

Selective Service System

2018 Chief FOIA Officer Report

Roderick R. Hubbard, Acting Chief FOIA Officer

Selective Service System is proud of its FOIA program and response times. During this past year, the Agency continued to greater utilize technology and maximize the presentation of informational print, radio and TV materials on the Agency's website. Further, the Agency is able to disseminate information, increase transparency and solicit feedback through social media venues like Facebook, Twitter and YouTube. All are linked to our website. The public's comments are reviewed and responded to on a continual basis. The Agency has also increased the amount of subject matter covered on our website and will continue to do so. The public may also contact us through our Information@sss.gov email account linked on our website.

- a. <https://www.sss.gov/media>
- b. <https://www.facebook.com/SSSregistration?ref=ts&fref=ts>
- c. <https://www.youtube.com/user/SelectiveServ?feature=watch>
- d. https://twitter.com/SSS_gov

All requests were answered within the 20 day or less time period. Given the low number of FOIA requests that the Agency receives each year, the Agency does not have a FOIA Requester Service Center and a FOIA Public Liaison. However, staff did review DOJ OIP training on FOIA Public Liaisons. Thus, if the need should arise, the Agency will take steps to train current FOIA staff in the collateral duty of FOIA Public Liaison.

In a spirit of cooperation, requesters' questions are always answered quickly. In the interest of transparency, FOIA staff solicits information on topics of interest or on developing issues from agency staff on an ongoing basis. With Agency input, FOIA staff and the Public and Intergovernmental Affairs Directorate post this information on our website and social media venues.

The FOIA staff determines records for proactive disclosures by means of professional judgment, public feedback, review of FOIA requests received, and analysis of correspondence and requests. Consequently, Selective Service continues to post information about the agency and policies, plans, and procedures on its website to inform the public what records and information are available. Selective Service has a vast amount of information and records posted on the Agency's internet which affords the public easy and fast access.

One-half, 50% of the Agency's FOIA staff attended training during this reporting period. Selective Service is committed to FOIA staff completing training annually. The FOIA staff consists of two employees for which FOIA is a collateral duty. FOIA staff attended the DOJ Best Practices Workshops and training sessions. Topics included: OIP's Best Practices Workshop, "Collaborating for Results: Agencies and Requesters Working Together Throughout the FOIA Process"; and OIP's Best Practices Workshop, "Best Practices for Self-Assessments and Improving FOIA Processes".

We have proactively disclosed the following:

- a. Annual Reports to Congress
<https://www.sss.gov/Reports/Annual-Report-to-Congress>

- b. Performance and Accountability Report
<https://www.sss.gov/Reports/Financial-Reports/Performance-Accountability-Report>
- c. Performance Budget Justification
<https://www.sss.gov/Reports-and-Notices/Financial-Reports/Performance-Budget-Justification>
- d. FOIA Reports
<https://www.sss.gov/Reports/FOIA/FOIA-Electronic-Reading-Room>
- e. Additionally the agency posted all four FOIA quarterly reports for FY2018.
- f. Other Reports and Publications
<https://www.sss.gov/Reports/Other-Reports-and-Publications>

Information is constantly updated and expanded together with the website itself, to make it more user-friendly and easier to negotiate. The FOIA staff utilizes email to communicate with requesters through our Information@sss.gov email address. With so few requests, all are handled alike – as simple requests. The average number of days to process simple requests was twenty working days or fewer and 100% of the requests were placed in the simple track. Selective Service had no backlog of appeals and had no old requests held over from the previous year, as well as no consultations pending.

We remain committed to making more information available to the public while maintaining superior openness, transparency and timeliness.