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Description of document: Department of State (DOS) Freedom of Information Act (FOIA) Standard Operating Procedures (SOP) 2019

Requested date: 12-July-2023

Release date: 28-May-2025

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Source of document: Freedom of Information Act
U.S. Department of State
Information Access Liaison Office, A/SKS/IAP/IAL
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Washington, D.C. 20520-0000
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United States Department of State

Washington, D.C. 20520

May 28, 2025

DoS Request No.: F-2023-06526

This letter responds to your March 27, 2023, Freedom of Information Act (FOIA) (5 U.S.C. § 552) request received by the U.S. Department of State, Information Access Programs Directorate on July 12, 2023. A copy of your request is attached for your reference. This Office assigned your request the subject reference number.

The Department conducted a search for information responsive to your request located the enclosed records. Where applicable, we have considered the foreseeable harm standard when reviewing this information and applying FOIA exemptions. As such, we have determined that some information is exempt from release pursuant to the following FOIA exemptions:

- 5 U.S.C. § 552 (b)(5), which concerns certain inter-and intra-agency communications protected by Deliberative Process.
- 5 U.S.C. § 552(b)(6), which concerns material that, if released, would constitute a clearly unwarranted invasion of an individual's personal privacy.

This action closes your request in this office. For further assistance or to discuss any aspect of your request, you may contact our FOIA Requester Service Center or our FOIA Public Liaison via email to FOIAstatus@state.gov or telephone at (202) 261-8484.

If you are not satisfied with this determination, you may administratively appeal by writing to: Appeals Officer, Information Access Programs Directorate (A/SKS/IAP), U.S. Department of State, 2201 C Street, NW, Washington, D.C. 20520; by fax to (202) 485-1718; or by email to FOIAAppeals@state.gov. Your appeal must be postmarked or electronically transmitted within 90 days of the date of this correspondence. Please include a copy of this correspondence with your written appeal and clearly state why you disagree with the determinations set forth in this response.

Additionally, if you are not satisfied with Department's determination in response to your request, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration (NARA) 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, email address: ogis@nara.gov; telephone: (202) 741-5770; toll free number: 1-877-684-6448.

Sincerely,

**JAMES A
ROSENBAUM**

Digitally signed by
JAMES A ROSENBAUM
Date: 2025.05.28
08:57:07 -04'00'

Andy Rosenbaum
Supervisory Government Specialist
FOIA Case Processing Office
Information Access Programs Directorate

Enclosures: As stated

POLICIES FOR FOIA AND PRIVACY ACT REQUESTER SERVICES~~September~~ October 2019

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- Work collaboratively with analysts in the FOIA case processing branches to determine reasonable Estimated Dates of Completion (EDCs) :
 - Send request for EDC to FOIA Case Processing Branch Chief (copy case processing analyst) within ~~one~~ 1 business day of receipt of inquiry from requester
 - Follow up with the FOIA case processing Branch Chief if no response is received within ~~two~~ 2 business days
 - Elevate to Requester Liaison Division Chief if no response is received from the FOIA case processing Branch Chief within ~~three~~ 3 business days
 - Send EDC to requester within ~~one~~ 1 business day of receipt from case processing branch

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POLICIES FOR PROCESSING FOIA AND PRIVACY CASES

~~September~~ October 2019

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Estimated Dates of Completion:

- Estimated Dates of Completion (EDCs) will be provided to the Requester Service Center within two days of receiving the request. Branch chiefs will review all EDCs for approval.
- EDCs should be the best possible estimate available at the time the EDC is requested. The Department should not overcommit to an ~~early~~ unrealistic EDC.
- Analysts will use the IPS approved EDC template/SOP to formulate EDCs.

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To aid the requester, each agency shall make available its FOIA Public Liaison, who shall assist in the resolution of any disputes between the requester and the agency.”.

The Importance of Quality Requester Services: Roles and Responsibilities of FOIA Requester Service Centers and FOIA Public Liaisons

Introduction

The Department of Justice has long emphasized the importance of agencies working with FOIA requesters "in a spirit of cooperation." Two of the established ways that agencies interact with the public during the FOIA request process are through their FOIA Requester Service Centers and FOIA Public Liaisons. These bodies were originally required to be established by Executive Order 13,392, 70 Fed. Reg. 75373 (Dec. 14, 2015), and their existence was later codified by the OPEN Government Act of 2007, Pub. L. No. 110-175, 121 Stat. 2524. The FOIA Improvement Act of 2016, Pub. L. No. 114-185, 130 Stat. 538, reinforced the important role played by FOIA Public Liaisons, and by extension FOIA Requester Service Centers, providing more opportunities for engagement during additional stages of the FOIA process.

Agency FOIA Requester Service Centers and FOIA Public Liaisons serve a vital role in providing helpful and timely explanations of the FOIA process to members of the public. This guidance provides an overview of the roles and responsibilities of both these critical resources.

FOIA Requester Service Centers

FOIA Requester Service Centers typically serve as the first point of contact at agencies for any requester (or potential requester) who has a question about how the FOIA works. Such questions can range from very general inquiries about the kinds of records maintained at the agency, to more specific questions directly related to a request that has already been made. Depending on the size of their FOIA operations, agencies may need to designate multiple employees to serve as their FOIA Requester Service Center. Moreover, decentralized agencies with several components are likely to need a dedicated FOIA Requester Service Center for each component. The staff of the FOIA Requester Service Center is typically made up of FOIA professionals who handle initial requests made to the agency. Indeed, agencies may designate their entire initial request staff to serve as the FOIA Requester Service Center.

The FOIA Requester Service Centers are intended to be a helpful source of information about the FOIA and how it is administered at each agency. There are many available resources to assist FOIA Requester Service Centers in answering inquiries. These include each agency's:

- FOIA Reference Guide,
- FOIA Regulations, and
- FOIA website.

In addition, the government-wide FOIA website, FOIA.gov, provides a wealth of information about the FOIA for each agency and can serve as a ready source of information that can be utilized by FOIA Requester Service Center personnel.

Even before a request is made, the FOIA Requester Service Center should be able to assist members of the public by:

- identifying sources of information that is already posted and available, thereby potentially obviating the need to make a FOIA request in the first instance;
- informing potential requesters about the types of records maintained by the agency (or agency component) and providing suggestions for formulating requests;
- describing the agency's various processing tracks and providing the average processing times for the various tracks; and
- answering questions about expedited processing standards and the FOIA's fee provisions.

Once a member of the public has made a request to the agency, the FOIA Requester Service Center should stand ready to provide information about the status of that request, including an estimated date of completion. Agencies may elect to have the analyst assigned to the request serve in the capacity of the FOIA Requester Service Center and provide information about its status directly to the requester. OIP has issued guidance to agencies about providing an estimated completion date. As detailed in that guidance, agencies should make a reasonable judgment as to when they believe processing will be complete, based upon what remains to be done in a given case, including conducting any necessary consultations.

In short, the FOIA Requester Service Center must be ready to assist the public in understanding all aspects of the FOIA and how it works at their agency.

FOIA Public Liaisons

"FOIA Public Liaisons shall report to the agency Chief FOIA Officer and shall serve as supervisory officials to whom a [FOIA] requester . . . can raise concerns about the service the requester has received from the FOIA Requester Center, following an initial response from the FOIA Requester Center Staff. FOIA Public Liaisons shall be responsible for assisting in reducing delays, increasing transparency and understanding of requests' current status, and assisting in the resolution of disputes." 5 U.S.C § 552(l) (2012).

As detailed in the statute, FOIA Public Liaisons are supervisory officials charged with three over-arching duties:

- assisting in reducing delays,
- increasing transparency and understanding of the status of requests, and
- assisting in the resolution of disputes.

The FOIA also assigns two specific responsibilities to FOIA Public Liaisons.

- When “unusual circumstances” exist and an agency provides the requester with an opportunity to limit the scope of the request or to arrange an alternative time for processing, agencies must make their FOIA Public Liaison available to assist in the process. See 5 U.S.C. § 552(a)(6)(B)(ii).
- When processing is completed and agencies issue their response, they must notify requesters of their right to seek assistance from the FOIA Public Liaison. See 5 U.S.C. § 552(a)(6)(A)(i)(II), (III)(bb).

While both FOIA Requester Service Centers and FOIA Public Liaisons provide information and assistance to requesters, by design they are two distinct entities. As originally conceived in Executive Order 13392, FOIA Public Liaisons “shall serve as supervisory officials to whom a FOIA requester can raise concerns about the service the FOIA requester has received from the Center, following an initial response from the Center Staff.” Exec. Order No. 13392, Sec. 2(c)(ii). Thus, FOIA Requester Service Centers are intended to be the first place where the public can go to get information about the FOIA generally or about a specific request. The FOIA Public Liaison is intended to supervise the Center and ensure a “service-oriented response to FOIA requests and FOIA-related inquiries.” *Id.* Decentralized agencies may have multiple FOIA Public Liaisons who, in turn, report as appropriate to the Chief FOIA Officer.

In addition to supervising the FOIA Requester Service Center, the responsibilities of FOIA Public Liaisons include both assisting individual requesters at various, designated points throughout the request process, and working more systemically to reduce delays.

As to working with individual requesters, two of the specific duties of the FOIA Public Liaison – increasing understanding of the status of requests, and assisting in narrowing requests when “unusual circumstances” exist – require the Liaison to be able to explain how requests are managed and tracked. Just as the FOIA Requester Service Center might do, the Liaison should be able to offer suggestions for limiting or altering the scope of a request so that it can be processed more quickly. As the request moves through the system, the FOIA Requester Service Center should be able to provide information as to the request’s status, but the FOIA Public Liaison should also be available to answer any questions about that status. Then, once a determination is made on the request and a response letter is sent, the FOIA Public Liaison must be available and able to explain the agency’s decision to any requester

who has questions about it. This could include providing an explanation of the FOIA's exemptions and the reasons why some information is protected from release. Through all these interactions with requesters, FOIA Public Liaisons can increase understanding of the entirety of the FOIA process and resolve – or avoid – disputes.

FOIA Public Liaisons also have an overarching responsibility to work to reduce delays. There are multiple ways to approach this issue, both systemically and for any individual request. As to individual requests, FOIA Public Liaisons, along with their FOIA Requester Service Centers or the analyst assigned to the request in the first instance, have opportunities at several touchpoints in the lifecycle of the request where steps can be taken that will reduce delay. At the beginning of the process, the scope of the request sets the stage for the amount of time that will be needed to handle it. As processing commences, the number and types of searches that are necessary to locate responsive records will impact the time needed. As responsive documents are identified, if consultations are needed, that is yet another factor that implicates time. At all of these stages of the process, FOIA Public Liaisons, with the assistance of the FOIA Requester Service Centers, can collaborate with requesters to identify strategies and approaches to reduce the time needed to respond to the request.

At a more systemic level, FOIA Public Liaisons can undertake a number of activities to help improve timeliness in their FOIA operations. These can range from:

- conducting self-assessments to identify areas where processes could be streamlined,
- maximizing use of technology to facilitate processing of records,
- utilizing processing metrics to stay on top of incoming requests,
- regularly training and engaging with staff, and
- publicizing proactive disclosures that might meet the public's need for information in the absence of a request.

OIP has published guidance on reducing backlogs and improving timeliness that can be used by FOIA Public Liaisons, as well as a self-assessment toolkit to assist in analyzing an agency's entire FOIA program.

Contact Information

Both FOIA Requester Service Centers and FOIA Public Liaisons provide an important service to the public, allowing citizens to directly engage with agency FOIA Offices regarding questions they have about the FOIA. In order to ensure that the public is aware of how to reach these resources, it is important that agencies maintain updated contact information for their FOIA Requester Service Centers and FOIA Public Liaisons. Agencies should regularly review, and update, as needed, the contact information that appears on the agency's own FOIA website, including in its FOIA Reference Guide, and the information that displays on the government-wide FOIA website, FOIA.gov.

As is evident from their duties, the FOIA Requester Service Centers and FOIA Public Liaisons should be easy for requesters to reach. For phone lines, agencies should ensure that requesters are able to leave messages when agency FOIA personnel are not immediately available to answer calls. Agencies should strive to return any call or e-mail to the FOIA Requester Service Center within 24-hours.

Importance of Good Communication

At the center of all this work by both FOIA Requester Service Centers and FOIA Public Liaisons is good communication. Engaging with FOIA requesters effectively can greatly improve FOIA administration. OIP has issued multiple guidance articles addressing good communication with FOIA requesters. In our 2010 guidance, we stressed the importance of:

- Providing requesters with the point of contact for information about their request,
- Making it easy to discuss the scope and status of a request, and
- Having a process to make interim responses.

That guidance was expanded upon in 2013, with an emphasis given to:

- Communicating electronically with requesters as the default,
- Providing links to public information to facilitate access,
- Making it easy to narrow requests, and
- Providing detailed information on FOIA fee estimates.

Additional guidance addressed the topic of status inquiries, including:

- Providing individualized tracking numbers,
- Providing both the date of receipt and an estimated date of completion to requesters who asked for status, and
- Explaining the FOIA process or any delays in processing when providing status updates.

Collectively, this guidance emphasizes that communication with requesters should be courteous, appropriate, service-oriented, easy, prompt, helpful, and cooperative.

Conclusion

FOIA Requester Service Centers and FOIA Public Liaisons must be prepared to answer inquiries about their agency's FOIA administration in general and about any given FOIA request in particular. Before a request is even made, to after it is completed, there are multiple opportunities to engage with requesters. These conversations can range from discussions about whether already-posted information could satisfy the request, to the framing of any request that is ultimately made, to discussions about the

status of the request, and an explanation of the final determination that is made. FOIA Requester Service Centers and FOIA Public Liaisons are the key personnel who engage in these communications for the overall benefit of FOIA administration.

How to Calculate an Estimated Date of Completion (EDC) Worksheet

F-2023-06526

A-00000902684

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Analysis	Number of days to add and other information		Running total
Date of request/where is the request in the queue?			
Acknowledgement letter issued?	If yes	0	Total:
	If no	3	
Is this an expedited, simple, or complex case?	Simple	90	Total:
	Expedited	350	
	Complex	220 (2006-2014)	Total:
	Complex	440 (2015-2017)	
	Complex	660 (2018-2019)	Total:
Has search been tasked to Library and Bureaus?	If yes	0	Total:
	If no	20	
All bureau/library search responses received?	If yes	0	Total
	If no	20	
Are there pending clearances/consultations? Number of pages to be reviewed: 1 day per 15 pages	Bureaus	10	Total 10+7+7
	Interagency	90	
Are there pending clearances/consultations?	If yes	10	Total:
	If no	0	
E.O. 12600/Submitter review needed?	If yes	120	Total:
	If no	0	
Are there Top Secret documents to be reviewed?	If yes	30	Total:
	If no	0	
Date calculation	Total Days		Total Years:

- EDC Computation: 240 days = a work year. EDC Calculator Link is below:
<https://www.timeanddate.com/date/weekdayadd.html?d1=3&m1=10&y1=2019&type=add&ad=690>

1. PURPOSE

To provide the IPS FOIA team the proper guidance and information to comply with FOIA statutes and regulations when processing cases and determining their estimated dates of completion (EDC).

2. ASSUMPTIONS

1. The Freedom of Information Act Annual Report will be reviewed annually and used to determine if updates to day allocations are needed.
2. Initial day allocations are based on data averages from IPS 2020 and 2021 fiscal year cases.
 - Larger cases were excluded to provide more accurate and realistic data
3. Process includes subtraction of days from initial EDC if taskers are not required.
4. Calculations for responsive documents are based on the analyst reviewing 400 pages per month.

3. RESPONSIBILITIES

3.1 EDC Working Group

1. Will review EDC calculations annually and make recommendations to update the SOP and EDC worksheet accordingly.

3.2 Analysts

1. Will ensure they are familiar and apply each rule/condition when calculating EDCs.

4. INSTRUCTIONS

3.1 EDC Worksheet

After assignment of a case, the analyst will complete the EDC worksheet to update the EDC field in FX. The EDC should be noted in FX including the case notes.

Analysts processing referrals and consultations will follow a modified process that excludes Steps 2, 3 & 4.

STEP 1:

1. Analyst will determine the case's track and worksheet will indicate the days allotted for the specific track.
 - a) Simple = 370 Days
 - b) Expedited = 850 Days
 - c) Complex = 810 Days
2. Analyst will use the following link: [Business Date Calculator: Add/Subtract Workdays, Holidays or Weekends \(timeanddate.com\)](#) and the allocated days to calculate and determine the EDC.

STEP 2:

Analyst will identify if a tasker has been sent to the Library and Bureaus.

1. If a tasker has been sent, the analyst will select "YES" from the drop-down menu and subtract 20 days from the worksheet.
2. If a tasker has not been sent, the analyst will select "NO" from the drop-down menu and will not add or subtract any days.

STEP 3:

Analyst will identify if all Library and Bureau search responses have been received.

1. If responses have been received, the analyst will select "YES" from the drop-down menu and subtract 20 days.
2. If responses have not been received, the analyst will select "NO" from the drop-down menu and will not add or subtract any days.

STEP 4:

Analyst will determine if there are any responsive documents for the case.

1. If there are responsive documents, the analyst will identify how many documents he/she can review in a month.
2. Based on how many pages entered, the analyst will use the worksheet to

calculate how many days it will take to complete the review of the documents and add days to the worksheet.

3. Analyst will update the EDC, add the worksheet into correspondence log, and notify the requester that the review has started.
4. Analysts will attach the updated spreadsheet as part of reply to internal requests.

STEP 5:

Analyst will identify if there are any pending bureau clearances.

1. If there are pending clearances, the analyst will select "YES" from the drop-down menu and not add or subtract any days.
 - a) If waiting time exceeds 10 days, the analyst will contact the bureau/agency's POC for update
 - b) If multiple requests for updates are sent, possible escalation through Branch Chiefs or Director may be required
2. If there are not any pending clearances, the analyst will select "NO" from the drop-down menu and use the worksheet to subtract 10 days.

STEP 6:

Analyst will identify if there are any pending interagency consultations.

1. If there are pending interagency consultations, the analyst will select "YES" from the drop-down menu and will not add or subtract any days.
2. If there are not any pending interagency consultations required, the analyst will select "NO" from the drop-down menu and use the worksheet to subtract 90 days.

STEP 7:

Analyst will identify if an E.O. 12600/submitter review is required.

1. If the submitter review is required, the analyst will select "YES" from the drop-down menu and will not add or subtract any days.
2. If the submitter review is not required, the analyst will select "NO" from the

drop-down menu and use the worksheet to subtract 120 days.

STEP 8:

Analyst will identify if there are any classified documents to be reviewed.

1. If there are classified documents to be reviewed, the analyst will select "YES" from the drop-down menu and will not add or subtract any days.
2. If there are not any classified documents to be reviewed, the analyst will select "NO" from the drop-down menu and use the worksheet to subtract 30 days.

3.2 When to review the EDC

The analyst is expected to review/update the EDC worksheet at the following points and ensure the EDC field in FX is updated and the worksheet is uploaded:

- a) Initial Intake
- b) Tasker
- c) Receipt of Responsive Records

4. REFERENCES

- The Freedom of Information Act Annual Report – 2020, <https://foia.state.gov/Learn/Reports/Annual/2020.pdf>
- Business Date Calculator: Add/Subtract Workdays, Holidays or Weekends (timeanddate.com)

5. FORMS

- EDC Worksheet – Version 1.0

6. CHANGE HISTORY

List of Effective Pages

Pages requiring updates	Date of page revision
Total pages 4	

How to Calculate an Estimated Date of Completion (EDC) Worksheet

EDC Computation: 240 days = a work year. EDC Calculator Link is below:

<https://www.fmeanddata.com/edc/workdaycalc.htm?d1=4&m1=10&y1=2019&type=edc&ed=650> (Remember to reset data field.)

Analysis			Number of days to process	Total	EDC STEPS
EDC Check 1	Is this an expedited, simple, or complex case?	Simple	370		Step 1. Select processing track in cell C7
		Expedited	850		
		Complex	810		
EDC Check 2	Has tasker been sent to the Library and bureaus?	If yes	-20		Step 2. Answer yes/no to library task ? in Cell C10
		If no			
	All Library and bureau search responses received?	If yes	-20		Step 3. Answer responsive records ? in C12
		If no			
EDC Check 3	Responsive Documents		17	0	Step 4. Enter total number of responsive docs in B14
		Are there pending bureau clearances?	If yes	0	
		If no	-10		
	Are there pending interagency consultations?	If yes	0		Step 6. Answer pending inter consult. ? in C17
		If no	-90		
	Is a E.O. 12600 submitter review needed?	If yes	0		Step 7. Answer E.O. 12600 ? in C19
		If no	-120		
	Are there classified / SCI documents to be reviewed?	If yes	0		Step 8. Answer TS docs ? in C21
		If no	-40		
Total number of working days				0	

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How to Calculate an Estimated Date of Completion (EDC) Worksheet

EDC Computation: 240 days = a work year. EDC Calculator Link is below:

<https://www.timeanddate.com/date/weekdayadd.html?d1=3&m1=10&y1=2019&type=add&ad=690> [Remember to reset data fields]

					EDC STEPS	
Analysis			Number of days to process		Total	
EDC Check 1	Is this an expedited, simple, or complex case?	Referral	130			Step 1. Select processing track in cell C7
		Consultation	100		ii	
EDC Check 2	Responsive Documents				13	Step 2. Enter total number of responsive docs in D10
	Are there pending bureau clearances?	If yes	0			Step 3. Answer bureau clearance ? in C11
		If no	-10			
	Are there pending interagency consultations?	If yes	0			Step 4. Answer pending interconsult ? in C13
		If no	-20			
	Are there classified SCI documents to be reviewed?	If yes	0			Step 5. Answer TS doc. ? in C15
		If no	-40			
	Total number of working days					ii

How to Calculate an Estimated Date of Completion (EDC) Worksheet

EDC Computation: 240 days = a work year. EDC Calculator Link is below:

<https://www.timeanddate.com/date/weekdayadd.html?d1=3&m1=10&y1=2019&type=add&ad=690> [Remember to reset data fields]

<i>Analysis</i>	<i>Number of days to process</i>		<i>Total</i>
Is this a referral or consultation?	Referral	##	
	Consultation	##	
Are there pending bureau clearances?	If yes	10	
	If no	0	
Are there pending interagency consultations?	If yes	90	
	If no	0	
Is a E.O. 12600/submitter review needed?	If yes	120	
	If no	0	
Are there Top Secret documents to be reviewed?	If yes	30	
	If no	0	
Requires access to Classnet?	If yes	0	
	If no	240	
Total number of working days			=SUM(E7:E18)

How to Calculate an Estimated Date of Completion (EDC) Worksheet

EDC Computation: 240 days = a work year. EDC Calculator Link is below:

<https://www.timeanddate.com/date/weekdayadd.html?d1=3&m1=10&y1=2019&type=add&ad=690>

Analysis	Number of days to add and other information		Running Total
Date of request/where is the request in the queue?			
Acknowledgement letter issued?	If yes	0	
	If no	3	
Is this an expedited, simple, or complex case?	Simple	90	
	Expedited	350	
	Complex	220 (2006-2014)	
	Complex	440 (2015-2017)	
	Complex	660 (2018-2019)	
Has search been tasked to Library and Bureaus?	If yes	0	
	If no	20	
All bureau/library search responses received?	If yes	0	
	If no	20	
Are there pending clearances/consultations?	Bureaus	10	
Number of pages to be reviewed: 1 day per 15 pages			
	Interagency	90	
Are there pending clearances/consultations?	If yes	10	
	If no	0	
E.O. 12600/Submitter review needed?	If yes	120	
	If no	0	
Are there Top Secret documents to be reviewed?	If yes	30	
	If no	0	
Date calculation	Total Days		0

From: (b)(6)@state.gov>
(b)(6)@state.gov>;
(b)(6)@state.gov>;
(b)(6)@state.gov>;
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To: (b)(6)@state.gov>;
(b)(6)@state.gov>;
(b)(6)@state.gov>;
(b)(6)@state.gov>;
(b)(6)@state.gov>;
(b)(6)@state.gov>;
Subject: EDC Documents
Date: Tue, 22 Mar 2022 13:40:03 +0000

All,

Attached are the EDC documents (EDC Worksheet, EDC SOP, and EDC Briefing Presentation) for everyone's review. If any changes are proposed or required, please send back to me and I will compile the changes and finalize in preparation for Thursday's meeting.

Respectfully,

(b)(6)

Administrative Assistant
Contractor – PacArtic
A/GIS/IPS

(b)(6)

Harry S. Truman Building

Sender: (b)(6)@state.gov>
(b)(6)@state.gov>;
(b)(6)@state.gov>;
(b)(6)@state.gov>;
(b)(6)@state.gov>;
Recipient: (b)(6)@state.gov>;
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Control # EDC.SOP.01

Version 1.0

Estimated Date of Completion (EDC) ~~Date~~ Standard Operating
Procedure

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Control # EDC.SOP.01

Version 1.0

Estimated Date of Completion (EDC) ~~Date~~ Standard Operating
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Control # EDC.SOP.01

Version 1.0

Estimated Date of Completion (EDC) ~~Date~~ Standard Operating
Procedure

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Control # EDC.SOP.01

Version 1.0

Estimated Date of Completion (EDC) ~~Date~~ Standard Operating
Procedure

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Control # EDC.SOP.01

Version 1.0

Estimated Date of Completion (EDC) ~~Date~~ Standard Operating
Procedure

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ESTIMATED DATE OF COMPLETION (EDC) BRIEFING

EDC Working Group

March 24, 2022



F-2023-06526

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5/28/2025

EDC Working Group Contributors

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Purpose

To establish proper guidance and information for analysts when processing cases and determining their estimated dates of completion (EDC).



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Working Group Meetings and Discussions

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EDC Worksheet

Existing Worksheet

Analysis	Number of days to add and other information		Running Total
Date of request/where is the request in the queue?			
Acknowledgement letter issued?	If yes	0	
	If no	3	
Is this an expedited, simple, or complex case?	Simple	90	
	Expedited	350	
	Complex	220 (2006-2014)	
	Complex	440 (2015-2017)	
	Complex	660 (2018-2019)	
Has search been tasked to Library and Bureaus?	If yes	0	
	If no	20	
All bureau/library search responses received?	If yes	0	
	If no	20	
Are there pending clearances/consultations?	Bureaus	10	
	Interagency	90	
Are there pending clearances/consultations?	If yes	10	
	If no	0	
E.O. 12600/Submitter review needed?	If yes	120	
	If no	0	
Are there Top Secret documents to be reviewed?	If yes	30	
	If no	0	
Date calculation	Total Days		0

Proposed Modified Worksheet

Analysis		Number of days to process	Total
Is this an expedited, simple, or complex case?	Simple	370	
	Expedited	850	
	Complex	810	
Has tasker been sent to the Library and bureaus?	If yes	-20	
	If no		
All Library and bureau search responses received?	If yes	-20	
	If no		
Responsive Documents Are there pending bureau clearances?	Total Pgs/Pgs per day/Total Days		17 0
	If yes	0	
	If no	-10	
Number of pages to be reviewed: 1 day per 15 pages			
Are there pending interagency consultations?	If yes	0	
	If no	-90	
Is a E.O. 12600/submitter review needed?	If yes	0	
	If no	-120	
Are there classified / SCI documents to be reviewed?	If yes	0	
	If no	-40	
Total number of working days			0



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Existing EDC Worksheet vs. Proposed Modified Worksheet Comparison

Existing EDC Worksheet	Proposed Modified EDC Worksheet
➤ Analyst must add days together manually based on the analyst's response to tasker	➤ Calculates days automatically based on the analyst's response to tasker
➤ 9 step process	➤ 8 Step process

Both use the totals and refer to the following link to determine and EDC date: : [Business Date Calculator: Add/Subtract Workdays, Holidays or Weekends \(timeanddate.com\)](https://www.timeanddate.com/businessdatecalculator/)



Removed the following:

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5/28/2025

Updated the following:

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5/28/2025

Added the following:

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Referrals and Consultations EDC Worksheet

Analysis			Number of days to process	Total
Is this an expedited, simple, or complex case?		Referral	130	
		Consultation	100	
				0
Responsive Documents	Total Pgs/Pgs per day/Total Days			13
Are there pending bureau clearances?			0	
Number of pages to be reviewed: 1 day per 15 pages		If yes		
		If no	-10	
Are there pending interagency consultations?		If yes	0	
		If no	-90	
Are there classified/SCI documents to be reviewed?		If yes	0	
		If no	-40	
Total number of working days				0



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FY2020 & FY2021 IPS Cases:

Track	Fiscal Year	# of Cases	Total Pages Processed	Avg. Pages Processed	Total Days Processed	Avg. Days Processed
Expedite	FY2021	*42	10,749	255.93	35,801	852.40
Expedite	FY2021	+44	437,070	9,933.41	39,343	894.16
Expedite	FY2020	~27	7,168	265.48	28,500	1,055.56
Expedite	FY2020	`30	517,046	17,234.87	32,206	1,073.53
Simple	FY2021	95	3,583	37.72	35,340	372
Simple	FY2020	121	4,078	33.70	44,977	371.71
Complex	FY2021	^325	206,131	634.25	264,468	813.75
Complex	FY2020	^363	610,709	1682.39	227,054	625.49
Referral	FY2021	41	605	14.76	6,267	152.85
Referral	FY2020	36	936	26	3,925	109.03
Consultation	FY2021	80	8,847	110.59	11,835	147.94
Consultation	FY2020	72	2,484	34.50	4,237	58.85



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Analysis of Report Data

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Summary of Outcomes

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Summary of Recommendations and Outcomes

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5/28/2025

ESTIMATED DATE OF COMPLETION (EDC) BRIEFING

EDC Working Group

March 24, 2022



F-2023-06526

A-00000735333

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5/28/2025

EDC Working Group Contributors

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Purpose

To establish proper guidance and information for analysts when processing cases and determining their estimated dates of completion (EDC).



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Working Group Meetings and Discussions

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Working Group Meetings and Discussions

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EDC Worksheet

Existing Worksheet

Analysis	Number of days to add and other information		Running Total
Date of request/where is the request in the queue?			
Acknowledgement letter issued?	If yes	0	
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Is this an expedited, simple, or complex case?	Simple	90	
	Expedited	350	
	Complex	220 (2006-2014)	
	Complex	440 (2015-2017)	
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Has search been tasked to Library and Bureaus?	If yes	0	
	If no	20	
All bureau/library search responses received?	If yes	0	
	If no	20	
Are there pending clearances/consultations?	Bureaus	10	
	Interagency	90	
Are there pending clearances/consultations?	If yes	10	
	If no	0	
E.O. 12600/Submitter review needed?	If yes	120	
	If no	0	
Are there Top Secret documents to be reviewed?	If yes	30	
	If no	0	
Date calculation	Total Days		0

Proposed Modified Worksheet

Analysis			Number of days to process	Total
Is this an expedited, simple, or complex case?		Simple	370	
		Expedited	850	
		Complex	810	
Has tasker been sent to the Library and bureaus?		If yes	-20	
		If no		
All Library and bureau search responses received?		If yes	-20	
		If no		
Responsive Documents		Total Pgs/Pgs per day/Total Days		17 0
Are there pending bureau clearances?		If yes	0	
		If no	-10	
Number of pages to be reviewed: 1 day per 15 pages				
Are there pending interagency consultations?		If yes	0	
		If no	-90	
Is a E.O. 12600/submitter review needed?		If yes	0	
		If no	-120	
Are there classified / SCI documents to be reviewed?		If yes	0	
		If no	-40	
Total number of working days				0



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Existing EDC Worksheet vs. Proposed Modified Worksheet Comparison

Existing EDC Worksheet	Proposed Modified EDC Worksheet
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Removed the following:

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Updated the following:

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Added the following:

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5/28/2025

Referrals and Consultations EDC Worksheet

Analysis			Number of days to process	Total
Is this an expedited, simple, or complex case?		Referral	130	
		Consultation	100	
				0
Responsive Documents	Total Pgs/Pgs per day/Total Days			13
Are there pending bureau clearances?			0	0
Number of pages to be reviewed: 1 day per 15 pages		If yes		
		If no	-10	
Are there pending interagency consultations?		If yes	0	
		If no	-90	
Are there classified/SCI documents to be reviewed?		If yes	0	
		If no	-40	
Total number of working days				0



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Referral	FY2021	41	605	14.76	6,267	152.85
Referral	FY2020	36	936	26	3,925	109.03
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Consultation	FY2020	72	2,484	34.50	4,237	58.85



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Analysis of Report Data

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Summary of Recommendations and Outcomes

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Summary of Recommendations and Outcomes

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