

**Corporation for National and Community Service
FY 2013 Freedom of Information Act Annual Report
(October 1, 2012 – September 30, 2013)
Pursuant to 5 U.S.C. 552(e)(1)**

Section I: Basic Information Regarding Report

1. Provide name, title, address, and telephone number of person(s) to be contacted with questions about the Report.

Stephanie Soper
FOIA Officer
Corporation for National and Community Service
1201 New York Avenue, N.W.
Room 10511
Washington, DC 20525
Phone: (202) 606-6747
ssoper@cns.gov

2. Provide an electronic link for access to the Report on the agency Web site.
<http://www.nationalservice.gov/foia/quarterly/directory>
3. Explain how to obtain a copy of the Report in paper form.

To obtain a hard copy of this report, please contact the FOIA Officer at the address in Section I.1. You may also download a copy from the Internet site in Section I.2.

Section II: Making a FOIA Request

1. Provide names, addresses, and telephone numbers of all individual agency components that receive FOIA requests.

FOIA requests should be sent in writing by: mail, fax or email.

Corporation for National and Community Service
Attn: FOIA Officer
1201 New York Avenue, N.W., Suite 10600
Washington, DC 20525
Phone: (202) 606-6747
Fax: (202) 606-3467
E-mail: FOIA@cns.gov

2. Provide a brief description of why some requests are not granted and an overview of certain general categories of the agency's records to which the FOIA exemptions apply.

Portions of some requested documents were withheld for the following reasons:

In FY2013, Exemption 4 was applied to proprietary and trade secret material in CNCS contracts. Exemption 5 was applied to deliberative process information. Exemption 6 was applied to personal information in such as a person's social security number, address, phone number, age, date of birth, race, ethnicity, marital status, disability, education level, and/or other information that would result in an unwarranted invasion of privacy.

In addition to Exemptions 4, 5, and 6, CNCS has had cause in the past to apply Exemption 7 (A) to requests where documents in an ongoing Inspector General investigation were compiled for law enforcement. These were withheld to the extent that production of the law enforcement information could reasonably be expected to interfere with enforcement proceedings.

CNCS has also previously applied Exemption 7 (C) to requested materials in law enforcement records, the disclosure of which could reasonably be expected to constitute an unwarranted invasion of privacy.

3. Provide a functional electronic link to agency FOIA regulations, including the agency's fee schedule. (NOTE: Agency FOIA Regulations were formerly listed at Section XI of the human-readable version of the Report).

<http://www.nationalservice.gov/site-policy-and-notice/foia-and-privacy-act/statuses-and-resources/foia-regulation>

Section III: Acronyms, Definitions, and Exemptions

1. Definitions of terms used in this Report:

- a. **Administrative Appeal** – a request to a federal agency asking that it review at a higher administrative level a FOIA determination made by the agency at the initial request level.
- b. **Average Number** – the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.
- c. **Backlog** – the number of requests or administrative appeals that are pending at an agency at the end of the fiscal year that are beyond the statutory time period for a response.
- d. **Component** – for agencies that process requests on a decentralized basis, a "component" is an entity, also sometimes referred to as an Office, Division, Bureau, Center, or Directorate, within the agency that processes FOIA requests. The FOIA now requires that agencies include in their Annual FOIA Report data for both the agency overall and for each principal component of the agency.
- e. **Consultation** – the procedure whereby the agency responding to a FOIA request first forwards a record to another agency or component within the

same agency for its review because that other agency has an interest in the document. Once the agency in receipt of the consultation finishes its review of the record, it responds back to the agency or component within the same agency that forwarded it. That agency, in turn, will then respond to the FOIA requester.

f. **Exemption 3 Statute** – a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.

g. **FOIA Request** – a FOIA request is generally a request to a federal agency for access to records concerning another person (i.e., a "third-party" request), or concerning an organization, or a particular topic of interest. FOIA requests also include requests made by requesters seeking records concerning themselves (i.e., "first-party" requests) when those requesters are not subject to the Privacy Act, such as non-U.S. citizens. Moreover, because all first-party requesters should be afforded the benefit of both the access provisions of the FOIA as well as those of the Privacy Act, FOIA requests also include any first-party requests where an agency determines that it must search beyond its Privacy Act "systems of records" or where a Privacy Act exemption applies, and the agency looks to FOIA to afford the greatest possible access. All requests which require the agency to utilize the FOIA in responding to the requester are included in this Report.

Additionally, a FOIA request includes records referred to the agency for processing and direct response to the requester. It does not, however, include records for which the agency has received a consultation from another agency. (Consultations are reported separately in Section XII of this Report.)

h. **Full Grant** – an agency decision to disclose all records in full in response to a FOIA request.

i. **Full Denial** – an agency decision not to release any records in response to a FOIA request because the records are exempt in their entirety under one or more of the FOIA exemptions, or because of a procedural reason, such as when no records could be located.

j. **Median Number** – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

k. **Multi-Track Processing** – a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.

i. **Expedited Processing** – an agency will process a FOIA request on an expedited basis when a requester satisfies the requirements for expedited processing as set forth in the statute and in agency regulations.

ii. **Simple Request** – a FOIA request that an agency using multi-track processing places in its fastest (non-expedited) track based on the low volume and/or simplicity of the records requested.

iii. **Complex Request** – a FOIA request that an agency using multi-track processing places in a slower track based on the high volume and/or complexity of the records requested.

l. **Partial Grant/Partial Denial** – in response to a FOIA request, an agency decision to disclose portions of the records and to withhold other portions that are exempt under the FOIA, or to otherwise deny a portion of the request for a procedural reason.

m. **Pending Request or Pending Administrative Appeal** – a request or administrative appeal for which an agency has not taken final action in all respects.

n. **Perfected Request** – a request for records which reasonably describes such records and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.

o. **Processed Request or Processed Administrative Appeal** – a request or administrative appeal for which an agency has taken final action in all respects.

p. **Range in Number of Days** – the lowest and highest number of days to process requests or administrative appeals.

q. **Time Limits** – the time period in the statute for an agency to respond to a FOIA request (ordinarily twenty working days from receipt of a perfected FOIA request).

2. Descriptions of the nine FOIA exemptions:

a. **Exemption 1:** classified national defense and foreign relations information

b. **Exemption 2:** information that is related solely to the internal personnel rules and practices of an agency

c. **Exemption 3:** information that is prohibited from disclosure by another federal law

d. **Exemption 4:** trade secrets and other confidential business information

e. **Exemption 5:** inter-agency or intra-agency communications that are protected by legal privileges

f. **Exemption 6:** information involving matters of personal privacy

g. **Exemption 7:** records or information compiled for law enforcement purposes, to the extent that the production of those records (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or (F) could reasonably be expected to endanger the life or physical safety of any individual

g. Exemption 8: information relating to the supervision of financial institutions

h. Exemption 9: geological information on wells.

This sheet should be filled out first. General information about the report, and the reporting agency, is defined here.

If the agency's FOIA information is reported by 'component' (sub-organization, office, division), the components must be defined here. Component abbreviations entered here are available throughout this workbook in drop-down lists, allowing entry of information for each component.

You can make room to enter additional components by right-clicking on any editable cell in the component definition table and choosing 'Add Row'. A new, empty component row will be added at the bottom of the table. If you select multiple existing rows within the component definition table, right-click over the selected area, then choose 'Add Row', a corresponding number of component rows will be added at the bottom of the table. This convention is used throughout this workbook for expanding the size of entry tables.

Agency Information

Agency	Corporation for National and Community Service
Agency Abbreviation	CNCS
FOIA Annual Report Year	2013
Date Prepared	2013-12-03

Component Definition

Component Abbreviation	Component Name

List all Exemption 3 statutes relied upon to withhold information and the number of times each was relied upon.

Enter a single statute in the merged cell in the 'Statute' column. You can make room to enter additional statutes by right-clicking on any editable cell in the statute table and choosing 'Add Statute'. A new, empty statute entry area will be added at the bottom of the table.

The columns to the right of each statute allow entry of information associated with the statute. You can make room for additional associated information by right-clicking on any editable cell associated with the statute and choosing 'Add Detail Row'.

The Footnotes section allows entry of any free-format notes associated with this section of the report. Again, if you need more than two footnotes, right-click on an editable cell in the Footnotes section, and choose 'Add Row'.

IV. Exemption 3 Statutes

Statute	Type of Information Withheld	Case Citation	Agency / Component	Number of Times Relied upon by Agency / Component	Total Number of Times Relied upon by Agency Overall
N/A	N/A	N/A	CNCS	0	0

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right. Component abbreviations must match those set up on the 'Agency Information' sheet. If the report is not broken out by component, the agency abbreviation must be entered, which is the only option offered in the drop-down.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

Additional entry rows may be added by right-clicking on any editable cell in the table and choosing 'Add Row'. An additional component row will be added at the bottom of the table. If you select multiple rows before right clicking, a corresponding number of rows will be added at the bottom.

V. FOIA REQUESTS / A. Received, Processed and Pending FOIA Requests

Agency / Component	Number of Requests Pending as of Start of Fiscal Year	Number of Requests Received in Fiscal Year	Number of Requests Processed in Fiscal Year	Number of Requests Pending as of End of Fiscal Year
CNCS	19	46	59	6
				0
AGENCY OVERALL	19	46	59	6

Footnotes

Last year's report said that we had 16 requests pending at the end of FY2012. There were actually 19.

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right. Component abbreviations must match those set up on the 'Agency Information' sheet. If the report is not broken out by component, the agency abbreviation must be entered, which is the only option offered in the drop-down.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The sum of all columns (calculated column titled 'TOTAL') must match the number entered on sheet V.A., column 'Number of Requests Processed in Fiscal Year' for the component, and for the agency overall.

V. FOIA REQUESTS / B. (1) Disposition of FOIA Requests - All Processed Requests

Agency / Component	Number of Full Grants	Number of Partial Grants / Partial Denials	Number of Full Denials Based on Exemptions	Number of Full Denials Based on Reasons Other than Exemptions									TOTAL
				No Records	All Records Referred to Another Component or Agency	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper FOIA Request for Other Reason	Not Agency Record	Duplicate Request	Other *Explain in Chart Below	
CNCS	23	28	0	6	0	2	0	0	0	0	0	0	59
													0
AGENCY OVERALL	23	28	0	6	0	2	0	0	0	0	0	0	59

Footnotes

Information for a single component may span multiple rows. The merged cell in the 'Component' column indicates the detail rows to the right which are associated with each component. To add additional components, right-click on any editable cell in the table and choose 'Add Component'. A new, empty component entry area will be added at the bottom of the table.

The columns to the right of each component allow entry of information associated with the component. You can make room for additional associated information by right-clicking on any editable cell associated with the component and choosing 'Add Detail Row'.

Blank components are ignored, but if the component column is filled in, at least one description must also be entered. If a description is entered, an associated count must be entered. Counts must be non-negative integers.

The calculated column titled 'COMPONENT TOTAL' must match the number entered on sheet V.B.1., column 'Other' for the component, and for the agency overall.

V. FOIA REQUESTS / B. (2) Disposition of FOIA Requests - Other Reasons

Agency / Component	Description of "Other" Reasons for Denials from Chart B(1)	Number of Times "Other" Reason Was Relied Upon	TOTAL
CNCS	N/A	0	0
AGENCY OVERALL			0

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

V. FOIA REQUESTS / B. (3) Disposition of FOIA Requests - Number of Times Exemptions Applied

Agency / Component	Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6	Ex. 7(A)	Ex. 7(B)	Ex. 7(C)	Ex. 7(D)	Ex. 7(E)	Ex. 7(F)	Ex. 8	Ex. 9
CNCS	0	0	0	2	12	16	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	2	12	16	0	0	0	0	0	0	0	0

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right. Component abbreviations must match those set up on the 'Agency Information' sheet. If the report is not broken out by component, the agency abbreviation must be entered, which is the only option offered in the drop-down.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VI. ADMINISTRATIVE APPEALS / A. Received, Processed and Pending Administrative Appeals

Agency / Component	Number of Appeals Pending as of Start of Fiscal Year	Number of Appeals Received in Fiscal Year	Number of Appeals Processed in Fiscal Year	Number of Appeals Pending as of End of Fiscal Year
CNCS	1	0	1	0
				0
AGENCY OVERALL	1	0	1	0

Footnotes

The pending appeal was actually withdrawn in FY2013.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The sum of all columns (calculated column titled 'TOTAL') must match the number entered on sheet VI.A., column 'Number of Appeals Processed' for the component, and for the agency overall.

VI. ADMINISTRATIVE APPEALS / B. Disposition of Administrative Appeals - All Processed Appeals

Agency / Component	Number Affirmed on Appeal	Number Partially Affirmed & Partially Reversed/Remanded on Appeal	Number Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons
CNCS	0	0	0	1
AGENCY OVERALL	0	0	0	1

Footnotes

egers.
d in Fiscal Year' for

TOTAL	
	1
	0
	1

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VI. ADMINISTRATIVE APPEALS / C. (1) Reasons for Denial on Appeal - Number of Times Exemptions Applied

Agency / Component	Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6	Ex. 7(A)	Ex. 7(B)	Ex. 7(C)	Ex. 7(D)	Ex. 7(E)	Ex. 7(F)	Ex. 8	Ex. 9
CNCS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0													

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VI. ADMINISTRATIVE APPEALS / C. (2) Reasons for Denial on Appeal - Reasons Other than Exemptions

Agency / Component	No Records	Records Referred at Initial Request Level	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper Request for Other Reasons	Not Agency Record	Duplicate Request or Appeal	Request in Litigation	Appeal Based Solely on Denial of Request for Expedited Processing	Other *Explain in chart below
CNCS	0	0	1	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	1	0	0	0	0	0	0	0	0

Footnotes

Information for a single component may span multiple rows. The merged cell in the 'Component' column indicates the detail rows to the right which are associated with each component. To add additional components, right-click on any editable cell in the table and choose 'Add Component'. A new, empty component entry area will be added at the bottom of the table.

The columns to the right of each component allow entry of information associated with the component. You can make room for additional associated information by right-clicking on any editable cell associated with the component and choosing 'Add Detail Row'.

Blank components are ignored, but if the component column is filled in, at least one description must also be entered. If a description is entered, an associated count must be entered. Counts must be non-negative integers.

The calculated column titled 'COMPONENT TOTAL' must match the number entered on sheet VI.C.2., column 'Other' for the component, and for the agency overall.

VI. ADMINISTRATIVE APPEALS / C. (3) Reasons for Denial on Appeal - Other Reasons

Agency / Component	Description of "Other" Reasons for Denial on Appeal from Chart C(2)	Number of Times "Other" Reason Was Relied Upon	TOTAL
CNCS	N/A	0	0
AGENCY OVERALL			0

Footnotes

This is the first sheet in which the "AGENCY OVERALL" information cannot be calculated from component information, and must be entered. Notice that the cells in the AGENCY OVERALL line are not green (calculated), but are instead editable.

If the report is broken out by component, enter each component individually, then manually enter agency total information.

If the report is NOT broken out by component, no choices will be available in the component drop-down. In this case, enter only the agency total information in the AGENCY OVERALL row.

Blank component lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative numeric values, or the special value "<1". A right-click context menu item is available to enter the special value "<1" into selected cells.

VI. ADMINISTRATIVE APPEALS / C. (4) Response Time for Administrative Appeals

Agency / Component	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
AGENCY OVERALL	214.00	214.00	214.00	214.00

Footnotes

The sole pending appeal was withdrawn on day 214.

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

A component, or the agency overall, may not have ten appeals pending. Thus, some columns may be not applicable. In this case, "N/A" should be entered in the "Date of Appeal" cell, and "0" should be entered in the "Number of Days Pending" cell. However, if a column is used for a valid date, all columns to the right of it must also be filled in with a valid date. If a date is filled in, the number of days associated with the date must also be filled in. "Number of Days Pending" values must be non-negative integers. A right-click context menu item is available to enter the special value "N/A" into selected cells.

VI. ADMINISTRATIVE APPEALS / C. (5) Ten Oldest Administrative Appeals

Agency / Component		10th Oldest Appeal	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Appeal
	Date of Appeal										
	Number of Days Pending										
AGENCY OVERALL	Date of Appeal	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days Pending	0	0	0	0	0	0	0	0	0	0

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank component lines are ignored, but if the component column is filled in, all other editable columns must be filled in. Similarly, all columns on the AGENCY OVERALL row must be filled in. Values must either be non-negative numeric values, the special value "<1", or the special value "N/A".

VII. A. Processed Requests - Response Time for All Processed Perfected Requests

Agency / Component	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
AGENCY OVERALL	22	45	<1	280	105.5	174	24	422	281	199	4	380

Footnotes

The high numbers for expedited processing are explained by a prolonged staff shortage.

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank component lines are ignored, but if the component column is filled in, all other editable columns must be filled in. Similarly, all columns on the AGENCY OVERALL row must be filled in. Values must either be non-negative numeric values, the special value "<1", or the special value "N/A".

VII. B. Processed Requests - Response Time for Perfected Requests in Which Information Was Granted

Agency / Component	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
AGENCY OVERALL	21	47	<1	280	104	153	24	379	279	192	4	380

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VII. C. Processed Requests - Response Time in Day Increments - Simple Requests

Agency / Component	<1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
CNCS	20	8	3	5	1	0	1	0	0	1	2	0	0	41
														0
AGENCY OVERALL	20	8	3	5	1	0	1	0	0	1	2	0	0	41

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VII. C. Processed Requests - Response Time in Day Increments - Complex Requests

Agency / Component	<1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
CNCS	0	3	2	0	0	2	0	0	0	0	2	3	1	13
														0
AGENCY OVERALL	0	3	2	0	0	2	0	0	0	0	2	3	1	13

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VII. C. Processed Requests - Response Time in Day Increments - Requests Granted Expedited Processing

Agency / Component	<1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
CNCS	1	0	0	0	0	0	0	0	0	0	3	1	0	5
														0
AGENCY OVERALL	1	0	0	0	0	0	0	0	0	0	3	1	0	5

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in, as well as all 'AGENCY OVERALL' columns.
 "Number Pending" columns must contain non-negative integer, or the special value "N/A". "Median" and "Average" columns must contain non-negative decimal numbers, or the special value "N/A".

VII. D. Pending Requests - All Pending Perfected Requests

Agency / Component	SIMPLE			COMPLEX			EXPEDITED PROCESSING		
	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days
AGENCY OVERALL	3	9	17	3	198	174	0	0	0

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

A component, or the agency overall, may not have ten perfected requests pending. Thus, some columns may be not applicable. In this case, "N/A" should be entered in the "Date of Receipt" cell, and "0" should be entered in the "Number of Days Pending" cell. However, if a column is used for a valid date, all columns to the right of it must also be filled in with a valid date. If a date is filled in, the number of days associated with the date must also be filled in. "Number of Days Pending" values must be non-negative integers.

VII. E. Pending Requests - Ten Oldest Pending Perfected Requests

Agency / Component		10th Oldest Request	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request
	Date of Receipt										
	Number of Days Pending										
AGENCY OVERALL	Date of Receipt	N/A	N/A	N/A	N/A	2013-09-25	2013-09-17	2013-08-06	2013-06-06	2012-12-17	2012-10-05
	Number of Days Pending	0	0	0	0	3	9	38	77	198	246

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in, as well as all 'AGENCY OVERALL' columns.

- * "Number Granted" and "Number Denied" columns must contain non-negative integers.
- * "Median" and "Average" columns must contain non-negative decimal numbers, or the special value "N/A".
- * "Number Adjudicated within Ten Calendar Days" column must contain non-negative integers, or the special value "N/A".

VIII. A. Requests for Expedited Processing

Agency / Component	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days
AGENCY OVERALL	1	1	5.5	5.5	2

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in, as well as all 'AGENCY OVERALL' columns.

* "Number Granted" and "Number Denied" columns must contain non-negative integers.

* "Median" and "Average" columns must contain non-negative decimal numbers, or the special value "N/A".

VIII. B. Requests for Fee Waiver

Agency / Component	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
AGENCY OVERALL	0	0	0	0

Footnotes

There were 5 fee waiver requests, and we charged fees for none of them. However, we did not explicitly adjudicate these.

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative numeric.

IX. FOIA Personnel and Costs

Agency / Component	PERSONNEL			COSTS		
	Number of "Full-Time FOIA Employees"	Number of "Equivalent Full-Time FOIA Employees"	Total Number of "Full-Time FOIA Staff"	Processing Costs	Litigation-Related Costs	Total Costs
CNCS	0	1.15	1.15	\$71,154.75	\$0.00	\$71,154.75
			0			\$0.00
AGENCY OVERALL	0	1.15	1.15	\$71,154.75	\$0.00	\$71,154.75

Footnotes

If the component column is filled in, the "Total Amount of Fees Collected" column must also be filled in. The value must be non-negative numeric.

The "Percentage of Total Costs" column is calculated by comparing the Fees Collected column with Processing Costs from sheet IX.

X. Fees Collected for Processing Requests

Agency / Component	Total Amount of Fees Collected	Percentage of Total Costs
CNCS	\$0.00	0.00%
AGENCY OVERALL	\$0.00	0.00%

Footnotes

For nearly every request, CNCS did not collect fees because the requests were (1) from the media, or (2) under the 2 hours of free search time for "others," or (3) filled so late due to a staff shortage that we waived fees. For the remaining requests, the fee was below CNCS's threshold for collection.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in.
* "Number of Backlogged Requests" column must contain non-negative integers.
* "Number of Backlogged Appeals" column must contain non-negative integers, or the special value "N/A".

XII.A. Backlogs of FOIA Requests and Administrative Appeals

Agency / Component	Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year
CNCS	4	0
AGENCY OVERALL	4	0

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right. Component abbreviations must match those set up on the 'Agency Information' sheet. If the report is not broken out by component, the agency abbreviation must be entered, which is the only option offered in the drop-down.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

XII. B. Consultations on FOIA Requests - Received, Processed, and Pending Consultations

Agency / Component	Number of Consultations Received from Other Agencies that were <u>Pending</u> at the Agency as of <u>Start</u> of the Fiscal Year	Number of Consultations <u>Received</u> from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that were <u>Processed</u> by the Agency During the Fiscal Year	Number of Consultations Received from Other Agencies that were <u>Pending</u> at the Agency as of <u>End</u> of the Fiscal Year
CNCS	0	0	0	0
				0
AGENCY OVERALL	0	0	0	0

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

A component, or the agency overall, may not have ten consultations pending. Thus, some columns may be not applicable. In this case, "N/A" should be entered in the "Date" cell, and "0" should be entered in the "Number of Days" cell. However, if a column is used for a valid date, all columns to the right of it must also be filled in with a valid date. If a date is filled in, the number of days associated with the date must also be filled in. "Number of Days" values must be non-negative integers.

XII. C. Consultations on FOIA Requests - Ten Oldest Consultations Received from Other Agencies Pending at Your Agency

Agency / Component		10th Oldest Consultation	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Consultation
	Date										
	Number of Days										
AGENCY OVERALL	Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days	0	0	0	0	0	0	0	0	0	0

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet V.A.

XII. D. 1. Comparison of Numbers of Requests from Previous and Current Annual Report

Agency / Component	NUMBER OF REQUESTS <u>RECEIVED</u>		NUMBER OF REQUESTS <u>PROCESSED</u>	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
CNCS	55	46	43	59
AGENCY OVERALL	55	46	43	59

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet XII.A.

XII. D. 2. Comparison of Backlogged Requests from Previous and Current Annual Report

Agency / Component	Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Requests as of End of the Fiscal Year from Current Annual Report
CNCS	11	4
AGENCY OVERALL	11	4

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet VI.A.

XII. E. 1. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report

Agency / Component	NUMBER OF APPEALS <u>RECEIVED</u>		NUMBER OF APPEALS <u>PROCESSED</u>	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
CNCS	2	0	1	1
AGENCY OVERALL	2	0	1	1

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet XII.A.

XII. E. 2. Comparison of Backlogged Administrative Appeals from Previous and Current Annual Report

Agency / Component	Number of Backlogged Appeals as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Appeals as of End of the Fiscal Year from Current Annual Report
CNCS	1	0
AGENCY OVERALL	1	0

Footnotes
