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Description of document:	Department of Homeland Security (DHS) Freedom of Information Act (FOIA) Employee Useful Links and Information, 2019
Requested date:	31-March-2020
Release date:	23-December-2020
Posted date:	10-May-2021
Source of document:	Privacy Office, Mail Stop 0655 Department of Homeland Security 2707 Martin Luther King Jr. AVE SE Washington, DC 20528-065 Fax: 202-343-4011 E-mail: foia@hq.dhs.gov DHS FOIA Public Access Portal

Homeland Security

December 23, 2020

Sent via email

Re: **2020-HQFO-00835**

This is the electronic final response to your March 31, 2020, Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS) for a copy of the three page record on the DHS employee intranet site called "called "FOIA Employee Useful Links and Information" related to FOIA information. This office received your request on April 1, 2020 as amended on December 22, 2020.

In responding to a FOIA request, DHS will search for responsive documents in its control on the date the search began. We began our search on June 11, 2020. A search of the Privacy Office for documents responsive to your request produced a total of 3 pages.

We are granting your request under FOIA, 5 U.S.C. § 552, and DHS FOIA regulations at 6 C.F.R. Part 5. After carefully reviewing the responsive document, I determined that it is appropriate for public release. The documents are enclosed in their entirety; DHS has claimed no deletions or exemptions.

Provisions of FOIA allow DHS to charge for processing fees, up to $25, unless you seek a waiver of fees. In this instance, because the cost is below the $25 minimum, there is no charge. If you need any further assistance or would like to discuss any aspect of your request, please contact the analyst below who processed your request and refer to **2020-HQFO-00835**. You may send an e-mail to foia@hq.dhs.gov, call 202-343-1743 or toll free 1-866-431-0486, or you may contact our FOIA Public Liaison in the same manner.

Sincerely,

Jimmy Wolfrey
Senior Director, FOIA Operations and Management
(Acting)

Enclosure(s): 3 pages

Useful Links and Information

About DHS

- DHS Organizational Chart: https://www.dhs.gov/organizational-chart
- DHS Lexicon Terms and Definitions: Go to Intranet Home Page→ Click on "About DHS" in drop down menu at the top → Click "DHS Lexicon"→ Click on "DHS Terminology"
- DHS Components on the Intranet: http://dhsconnect.dhs.gov/org/comp/Pages/default.aspx
- DHS Operational and Support Components: https://www.dhs.gov/operational-and-support-components
- DHS System of Records and SORNS: https://www.dhs.gov/system-records-notices-sorns
- DHS Privacy Impact Assessments: https://www.dhs.gov/privacy-impact-assessments
- DHS Management Directives: http://dhsconnect.dhs.gov/org/comp/mgmt/policies/Directives/Forms/AllItems.aspx
- DHS News Briefings: https://dhs.techmis.com/morning_briefing/Mobi/todaysbrief/

About FOIA and Privacy Act

- Plain Language Description of FOIA Exemptions: https://www.dhs.gov/foia-exemptions
- DOJ Office of Information Policy: https://www.justice.gov/oip
  - FOIA Statute: https://www.justice.gov/oip/freedom-information-act-5-usc-552
  - DOJ Guide to the FOIA: http://www.justice.gov/oip/doj-guide-freedom-information-act-0
  - FOIA Improvement 2016 Summary: https://www.justice.gov/oip/oip-summary-foia-improvement-act-2016
  - DOJ Overview of the Privacy Act of 1974 (2015 edition): https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition

About FOIA and Privacy Act @ DHS Privacy Office

- DHS FOIA Employee Resource Page: http://dhsconnect.dhs.gov/org/offices/priv/Pages/FOIA-Employee-Resources.aspx
- FOIAXpress: http://foia.dhs.gov/foiaxpress/Main.aspx
- PRIV FOIA Shared Drive -> S:\Disclosure and FOIA
- DHS FOIA Homepage: https://www.dhs.gov/freedom-information-act-foia
  - DHS FOIA FOIA and Privacy Act Statutes and Regulations: https://www.dhs.gov/foia-statutes-resources
  - DHS FOIA Regulations: https://www.dhs.gov/sites/default/files/publications/dhs_foia_reg_2016.pdf
  - DHS FOIA Compliance Directive: https://www.dhs.gov/sites/default/files/publications/Directive%20262-

11%20Freedom%20of%20Information%20Act%20Compliance%20April%202017.pdf

- Employee Notification Policy (release of personnel records): https://www.dhs.gov/sites/default/files/publications/262-11-001_0.pdf
- FOIA Reporting Policy (including significant requests guidance): https://www.dhs.gov/sites/default/files/publications/FOIA%20Reporting%20Requirements.pdf
  - o DHS FOIA Contact Info: https://www.dhs.gov/foia-contact-information
  - o FOIA Library-HQ: https://www.dhs.gov/foia-library
- DHS Privacy Homepage: https://www.dhs.gov/privacy-office
  - o DHS Privacy Office Contacts: https://www.dhs.gov/privacy-office-contacts
- Civil Online Relativity Activity (CORA): https://cora.usdoj.gov/Relativity/ (for Litigation Team use primarily)
- DHS 1-Day Notification Folder on SharePoint -> SharePoint 1-Day Notification Folder

Additional FOIA Reference Material and Useful Sources for the Public

- Check Status of Request: https://www.dhs.gov/foia-status
- FOIA.gov (National FOIA Portal): https://www.foia.gov/search.html
- FOIA.gov in Spanish: https://www.foia.gov/index-es.html
- DOJ Office of Information Policy FOIA Reference Guide: https://www.justice.gov/oip/department-justice-freedom-information-act-reference-guide
- Five Steps to File a FOIA Request: https://www.dhs.gov/steps-file-foia
- FOIA Requirements, Limits, and Fees: https://www.dhs.gov/how-submit-foia-or-privacy-act-request-department-homeland-security
- Overview of Immigration Records FOIA Resources: https://www.archives.gov/ogis/resources/foia-ombuds-observer/18-01
- Office of Government Information Services Mediation Services: https://www.archives.gov/ogis/mediation-program/about-mediation-program
- Congressional Correspondence Logs: https://www.dhs.gov/publication/congressional-correspondence-logs
- DHS Component FOIA Logs: https://www.dhs.gov/dhs-component-foia-logs
- Federal Procurement Data System (FPDS): https://www.fpds.gov/ezsearch/fpdsportal?indexName=awardfull&templateName=1.4.4&s=FPDSNG.COM&q
- Government Contracts: https://www.fpds.gov/ezsearch/search.do?indexName=awardfull&s=FPDSNG.COM&q=FA489008C0005&templateName=1.4.4&start=90

FOIA Training Sources

- [FREE] FOIA training modules on DHS PALMS: https://etms.hq.dhs.gov/WarningDisclaimer.aspx
- [FREE] DOJ Office of Information Policy Trainings: https://www.justice.gov/oip/key-dates

- American Society of Access Professionals (ASAP): https://www.accesspro.org/
- Graduate School USA: http://www.graduateschool.edu/

Administrative Links

- Ethics (Fed): http://dhsconnect.dhs.gov/org/offices/ogc/ethics
- Ethics Contacts (Fed): http://dhsconnect.dhs.gov/org/offices/ogc/ethics/DHS%20Ethics%20Offices%20Contact%20Information/Ethics%20Official%20POC%20List.pdf#search=ethics
- How to map the printers: Type into the search bar: \\ZZH1CJ-0330 → Search for ZZN1FT-3-3245-KM-C368 or ZZN1FT-3-3292-KM-C654
- Intra-net Employee Development (Feds): http://dhsconnect.dhs.gov/Resources/Career/training
- Microsoft Identity Manager: http://myid/IdentityManagement/default.aspx
- Online Outlook Site: https://eaaspiv.dhs.gov/owa/
- Outside Activity Prior Approval Exemption (Feds): http://dhsconnect.dhs.gov/news/Pages/Prior-Approval-Exemption-for-Certain-Outside-Employment-Activities-for-DHS-HQ-and-CISA-Employees.aspx
- Outside Activity Request for Approval (Feds): http://dhsconnect.dhs.gov/org/offices/ogc/Documents/Ethics/Outside%20Employment%20Form%20Revised%20Nov%202%202016%20bk.pdf#search=outside%20activity
- Report a Privacy Incident: http://dhsconnect.dhs.gov/org/offices/priv/Pages/Where-to-Report-Privacy-Incidents.aspx
- Report an Insider Threat: http://dhsconnect.dhs.gov/org/comp/mgmt/ocso/TMO/Pages/Insider_Threat-_Program.aspx
- SharePoint: http://mgmt-sp.dhs.gov/privacy/FOIAReview/default.aspx?View={a012e48e-2c6a-4e29-a83c-8d1da31d3bc6}&SortField=LinkFilename&SortDir=Asc

Other Items of Interest

- Homeland Security Employee Gift Shop: http://www.hsfgiftshop.com/
- Volunteer Opportunities: http://dhsconnect.dhs.gov/org/comp/mgmt/dhshr/Health-Safety/Pages/VolCommSvc.aspx