SUBJECT: Release of Information and Other Agency Records to Members of the Public Through the Freedom of Information Act

Responsible Office: Office of Strategic Analysis, Communications, and Business Development (OSACB)

1. POLICY

LaRC will comply with release of information regulations as stated in the references.

2. APPLICABILITY

This directive sets forth the Langley Research Center (LaRC) policy and responsibilities for the release of information and other Agency records to members of the public through the Freedom of Information Act.

3. AUTHORITY

None

4. APPLICABLE DOCUMENTS AND FORMS

a. NPD 1382.17, “Privacy Policy - Internal NASA Direction in Furtherance of NASA Regulation.”


5. RESPONSIBILITIES

a. Head, Office of Communications, Office of Strategic Analysis, Communications and Business Development (OSACB) shall:

   Coordinate this Centers program for release of information and records to the public in compliance with the Freedom of Information Act.

b. Freedom of Information Act Officer, Office of Communications
(1) Serve as the Center focal point for requests for release of information and records to the public. Review and process requests in compliance with the Freedom of Information Act and NASA’s implementing regulations.

(2) Log in, process, and track requests for release of records to the public and assign FOIA case number.

(3) Provide Initial Determination to requester and close case.

c. Office of Chief Counsel

Provide legal opinion, guidance, review, and concurrence of FOIA Officer’s Initial Determination.

d. All Program Offices

(1) Timely provide requested records under its control to the Freedom of Information Act (FOIA) Officer in order for the FOIA Officer to comply with federal statutorily imposed deadlines.

(2) When providing records to the FOIA Officer, Program Offices must review requested documents and provide FOIA Officer with recommended withholdings.

(3) Program Offices must record their search and review time and submit that including their Grade Level to the FOIA Officer for fee assessment purposes.

(4) When a submitter notice is required, Program and/or Center Offices will provide the FOIA Officer with the submitter’s point of contact information (name, address, phone number, and e-mail address). The FOIA Officer will notify Program and/or Center Offices if a submitter notice is required.

e. Export Control Office

Provide review of records for potential export control issues

6. DELEGATION OF AUTHORITY

Center’s Freedom of Information Act Officer

7. MEASUREMENT/VERIFICATION

Center’s input to Agency’s Annual FOIA Report

8. CANCELLATION

LAPD 1300.2, dated November 22, 2004
Original signed on file

David E. Bowles
Director

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