

## **RESPONSIBILITIES**

VETS' Regional Administrators are officially delegated as VETS' Disclosure Officers.

### **DOL VETS' Disclosure Officers will:**

- A. Have a thorough working knowledge of the Department's disclosure regulations, and keep informed of pertinent interpretations by the Solicitor through contact with the Agency Coordinator.
- B. Make discloseable records in their custody available for inspection and copying.
- C. Reply in a timely manner to all FOIA requests in accordance with DOL regulations and policy.
- D. Maintain a record of disclosure requests which they answer, or contribute to, along with copies of pertinent background materials.
- E. Provide the FOIA Appeals Unit in SOL the copies of records necessary to process appeals.

### **DOL VETS' FOIA Coordinators will:**

- A. Maintain liaison with relevant agency Disclosure Officers and other affected Agency officials.
- B. Assure that Disclosure Officers are familiar with DOL and Agency FOIA regulations; provide procedural guidance under the Act; and arrange for copies of interpretations and other relevant documents to be distributed to Disclosure Officers and other affected personnel as part of the Agency's directives system.
- C. Obtain and forward to SOL through the DOL Agency Head, a current listing of those certain matters issued, adopted, or promulgated, after July 4, 1967, which are required to be published in the quarterly index 30 days before the end of each quarter.
- D. Notify SOL of any additions or changes in title or location of Agency Disclosure Officers, for the purpose of publishing in the Federal Register.
- E. Submit an annual report of activity under FOIA to SOL within twenty days after the end of each year, following the format of the Department's annual report to the U.S. Department of Justice.
- F. Meet periodically with other Agency Coordinators, under the direction of SOL to discuss problems, developments, and legal and procedural matters; Agency Coordinators shall follow the lead of SOL on these issues.
- G. Ensure that Agency Disclosure Officers promptly complete their responses to initial FOIA requests.

### **VETS' Supervisors will:**

- A. Assure that employees understand the Department's policy concerning disclosure of information.
- B. Ensure that all incoming FOIA requests are immediately forwarded to the appropriate VETS' FOIA Coordinator for processing.
- C. Assure that their FOIA staff is trained.

### **DOL VETS' Agency Heads will:**

- A. Make records in their custody available for inspection and copying through their designated Disclosure Officers.
- B. Notify Agency employees of DOL policy on disclosure of records and implement procedures necessary to carry out the provisions of this chapter within their Agency.
- C. Designate an Agency FOIA Coordinator in the National Office to receive, prepare and coordinate reporting input from Agency Disclosure Officers, and to act as liaison between the Solicitor's Office and the Agency.
- D. Designate one or more persons in the National Office and each Regional Office to serve as Disclosure Officers for the Agency; and inform the Solicitor's Office of changes in these designations, through the Agency FOIA Coordinator.
- E. Assure that all employees who handle correspondence from the public receive FOIA training and are aware of DOL policies on disclosure and of FOIA procedures as set forth in this chapter.