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Description of document: Department of Homeland Security (DHS) Resources on the DHS Intranet Site for DHS Freedom of Information Act (FOIA) Employees 2022

Requested date: 13-January-2022

Release date: 26-May-2022

Posted date: 20-June-2022

Source of document: Freedom of Information Act Request
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 \(PAL\)](#)

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**Homeland
Security**

Privacy Office, Mail Stop 0655

May 26, 2022

SENT BY ELECTRONIC MAIL

Re: **2022-HQFO-00452**

This is the final electronic response to your Freedom of Information Act (FOIA) request to the Department of Homeland Security, dated January 13, 2022, and received by this office on January 13, 2022. You are seeking the DHS intranet page(s) that show the "Resources for DHS FOIA Employees" repository available on the department's intranet (internal agency website).

A search of the Department of Homeland Security (DHS) Privacy Office for documents responsive to your request produced a total of nine (9) pages. I have considered the foreseeable harm standard when reviewing the record set and have applied the FOIA exemptions as required by the statute and the Attorney General's guidance.¹ Of those pages, I have determined that portions are partially releasable pursuant to Title 5 U.S.C. § 552 (b)(6) and (b)(7)(E), FOIA Exemptions 6 and 7(7)(E).

Enclosed are nine (9) pages with certain information withheld as described below:

FOIA Exemption 6 exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

Exemption 7(E) protects records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. I determined that

¹ Department of Justice (DOJ), "Freedom of Information Act Guidelines," March 15, 2022, <https://www.justice.gov/ag/page/file/1483516/download>.

disclosure of law enforcement systems could reasonably be expected to risk circumvention of the law. Additionally, the techniques and procedures at issue are not well known to the public.


You have a right to appeal the above withholding determination. Should you wish to do so, you must send your appeal and a copy of this letter, within 90 days of the date of this letter, to: Privacy Office, Attn: FOIA Appeals, U.S. Department of Homeland Security, 2707 Martin Luther King Jr. Avenue, SE, Mail Stop 0655, Washington, D.C. 20528-0655, following the procedures outlined in the DHS FOIA regulations at 6 C.F.R. Part 5 § 5.5(e)(2). Your envelope and letter should be marked "FOIA Appeal." Copies of the FOIA and DHS FOIA regulations are available at www.dhs.gov/foia.

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.

You may contact the DHS FOIA Public Liaison at 202-343-1743 for any further assistance and to discuss any aspect of your request. You may also contact OGIS at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you need to contact our office again about this matter, please refer to **2022-HQFO-00452**. This office can be reached at FOIA@HQ.DHS.GOV or call 202-343-1743 or toll free 1-866-431-0486.

Sincerely,

A handwritten signature in black ink, appearing to read "Jimmy Wolfrey".

Jimmy Wolfrey
Senior Director, FOIA Operations and Management

Enclosure: Responsive Documents, 9 pages



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Resources for FOIA Professionals

Policy

The DHS Privacy Office is responsible for providing the Department with FOIA policy leadership.

- You can find the DHS FOIA regulation, management directives, and instructions on our [FOIA Resources and Statutes page](#).
- Additional updates regarding FOIA policy can be found on the [Department of Justice Office of Information Policy Guidance page](#).

The Office of Government Information Services has issued several [compliance reports](#) assessing Component FOIA programs and [educational resources](#) for requesters seeking immigration-related records.

Training & Development

The DHS Privacy Office maintains this page as a centralized resource for FOIA employees.

The DHS Privacy Office organizes several DHS-specific training events that are open to Component employees throughout the year. Recordings of the following training sessions are currently available on demand:

- FOIA Litigation for Access Professionals:** Led by (b)(6) Privacy Office (PRIV), and (b)(6) DHS Office of General Counsel (OGC)
- Intake Considerations - Treatment of 1st Party Requests, Expedited Processing and Fee Waivers:** Led by (b)(6) and (b)(6) PRIV
- Exemption 3:** Led by (b)(6) United States Secret Service (USSS)
- FOIA and Privacy Act Interface:** Led by (b)(6) DHS OGC
- Exemption 7:** Led by (b)(6) U.S. Immigration and Customs Enforcement (ICE)
- Exemption 5:** Led by (b)(6) Federal Emergency Management Agency (FEMA)
- Exemption 4:** Led by (b)(6) Demand Progress, and (b)(6) U.S. Customs and Border Protection (CBP)
- DHS Employee Personally Identifiable Information Withholding Policy:** Led by (b)(6) CBP and (b)(6) PRIV

- **DHS Employee Personally Identifiable Information Withholding Policy:** Led by (b)(6) CBP and (b)(6) PRIV
- **FOIA Training for Information Law Attorneys:** Led by (b)(6) DHS OGC, (b)(6) DHS OGC, and (b)(6) PRIV
- **Sunshine Week 2021 FOIA Training Summit:** Sessions include Strategies for Handling an "Any and All" Request; Emerging Technologies and FOIA Best Practices; Building a Career in FOIA; Handling FOIA Litigation; Keynote Address by Jason Leopold, BuzzFeed News; Ask the Requester

The following courses can be accessed in PALMs:

- **FOIA Training for Federal Employees** provides a primer on the FOIA, and highlights ways to assist agencies in administering the FOIA law. It is a good reminder that FOIA is everyone's responsibility.
- **FOIA Training for Professionals** addresses all the major procedural and substantive requirements of the law, as well as the importance of customer service.
- **FOIA Senior Executive Briefing** video provides a general overview of FOIA, emphasizing the importance of senior management's support for the program.

Additional FOIA training is available from the [American Society of Access Professionals](#), [Graduate School USA](#), and your Component's learning management system.

DHS-Wide FOIA Training Opportunities

Please watch your inbox or ask your Component's FOIA Officer for additional information regarding the below DHS-wide training opportunities sponsored by the DHS Privacy Office.

FOIA Awards Program

DHS recognizes exceptional FOIA professionals with the Annual Sunshine Awards. The awards recognize the FOIA Officer of the year, and exceptional service by employees at the GS-7 thru GS-15 level.

The 2021 Sunshine Awards recipients are:

- FOIA Officer of the Year: (b)(6) U.S. Immigration and Customs Enforcement (ICE)
- FOIA Professional of the Year: (b)(6) U.S. Citizenship and Immigration Services (USCIS)
- FOIA Professional of the Year: (b)(6) Office of Intelligence and Analysis (I&A)
- FOIA Professional of the Year: (b)(6) PRIV
- Deputy Chief FOIA Officer's FOIA Support Award: (b)(6) FEMA

DHS also regularly participates in the FOIA awards programs managed by [American Society of Access Professionals](#) and the [Department of Justice Office of Information Policy](#).

- Deputy Chief FOIA Officer's FOIA Support Award, (b)(6) FEMA

DHS also regularly participates in the FOIA awards programs managed by [American Society of Access Professionals](#) and the [Department of Justice Office of Information Policy](#).

Resources for FOIA Professionals

✓	Name	Modified	Modified By
	DOJ OIP FOIA Refresher Training - 2.20.20	... October 6, 2020	(b)(6) (CTR)
	DHS FOIA Policy Training Slides	... October 6, 2020	(b)(6) (CTR)
	DHS FOIA Newsletter	... October 6, 2020	(b)(6) (CTR)
	Litigation Training with (b)(6)	... October 6, 2020	(b)(6) (CTR)
✓	<u>Sunshine Week 2019 FOIA Summit Training Slides</u>	... October 6, 2020	(b)(6) (CTR)
	Your Role in FOIA factsheet FEB 2021	... February 25, 2021	(b)(6)
	2020 Sunshine Week Webinar Series	... October 6, 2020	(b)(6) (CTR)
	DHS Privacy Office FOIA Training Webinars	... October 6, 2020	(b)(6) (CTR)
	DHS Non Responsive Presentation	... October 6, 2020	(b)(6) (CTR)
	DHS FOIA Oversight Reports	... October 6, 2020	(b)(6) (CTR)
	Dispute resolution training slides 6.4.19	... October 6, 2020	(b)(6) (CTR)
	FOIA Employee Useful Links and Information May 21 2019	... October 6, 2020	(b)(6) (CTR)

Additional Resources

Have additional resources to share, including FOIA performance work plans, GAO assessments, backlog reduction plans, or training content? Please email them to (b)(6) for posting here.



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FOIA Employee Resources
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	DHS FOIA Newsletter	... October 6, 2020	(b)(6)	Newsletter
	DHS FOIA Policy Training Slides	... October 6, 2020	(b)(6)	Training
	DOJ OIP FOIA Refresher Training - 2.20.20	... October 6, 2020	(b)(6)	Training
	Litigation Training with (b)(6)	... October 6, 2020	(b)(6)	Training
	Sunshine Week 2019 FOIA Summit Training Slides	... October 6, 2020	(b)(6)	Training
	2020 Sunshine Week Webinar Series	... October 6, 2020	(b)(6)	Training
	DHS FOIA Oversight Reports	... October 6, 2020	(b)(6)	Reference
	DHS Non Responsive Presentation	... October 6, 2020	(b)(6)	Training
	DHS Privacy Office FOIA Training Webinars	... October 6, 2020	(b)(6)	Training
	Dispute resolution training slides 6.4.19	... October 6, 2020	(b)(6)	Training
	FOIA Employee Useful Links and Information May 21 2019	... October 6, 2020	(b)(6)	Reference
	Your Role in FOIA factsheet FEB 2021	... February 25, 2021	(b)(6)	



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FOIA Employee Resources ▸ DHS FOIA Newsletter
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✓	📄	Name	Modified	Modified By	DocType
	📄	DHS FOIA newsletter - Issue 1	... October 6, 2020	(b)(6)	Newsletter
	📄	DHS FOIA newsletter - Issue 2	... October 6, 2020	(b)(6)	Newsletter
	📄	DHS FOIA newsletter - Issue 3	... October 6, 2020	(b)(6)	Newsletter
	📄	DHS FOIA newsletter - Issue 4	... October 6, 2020	(b)(6)	Newsletter
	📄	DHS FOIA newsletter - Issue 5	... October 6, 2020	(b)(6)	Newsletter
	📄	DHS FOIA newsletter - Issue 6	... November 4, 2020	(b)(6)	Newsletter
	📄	DHS FOIA newsletter - Issue 7	... November 4, 2020	(b)(6)	Newsletter



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FOIA Employee Resources ▾ DOJ OIP FOIA Refresher Training - 2.20.20

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✓	 Name	Modified	Modified By	DocType
	 FOIA Requests Start to Finish - With Question Slides	... October 6, 2020	(b)(6)	Training
	 FOIA-PA Interface - July 2019	... October 6, 2020	(b)(6)	Training
	 Overview of Exemptions	... October 6, 2020	(b)(6)	Training
	 Procedural Requirements - June 2019	... October 6, 2020	(b)(6)	Training



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FOIA Employee Resources ▸ Litigation Training with Dick Huff
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✓	📄	Name		Modified	Modified By	DocType
	📄	DHS Litigation Issues Privacy Act Supplement	...	October 6, 2020	(b)(6)	Training
✓	📄	DHS Litigation Issues Training Outline	...	October 6, 2020	(b)(6)	Training
	📄	DHS Litigations Issues	...	October 6, 2020	(b)(6)	Training



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FOIA Employee Resources ▸ Sunshine Week 2019 FOIA Summit Training Slides
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	📄	DHS Exemption 4 Training	... October 6, 2020	(b)(6)	Training
	📄	DHS Reporting Requirements	... October 6, 2020	(b)(6)	Training
	📄	DHS Treasury FOIA Summit Agenda March 12 and 13	... October 6, 2020	(b)(6)	Training
	📄	Exemption 3 Training by DOJ	... October 6, 2020	(b)(6)	Training
	📄	Exemption 7	... October 6, 2020	(b)(6)	Training
	📄	FinCEN 101 & FOIA b(3) Presentation	... October 6, 2020	(b)(6)	Training
	📄	FOIA Intake Strategies	... October 6, 2020	(b)(6)	Training
	📄	FOIA Litigation Process	... October 6, 2020	(b)(6)	Training
	📄	FOIA PA Interface	... October 6, 2020	(b)(6)	Training
	📄	OGIS and Dispute Resolution Skills	... October 6, 2020	(b)(6)	Training