

2017 Chief FOIA Officer Report

Name and Title of Chief FOIA Officer: Maurice Swinton, Chief Information Officer, Armed Forces Retirement Home (AFRH).

AFRH provides detailed information as to how the FOIA process works on the AFRH website. In addition AFRH has a web link dedicated specifically to FOIA on its website. Memoranda emphasizing openness and a person's right to information are posted on this web link. <https://www.afrh.gov/foia/reference-material>. AFRH has streamlined some FOIA processes by establishing better relationships with inter-agency personnel by explaining the FOIA process and the importance of expedient responses when the FOIA liaison makes a request for information.

The AFRH FOIA liaison monitors the FOIA log and will identify if there are records that should be posted. AFRH does have a "reading room" that contains our agency's quarterly and annual report as well as other helpful information and can be accessed using this link <https://www.afrh.gov/foia/reference-material>. A Facebook page is utilized and is used to post useful information to the public if needed. The AFRH FOIA liaison attended FOIA training provided by the DOJ to hone on her skills to better assist in the FOIA request processes.