	0.13%