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**DEPARTMENT OF THE ARMY**
OFFICE OF THE GENERAL COUNSEL
104 ARMY PENTAGON
WASHINGTON DC 20310-0104

March 24, 2008

This letter responds to your Freedom of Information Act (FOIA) appeal, dated October 15, 2007. The U.S. Army Freedom of Information and Privacy Act Office, the Initial Denial Authority (IDA), denied your request for a "copy of the Manual or Handbook for the FACTS database."

We apologize for the delay in responding to this appeal. The Army is required to address a large volume of FOIA demands and cannot always respond to appeals as quickly as we would like. We make it our practice to respond to appeals in the order received. The courts have sanctioned this method of handling FOIA cases. *Open America v. Watergate Special Prosecution Force*, 547 F.2d 605, 614-16 (D.C. Cir. 1976).

The IDA withheld the information you requested under Exemption 2 of the FOIA. 5 U.S.C. § 552(b)(2). After a careful review of the issues presented in your appeal, we have determined that you are entitled to a copy of the responsive document that was initially withheld from you. A copy of the responsive information is enclosed. Accordingly, your appeal is granted.

This letter constitutes final action on behalf of the General Counsel, who has been designated by the Secretary of the Army to consider appeals under the FOIA and the PA. You may, if you so desire, seek judicial review of this determination in the federal court system in accordance with the FOIA, 5 U.S.C. § 552(a)(4)(B).

Sincerely,

Ronald J. Buchholz
Associate Deputy General Counsel

Enclosure


# Freedom of Information and Privacy Acts Case Tracking System FACTS

## Users' Guide

**20 April 2005**
**U.S. Army**
**Freedom of Information and Privacy Office**
**United States Army Records Management and Declassification Agency (USARMDA)**

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## Chapter 1

## General

### 1-1. Overview.

a. The Freedom of Information and Privacy Acts Case Tracking System (FACTS) is a web-based enterprise solution, which reduces many of the administrative burdens and challenges present in managing Freedom of Information and Privacy Act Programs at every level of the Army. The Department of the Army Freedom of Information and Privacy Division designed the system in concert with the technical developers of Army Records Information Management System, (ARIMS). The objective of FACTS is to provide uniformity of data collected during administratively processing FOIA/PA cases, facilitate world-wide tracking and exposure, empower users to search case information on an Army-wide or activity specific scale, employ automated programs and management reports, and to identify those routinely requested documents for possible inclusion in the Army electronic reading room.

b. Currently, there are over 300 Army offices responsible for processing FOIA/PA requests. Annually, more than 28,000 requests are submitted from individuals and corporations outside the Federal Government. Historically there was no method of searching requests information on an Army-wide basis or maintaining current and inclusive contact information for the program offices through this decentralized program.

c. The purpose of this user manual is to define the key design features of FACTS and to give the user a better understanding of how to navigate and operate the system. The manual is divided into chapters. Each module is defined in a separate chapter with corresponding figures for demonstrating a capability or functionality.

d. If you have questions concerning any of the modules, please feel free to submit your question to facts@rmda.belvoir.army.mil.

### 1-2. Access.

Access to FACTS is limited to Army FOIA/PA Officers, IDAs, and other individuals authorized to process and respond to requests from individuals and corporations outside the Federal Government.

### 1-3. System Requirements.

The FACTS website is designed to support Internet Explorer version 5.0 and higher. The site also uses Java, Javascript, CSS, & DHTML. Internet Explorer 5.0+ already has this support built in. If your browser does not support these, your system administrator can provide you with the "plug-ins" to have full access to FACTS. No other software is required. This site is best viewed using a screen resolution of 1024 x 768.

**1-4. Security.**

In order to ensure security and integration with other supported Records Management and Declassification Agency record related missions, FACTS is released as a component of the Army Records Information Management System (ARIMS).

**1-5. Privacy Act Requirements.**

a. User Information. Disclosure of your contact information is voluntary. It is solicited for the sole purpose of verifying your identity in the login process. However, failure to provide the requested information will result in denial of access to FACTS. Information furnished by you will be maintained and safeguarded by the system administrators.

b. Requester Information. Users must ensure they adhere to strict Privacy Act regulatory guidance. This system is not approved to require, collect, or maintain social security numbers, home addresses, date of birth, personal telephone numbers, or other personal identifiers.

**1-6. Functionality.**

FACTS has distinct modules. Refer to the corresponding chapter for an in-depth description, figures, and step-by-step instructions. As an overview:

(1) The Case Management module contains the capabilities for entering new cases, updating or editing existing cases, and closing cases.

(2) The Search and Query functions enable users to perform simple searches or build complex queries using Boolean logical operators and word or number entries. The criteria of searching can involve action officer, inclusive dates, and status of case, thus the results can meet many of the report requirements and serve as a useful management tool.

(3) The Reports module contains a status report which consists of number of cases received, currently open, closed, and pending more than 20 days during a specified time period. This module also contains the capability to output the required data and statistics for inclusion in the annual FOIA report.

(4) Access to FACTS is limited to Army FOIA/PA Officers, IDAs, and other individuals authorized to process and respond to requests from individuals and corporations outside the Federal Government. The Registration and Profile Modules allow users to register and have the ability to update contact information.

(5) The IDA Module is a searchable database of inclusive and up to date contact information and areas of responsibilities for the Department of the Army Initial Denial Authorities.

(6) The Army Activities Module is a searchable database of inclusive and up to date contact information for the FOIA/PA Offices within the Department of the Army.

(7) The System Admin Module is limited to only Activity System Admin users, and allows update of Activity information, changing of roles of users assigned to that Activity, and submitting documents for possible inclusion in the Army Electronic Reading Room.

**1-7. Help.**

a. Frequently Asked Questions (FAQ). The FAQ page, accessible from the Help tab, addresses both FACTS technical and FOIA/PA functional questions.

b. On-line Help. If you have a question on the operability or technical aspect of FACTS, submit your question to FACTS@rmda.belvoir.army.mil.

c. Functional Assistance. An attempt was made to address functional concerns within this Users' Guide and FAQ. Forward functional issues or questions not addressed in the Users' Guide or FAQ to FACTS@rmda.belvoir.army.mil.

## Chapter 2
## FACTS Homepage and Modules

**2-1. Entering FACTS.** Upon entry into FACTS, the user is presented with the required Department of Defense notification before allowing access and query functions. To proceed, click the "Enter FACTS" button at the bottom of the notification as shown in Figure 2-1 below.

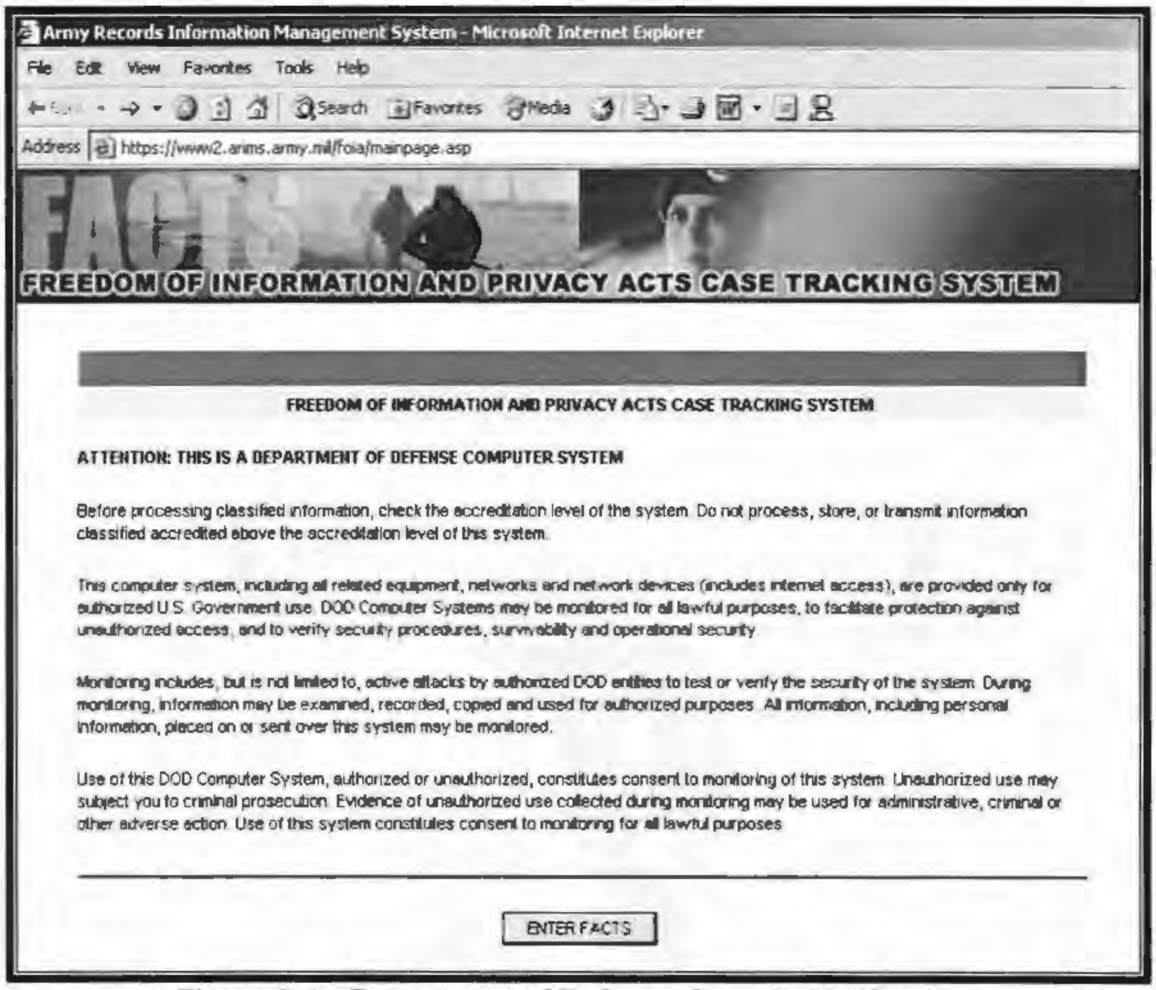



Figure 2-1. Department of Defense Security Notification.

**2-2. Public Home Page.**

The public view of the FACTS home page (shown in Figure 2-2) provides the guest with introductory information about FACTS. The text contained on this page provides a brief overview of the system and a description of the tabbed headings.

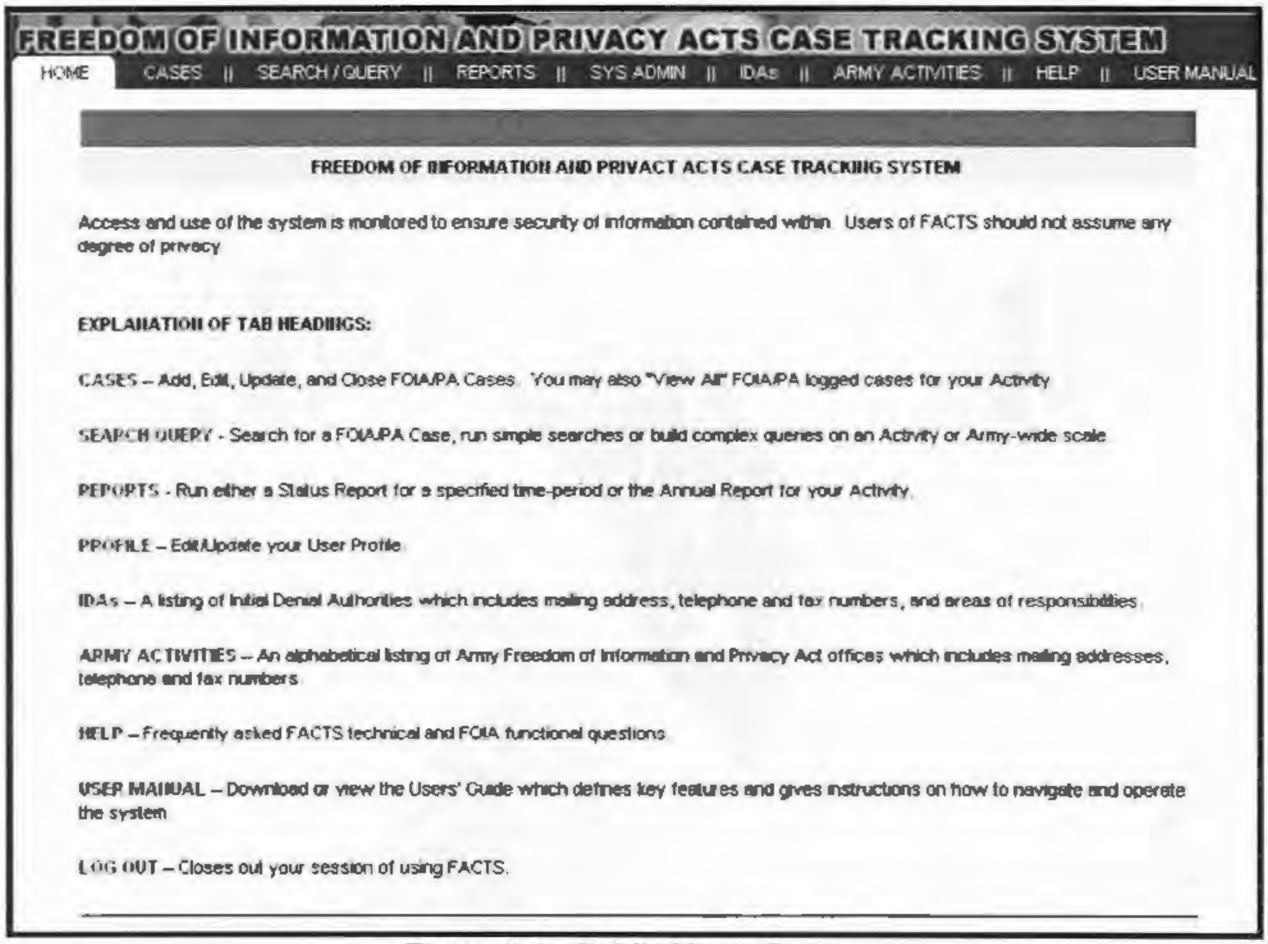



Figure 2-2. Public Home Page.

**2-3. U.S. Army Freedom of Information and Privacy Act Office.**
Users selecting the DA FOIA/PA tab will be redirected to the Department of the Army Freedom of Information and Privacy Act Office Home Page.

**2-4. Help.** Once you select the Help tab, you will see a screen similar to Figure 2-3. This screen addresses a number of common FACTS technical and FOIA functional issues. As questions arise, they will be incorporated into this section.

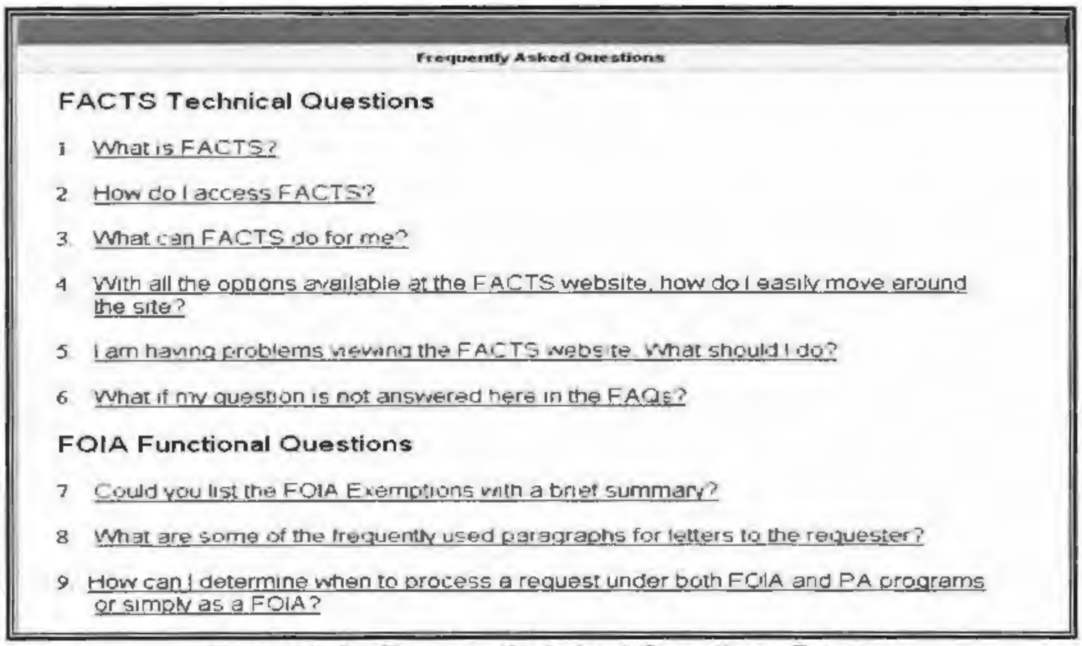



Figure 2-3. Frequently Asked Questions Page.

**2-5. Login.** To gain access into the suite of tools available within FACTS, a user must be a registered user. Once this process has occurred, the user will be given a user account and password to log into FACTS. To log into FACTS, simply click the "Login" button at the top and a login page is displayed, as seen in Figure 2-4 below.

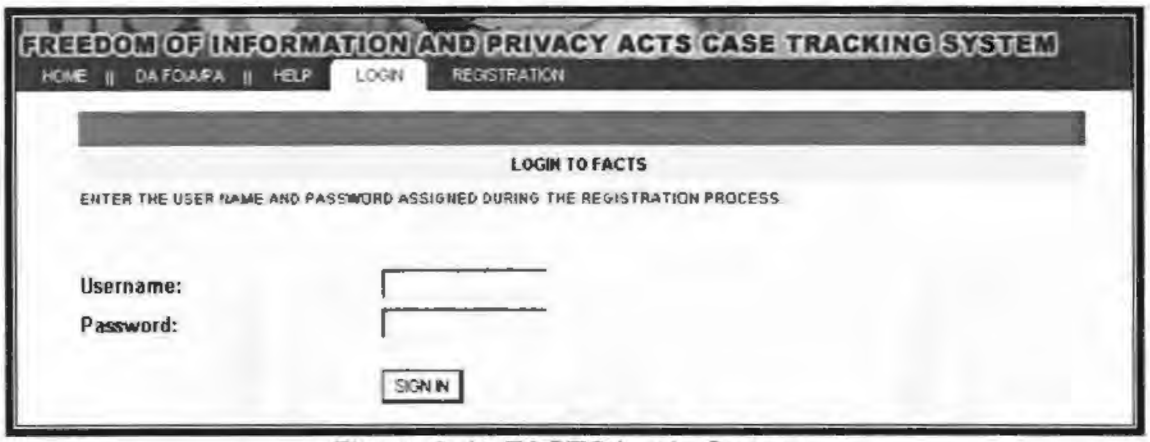



Figure 2-4. FACTS Login Screen.

**2-6. User Manual.** Users logged into FACTS may view and download the Users' Manual from the tab shown in Figure 2-5 below. The manual is available in MS Word and in PDF format. All users are encouraged to download and review the users' manual. Submit comments or topics for inclusion to FACTS@rmda.belvoir.army.mil.

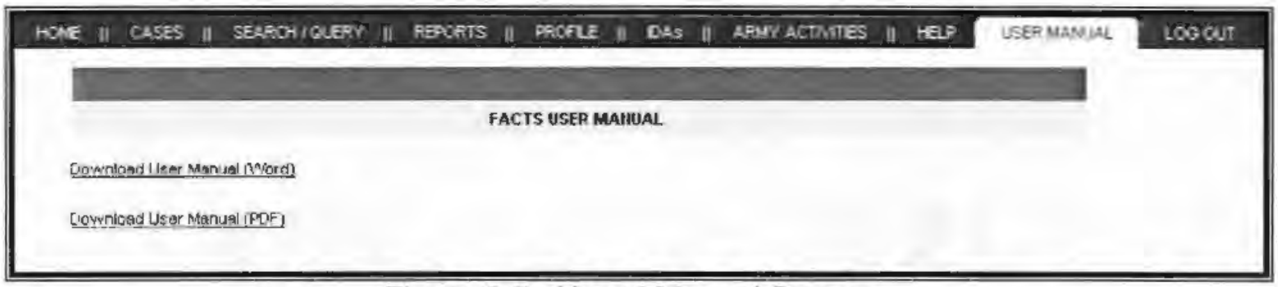



Figure 2-5. Users' Manual Screen.

**2-7. Logout.** To exit a FACTS session, click the "Logout" button at the top of the page as shown in figure 2-6 below.

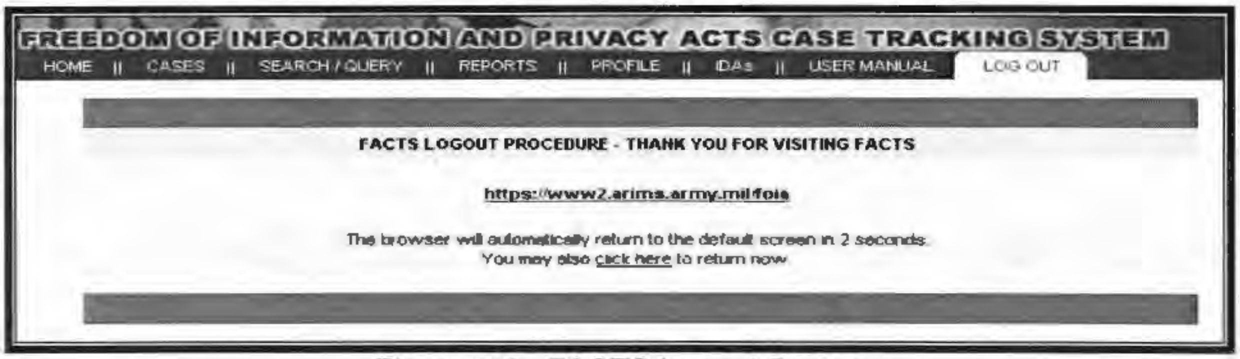



Figure 2-6. FACTS Logout Screen.

## Chapter 3
## User Registration Module

**3-1. Registration.** FACTS requires new users to register for access and security privileges. It is during this registration process that a relationship is determined which Army FOIA/PA office the user is a member.

**3-2. Activity Information.** Type your office symbol and select the appropriate activity from the drop down box as shown in Figure 3-1. If your activity is not listed select "Other" located at the bottom of the list. Then type your "Activity Name" in the field as shown in Figure 3-2.

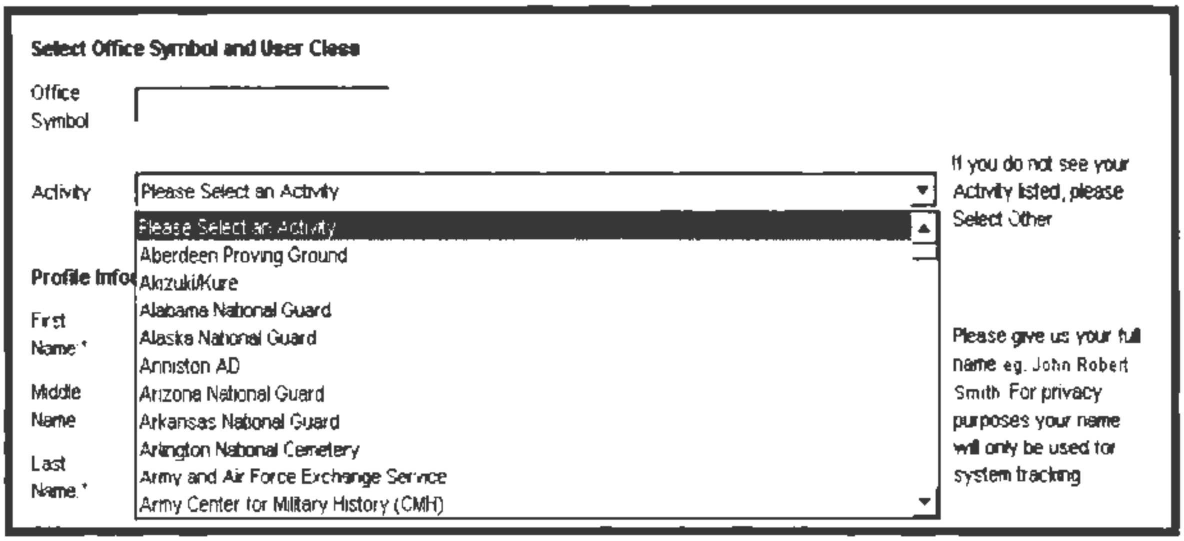



Figure 3-1. Activity Drop-Down Screen.


Figure 3-2. "Other" Activity Option Screen.

**3-3. Profile Information.** Complete the profile information entries shown in Figure 3-3 below with your official information (i.e., address, E-mail address, and phone). All fields except "Alternate Address" and "Fax" are required.

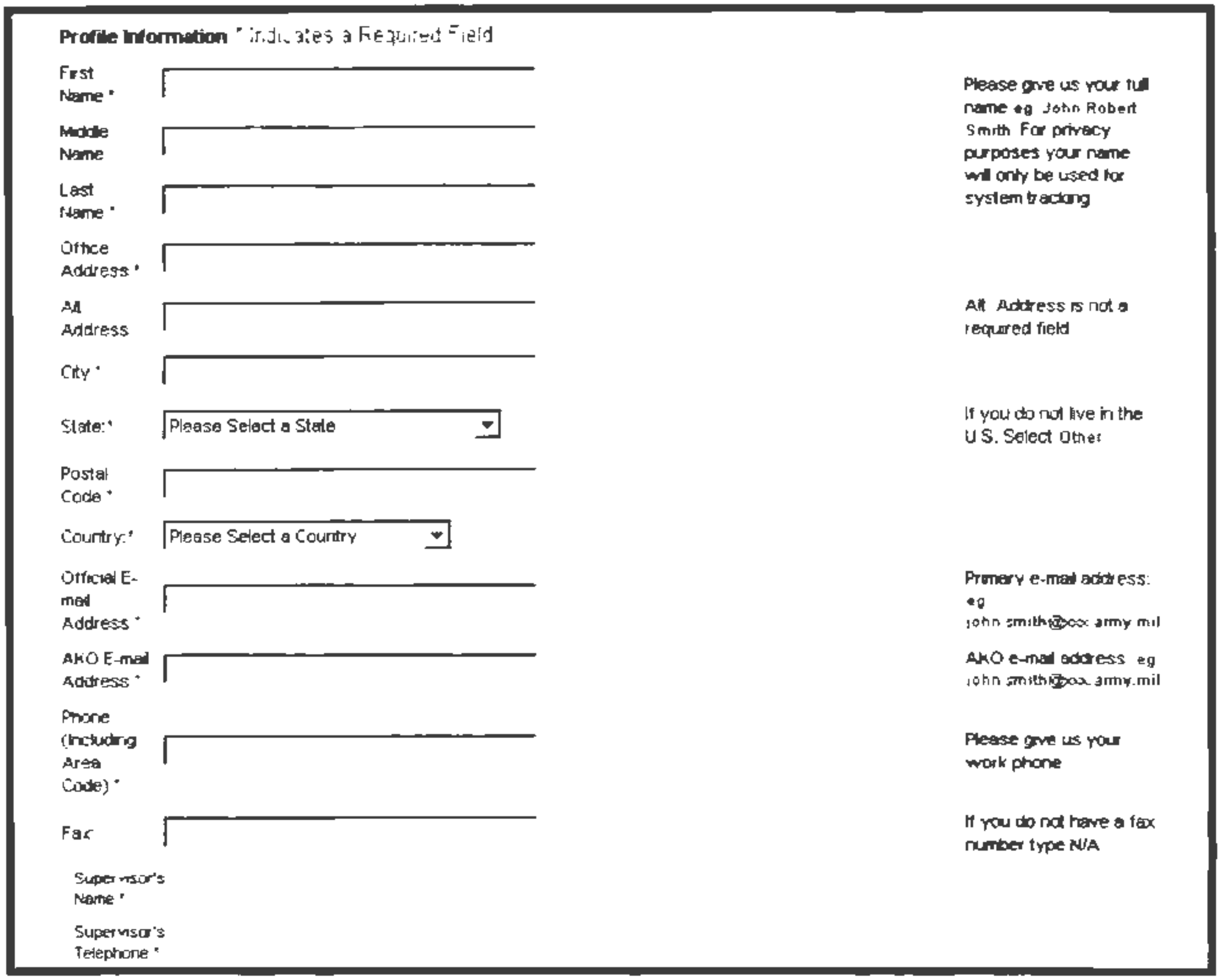



Figure 3-3. Profile Information (Registration) Screen.

**3-4. Account Information.** The final step of registration is to enter your "Sign-In Name" and password shown in Figure 3-4 below. After selecting "Create User Profile," you will receive notification that your request has been received and will be processed (see Figure 3-5 below). Once approved/validated by the FACTS Administrators you will receive a separate email confirmation. You may then begin using FACTS.

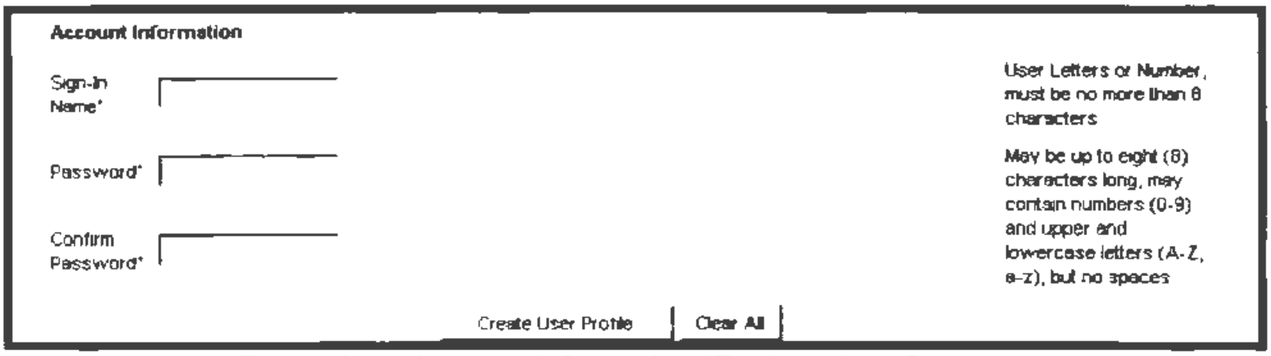



Figure 3-4. Account Information (Registration) Screen.

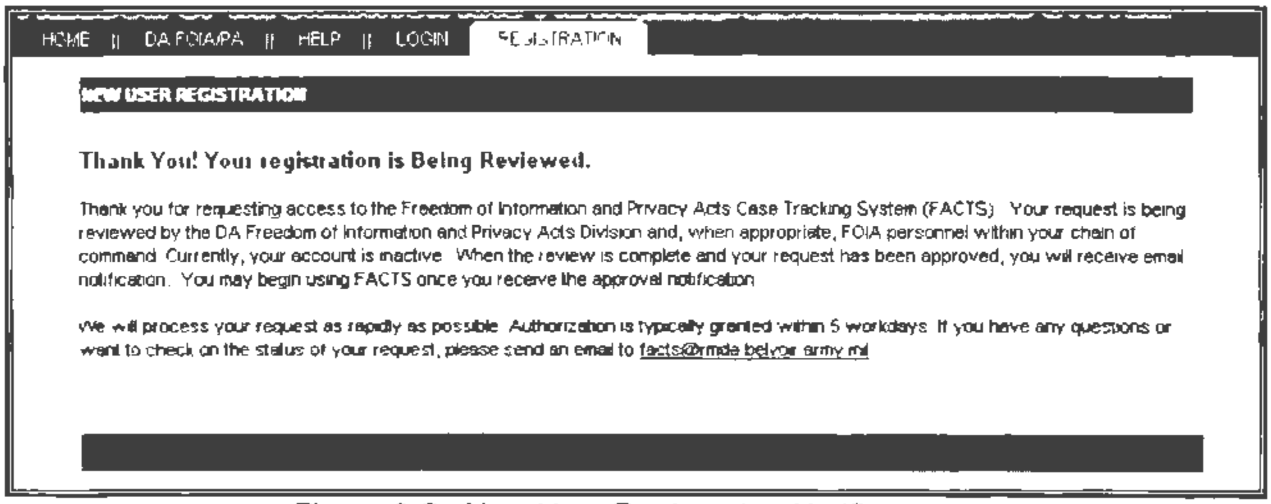



Figure 3-5. New User Registration Notification.

## Chapter 4
## Case Management Module

### 4-1. General.

a. From within the Case Management Module (shown at Figure 4-1), requests received or referred to the users' activity can be added, updated, edited, and viewed. The parameters associated with your user type, which is assigned during the registration and validation process, are based on your activity's business practice, determines the tasks and fields you may access and update.

b. Currently, the user groups are Action Officer, Activity Admin, Read Only, and Activity System Admin. Additional groups and parameters will be added as requirements are identified by activities. New Case tab is only present when user is identified as an Activity Admin and Activity System Admin.

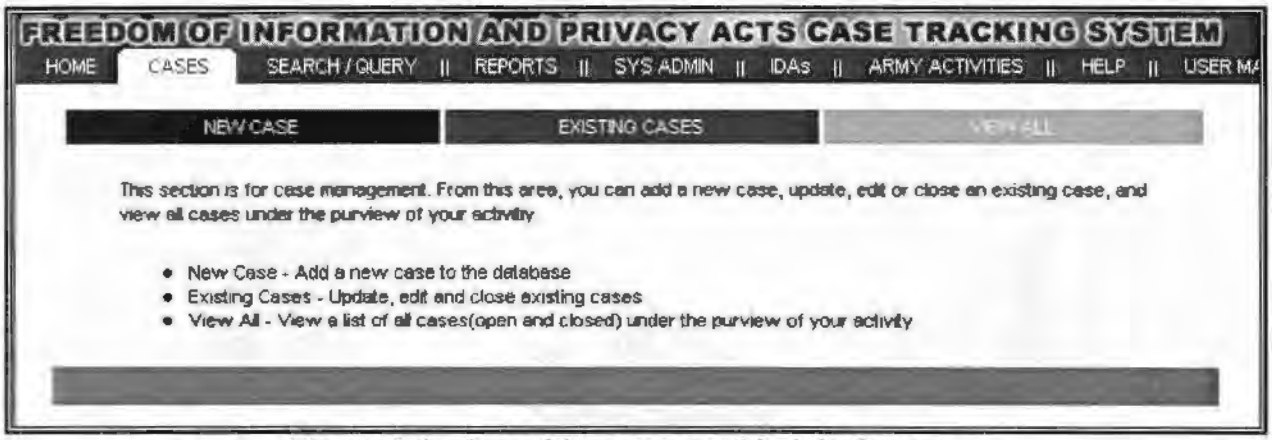


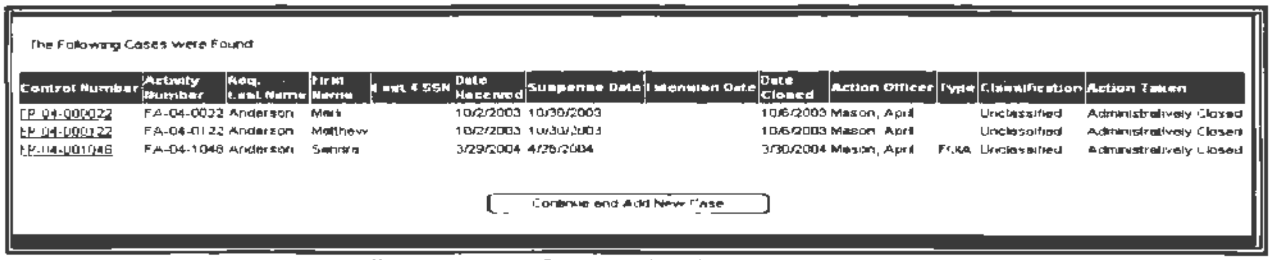

Figure 4-1. Case Management Module Screen.

**4-2. New Case Information.** (Activity Admin and/or Activity System Admin user.)

a. The first step in logging in a new case is to enter the requester's last name. Activities using "last 4 SSN" may also search by a combination of requester name and optional last 4 SSN as shown in Figure 4-2 below.


Figure 4-2. Search Up Front

b. Figure 4-3 shows an example of previously logged cases tied to a specific requester's last name. The data fields displayed include Control Number, Activity Number, Requester Name, Last 4 SSN (if used), Date Received, Suspense and Extension Dates, Closed Date (if appropriate) Action Officer, Type of Request, Classification, Action Taken, Subject of Requests and Fees Owed. You may either view individual cases by clicking on the hyper-linked Activity Number or continue processing by pressing "Continue and Add a New Case." (Note: User viewing individual cases may return to this screen by using the "BACK" button on the navigation tool bar.)



The Following Cases were Found

| Control Number | Activity Number | Req. Last Name | First Name | Last 4 SSN | Date Received | Suspense Date | Extension Date | Date Closed | Action Officer | Type | Classification | Action Taken |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FP-04-000022 | FA-04-0022 | Anderson | Mark | | 10/2/2003 | 10/30/2003 | | 10/6/2003 | Mason, April | | Unclassified | Administratively Closed |
| FP-04-000122 | FA-04-0122 | Anderson | Matthew | | 10/2/2003 | 10/30/2003 | | 10/6/2003 | Mason, April | | Unclassified | Administratively Closed |
| FP-04-001046 | FA-04-1046 | Anderson | Sandra | | 3/29/2004 | 4/26/2004 | | 3/30/2004 | Mason, April | FOIA | Unclassified | Administratively Closed |

Continue and Add New Case

Figure 4-3. Search Up Front Results

c. Figure 4-4 is an example of the screen shown in cases where no matches are tied to the requesters last name or when users have selected "Continue and Add New Case." By designating required fields the reports and searches are complete and inclusive. The required fields are: request date, received date, suspense date (20 working day), type (FOIA, PA/FOIA) priority (simple complex, expedited), classification, receiving activity, subject, action officer assigned to the case, and requester information. (Note: Action Officers listed are those associated with your activity during the registration process.) Case numbers are automatically generated and consecutive for all cases assigned within the Army for that fiscal year. Cases also have a sub number specific to your activity.

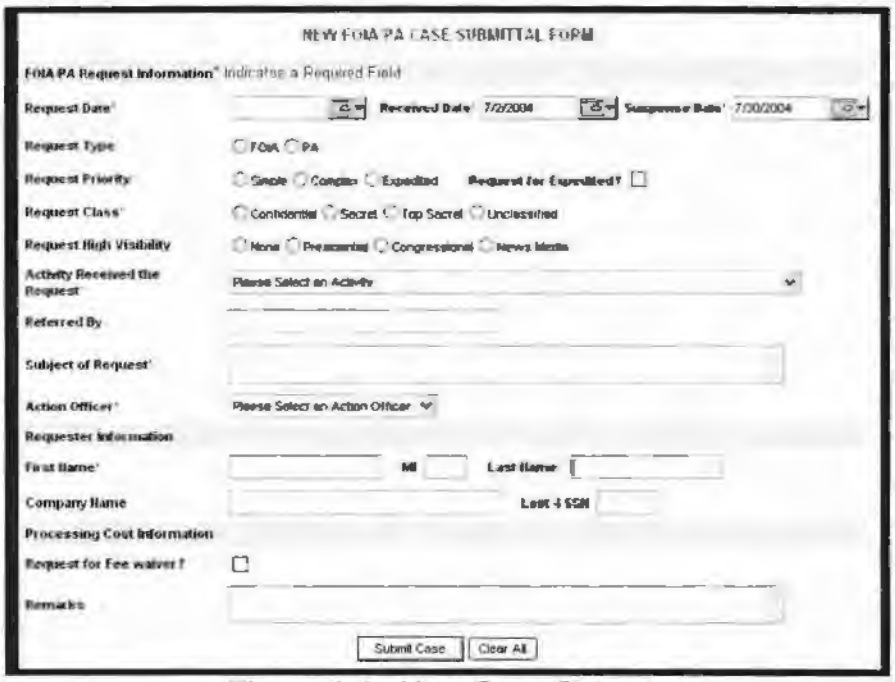



Figure 4-4. New Case Screen.

b. When all required field are filled, press the "Submit Case" button. If the case was successfully entered, you will be notified of the case numbers associated with this request. (Figure 4-5). From this screen you have the option to "Add Another Case," "Go To Added Case" (for edit or close functions), or "Done" which will return the user to the main Case Management page (shown at Figure 4-1).

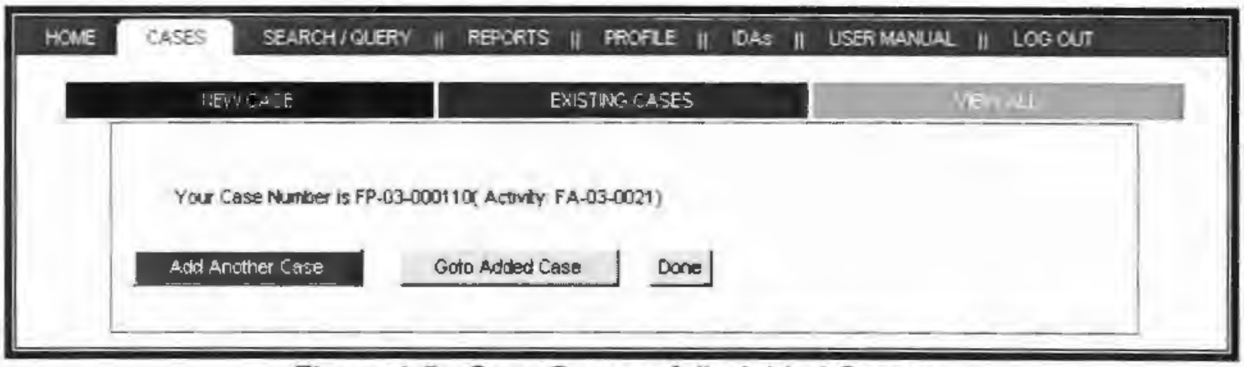



Figure 4-5. Case Successfully Added Screen.

**4-3. Existing Cases.** To edit, update, or close an existing case use the screen at the "Existing Cases" tab.

a. All registered users can retrieve cases received by their Activity by selecting the applicable case from the "View All" screen. Users may also view a request by Case Number (Army-wide number or Activity number) or by Requester Last Name from the "Existing Cases" tab. FACTS robust retrieval capabilities allow users to retrieve cases by partial entries (i.e., 0090 for case number, partial spelling for requester last name) as shown in Figure 4-6. A sample result of a partial name search is shown in Figure 4-7.


Figure 4-6. Existing Case Retrieval Screen.

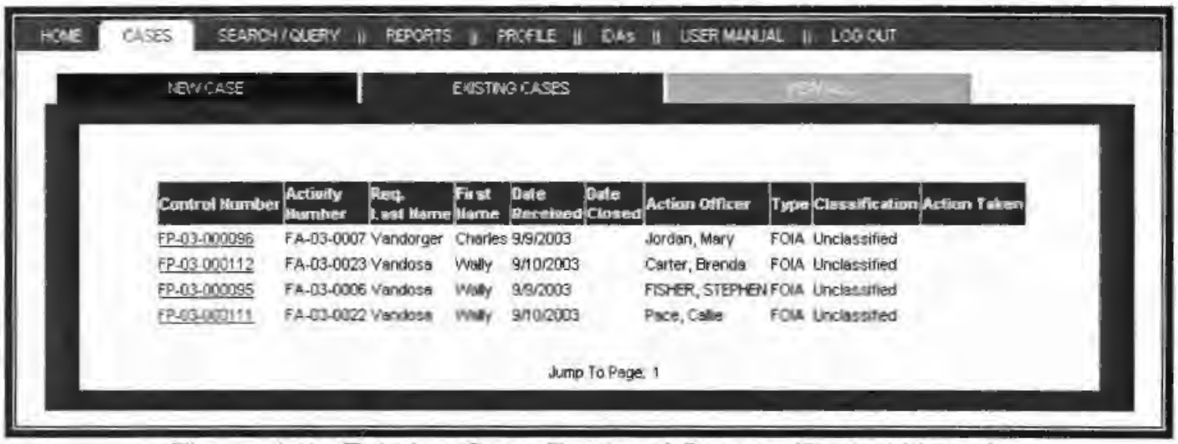



Figure 4-7. Existing Case Retrieval Screen (Partial Name).

b. Select the applicable case by clicking on the linked Control Number (Army-wide case number). You will be taken to a view of the case. No fields can be entered or updated from this view. To edit or close the case click on the corresponding command positioned under the "View All" tab as shown circled in Figure 4-8. Note: ONLY Action Officers, Activity Admin and Activity System Admin users have the capability of updating Activity cases. Action Officers can only update those cases assigned to them (however, Action Officers can not reassign a case to another Action Officer). Activity Admin and Activity System Admin users may edit and update all cases assigned to their activity.

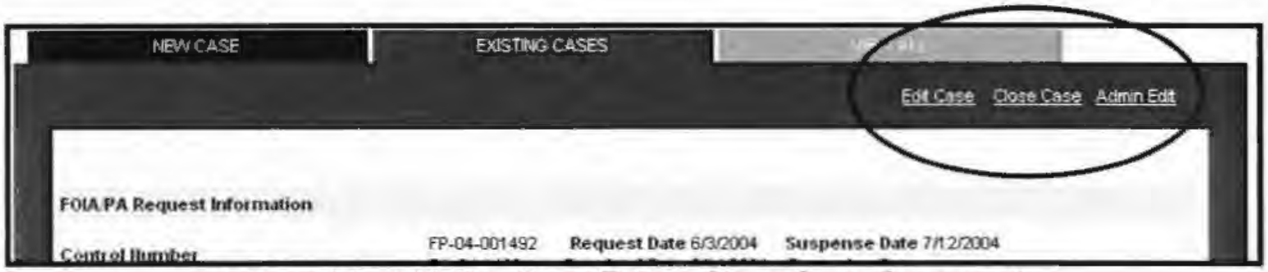



Figure 4-8. Existing Case Edit or Close Case Command.

c. You may edit or update case information fields. Not all fields can be altered by the Activity Admin user. The Activity System Admin users may also update the Request Date, Received Date and Suspense Date. The parameters are set so that only the Activity Admin and Activity System Admin designees may reassign Action Officers to existing cases and Action Officers may only update cases assigned to them. Field that may be edited or updated are: Extension Date, Request type (FOIA, PA/FOIA), Request Priority (Simple, Complex, Expedited), Classification (Confidential, Secret, Top Secret, Unclassified), Request High Visibility (None, Presidential, Congressional, News Media), Referred By, Subject, Requester Information, Fee Information, Initial Denial Authority Information, and Remarks. Figure 4-9 is an example of the Edit Case information option as seen by an Action Officer (Only Activity Admin users have the option of reassigning cases to other Action Officers within the Activity.)


Figure 4-9. Edit FOIA Case View.

d. Once the case information is updated press the "Update Case" button at the bottom of the page. You will be notified that the case was successfully updated as shown in figure 4-10. By using the buttons on the bottom of this screen you may edit another case, return to the updated case, or be redirected to the main Case Management page ("Done").


Figure 4-10. Case Successfully Updated Screen.

e. By selecting the "Close Case" feature circled in Figure 4-8 Activity Admin and Activity System Admin users will again access the options shown in Edit FOIA/PA Case View (see figure 4-9). In addition to these fields there are required portions to close a case. These are contained in the Case Closing Information and Processing Cost sections as shown in Figure 4-11.

f. In order to close a request you must identify Action Taken. The options available from the drop-down menu are: Denied in part; Denied in full, Granted, and Administratively Closed. (Refer to Figure 4-11 below.)

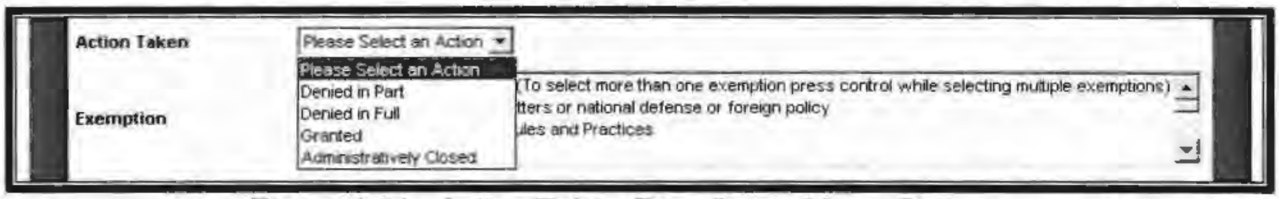



Figure 4-11. Action Taken Drop-Down Menu Options.

g. Options within Action Taken:

(1) If the request is "Denied in Part" or "Denied in Full" the Exemption menu displays (as shown in Figure 4-12 below). To select more than one exemption hold down the Control button as you select individual exemptions. If "(b)(3)" exemption is selected you will need to identify the specific statute as shown in Figure 4-13 below.

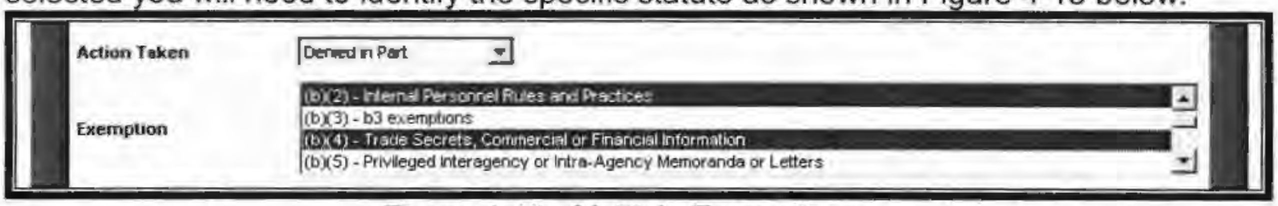



Figure 4-12. Multiple Exemptions.

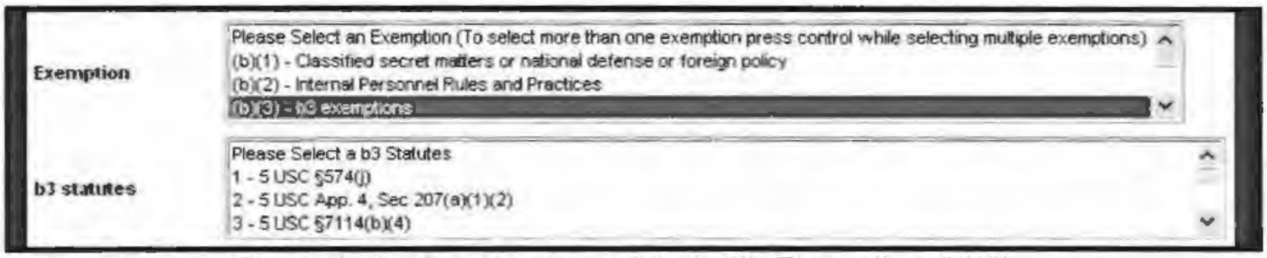



Figure 4-13. Statutes Associated with Exemption (b)(3).

(2) If the "Administratively" Closed option is selected a separate "Reason" scrollable drop-down menu appears. Select the applicable reason as demonstrated below in Figure 4-14. Remember to identify the office to receive your referral in the "Referred To" field.

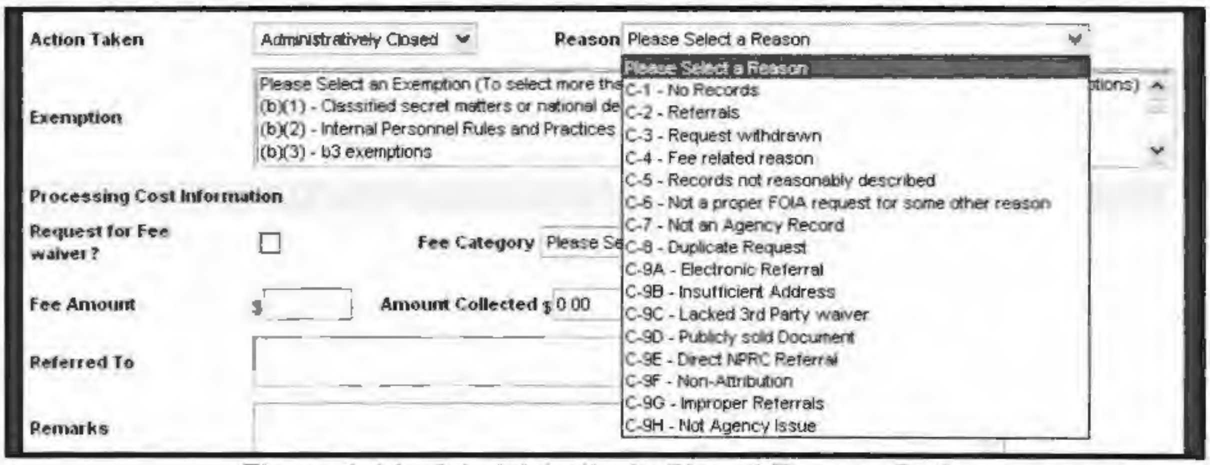



Figure 4-14. Administratively Closed Reason Options.

(3) When a request is granted select the "Granted" option from the drop-down menu. You are not prompted or required to select an exemption or reason.

h. Utilize the Fee Category drop-down menu to select the applicable code. The options are: "Commercial," "Educational/News Media," and "Other." (These are shown in Figure 4-15 below.) Once you select the appropriate category of requester the data contained in a DD Form 2086 is displayed as shown in Figure 4-16. (Note: The DD Form 2086 will not be displayed when Administratively Closing a Case except then the reason is either "No Records" or "Fee Related Reason." All of the business rules associated with determining processing and chargeable cost, have been built in to this portion (i.e., Commercial requesters are charged for Search, Review, and Duplication; Educational/News Media requesters are not charged for Search but are charged for Review and Duplication after the first 100 pages; Others are charged for Search after the first two hours, not charged for Review, and receive the first 100 pages free of duplication). Once all of the processing costs are entered you are required to annotate the Total Charged, if Fees were Waived or Reduced as shown in Figure 4-17. Fees under the DoD $15.00 threshold will not be accepted.

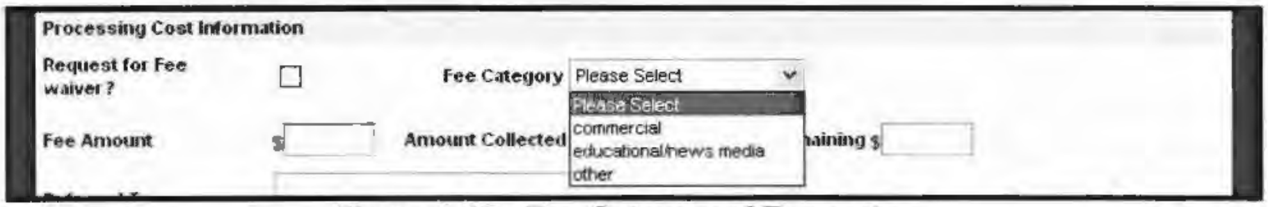



Figure 4-15. Fee Category of Requester.

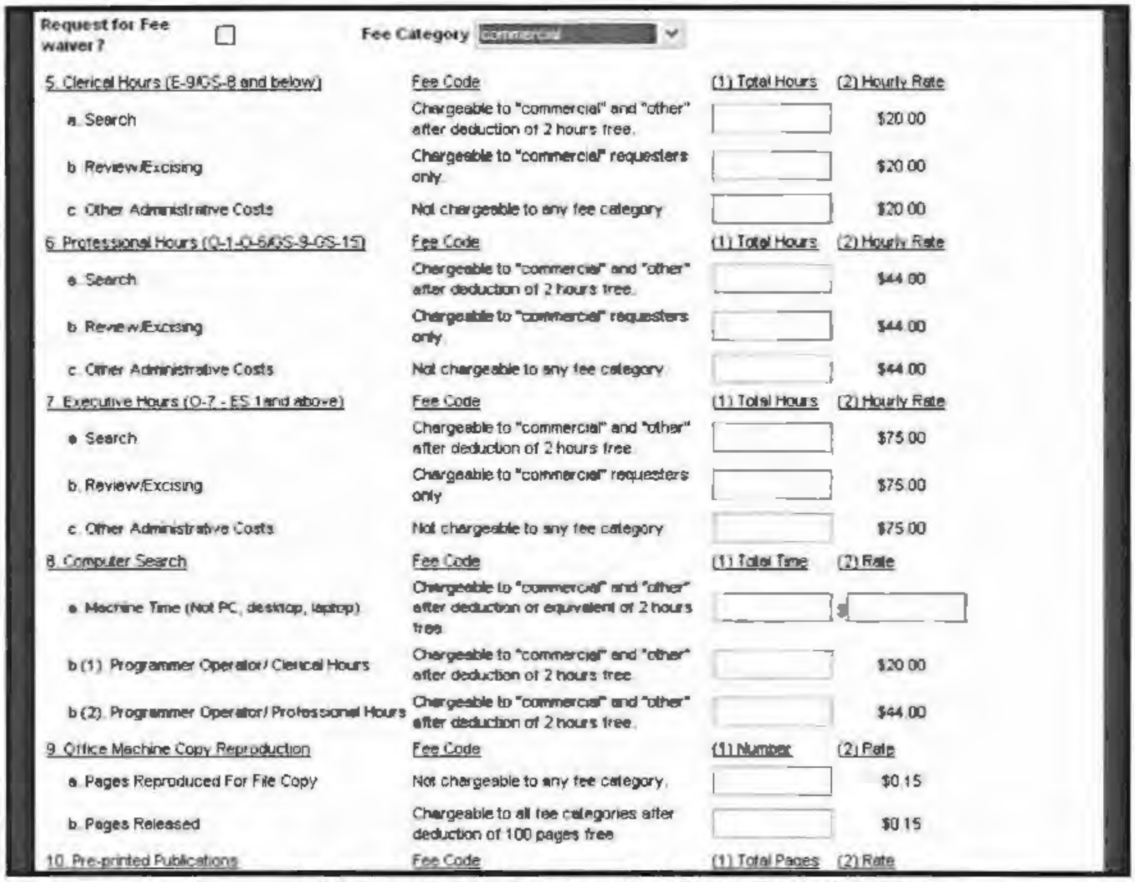



Figure 4-16. Processing Cost Calculations.

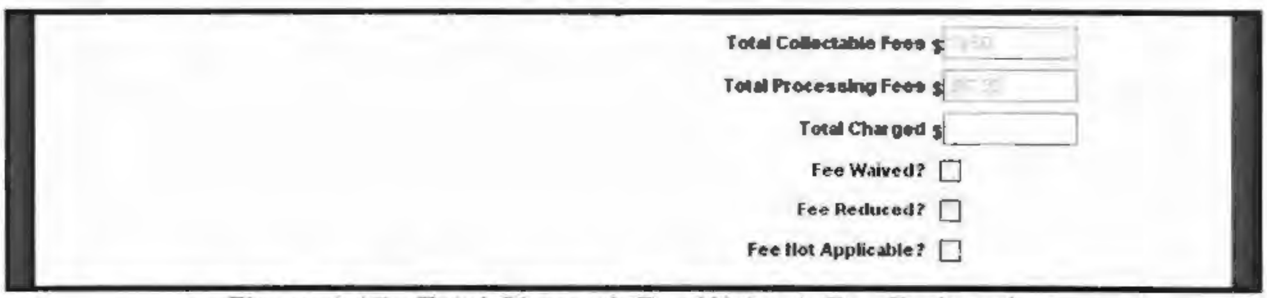



Figure 4-17. Total Charged, Fee Waived, Fee Reduced.

i. Enter the "Fee Amount" in the appropriate field as shown in Figure 4-18. If no fees have been collected on this request you must enter a numeric zero in the "Amount Collected" field. The "Fee Remaining" field is auto-calculated.


Figure 4-18. Fee Amount Charged.

j. Press "Close Case" at the bottom of the screen.

k. Once the case is successfully closed, you will be notified as shown in Figure 4-19.

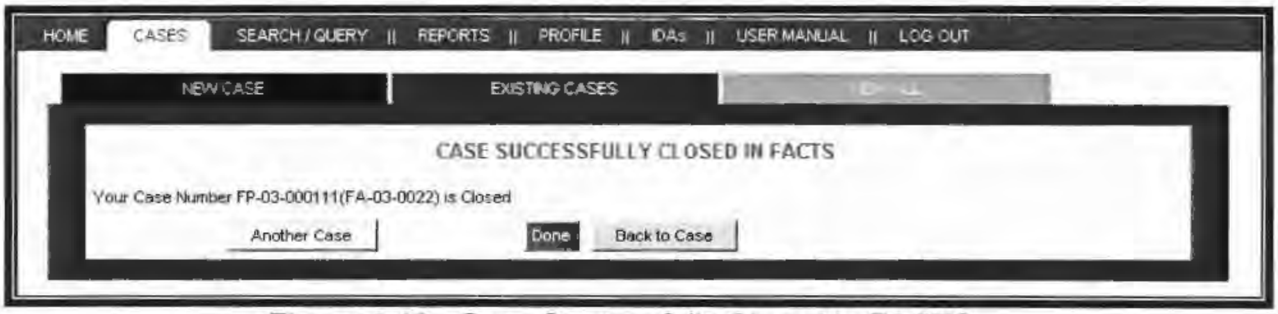



Figure 4-19. Case Successfully Closed in FACTS.

l. You may still view cases closed in FACTS. However, only remarks, fee collection, and appeal information can be added from the Existing Cases tab by the Action Officer and Activity Admin (refer to Figure 4-20 for the location of these options).


Figure 4-20. Enter Remarks, Fee Collected, Appeal - Closed Case.

m. The Activity System Admin user may also enter remarks, fees collected, appeal information and Admin Edit (update all information except FOIA Control Number/Case Numbers). Refer to Figure 4-21.

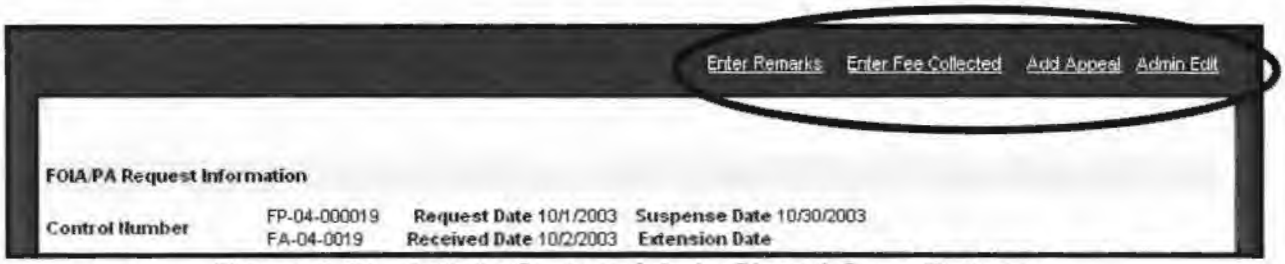



Figure 4-21. Activity System Admin Closed Case Options.

**4-4. View All.** View all cases assigned to your activity by selecting the "View All" tab from any of the Case Management module screens. The fields within "View All" include: Control Number, Activity Number, Requester Name (Last and First), Date Received, Suspense and Extension Date, Date Closed, Action Officer, Type, Classification, and Action Taken. The default list cases in ascending order for the current Fiscal Year. Sort any field by clicking on the field title as shown in the example of sorting by Action Officer (Figure 4-22). To access any of the cases click on the corresponding hyperlinked Control Number.

| Control Number | Activity Number | Req. Last Name | First Name | Date Received | Date Closed | Action Officer | Type | Classification | Action Taken |
|---|---|---|---|---|---|---|---|---|---|
| FP-03-000090 | FA-03-0001 | Romero | Kathy | 9/9/2003 | | Carter, Brenda | FOIA | Unclassified | |
| FP-03-000099 | FA-03-0010 | Coral | Dorry | 9/9/2003 | | Carter, Brenda | Both | Unclassified | |
| FP-03-000112 | FA-03-0023 | Vandosa | Wally | 9/10/2003 | | Carter, Brenda | FOIA | Unclassified | |
| FP-03-000098 | FA-03-0009 | Bad | Boys | 9/9/2003 | | Carter, Brenda | Both | Unclassified | |
| FP-03-000095 | FA-03-0006 | Vandosa | Wally | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000103 | FA-03-0014 | Astora | Trudy | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000105 | FA-03-0016 | Mandella | Grady | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000100 | FA-03-0011 | Wayne | John | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000097 | FA-03-0008 | Truedow | Jamie | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000091 | FA-03-0002 | Chung | Connie | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000093 | FA-03-0004 | Jamie | Calhound | 9/9/2003 | | FISHER, STEPHEN | FOIA | Confidential | |
| FP-03-000092 | FA-03-0003 | Smoe | Joseph | 9/9/2003 | | Jordan, Mary | FOIA | Unclassified | |
| FP-03-000096 | FA-03-0007 | Vandorger | Charles | 9/9/2003 | | Jordan, Mary | FOIA | Unclassified | |
| FP-03-000101 | FA-03-0012 | Wonka | Willy | 9/9/2003 | | Jordan, Mary | FOIA | Unclassified | |
| FP-03-000104 | FA-03-0015 | Tussle | Ronald | 9/9/2003 | | Jordan, Mary | FOIA | Unclassified | |
| FP-03-000111 | FA-03-0022 | Vandosa | Wally | 9/10/2003 | 9/10/2003 | Pace, Callie | FOIA | Unclassified | Administratively Closed |
| FP-03-000107 | FA-03-0018 | Wadine | Justine | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |

Figure 4-22. View All - Sorted by Action Officer.

# Chapter 5
# Search/Advanced Search Module

**5-1. General.** All registered users may search case information on an Army-wide or activity specific basis by selecting the "Search/Query" tab available from all screens within FACTS. The simple search method is the default method as shown in Figure 5-1. To build complex search criteria press the "Advanced>>" button at the bottom of the screen.

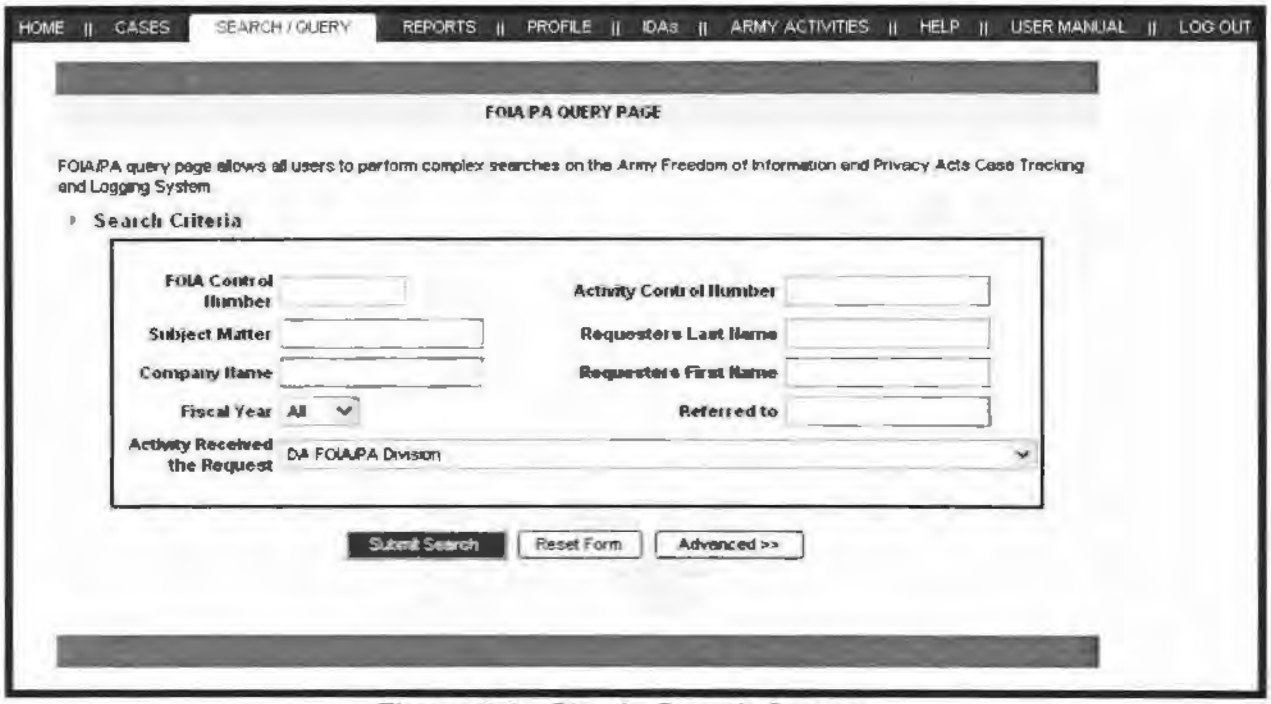



Figure 5-1. Simple Search Screen.

**5-2. Simple Search.**

a. Simple searches can be based on a single entry or combination of entries within the fields of Control Number, Activity Control Number, Subject Matter, Requester Last Name, Company Name, Referred to, Fiscal Year, and Activity Received the Request. Your activity is the default activity within the search criteria. To search on an Army-wide basis select the entry "Please Select an Activity" entry from the drop-down menu.

b. You may also use partial entries in any of the search fields (i.e., 0090 for Army or Activity cases containing 0090 within their number).

c. The standard search results will identify cases by Control Number, Activity Number, Activity Name, Requester Last Name, First Name, Date Received, Date Closed, Action Officer, Type, Classification, Action Taken, and Pending Days. If your search criteria included Subject Matter, Company Name, Referred To, the results will include these fields.

d. As in the "View All" mode you may sort or group by any search result field by clicking on any field heading.

e. To view case information click on the corresponding linked Control number. Activity Admin and Activity System Admin Users will have the options to Edit or Close cases assigned to their activity. Action Officers will only be able to Edit those cases assigned to them.

f. The "Record Count" appearing at the lower left of the search result screen displays the total number of records that met the specified criteria.

> Note: If changing the search criteria users are encouraged to "Reset Form" (see the "Reset Form" at the bottom of Figure 5-1). Experience has shown when intending to highlight and delete previous search field entries, users may inadvertently insert a "space." The search system interprets the space as criteria, which will result in null or incomplete results.

## 5-3. Advanced Search.

a. To perform complex queries or build searches using other criteria press the "Advanced>>" button found at the bottom of the page. Figure 5-2 shows the Advanced Search Screen.

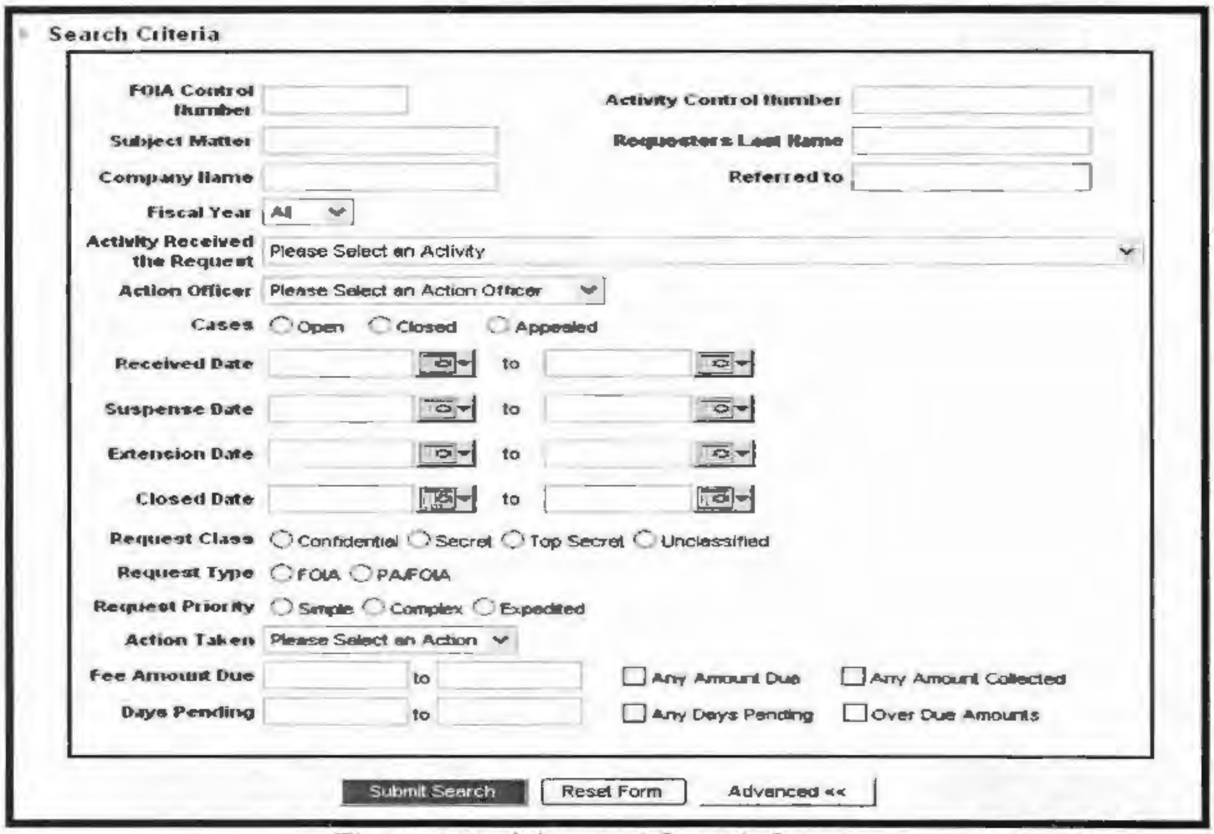



Figure 5-2. Advanced Search Screen.

b. Advanced searches can be based on a single entry or combination of entries within the fields of Control Number, Activity Control Number, Subject Matter, Requester Last Name, Company Name, Referred to, Fiscal Year, Activity Received the Request, Action Officer, Status of Cases, Received Date, Suspense Date, Extension Date, Closed Date, Classification of Request, Request Type, Priority, Action Taken, Fee Amount Due (range or any amount due), Days Pending (range or any number of days), Any Amount Due, Any Amount Collected, and Over Due Amounts. As in the simple search method, your activity is the default activity within the search criteria. However, you may select another activity for a specific search. In order to search on an Army-wide basis you need to select "Please Select an Activity" from the drop down menu. Action Officers shown are registered users associated with the selected activity.

c. You may also use partial entries in any of the search fields (i.e., 0090 for Army or Activity cases containing 0090 within their number) and partial names.

d. The standard search results will identify cases by Control Number, Activity Number, Activity Name, Requester Last Name, First Name, Date Received, Date Closed, Action Officer, Type, Classification, Action Taken, and Pending Days. If your search criteria included Subject Matter, Company Name, Referred To, any of the Date options, or Fee Amount options, the results will include the applicable fields.

e. To extract cases for a specific time frame (for reporting purposes) you may specify date range for any of the listed date fields in combination with other search criteria.

f. You can identify cases that have amounts due or where money has been collected by checking "Any Amount Due" or "Any Amount Collected" respectively.

g. To find cases with past due amounts for your activity or Army-wide check "Over Due Amount". This allows you to identify deadbeat requesters whose requests can be administratively closed without processing.

h. As in the "View All" mode you may sort or group by any search result field by clicking on any field heading.

i. To view case information click on the corresponding linked Control number. Activity Admin and Activity System Admin users will have the options to Edit or Close cases assigned to their activity. Action Officers will only be able to Edit those cases assigned to them.

j. The "Record Count" appearing at the lower left of the search result screen displays the total number of records that met the specified criteria.

Note: If changing the search criteria users are encouraged to "Reset Form" (see the "Reset Form" at the bottom of Figure 5-1). Experience has shown when intending to highlight and delete previous search field entries, users may inadvertently insert a "space." The search system interprets the space as criteria, which result in null or incomplete results.

## Chapter 6
## Reports Module

**6-1. General.** Currently, there are three separate reports defined within the Reports Module. All of the reports available within the Reports Module are specific to the user's activity. Other report type products can easily be replicated within the advanced search module. Reports defined within the search module may be on any specific activity or Army-wide. Below are examples of basic type reports available from within the Reports and Search Modules.

**6-2. Status Report (Reports Module).**

a. Select a Start Date and End Date. To specify a date you may either enter the date as MM/DD/YYYY or click on the calendar button shown at the right side of the date entries as shown in Figure 6-1 below. Press "Run Status Report." Please note that the status report can be generated for any time frame (e.g. weekly or monthly periods).

b. The results will identify the statistical information pertaining to the time-frame: number of requests open at beginning period, number of requests received, number of requests closed, average processing time, number of requests open at the end of period, number of requests pending, average days pending, and fee related amounts. (See Figure 6-2 below for a sample results.)

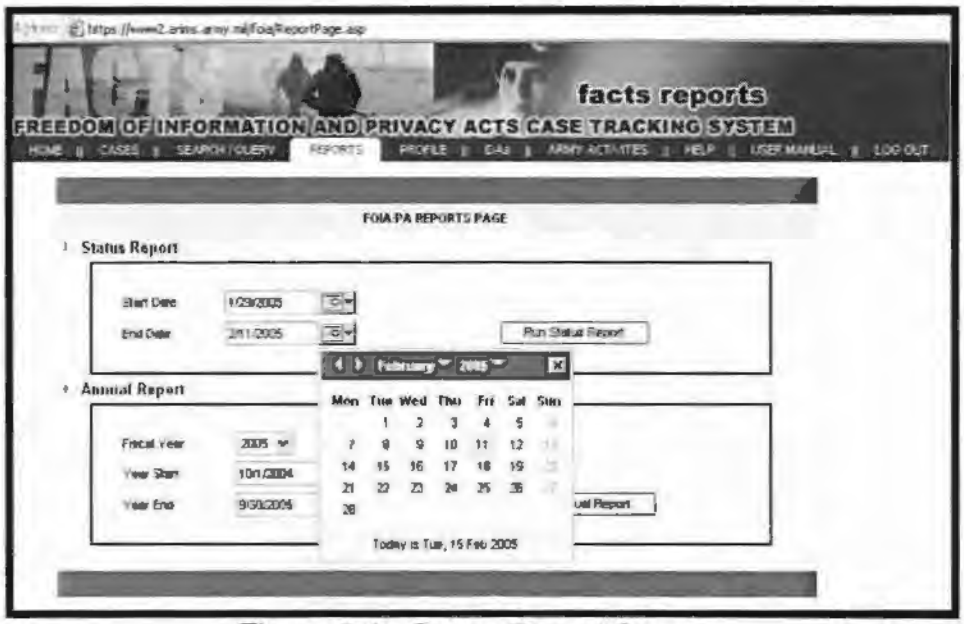



Figure 6-1. Status Report Screen.

**Report for 1/29/2005 to 2/11/2005**

| | | | |
|---|---|---|---|
| Number of requests open at beginning period | 2391 | | |
| Number of requests received | 807 | | |
| Number of requests closed | 759 | Average Processing Time | 12.49 |
| Number of requests open at the end of period | 2439 | | |
| Number of requests pending | 1446 | Average days Pending | 43 |
| Fee Amount | $ 9094.22 | | |
| Amount Collected | $ 3474.21 | | |
| Amount Owed | $ 5620.01 | | |

Figure 6-2. Status Report Results.

## 6-3. Annual Report (Reports Module).

a. The Annual Report consists of statistical and specific data regarding Initial Request Determinations, Exemptions Invoked on Initial Request Determinations, "Other Reasons" Cited on Initial Determinations, Statutes Cited on Initial Request (b)(3) Exemptions, Appeal Determinations, Exemptions Invoked on Appeal Determinations, "Other Reasons" Cited on Appeal Determinations, Statutes Cited on Appeal (b)(3) Exemptions, Number and Median Age of Initial Cases Pending, Total Number of Initial Requests Received During the Fiscal Year, Types of Requests Process and Median Age, Total Amount Collected from the Public, and Program Cost (to include Number of Full Time Staff, Number of Part Time Staff, Litigation Cost, and Total Program Cost). With the exception of Appeal and Litigation related information FACTS has the capability of capturing, calculating and producing all of the data required for the Annual FOIA Report.

(1) FACTS is a Day-Forward System. Any cases pending on the implementation date of 1 October 2004 will need to be reported be each activity for inclusion in the Annual FOIA report separately.

(2) Statistical information on "Initial Cases Processed" is collected during processing (required fields when opening and closing individual cases).

(3) Information pertaining to Appealed Cases and Litigations are provided separately from the Office of General Counsel and the Army Corps of Engineers (as appropriate).

(4) Raw data pertaining to Program Costs is entered by the Activity System Admin user from the Reports Tab as shown in Figure 6-3. As this information captures either the number of months or hours an employee dedicated to FOIA/PA functions this information should be entered at the close of a fiscal year.

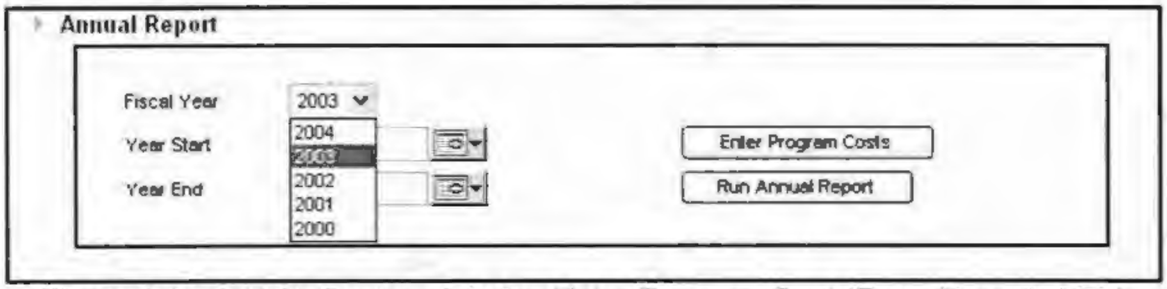



Figure 6-3. Activity System Admin: Enter Program Cost (From Reports Tab)

(a) To access the calculating modules the Activity System Admin user must select the reportable Fiscal Year and then select "Enter Program Cost" from the Reports Tab as shown in Figure 6-3 above.

(b) "Click to Add" Full Time Employees to expand this module to the screen shown Figure 6-4 below. Enter the Employee Name, Months (individual dedicated to FOIA responsibilities), select the appropriate Local Area, GS Level and Step OPM based tables from the corresponding drop down menus. Complete the entry by pressing "Update" (shown below the Employee Name). Repeat this process until you have entered this information for each Full Time Employee.


Figure 6-4. Full Time Employee Calculations

(c) Part Time Employee information is entered in the manner except enter the Hours (individual dedicated to FOIA responsibilities) instead of Months as shown in Figure 6-5. Repeat this process until you have entered this information for each Part Time Employee.

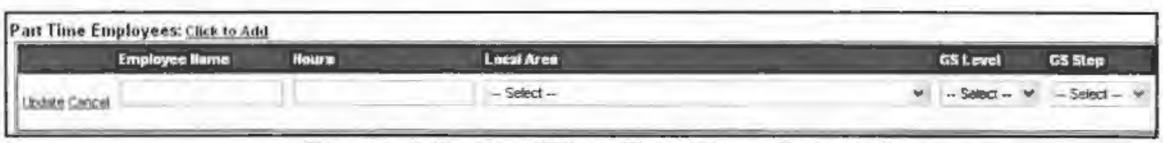



Figure 6-5. Part Time Employee Calculations

(d) "Click to Add" Contractors to expand this module to the screen shown in Figure 6-6 below. Enter the Employee Name, Months (contractor dedicated to FOIA responsibilities), Cost, and check Part Time when applicable. Complete the entry by pressing "Update" (shown below the Employee Name). Repeat this process until you have entered this information for each Full Time Employee.

Contractors: Click to Add

| | Employee Name | Months | Cost | Part Time |
|---|---|---|---|---|
| Update Cancel | | | | ☐ |

Figure 6-6. Contractors Calculations

(e) The required 16% (benefits) and 25% (overhead) costs are automatically calculated and reflected in the "Total Program Cost."

(f) The Total Case Processing Cost is a consolidated figure from the completed DD Forms 2086 for your activity.

(g) To add miscellaneous costs (i.e., printing, training, TDY) press "Edit" by the "Other Cost" (refer to Figure 6-7). Manually enter the appropriate figure. This figure will also become part of the "Total Program Cost."

| | |
|---|---|
| Full Time Employee Man-Years: | 5.000 |
| Part Time Employee Man-Years: | 0.000 |
| Total Case Processing Costs: | $0.00 |
| Total Overhead Costs: | $507,185.35 |
| Other Costs: | $0.00 Update Cancel |

Figure 6-7. "Other Costs" in Total Program Costs

(5) All users can view the Annual Report from the Reports Tab. Select the appropriate year and "Run Annual FOIA Report." (Refer to Figure 6-3.) The results (as shown in Figure 6-8) will be specific to the user's activity. (Activities with reporting sub organizations can run the report on an independent or consolidated level. If the sub organizations are not displayed contact FACTS@rmda.belvoir.army.mil.)

**Annual Report for 10 1 2003 to 9 30-2004**

### 1 Initial Request Determinations

| | |
|---|---|
| Administratively Closed | 1462 |
| Denied in Part | 6 |
| Granted | 28 |
| **Total** | **1496** |

### 2a. Exemptions Invoked on Initial Request Determinations

| | |
|---|---|
| (b)(1) | 9 |
| (b)(2) | 9 |
| (b)(3) | 9 |
| (b)(6) | 2 |

### 2b. 'Other Reasons' Cited on Intial Determinations

| | |
|---|---|
| C-9G | 6 |
| C-5 | 28 |
| C-9D | 2 |
| C-2 | 570 |
| C-8 | 24 |
| C 4 | 9 |
| C-6 | 41 |
| C-9A | 515 |
| C-9C | 1 |
| C-9E | 150 |
| C-3 | 5 |
| C-1 | 1 |
| C-7 | 28 |
| C 9H | 84 |

### 2c. Statutes Cited on Initial Request (b)(3) Exemptions

| | |
|---|---|
| 10 USC §130 | 7 |
| 10 USC §2305(g) | 2 |
| 10 USC §424 | 7 |
| 5 USC App 4 Sec 207(a)(1)(2) | 2 |

### 5. Number and Median Age of Initial Cases Pending

| | Count | Median Age |
|---|---|---|
| Cases Open at Beginning of Report | 0 | |
| Cases Open at End of Report | 66 | 72 |

### 6. Total Number of Initial Requests Received during the Fiscal Year

| | |
|---|---|
| Total Initial Requests Received | 1562 |
| Appeals | 3 |

### 7. Types of Initial Requests Processed and Median Age

| | Count | Median Age |
|---|---|---|
| Simple | 1490 | 2 |
| Complex | 0 | |
| Expedited Processing | 6 | 56 |

### 8. Total Amount Collected from Public

| | |
|---|---|
| Amount Collected | $270 00 |

### 9. Program Cost

| | |
|---|---|
| a Number of Full Time Staff | 1 |
| b Number of Part Time Staff | 1 |
| c Estimated Litigation Cost | $0 00 |
| d Total Program Cost | $97,145 00 |

Figure 6-8. Annual Report Results.

## 6-4. Current Open Cases Report (generated from Advanced Search Module).

a. From the Advanced Search Screen (Figure 5-2 above) you may produce a report, which will identify all open cases under your activity's purview. To do this, ensure your activity is selected from the activity drop down menu (your activity is the default) and click to specify the status as "open" as shown in Figure 6-9 below.

**Activity Received the Request** DA FOIA/PA Division

**Action Officer** Please Select an Action Officer

**Cases** (•) Open ( ) Closed ( ) Appealed

Figure 6-9. Open Case Query.

b. The results of this search will be shown as the sample in Figure 6-10.

| Control Number | Activity Number | Req. Last Name | First Name | Date Received | Date Closed | Action Officer | Type | Classification | Action Taken |
|---|---|---|---|---|---|---|---|---|---|
| FP-03-000090 | FA-03-0001 | Romero | Kathy | 9/9/2003 | | Carter, Brenda | FOIA | Unclassified | |
| FP-03-000091 | FA-03-0002 | Chung | Connie | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000092 | FA-03-0003 | Smoe | Joseph | 9/9/2003 | | Jordan, Mary | FOIA | Unclassified | |
| FP-03-000093 | FA-03-0004 | Jamie | Calhound | 9/9/2003 | | FISHER, STEPHEN | FOIA | Confidential | |
| FP-03-000097 | FA-03-0008 | Truedow | Jamie | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000100 | FA-03-0011 | Wayne | John | 9/9/2003 | | FISHER, STEPHEN | FOIA | Top Secret | |
| FP-03-000101 | FA-03-0012 | Wonka | Willy | 9/9/2003 | | Hogstetter, Darria | FOIA | Unclassified | |
| FP-03-000103 | FA-03-0014 | Astora | Trudy | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000105 | FA-03-0016 | Mendella | Grady | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000106 | FA-03-0017 | Zabrith | Kent | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000108 | FA-03-0019 | Medrnre | Calibra | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000110 | FA-03-0021 | John | Doe | 9/10/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000114 | FA-03-0025 | jones | jamie | 9/11/2003 | | Jordan, Mary | Both | Unclassified | |
| FP-03-000098 | FA-03-0009 | Bad | Boys | 9/9/2003 | | Carter, Brenda | Both | Unclassified | |
| FP-03-000102 | FA-03-0013 | Sugarbaker | Suzanne | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000113 | FA-03-0024 | Sweeney | Gerald | 9/11/2003 | | Jordan, Mary | Both | Unclassified | |
| FP-03-000107 | FA-03-0018 | Walline | Justine | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000109 | FA-03-0020 | Derring | Alma | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |

Figure 6-10. Sample Open Case Report Screen.

c. The results will be arranged in numerical order and will identify control number, activity number, requester's last and first name, date received, action officer, request type, and classification. The results may also be sorted by any of the shown fields. In the Figure 6-11 the same results are sorted by Action officer (click on the column heading titled Action Officer).

| Control Number | Activity Number | Req. Last Name | First Name | Date Received | Date Closed | Action Officer | Type | Classification | Action Taken |
|---|---|---|---|---|---|---|---|---|---|
| FP-03-000090 | FA-03-0001 | Romero | Kathy | 9/9/2003 | | Carter, Brenda | FOIA | Unclassified | |
| FP-03-000098 | FA-03-0009 | Bad | Boys | 9/9/2003 | | Carter, Brenda | Both | Unclassified | |
| FP-03-000091 | FA-03-0002 | Chung | Connie | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000093 | FA-03-0004 | Jamie | Calhound | 9/9/2003 | | FISHER, STEPHEN | FOIA | Confidential | |
| FP-03-000097 | FA-03-0008 | Truedow | Jamie | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000100 | FA-03-0011 | Wayne | John | 9/9/2003 | | FISHER, STEPHEN | FOIA | Top Secret | |
| FP-03-000103 | FA-03-0014 | Astora | Trudy | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000105 | FA-03-0016 | Mandella | Grady | 9/9/2003 | | FISHER, STEPHEN | FOIA | Unclassified | |
| FP-03-000101 | FA-03-0012 | Wonka | Willy | 9/9/2003 | | Hogstetter, Darria | FOIA | Unclassified | |
| FP-03-000092 | FA-03-0003 | Smoe | Joseph | 9/9/2003 | | Jordan, Mary | FOIA | Unclassified | |
| FP-03-000113 | FA-03-0024 | Sweeney | Gerald | 9/11/2003 | | Jordan, Mary | Both | Unclassified | |
| FP-03-000114 | FA-03-0025 | jones | jamie | 9/11/2003 | | Jordan, Mary | Both | Unclassified | |
| FP-03-000107 | FA-03-0018 | Walline | Justine | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000109 | FA-03-0020 | Derring | Alma | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000102 | FA-03-0013 | Sugarbaker | Suzanne | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000106 | FA-03-0017 | Zabrith | Kent | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000108 | FA-03-0019 | Madrine | Calibra | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000110 | FA-03-0021 | John | Doe | 9/10/2003 | | Pace, Callie | FOIA | Unclassified | |

Figure 6-11. Sample Open Case By Action Officer Report Screen.

## 6-5. Closed Cases Report (generated from Advanced Search Module).

a. From the Advanced Search Screen (Figure 5-2 above) you may produce a report, which will identify closed cases under your activity's purview. The template to run this report is similar to the Open Cases query. However, you should specify the beginning and ending dates for your closed cases report. See the example in Figure 6-12 below:

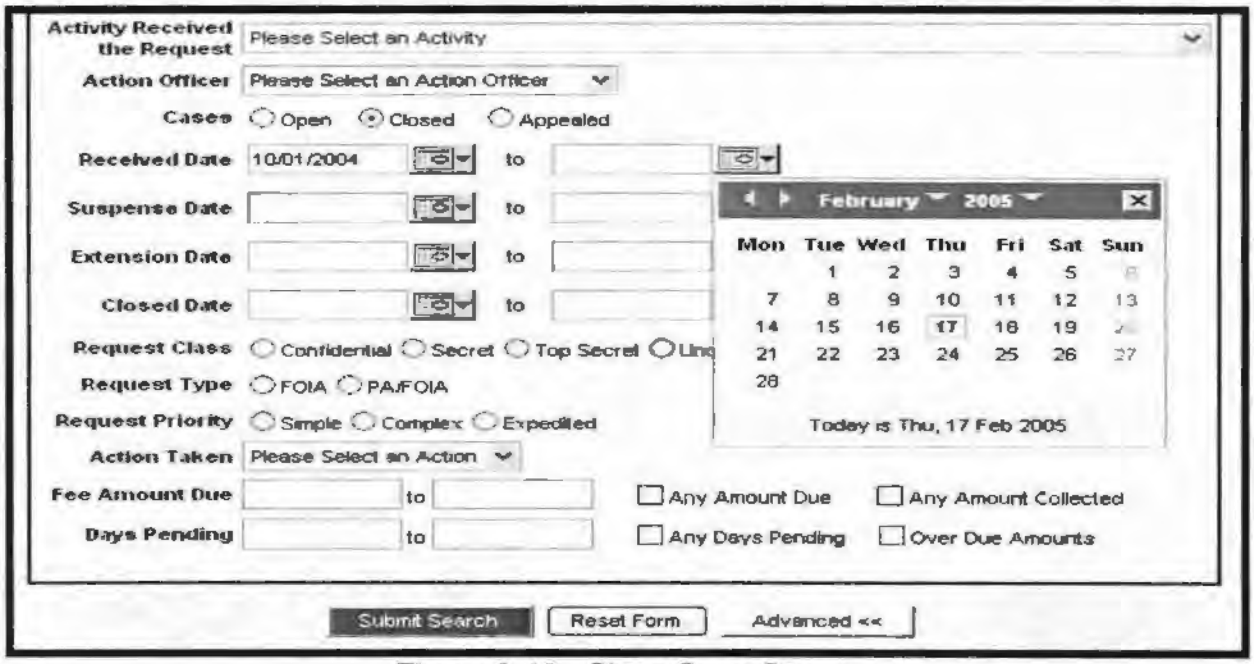



Figure 6-12. Close Case Query.

b. The results of this search will be shown as the sample in Figure 6-13 below.

| Control Number | Activity Number | Req. Last Name | First Name | Date Received | Date Closed | Action Officer | Type | Classification | Action Taken |
|---|---|---|---|---|---|---|---|---|---|
| FP-03-000094 | FA-03-0005 | Deerfield | Justin | 9/9/2003 | 9/9/2003 | Pace, Callie | FOIA | Unclassified | Granted |
| FP-03-000096 | FA-03-0007 | Vendorger | Charles | 9/9/2003 | 9/11/2003 | Jordan, Mary | FOIA | Unclassified | Administratively Closed |
| FP-03-000099 | FA-03-0010 | Coral | Dorry | 9/9/2003 | 9/11/2003 | Pace, Callie | Both | Unclassified | Denied in Part |
| FP-03-000112 | FA-03-0023 | Vandosa | Wally | 9/10/2003 | 9/11/2003 | Carter, Brenda | FOIA | Unclassified | Denied in Part |
| FP-03-000095 | FA-03-0006 | Vandosa | Wally | 9/9/2003 | 9/11/2003 | Thornton, Janice | FOIA | Unclassified | Granted |
| FP-03-000104 | FA-03-0015 | Tussle | Ronald | 9/9/2003 | 9/11/2003 | Pace, Callie | FOIA | Unclassified | Denied in Part |
| FP-03-000111 | FA-03-0022 | Vandosa | Wally | 9/10/2003 | 9/10/2003 | Pace, Callie | FOIA | Unclassified | Administratively Closed |

Figure 6-13. Sample Closed Case Report Screen.

c. The results will be arranged in numerical order and will identify control number, activity number, requester's last and first name, date received, date closed, action officer, request type, and classification and action taken. The results may also be sorted by any of the shown fields (i.e., Action Taken, Action Officer).

**6-6. All Cases ("View All" Tab within Case Management Module).** See Figure 4-22.

**6-7. Accomplishments/Backlog/Caseload (ABC) (generated from Search Module).**

Some reports may serve as a useful management tool in analyzing the accomplishments, backlog and caseloads. In Figure 6-14 the activity, action officer, and time-frame has been identified. In this instance the results will identify all the open and closed cases for a specific Action Officer. The results are sorted by Action in Figure 6-15.

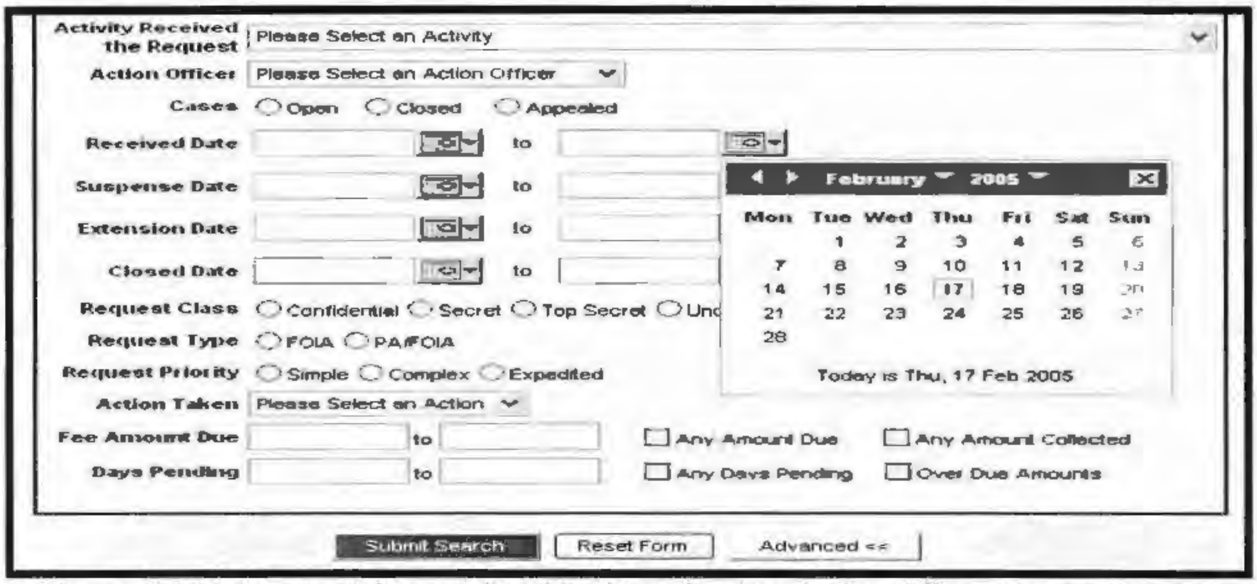



Figure 6-14. Accomplishments/Backlog/Caseload by Action Officer Report Screen.

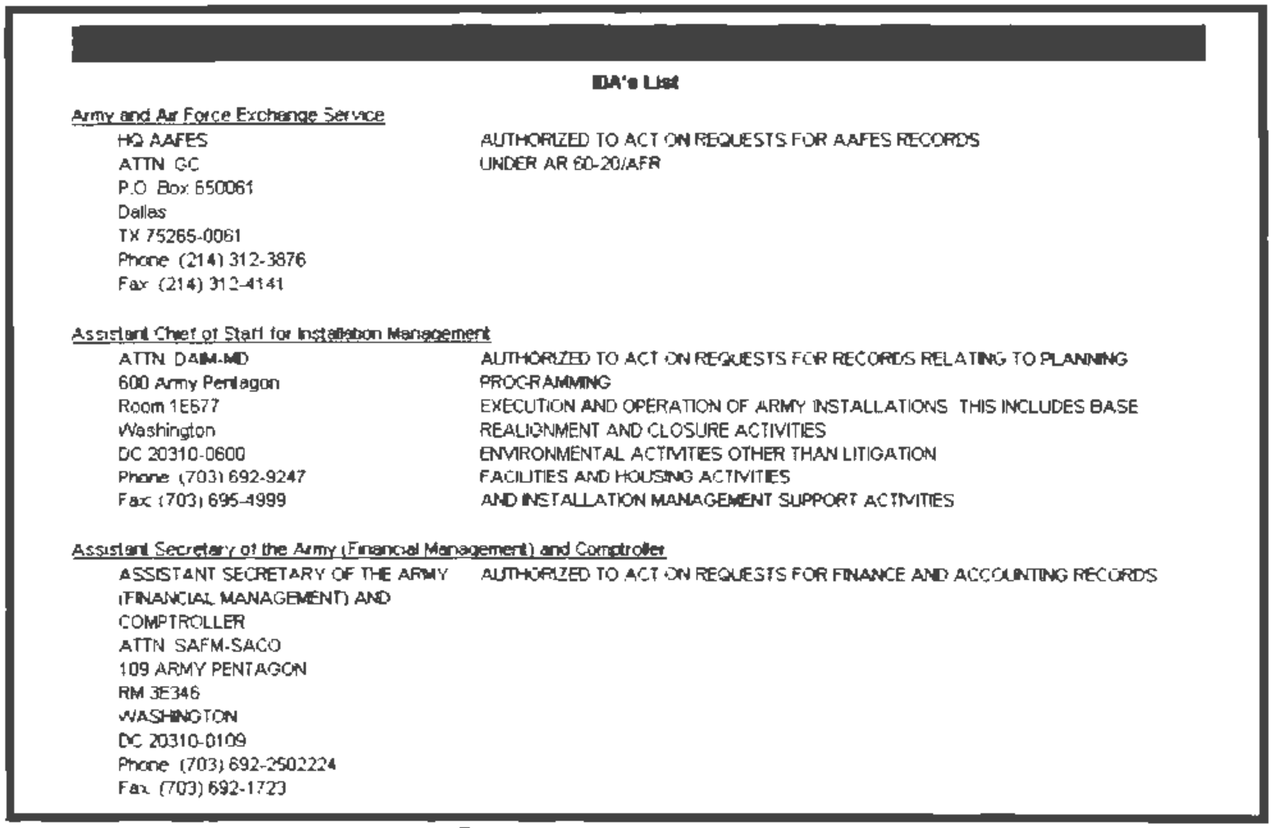
| Control Number | Activity Number | Req. Last Name | First Name | Date Received | Date Closed | Action Officer | Type | Classification | Action Taken |
|---|---|---|---|---|---|---|---|---|---|
| FP-03-000106 | FA-03-0017 | Zabrith | Kent | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000108 | FA-03-0019 | Madrine | Calibra | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000110 | FA-03-0021 | John | Doe | 9/10/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000102 | FA-03-0013 | Sugarbaker | Suzanne | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000107 | FA-03-0018 | Walline | Justine | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000109 | FA-03-0020 | Derring | Alma | 9/9/2003 | | Pace, Callie | FOIA | Unclassified | |
| FP-03-000111 | FA-03-0022 | Vandosa | Welly | 9/10/2003 | 9/10/2003 | Pace, Callie | FOIA | Unclassified | Administratively Closed |
| FP-03-000099 | FA-03-0010 | Coral | Dorry | 9/9/2003 | 9/11/2003 | Pace, Callie | Both | Unclassified | Denied in Part |
| FP-03-000104 | FA-03-0015 | Tussle | Ronald | 9/9/2003 | 9/11/2003 | Pace, Callie | FOIA | Unclassified | Denied in Part |
| FP-03-000094 | FA-03-0005 | Deerfield | Justin | 9/9/2003 | 9/9/2003 | Pace, Callie | FOIA | Unclassified | Granted |

Figure 6-15. Accomplishments/Backlog/Caseload by Action Officer Report Screen (Sorted by Action)

## Chapter 7
## Initial Denial Authority Module

a. The Initial Denial Authority Module is an inclusive listing of the Initial Denial Authorities (IDA) complete with current mailing address, phone number, DSN prefix, Fax number, and area of responsibilities. The General Order 3, which redirects some functions and responsibilities at Principal Headquarters DA level, will be reflected in this module. As changes occur they will be updated here.

b. To access the IDA Module select the "IDA" tab from any of the screens available in FACTS. Figure 7-1 shows the IDA page.



**IDA's List**

| | |
|---|---|
| Army and Air Force Exchange Service | |
| HQ AAFES | AUTHORIZED TO ACT ON REQUESTS FOR AAFES RECORDS |
| ATTN GC | UNDER AR 60-20/AFR |
| P.O Box 650061 | |
| Dallas | |
| TX 75265-0061 | |
| Phone (214) 312-3876 | |
| Fax (214) 312-4141 | |
| Assistant Chief of Staff for Installation Management | |
| ATTN DAIM-MD | AUTHORIZED TO ACT ON REQUESTS FOR RECORDS RELATING TO PLANNING |
| 600 Army Pentagon | PROGRAMMING |
| Room 1E677 | EXECUTION AND OPERATION OF ARMY INSTALLATIONS THIS INCLUDES BASE |
| Washington | REALIGNMENT AND CLOSURE ACTIVITIES |
| DC 20310-0600 | ENVIRONMENTAL ACTIVITIES OTHER THAN LITIGATION |
| Phone (703) 692-9247 | FACILITIES AND HOUSING ACTIVITIES |
| Fax (703) 695-4999 | AND INSTALLATION MANAGEMENT SUPPORT ACTIVITIES |
| Assistant Secretary of the Army (Financial Management) and Comptroller | |
| ASSISTANT SECRETARY OF THE ARMY | AUTHORIZED TO ACT ON REQUESTS FOR FINANCE AND ACCOUNTING RECORDS |
| (FINANCIAL MANAGEMENT) AND | |
| COMPTROLLER | |
| ATTN SAFM-SACO | |
| 109 ARMY PENTAGON | |
| RM 3E346 | |
| WASHINGTON | |
| DC 20310-0109 | |
| Phone (703) 692-2502224 | |
| Fax (703) 692-1723 | |

Figure 7-1. IDA Screen.

c. It is the responsibility of each IDA office to ensure the information posted on this page is correct. Changes to addresses, telephone numbers and areas of responsibilities must be submitted to FACTS@rmda.belvoir.army.mil as they occur.

# Chapter 8
# Army Activities Module

a. The Army Activities Module is an alphabetical and scrollable inclusive listing of the Army FOIA/PA Program Offices complete with current mailing address, phone number and fax number. As changes occur they should be updated by the Activity System Admin Users (see paragraph 8d below).

b. To access this module select the "Army Activities" tab from any of the screens available in FACTS. Figure 8-1 shows a view of the Army Activities page.

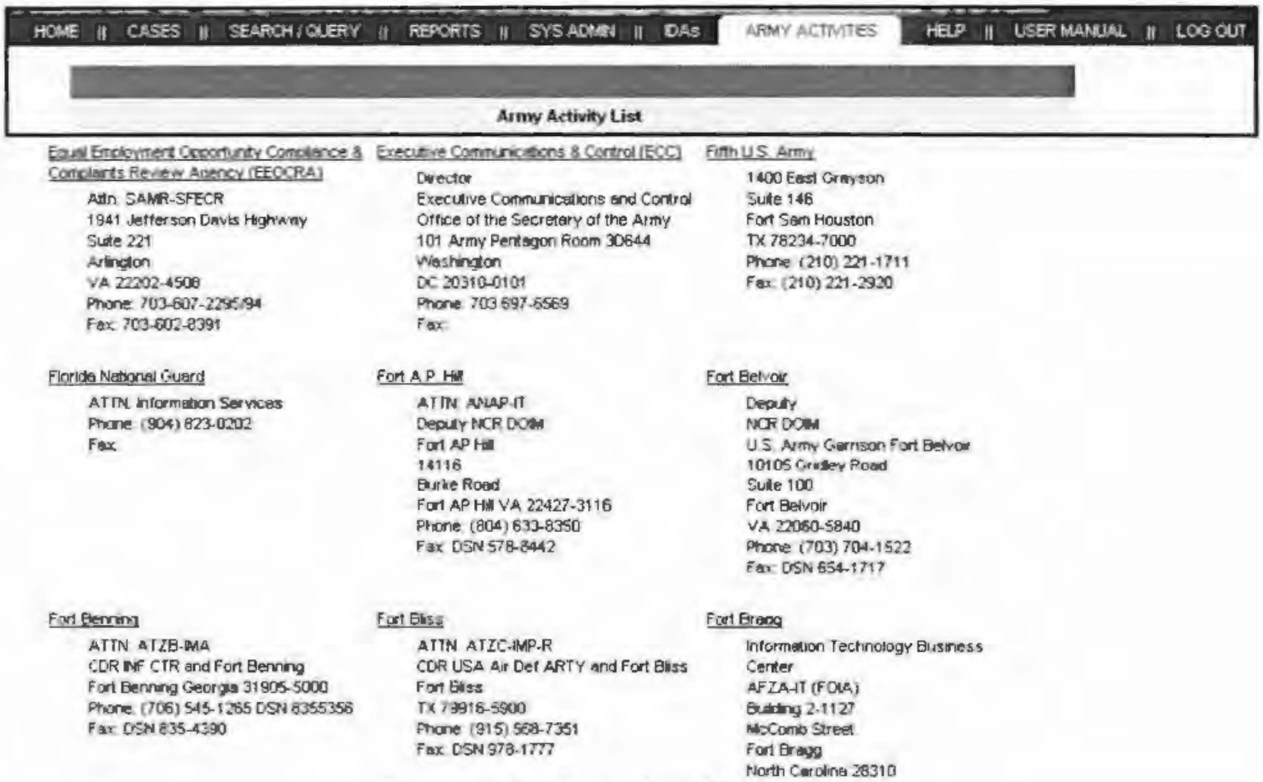



Figure 8-1. Army Activities Listing.

c. To perform a word search select "Edit" and "Find on this Page" from the Internet Explorer toolbar. Type the search criteria and press "Find Next" as shown in Figure 8-2.

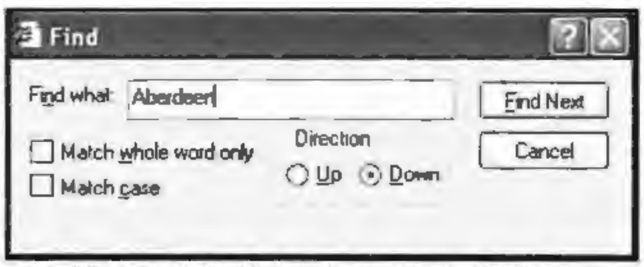



Figure 8-2. Search Army Activities.

d. It is the responsibility of Activity System Admin Users to update the contact information. This is done through the System Admin tab (viewed only through System Admin Accounts) see Figure 8-3 below.

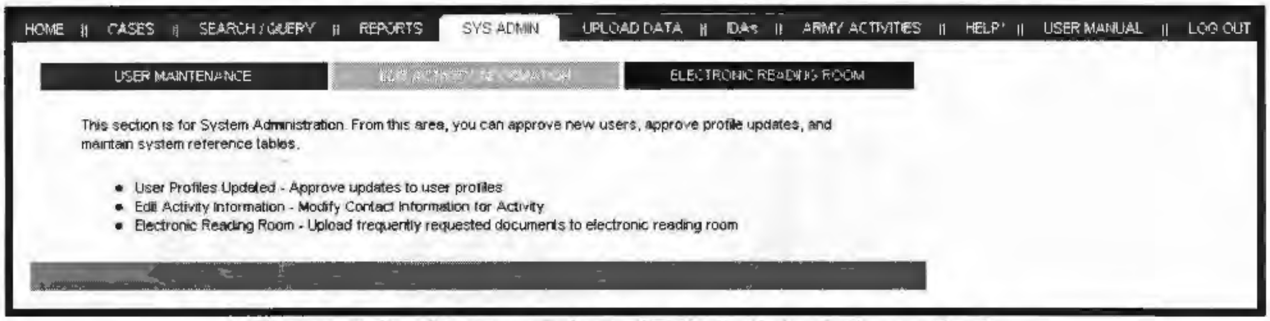



Figure 8-3. System Admin (Edit Activity Information).

e. Select the "Edit Activity Information" to expand the contact information for your Activity (refer to Figure 8-4). Press "Submit Update" when complete.

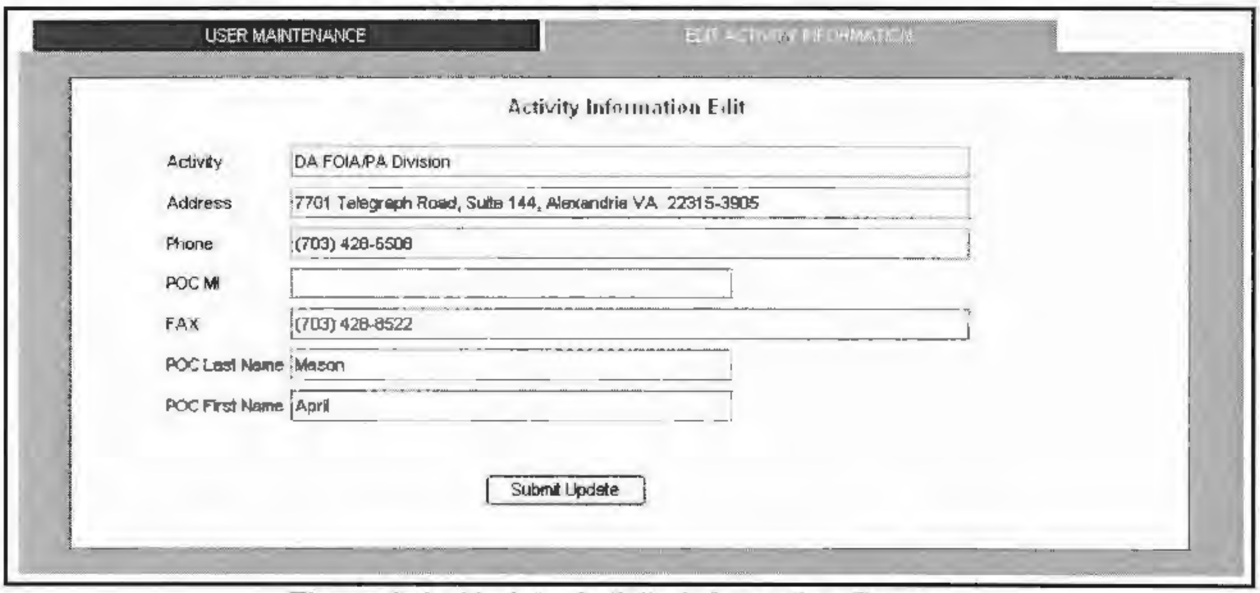



Figure 8-4. Update Activity Information Screen.

## Chapter 9
## Electronic Reading Room (E-RR) Module

a. Only Activity System Admin Users can access this module to submit documents. This is done through the "Electronic Reading Room" tab from the "Sys Admin" screen (viewed only through System Admin Accounts) see Figure 9-1 below. All users can visit E-RR from FACTS links to access the submitted documents (see Figure 9-3).

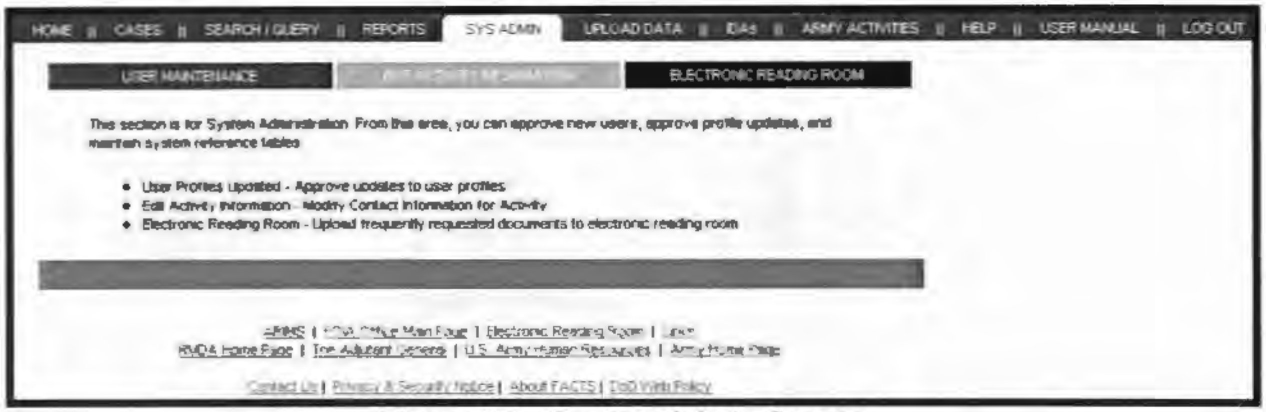



Figure 9-1. System Admin Screen.

b. The E-RR Module allows organizations to submit documents for possible inclusion in the Army Electronic Reading Room. Documents containing non-releasable information must be redacted with the exemption(s) annotated and coordinated through the appropriate Initial Denial Authority.

c. To upload files to the electronic reading room follow the instructions on E-RR Screen (see Figure 9-2).

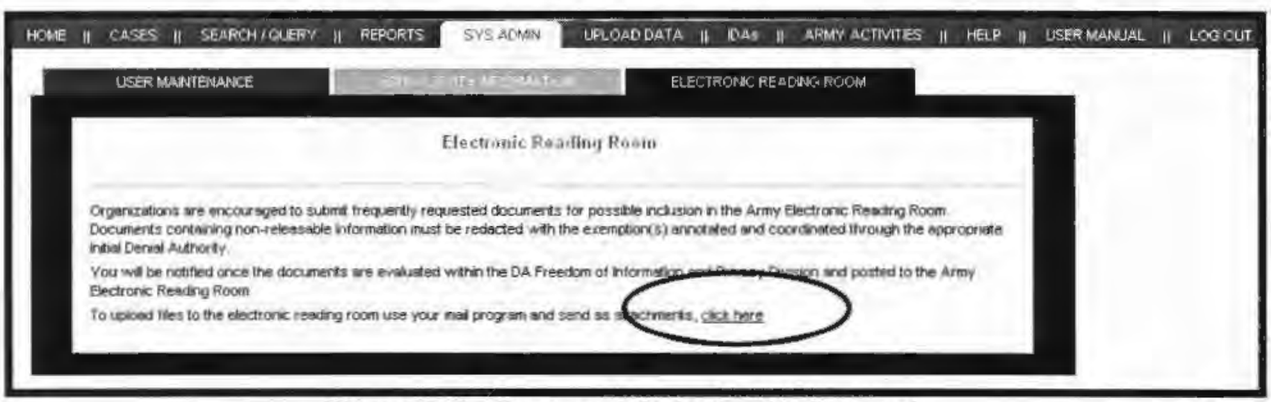



Figure 9-2. System Admin (E-RR Screen).

d. Documents are submitted electronically to the DA FOIA/PA Division as attachments and will be posted to the E-RR after being reviewed and evaluated (see Figure 9-3).

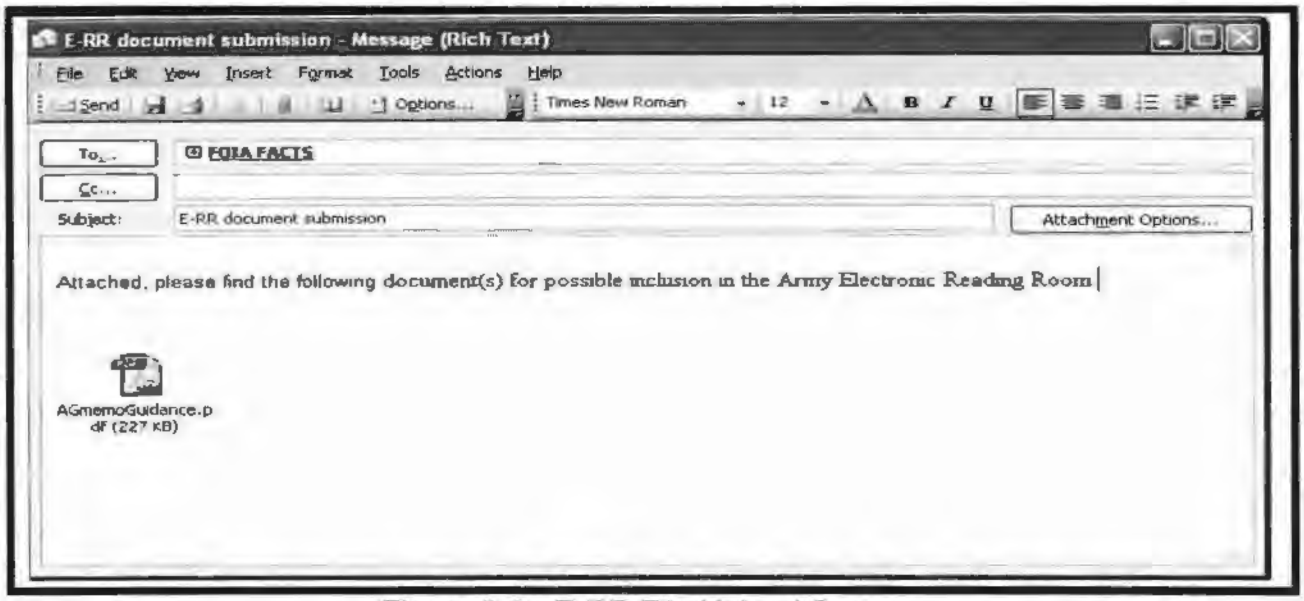



Figure 9-3. E-RR File Upload Screen.

e. To access the index of the documents select the "Electronic Reading Room" hyperlink included in FACTS Links (see Figure 9-4).

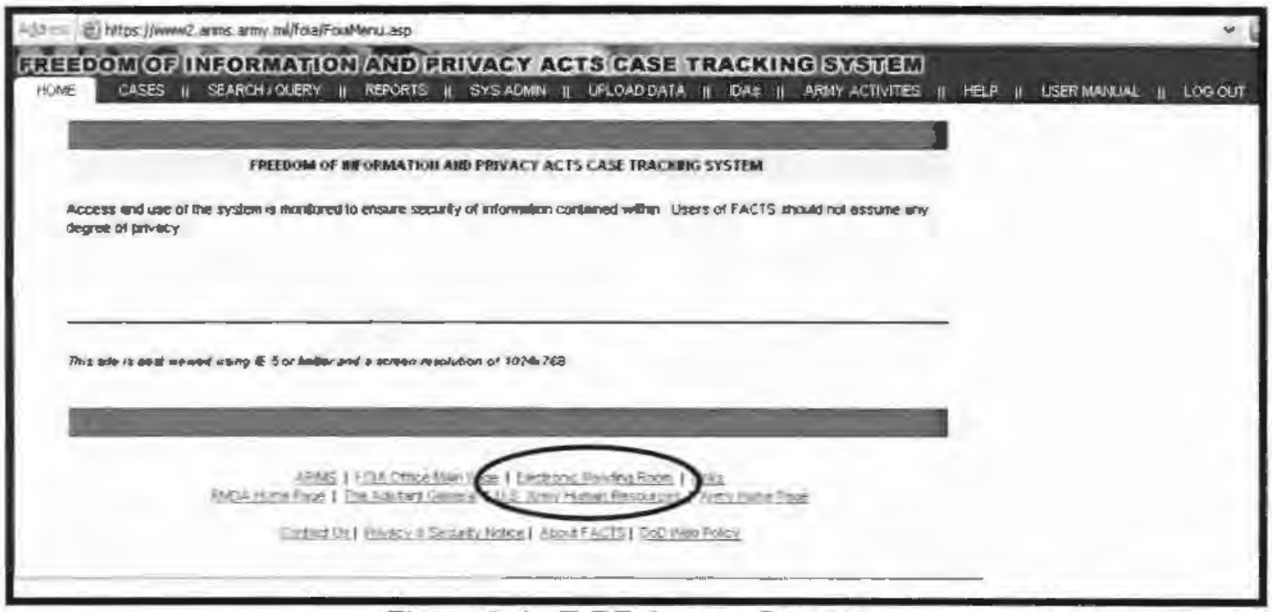



Figure 9-4. E-RR Access Screen.

f. To retrieve any of the documents click on the corresponding hyperlink (see Figure 9-5).

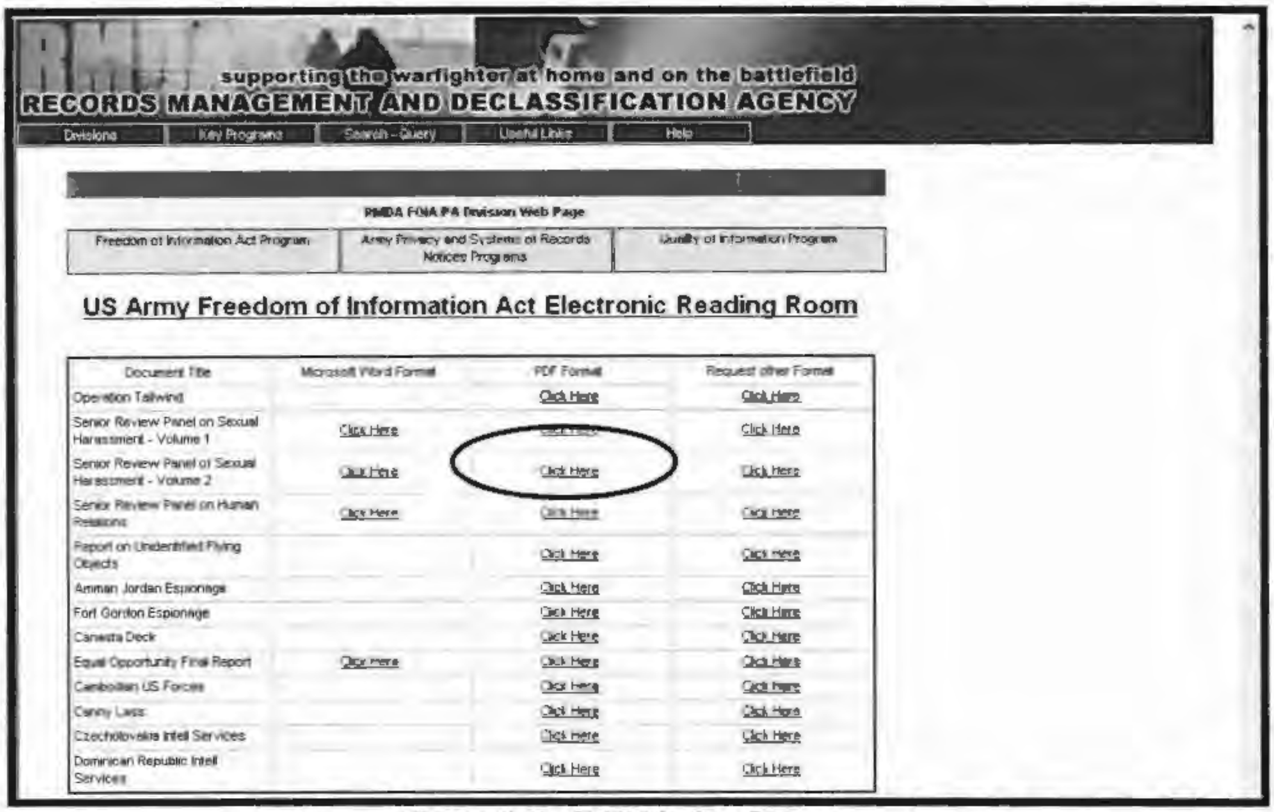



Figure 9-5. E-RR Index Screen.

## Chapter 10
## Data Integration Module

a. The Data Integration Module allows activities utilizing COTS and sophisticated Government developed systems the option and ability to transfer data into FACTS. FACTS Data Import Requirement documentation has been prepared by U.S. Army Freedom of Information and Privacy Act Office and provided to all activities registered with FACTS specifying the required fields, acceptable values, and corresponding business rules for opening and closing cases. The upload file has to be of XML format. Please note that only Activity System Admin Users can access this module to import data into FACTS. This is done through the "Upload Data" tab (viewed only through System Admin Accounts). (see Figure 10-1).

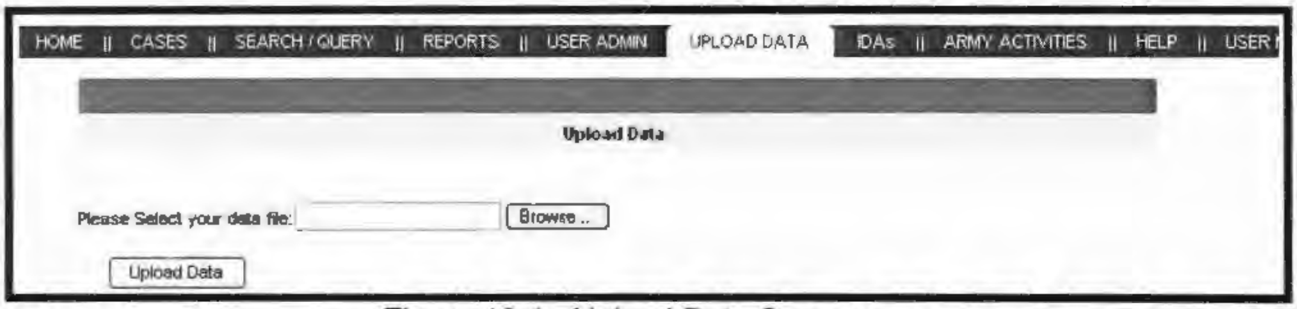
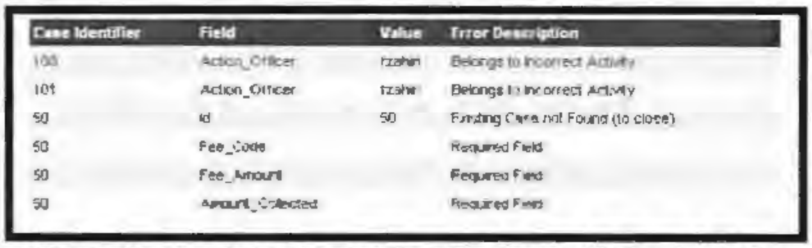



Figure 10-1. Upload Data Screen.

b. If the upload data file does not fulfill all the requirements specified in the Data Import Requirement Documentation, then the data transfer will fail and an error message will be displayed with explicit error description. (see Figure 10-2).



| Case Identifier | Field | Value | Error Description |
|---|---|---|---|
| 100 | Action_Officer | tzahin | Belongs to Incorrect Activity |
| 101 | Action_Officer | tzahir | Belongs to Incorrect Activity |
| 50 | id | 50 | Existing Case not Found (to close) |
| 50 | Fee_Code | | Required Field |
| 50 | Fee_Amount | | Required Field |
| 50 | Amount_Collected | | Required Field |

Figure 10-2. Data Containing Errors or Omissions Screen.

d. If the upload data file meets all the requirements specified in the Data Import Requirement Documentation, a successful data transfer will follow. (see Figure 10-3).

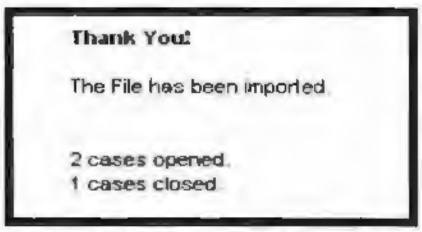



Figure 10-3. Data Imported Successfully Screen.