



SECRETARY OF THE AIR FORCE
WASHINGTON

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ALL MAJCOM/CCs, FOAs, DRUs

The Freedom of Information Act (FOIA) helps to ensure a transparent government answerable to the American people. As such, accountability through transparency must be a guiding principle of our information management efforts. To this end, we should optimize the proper release of records while complying with appropriate security guidance and protecting personal privacy.

Pursuant to a Presidential directive, the Attorney General issued updated FOIA guidelines for all Executive Branch personnel. These guidelines reemphasize that:

- We all share responsibility for compliance with FOIA, not just our FOIA managers;
- Responses to FOIA requests must be timely and accurate;
- Agencies should not withhold records simply because a technical/legal exemption may apply;
- We should not withhold records merely to protect public officials from embarrassment or because errors/failures might be revealed; and
- Agencies should be proactive about posting information online.

The military services routinely top the charts when it comes to securing the institutional trust of the American public. To continue to earn this confidence, it is incumbent on all Air Force personnel to remain vigilant in our individual and collective obligations with regard to recordkeeping, information management, and compliance with FOIA. Your continuing attention to this important subject will secure the transparency that sustains this essential public trust.

My point of contact for this topic is Lt Gen Bill Lord, SAF/CIO A6.

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