



**DEPARTMENT OF THE NAVY**  
COMMANDER  
NAVAL METEOROLOGY AND OCEANOGRAPHY COMMAND  
1020 BALCH BOULEVARD  
STENNIS SPACE CENTER, MS 39529-5005

5720  
Ser/186L

**27 OCT 1999**

From: Robert E. Young, Counsel  
To: Executive Officers

Subj: ELECTRONIC FREEDOM OF INFORMATION ACT (EFOIA)  
COMPLIANCE ISSUES

Encl: CNO ltr Ser N09B30/9U513650 dated 10 Aug 99

1. Enclosure (1) provides information regarding compliance with EFOIA.
2. All centers with websites should work with their webmaster and FOIA coordinator to address the areas of concern discussed in paragraph 4 of enclosure (1). You should comply as soon as practicable.
3. Webmasters can review the FOIA webpage on the COMNAVMETOCOM Operational website at <http://www.cnmoc.navy.mil>. The link to the FOIA webpage is listed in the first pull-down menu.
4. COMNAVMETOCOM point of contact is Rob Young, Commercial (228) 688-5867 or DSN 485-5867.

*Robert E. Young*

**ROBERT E. YOUNG**  
By direction



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

5720

IN REPLY REFER TO

Ser N09B30/9U513650

10 Aug 99

From: Chief of Naval Operations  
To: Distribution List

Subj: ELECTRONIC FREEDOM OF INFORMATION ACT CONNECTIVITY/  
COMPLIANCE ISSUES

Ref: (a) SECNAVINST 5720.42F  
(b) SECNAVINST 5720.47

Encl: (1) EFOIA Compliance Status Sheet

1. The intent of the passage of the Electronic Amendments to the Freedom of Information Act (FOIA) was to make it easier for members of the public to know what information is being held; submit electronic requests for information; and to view and/or download frequently requested information from electronic reading rooms.

2. While we have made great strides in making this a reality (i.e., establishment of the Navy's FOIA website (<http://www.ogc.secnav.hq.navy.mil/foia/index.html>), we now need to ensure connectivity of your site to that site, so that a requester may easily navigate to sites that may possess the information he/she is seeking.

3. It should be noted that several non-governmental organizations have been tasked to review the Government's performance in this area. In each instance, they report the failure of Government agencies to adequately comply with EFOIA. It appears only a matter of time before OMB or Congress will task us to report on what measures we are taking to comply with EFOIA.

4. In my cursory review of DON websites, I noted that while activities are putting up informative activity webpages, most are:

a. not identifying their FOIA office and/or designating a "link button" to access their FOIA webpage;

b. not providing guidance on how to submit a FOIA request (whether in writing or electronically);

c. not providing point of contact, address, and telephone listing for their activity's FOIA coordinator and, if applicable, providing the names, addresses, and telephone listings of FOIA coordinators at lower echelon commands and/or linkages to those sites;

d. not hosting an electronic reading room that is connected to the Navy's FOIA website for Electronic Reading Rooms and ensuring that all documents placed in the

Reading Room are indexed in the Government Information Locator Service (GILS); and/or,

e. not addressing how to access frequently requested documents held by their organization.

5. Please review the areas of concern cited in paragraph 4 above and work with your webmaster to eliminate any deficiencies, while complying with the provisions of references (a) and (b). Upon completion of your review, please complete enclosure (1) and forward it to this office by 29 Oct 99 via e-mail at [navyfoia@hq.navy.mil](mailto:navyfoia@hq.navy.mil) or fax it to CNO (N09B30) at (202) 685/6580/DSN 325-6580.

6. With regard to the activities in your chain of command, they too are responsible for complying with the requirements of EFOIA and should be encouraged to review their websites for compliance. While we do not require a report from them at this time, please disseminate a copy of this letter to them and encourage their immediate compliance.

  
DORIS M. LAMA  
By direction  
(202) 685-6545/DSN 325-6545

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