governmentattic.org
"Rummaging in the government's attic"

Description of document:	Bureau of Indian Affairs (BIA) Freedom of Information Act (FOIA) Standard Operating Procedure 2021
Requested date:	22-May-2022
Release date:	31-May-2022
Posted date:	26-December-2022
Source of document:	FOIA Request Assistant Secretary - Indian Affairs (ASIA) 1849 C Street, NW Washington, DC 20240 Fax: (202) 208-6597 FOIAonline

The governmentattic.org web site ("the site") is a First Amendment free speech web site and is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.

-- Web site design Copyright 2007 governmentattic.org --

United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

May 31, 2022

IN REPLY REFER TO:
DOI-ASIA-2022-003866

The Assistant Secretary - Indian Affairs (AS-IA) Immediate office received your Freedom of Information Act (FOIA) request, dated May 22, 2022, on May 23, 2022, and assigned it control number **DOI-ASIA-2022-003866**. Please cite the control number in any future communications with our office regarding these requests.

In your request you asked for the following: "*A copy of each (internal) FOIA Standard Operating Procedure (SOP) at the AS-IA FOIA Office.*"

We have enclosed two files in portable document format (PDF) containing a total of eight pages, which are being released to you in full.

We do not bill requesters for FOIA processing fees when their fees are less than $50.00, because the cost of collection would be greater than the fee collected. See 43 CFR § 2.37(g). Therefore, there is no billable fee for the processing of this request.

Contact information for the Department's FOIA Public Liaison, who you may also seek dispute resolution services from, is available at *https://www.doi.gov/foia/foiacenters*.

Also, the 2007 FOIA amendments created the Office of Government Information Services (OGIS) to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road - OGIS
College Park, MD 20740-6001

E-mail: ogis@nara.gov
Web: https://ogis.archives.gov
Telephone: (202) 741-5770
Fax: (202) 741-5769
Toll-free: 1 (877) 684-6448

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of FOIA. *See* 5 U.S.C. 552(c). This response is limited to those records that are subject to the requirements of FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

This letter completes our response to your request. If you have any questions, you may contact Heather Garcia by phone at 202-208-3135, by email at as-ia_foia@bia.gov or by mail at 1849 C Street, N.W., MS-4660-MIB, Washington, D.C. 20240.

Sincerely,

Connie Rose

Digitally signed by CONNIE ROSE
Date: 2022.05.31 08:20:46 -05'00'

Connie Rose
FOIA Coordinator
Office of the Assistant Secretary – Indian Affairs

AS-IA Weekly FOIA Report SOP

7-7-21

In FOIAonline:

1. Complete an Advanced Search for all Open requests within all of Indian Affairs. If you have higher permissions, you will have to search for all Open requests "Assigned to Organization" including DOI/ASIA – Assistant Secretary – Indian Affairs, DOI/BIA – Bureau of Indian Affairs and DOI/BIE – Bureau of Indian Education.
2. At the bottom click "Export to CSV". Save this in your "Downloads" folder with today's date in the title.
3. Complete a second Advanced Search for all On Hold requests within all of Indian Affairs. If you have higher permissions, you will have to search for all Open requests "Assigned to Organization" including DOI/ASIA – Assistant Secretary – Indian Affairs, DOI/BIA – Bureau of Indian Affairs and DOI/BIE – Bureau of Indian Education.
4. At the bottom click "Export to CSV". Save this in your "Downloads" folder with today's date in the title.

In Excel:

1. Open the 1st CSV (Open) you created above and Save As an Excel Workbook titled "IA FOIA Backlog Today's Date" here: F:\H. Backlog & pending requests\FOIA Backlog Report\FY 2021 under the appropriate month or create a new folder for a new month as needed.
2. Add a new Column A and title it "Action Office(s)". Adjust column and row width as needed.
3. Highlight Row 1 and turn on Filter.
4. In Column D, Filter out everything that is not a request and delete.
5. Sort spreadsheet by Column B, so the requests are grouped by ASIA, BIA, and then BIE.
6. Copy contents from Column W for the ASIA requests only into their respective location in Column A.
7. Copy contents from Column N for BIA requests only into their respective location in Column A.
8. Copy the first content from Column N for BIE requests and paste into its respective location in Column A and then drag and fill the rest of the Column A for the BIE requests with the same content.
9. If there are any Blanks in Column A, fill those in with "DOI-ASIA Immediate Office".
10. Sort spreadsheet by Column A, so the requests are grouped by Program Office.
11. Cut Columns D & E and Paste them between Columns M & N.
12. Cut Columns J & K and Paste them between Columns E & F.
13. Cut Column F and Paste before Column E.
14. Format Columns E and G to Number, Date, Type: "March 14, 2012".
15. Insert a new Column H and title it "Backlog".
16. Sort spreadsheet by Column G – "Oldest to Newest".
17. Add "YES" to the Backlog Column (H) for the oldest requests up to and including yesterday's date.
18. Add "NO" to the Backlog Column (H) for all the rest of the entries (most recent) including those without dates.
19. For Column G, add "No Due Date" to those with no date.
20. For Column E, add "No Perfected Date" to those with no date.

21. For Columns G and H, Shade the "NO" Blue and the "YES" Red, including the Dates in Column G.
22. Add All Borders for the whole spreadsheet.
23. Bold all Columns from A-H.

In Excel:

1. Open the 2nd CSV (On Hold) you created above.
2. Search for (CTRL F) the tracking numbers from the On Hold spreadsheet on the Open spreadsheet. For each one, change Column E to "No Perfected Date" and Column G to "No Due Date", change the Backlog Column from "YES" to "NO" and the shading from Red to Blue if neccessary.
3. Sort spreadsheet by Column H (Backlog).
4. Center the contents in Columns A-H.
5. Sort spreadsheet by Column A, then sort by Column H again.
6. Cut all the "NO's" in the Backlog column (top portion of sheet) and Paste to a new sheet. Make sure both sheets have the Header Row (1)
7. Rename Sheet 1 to "Backlog" and Sheet 2 to "Open.Pending"
8. Starting with the "Backlog" sheet, set the Printer Settings to Adobe PDF, Fit all columns on 1 page, Letter 8.5x11, Normal Margins, and Portrait Layout.
9. Select all the contents of the spreadsheet in Columns A-H except Row 1 and click "Set Print Area".
10. In the lower right corner of the spreadsheet, there are three squares next to the zoom bar. Click the second square to the right, "Page Layout" and then zoom out to see the Header at the top.
11. Add Today's Date into the first (far left) header box.
12. Add "Assistant Secretary – Indian Affairs: BIA Central Offices, BIA Regional Offices, BIE and OJS Districts Weekly FOIA Backlog Report" to the middle header box.
13. Add the total backlog number to the third (far right) header box. Make the number text Bold, Red and a couple sizes Larger.
14. Under Print Titles add "A1:H1" in the box to the right of "Rows to repeat at top".
15. Print the sheet to PDF and Save here: F:\H. Backlog & pending requests\FOIA Backlog Report\FY 2021 under the appropriate month. Title the sheet "IA FOIA Backlog as of Today's Date".
16. Repeat steps 8 –12 and 14-15 above for the "Open.Pending" sheet. Regarding step 12, change the middle header box to read: "Assistant Secretary – Indian Affairs: BIA Central Offices, BIA Regional Offices, BIE and OJS Districts ALL Open/Pending Requests". Title the sheet "IA FOIA Open.Pending as of Today's Date".

In Excel:

1. Open the last week's "IA FOIA Backlog Report_Date" from here: F:\H. Backlog & pending requests\FOIA Backlog Report\FY 2021 under the appropriate month.
2. Change the date in the third column heading "As of Date Backlog Total" to last week's date.
3. Change date in the far-right header box at the very top from last week to Todays' Date.
4. Copy and Paste Special Values from the "This Week Backlog Total" column (2nd) to the "As of Last Week's Date Backlog Total" (3rd). Only copy the contents in the white cells, except the BIE blue cell should be copied as well.
5. Delete numbers from the "This Week Backlog Total" (2nd) column.
6. Get the numbers from the "IA FOIA Backlog as of Today's Date" sheet created above to fill in the "This Week Backlog Total" (2nd) column.

7. In the bar graph in the lower right, update the “Indian Affairs FOIA Backlog” number to this week’s number of total backlogged requests.
8. Down at the very bottom in the middle, update the “Indian Affairs FOIA Backlog” number to this week’s number of total backlogged requests.
9. In the box down at the bottom on the right side, update the “Total Open Requests” and “Pending Open Requests” numbers to this week’s numbers.
10. Highlight everything (all tables and graphs) above the little two-row table at the bottom. Save As: “IA FOIA Backlog Report_Today’s Date” here: F:\H. Backlog & pending requests\FOIA Backlog Report\FY 2021 under the appropriate month.
11. Print to PDF and save in the same location as step 10.

Via Email:

1. Start with last week’s email and update dates, attachments and numbers. Send to “IA_FOIA_Contacts”.

Export Portion of Entire Calendar for FOIA

- This guidance provides step-by-step instructions for exporting a portion of your Outlook calendar as a PDF file.
- Conduct these steps when a FOIA request for your calendar is relayed by the BOEM FOIA staff.

YOU MUST USE THE OUTLOOK DESKTOP CLIENT APPLICATION FOR THIS STEP

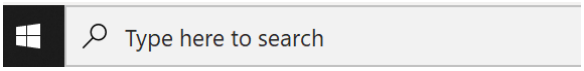
DO NOT USE OUTLOOK WEB ACCESS

If you do not have the Outlook Desktop Client on your computer, contact your local IT help desk, which should be able to push it out to your computer remotely.

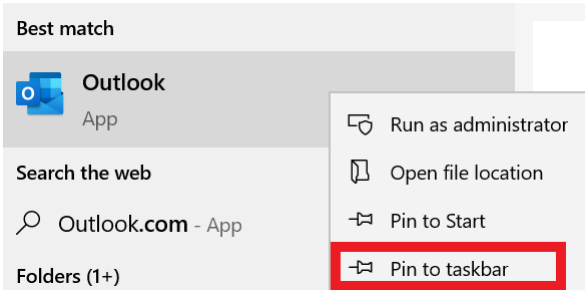
Step 1. Open Outlook desktop client

- The outlook desktop client app can be accessed from the start menu or your taskbar.

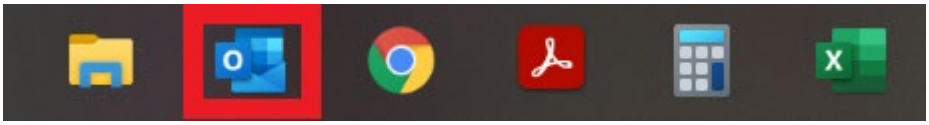
  Start menu: Navigate to the start menu in the bottom left-hand corner of your screen and type "Outlook."



  Select "Outlook app." You can pin the app to your taskbar by right-clicking and selecting "Pin to taskbar."



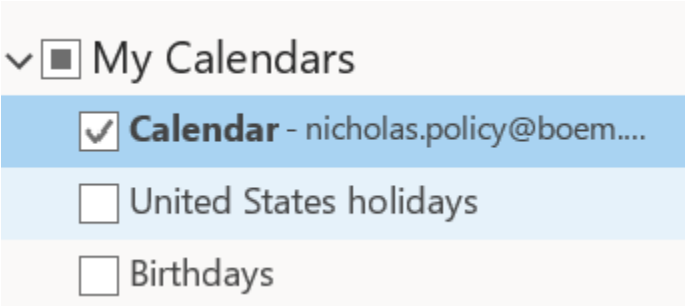
  Taskbar: Select the Outlook icon.



Step 2. Open calendars and select responsive calendar

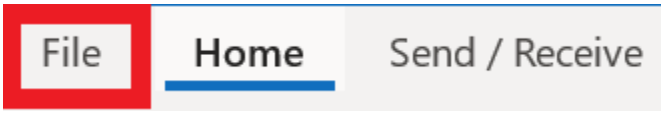
- Select the calendar icon from the bottom left-hand ribbon.

- Select the calendar responsive to the FOIA request.

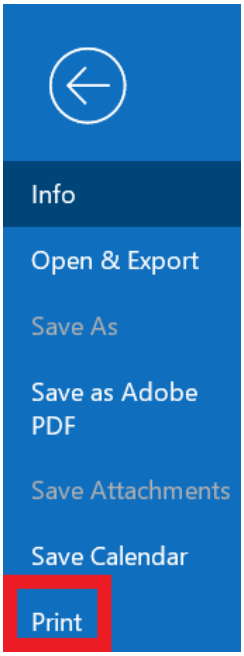


Step 3. Change settings

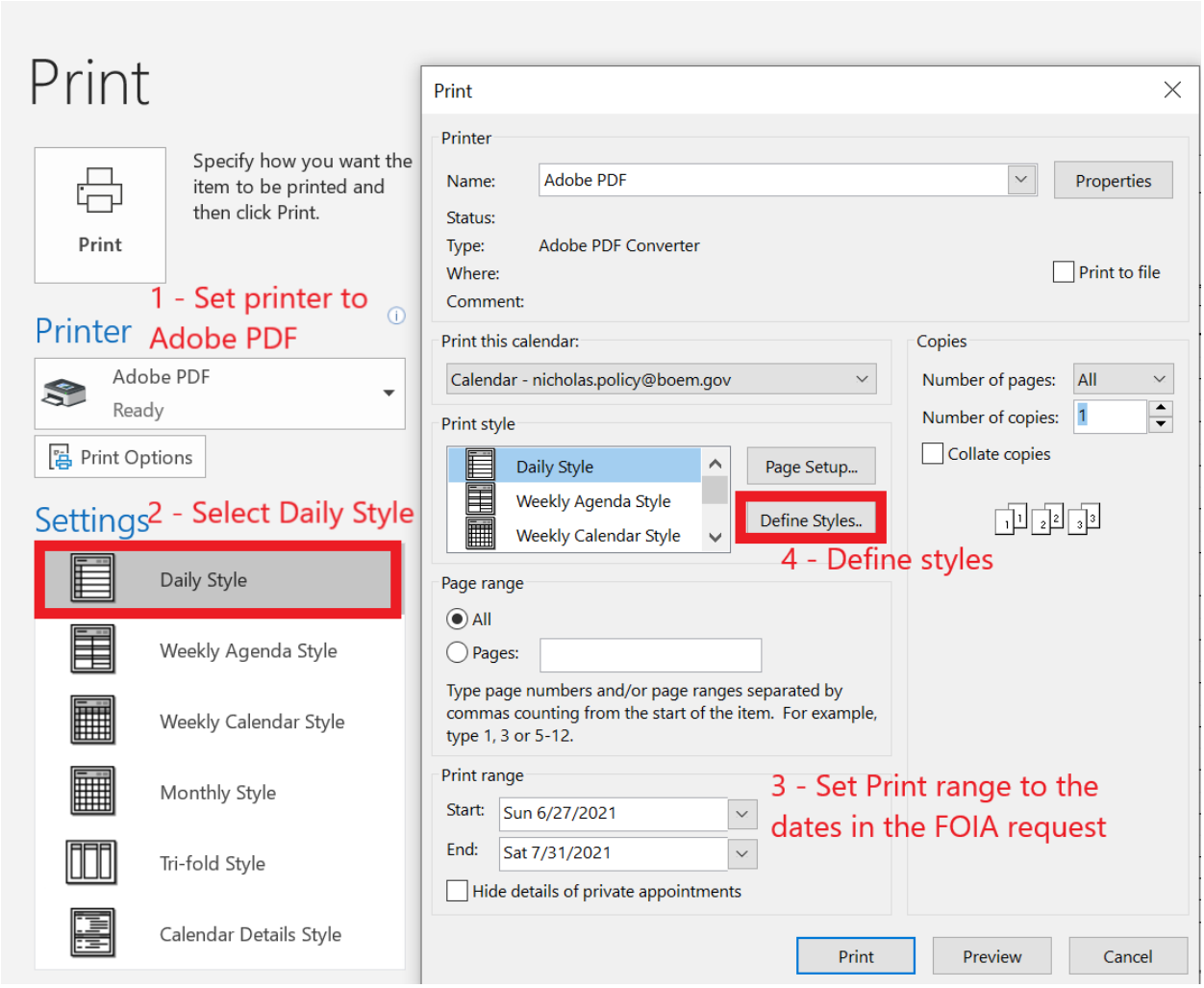
- Select “File” from the upper right-hand corner.



- Select “Print” from the menu.

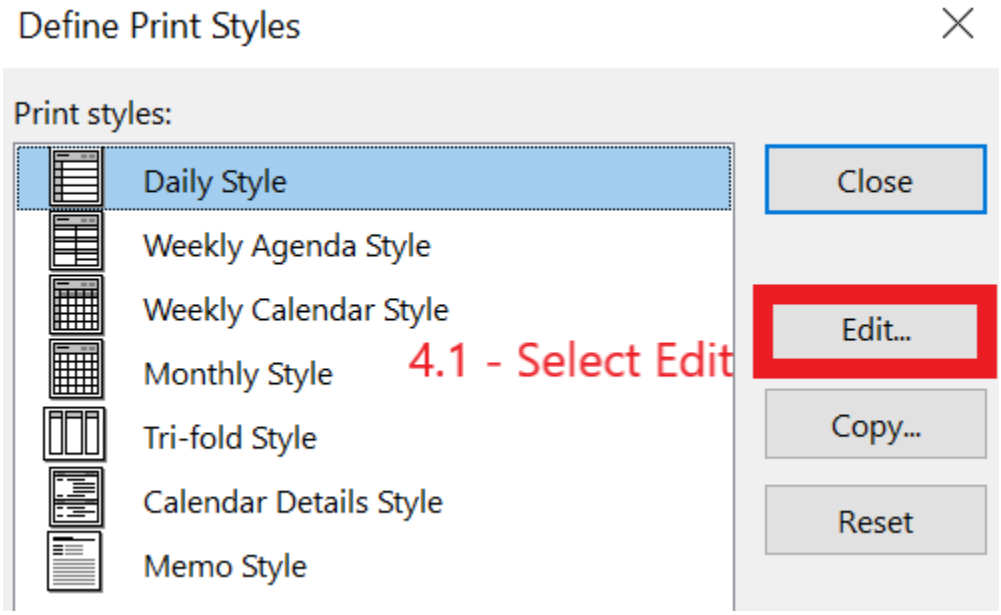


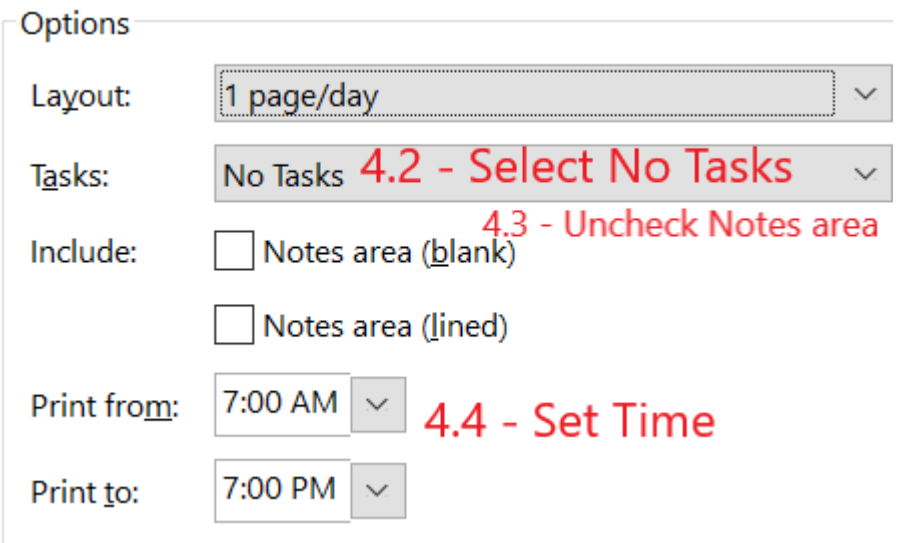
- Change the following settings in the print menu.
  1 - Set printer to Adobe PDF
  2 - Select Daily Style in Settings
  3 - Set Print range to the dates in the FOIA request

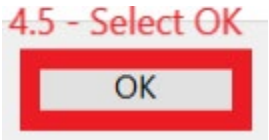


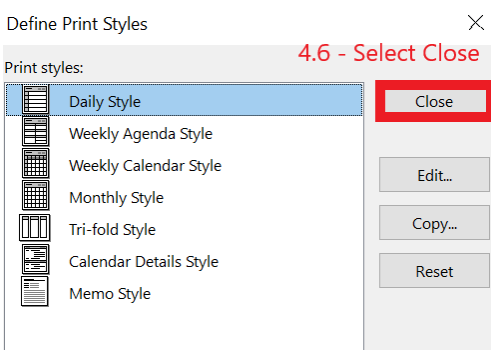
4 – Define print styles (these steps will only need to be done once)

4.1 – Select Edit
4.2 – Select No Tasks
4.3 – Uncheck Notes area
4.4 – Set Time
4.5 – Select OK
4.6 – Select Close


Define Print Styles
Print styles:
Daily Style
Weekly Agenda Style
Weekly Calendar Style
Monthly Style
Tri-fold Style
Calendar Details Style
Memo Style
Close
Edit...
Copy...
Reset
4.1 - Select Edit

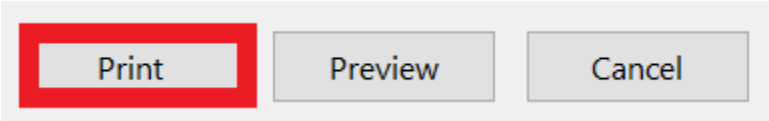

Options
Layout:
1 page/day
Tasks:
No Tasks
4.2 - Select No Tasks
4.3 - Uncheck Notes area
Include:
Notes area (blank)
Notes area (lined)
Print from:
7:00 AM
4.4 - Set Time
Print to:
7:00 PM


4.5 - Select OK
OK

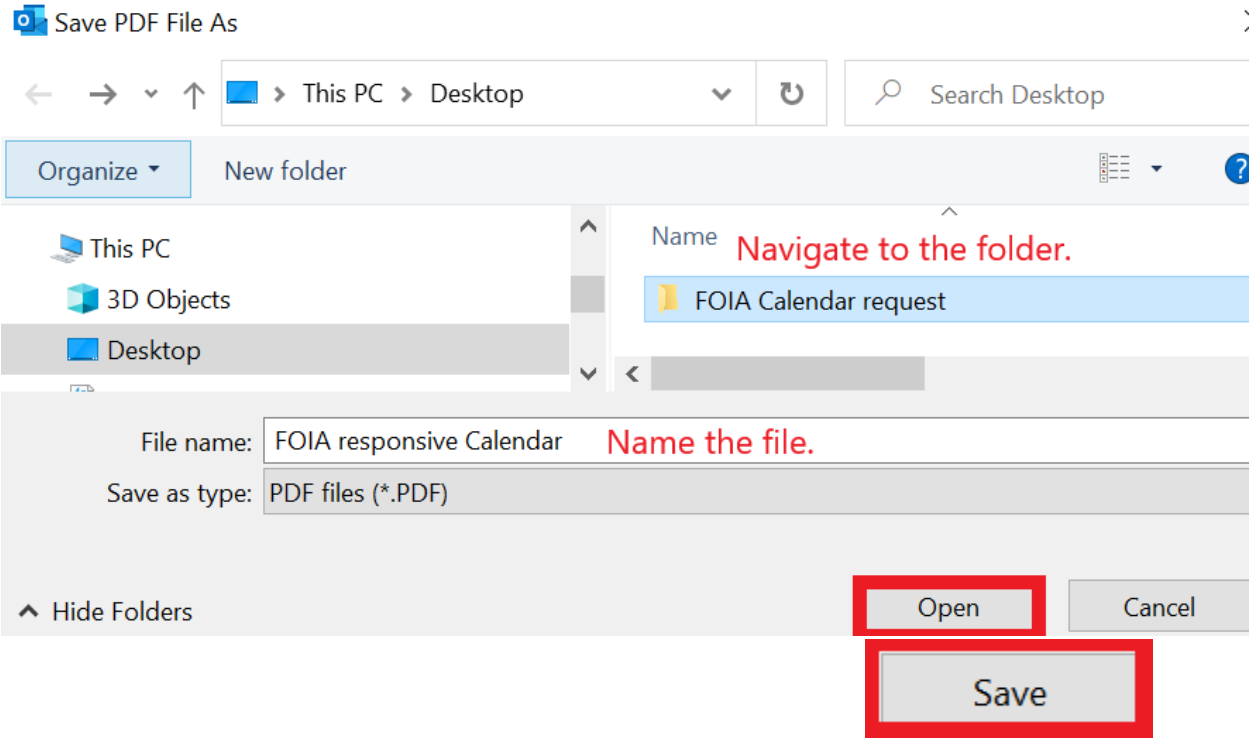

Define Print Styles
4.6 - Select Close
Print styles:
Daily Style
Weekly Agenda Style
Weekly Calendar Style
Monthly Style
Tri-fold Style
Calendar Details Style
Memo Style
Close
Edit...
Copy...
Reset

Step 4. Print to PDF and save to designated location

- Select “Print.”



- The BOEM FOIA staff will provide you with a location and file name for saving the PDF. Navigate to the location, name the PDF, select “Open,” then “Save.”



- The calendar will save to the designated folder, then open on your desktop. Close the file and notify the BOEM FOIA staff that the calendar has been saved.