

ANNUAL FREEDOM OF INFORMATION ACT (FOIA) REPORT

REPORT CONTROL SYMBOL
DD-DA&M(A)1365

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING

NAVSAFECEN

REPORT FOR FISCAL YEAR

Naval Safety Center

2012

SECTION I - BASIC INFORMATION REGARDING REPORT

1. PERSON(S) TO CONTACT WHO CAN ANSWER QUESTIONS ABOUT THE REPORT

a. NAME (Last, First, Middle Initial)	b. TITLE	c. ADDRESS	d. TELEPHONE	e. E-MAIL ADDRESS
Jones, Nancy B.	Staff Attorney GS-13	375 A Street Norfolk, VA 23511	757-444-3520 ex 7047	nancy.jones@navy.mil

2. PROVIDE AN ELECTRONIC LINK FOR ACCESS TO THE REPORT ON THE AGENCY WEB SITE.

The Defense Freedom of Information Policy Office (DFOIPO) will satisfy this requirement.

3. EXPLAIN HOW TO OBTAIN A COPY OF THE REPORT IN PAPER FORM.

The Defense Freedom of Information Policy Office will satisfy this requirement.

SECTION II - MAKING A FOIA REQUEST

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continue on separate page if necessary using the same format.)

a. SUBCOMPONENT/COMPONENT OR AGENCY (i.e., McDill AFB, Department of the Air Force)	c. Address	c. TELEPHONE NUMBER

2. PROVIDE A BRIEF DESCRIPTION OF WHY SOME REQUESTS ARE NOT GRANTED AND AN OVERVIEW OR CERTAIN GENERAL CATEGORIES OF THE AGENCY'S RECORDS TO WHICH

The Defense Freedom of Information Policy Office will satisfy this requirement.

SECTION III - ACRONYMS, DEFINITIONS AND EXEMPTIONS

The Defense Freedom of Information Policy Office will satisfy this requirement.

SECTION IV - EXEMPTION 3 STATUTES (Attache additional pages if necessary)

(1) List all Exemption 3 statutes (<http://www.dod.mil/pubs/foi/b2.pdf>)

(2) The Defense Freedom of Information Policy Office will satisfy this requirement.

(3) The Defense Freedom of Information Policy Office will satisfy this requirement.

(4) For each request, report the number of times each statute was relied upon, however, count each statute only once per request.

Total Number of
Unique Uses of
Exempt 3
Statutes

0

1. STATUTE	2. TYPE OF INFORMATION WITHHELD	3. CASE CITATION	4. NO OF TIMES RELIED UPON

SECTION VI - ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS (Continued)

C.4. Response time for Administrative Appeals. Provide the median, average, and range in number of days to respond to administrative appeals.

(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) LOWEST NUMBER OF DAYS	(4) HIGHEST NUMBER OF DAYS
0	0	0	0

5. Ten Oldest Pending Administrative Appeals. Provide the date of receipt of the ten oldest pending administrative appeals, and the number of days pending. (YYYYMMDD, e.g. 20030918)
 To calculate the number of Federal work days, see <http://www.codeforexcelandoutlook.com/blog/2008/06/calculate-work-days-minus-holidays-in-vba/> or <http://www.excelexchange.com/WorkDays.html>. MS. Excel formula "Net workdays less holidays." See attached Excel list of Federal holidays.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest
(1) DATE OF RECEIPT										
(2) NUMBER OF DAYS PENDING										

SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS

For charts in Section VII, include response times for only perfected requests. Begin counting days from the date of receipt of the perfected request. If using a multi-track processing system, report response times separately for each track. If not using a multi-track processing system, at a minimum, report separately requests which have been granted expedited processing.

NOTE: Chart A must reflect the response times for all processed perfected requests. Chart B is sub-set of Chart A and must reflect the response times only for those perfected requests in which information was granted, either in full or in part.

A. PROCESSED REQUESTS - RESPONSE TIME FOR ALL PROCESSED PERFECTED REQUESTS. Provide the median, average and range in number of days to process all perfected requests.

1. SIMPLE				2. COMPLEX				3. EXPEDITED			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) LOWEST NUMBER OF DAYS	(4) HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) LOWEST NUMBER OF DAYS	(4) HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) LOWEST NUMBER OF DAYS	(4) HIGHEST NUMBER OF DAYS
6	7	0	28	36	77	21	421				

B. PROCESSED REQUESTS - RESPONSE TIME FOR PERFECTED REQUESTS FOW WHICH INFORMATION WAS GRANTED. Provide the median, average and range in number of days to process all perfected requests in which information was granted (full grants and partial grants).

1. SIMPLE				2. COMPLEX				3. EXPEDITED			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) LOWEST NUMBER OF DAYS	(4) HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) LOWEST NUMBER OF DAYS	(4) HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) LOWEST NUMBER OF DAYS	(4) HIGHEST NUMBER OF DAYS
7	8	1	20	33	84	21	421				

SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS (Continued)

C. PROCESSED REQUESTS - RESPONSE TIME IN DAY INCREMENTS.

(1) Provide the number of perfected requests processed in each of the thirteen designated time increments (ie., within 20 days, within 21-40 days in the second column, etc.).
 (a) If using a multi-track system, create separate charts as presented below to report the information for each track. If not using a multi-track system, at a minimum create a separate chart for requests which have been granted expedited processing.
 (b) Insert the sum of the thirteen columns in the "Total" column to reflect the total number of requests processed for each of the tracks.

1. SIMPLE REQUESTS

< 1 DAYS	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
6	110	1	0	0	0	0	0	0	0	0	0	0	0	117

2 COMPLEX REQUESTS

< 1 DAYS	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
0	0	17	7	1	0	1	0	0	1	0	1	0	2	30

3. REQUESTS GRANTED EXPEDITED PROCESSING

< 1 DAYS	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

D. PENDING REQUESTS - ALL PENDING PERFECTED REQUESTS.

Provide the number of perfected requests pending as of the end of the fiscal year, and the median and average number of days those requests had been pending. If an agency or component is unable to determine whether all of its pending requests are perfected, the agency must include all pending requests and attach a footnote that it has done so.

1. SIMPLE			2. COMPLEX			3. EXPEDITED PROCESSING		
(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS
13	170	150	37	253	189	0	0	0

E. PENDING REQUESTS - TEN OLDEST PENDING PERFECTED REQUESTS.

Provide the date of receipt of the ten oldest perfected requests pending as of the end of the fiscal year, and the number of days pending.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	1st
(1) DATE OF RECEIPT	20110210	20110113	20110111	20110103	20100824	20100715	20100614	20100422	20100208	20091021
(2) NUMBER OF DAYS PENDING	414	434	436	442	531	558	581	614	669	744

SECTION VIII - REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

Section VIII now reflects new mandatory reporting requirements and is no longer an optional section.

Provide information for adjudicated requests for expedited processing or adjudicated requests for a fee waiver, i.e., requests for expedited processing or requests for a fee waiver which were granted or denied. Do not include requests for expedited processing or requests for fee waiver which became moot for various reasons, as a result, were neither granted or denied.

A. REQUESTS FOR EXPEDITED PROCESSING.

(1) Include requests for expedited processing made both at the initial request level and , when applicable, at the administrative appeal level.

(2) Calculating days: Count only the days spent adjudicating the request for expedited processing. Count calendar days, not working days.

(3) NOTE: The response time of this new reporting requirement captures the time taken to decide whether to grant or deny a request for expedited processing. This does not cover the FOIA requests which have already been granted expedited status, placed in the "expedited processing" track, and reported elsewhere in this Report. Rather, this new requirement reflects the time taken to make a determination, (i.e., adjudicate) whether a request for expedited processing should be granted or denied. The FOIA requires agencies to determine within ten calendar days whether a request satisfies the standards for expedited processing.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS	4. AVERAGE NUMBER OF DAYS	5. NUMBER ADJUDICATED
0	1	7	7	1

B. REQUESTS FOR FEE WAIVER

(1) Include requests for a waiver of fees made both at the initial request level and , when applicable, at the administrative appeal level.

(2) Calculating days: Count only the days spent adjudicating the fee waiver request. Count working days. Do not include additional days that may precede consideration of the fee waiver request, e.g., days the request waits in a processing queue, processing time which precedes commencement of adjudication of fee waiver request, etc.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS TO ADJUDICATE	4. AVERAGE NUMBER OF DAYS TO ADJUDICATE
0	8	1.5	5.375

SECTION IX - FOIA PERSONNEL AND COSTS**A. PERSONNEL.**

Provide the number of "Full-Time FOIA Staff" by adding the number of "Full-Time FOIA

B. COSTS.

Add together all costs expended by the agency for processing FOIA requests at the initial request and administrative appeal levels, and for litigating FOIA requests. Include salaries of FOIA personnel, overhead, and any other FOIA-related expenses. (Agency's budget may be used as a resource.)

1. NUMBER OF FULL-TIME FOIA EMPLOYEES	2. NUMBER OF EQUIVALENT FULL-TIME FOIA EMPLOYEES	3. TOTAL NUMBER OF FULL-TIME FOIA STAFF	1. PROCESSING COSTS	2. LITIGATION-RELATED COSTS	3. TOTAL COSTS
2.00	0.83	2.83	\$ 177,417.10	\$ 0.00	\$ 177,417.10

SECTION X - FEES COLLECTED FOR PROCESSING REQUESTS

Report the dollar amount of fees collected from FOIA requesters for processing their requests. Also report the percentage of total processing costs (from Section IX) that those fees represent. In calculating the amount of fees collected, include fees received from a FOIA requester for search, review, document duplication, and any other direct costs permitted by agency regulations.

1. TOTAL AMOUNT OF FEES COLLECTED	\$ 0.00	2. PERCENTAGE OF TOTAL COSTS	.00%
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SECTION XI - FOIA REGULATIONS

AGENCIES MUST PROVIDE AN ELECTRONIC LINK TO THEIR FOIA REGULATIONS, INCLUDING THEIR FEE SCHEDULE.

SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. BACKLOGS OF FOIA REQUESTS AND ADMINISTRATIVE APPEALS.

(1) Provide the number of FOIA requests and administrative appeals that were pending beyond the statutory time period as of the end of the fiscal year.
 (2) NOTE: The statutory time period is ordinarily twenty working days from the receipt of a perfected request (see 5 U.S.C. Section 552(a)(6)(A)(i). but may be extended up to ten additional working days when "unusual circumstances" are present (see 5 U.S.C. Section 552(a)(6)(B)(i).

1. NUMBER OF BACKLOGGED REQUESTS AS OF END OF FISCAL YEAR <p style="text-align: center;">45</p>	2. NUMBER OF BACKLOGGED APPEALS AS OF END OF FISCAL YEAR <p style="text-align: center;">0</p>
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3. EXPLAIN BACKLOG HERE (Optional)

B. CONSULTATION ON FOIA REQUESTS - RECEIVED, PROCESSED, AND PENDING CONSULTATIONS.

The consultation portions of the Annual Report require information about consultations received from other agencies, not sent to other agencies.
 (1) Provide the number of consultations received from other agencies, those processed, and those pending , as described in the columns below.
 (2) The number in Column 1 must match the number of "Consultations Received from Other Agencies that Were Pending at Your Agency as of Endof of the Fiscal Year" (Column 4) from last year's Annual Report
 (3) The sum of Columns 1 and 2 minus the number of Column 3 must equal the number in Column 4.

1. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF START OF THE FISCAL YEAR	2. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES DURING THE FISCAL YEAR	3. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES THAT WERE PROCESSED BY YOUR AGENCY DURING THE FISCAL YEAR	4. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF END OF THE FISCAL YEAR
0	0	0	0

C. CONSULTATIONS ON FOIA REQUESTS - TEN OLDEST CONSULTATIONS RECEIVED FROM OTHER AGENCIES AND PENDING AT YOUR AGENCY.

Provide the date of receipt of the ten oldest consultations received from other agencies pending at your agency as of the end of the fiscal year, and the number of days pending..

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	1st
(1) DATE OF RECEIPT										
(2) NUMBER OF DAYS PENDING										

SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS (Continued)**D. COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT - REQUESTS RECEIVED, PROCESSED, AND BACKLOGGED.**

(1) Provide the number of requests received and the number of requests processed during the fiscal year, and the number of requests backlogged as of the end of the fiscal year (starting with the Annual Report from Fiscal Year 2009) from last year's Annual Report and the number of those received and processed during the fiscal year, and backlogged as of the end of the fiscal year, from the current Annual Report.

(2) The numbers in Columns 1 and 2 must match the "Number of Requests Received in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the "Number of Requests Processed in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively.

(3) The numbers in Columns 5 and 6 must match the "Number of Backlogged Requests as of End of the Fiscal Year" from Section XII. A. of the previous Annual Report and the current Annual Report, respectively.

REQUESTS RECEIVED		REQUESTS PROCESSED		REQUESTS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
157	194	144	172	23	45

D. COMPARISON OF NUMBERS OF ADMINISTRATIVE APPEALS FROM PREVIOUS AND CURRENT ANNUAL REPORT - APPEALS RECEIVED, PROCESSED, AND BACKLOGGED.

(1) Provide the number of administrative appeals received and the number of administrative appeals processed during the fiscal year, and the number of administrative appeals backlogged as of the end of the fiscal year (starting with the Annual Report from Fiscal Year 2009) from last year's Annual Report and the number of those received and processed during the fiscal year, and backlogged as of the end of the fiscal year, from the current Annual Report.

(2) The numbers in Columns 1 and 2 must match the "Number of Administrative Appeals Received in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the "Number of Administrative Appeals Processed in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively.

(3) The numbers in Columns 5 and 6 must match the "Number of Backlogged Administrative Appeals as of End of the Fiscal Year" from Section XII. A. of the previous Annual Report and the current Annual Report, respectively.

APPEALS RECEIVED		APPEALS PROCESSED		APPEALS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
0	0	0	0	0	0

F. DISCUSSION OF OTHER FOIA ACTIVITIES (Optional). Provide here any further information about the agency's efforts to improve FOIA administration. Attache additional pages if necessary.

SECTION II - MAKING A FOIA REQUEST

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continue on separate page if necessary using the same format.)

a. SUBCOMPONENT/COMPONENT OR AGENCY (i.e., McDill AFB, Department of the Air Force)	c. Address	c. TELEPHONE NUMBER

SECTION V - FOIA REQUESTS

(1) DESCRIPTION OF "OTHER" REASONS FOR

(2) NO. OF TIMES

(1) DESCRIPTION OF "OTHER" REASONS FOR	(2) NO. OF TIMES