

ASAP TRAINING SERIES – MONDAY, MAY 19, 2008
Cafritz Conference Center, George Washington University - Washington, D.C.
(G.W. Marvin Center – Third Floor)

PROGRAM

The entire program will be submitted for Privacy CPE credits.

ALL EDUCATIONAL SESSIONS ARE IN THE GRAND BALLROOM

This comprehensive program is uniquely designed for individuals who are new to FOIA and the Privacy Act and those who need a FOIA/PA refresher. The morning covers the FOIA statute, the administrative requirements, and the nine exemptions. The afternoon is dedicated to the Privacy Act and the interface of the Privacy and FOI Acts.

- 7:30 – 8:15 am** **Program Check-In and Continental Breakfast – Continental Ballroom – Visit with Vendors!**
- 8:15 – 8:30 am** **Welcome and Introduction - ASAP President Rebecca Daugherty-Grand Ballroom**
- 8:30 – 10:00 am** **Session 1.1 - FOIA Overview**
This session is the perfect starting point for FOIA newcomers and for those seeking to refresh their grasp of the Act's requirements. It will include a detailed discussion of the statute and its procedural requirements.
- GayLa Sessoms, Department of Justice
- Dione Stearns, Executive Office for United States Attorneys, Department of Justice
- 10:00 - 10:15 am** **Coffee Break - Continental Ballroom – Visit with Vendors!**
- 10:15 – 11:45 am** **Session 1.2 – FOIA Exemptions Overview**
The FOIA is a disclosure statute, but provides for the withholding of information in nine different circumstances. This session examines each of these nine record exemptions from release in an overview fashion. Learn what the statute permits, or requires, you to withhold.
- Karen Finnegan, Executive Office for United States Attorneys, Department of Justice
- Stephen Fisher, OSD/JS FOIA Office, Department of Defense
- Mike Reheuser, Department of Defense
- 11:45 – 12:45 pm** **Group Luncheon – Continental Ballroom – Conference Attendees, Visit with Vendors!**
- 12:45 – 2:30 pm** **Session 1.3 - Privacy Act Overview**
A great basic or refresher course featuring the scope of the Act; policy objectives; what has changed since its inception; its impact on how we conduct business; systems of records notices; exemptions and administrative considerations.
- Kirsten Moncada, DOJ, Privacy and Civil Liberties Office
- 2:30 – 2:45 pm** **Coffee Break - Continental Ballroom – Visit with Vendors!**
- 2:45 – 4:00 pm** **Session 1.4 - FOI & Privacy Act Interface**
Is it FOIA or Privacy? The complex relationship between the Privacy and Freedom of Information Acts is explored: when to apply the statutes, where they dovetail, and where they diverge. Includes a discussion of the issues affected by both Acts.
- Ramona Oliver, National Archives and Records Administration

4:00 pm	Evaluations/Program Concludes
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ASAP TRAINING SERIES – TUESDAY, MAY 20, 2008
Cafritz Conference Center, George Washington University - Washington, D.C.
(G.W. Marvin Center – Third Floor)

PROGRAM

7:30 – 8:30 am Program Check-In and Continental Breakfast – Continental Ballroom - Visit with Vendors!

8:30 – 8:45 am Welcome and Announcements – ASAP President Rebecca Daugherty-Grand Ballroom

8:45 – 10:00 am Session 2.1 - Recent Legislation, Policy Update and More from OIP - Grand Ballroom

Come hear Melanie Pustay, the Director of the Department of Justice's Office of Information and Privacy, discuss the latest OPEN Government Act guidance, and the coming requirements & changes to policy.
- *Melanie Ann Pustay, Director, Policy & Litigation, Office of Information and Privacy, Dept. of Justice*

10:00 – 10:15 am Coffee Break - Continental Ballroom – Visit with Vendors!

10:15 – 11:45 am Breakout Sessions (Please Choose One)

Session 2.2 - Defense, Foreign Relations & Classified Information: Exemption 1 – Everything you ever wanted to know about handling FOIA requests for documents containing national security information and the application of Ex. 1. Speakers will discuss the interplay of FOIA's emphasis on disclosure and the E.O. 12958 requirements for protection. Automatic declassification issues will also be discussed.

- Brent Evitt, Dept. of Justice, OIP
- Will Kammer, Dept. of Defense, OSD/JS FOIA Office

Session 2.3 – NEW! HIPAA and FOIA – How do these Statutes Interact? Where does the FOIA leave off and HIPAA protection begin? Come and hear the experts clear up any confusion on the topic.

- Carol Maloney, Program Support Center, Dept. of Health & Human Services
- Sam Jenkins, Defense Privacy Office

11:45 – 12:45 pm Group Luncheon – Continental Ballroom – Conference Attendees - Visit with Vendors!

12:45 – 2:15 pm Breakout Sessions (Please Choose One)

Session 2.4 - NEW! Mandatory Declassification Review (“MDR”) Workshop – How do MDRs work? How do they differ from declassification actions under E.O. 12958? Hear the experts discuss the details of this process and come ready with questions!

- Jay Bosanko, ISOO, NARA

Session 2.5 – NEW! OMB Issuances: How do they affect us? – This session will discuss the OMB memoranda that impact how you operate your privacy program, that urge restrictions on SSN usage, and that address Personally Identifiable Information (“PII”).

- Hugo Teufel, Dept. of Homeland Security
- Charlene Wright Thomas, Dept. of State

2:15 – 2:30 pm Coffee Break – Continental Ballroom – Visit with Vendors!

2:30 – 4:00 pm Breakout Sessions (Please Choose One)

Session 2.6 - Working with Exemption 4 - The agency considerations and obligations in handling data submitted by businesses and government contractors are examined including E.O. 12600 notifications.

- Fred Sadler, Food and Drug Administration
- David Schuman, NASA

Session 2.7 - New! Redress & Privacy: Putting the Individual Back into your Information Process – What does the individual do if s/he cannot access their own data or there has been an information error in release?

- Charlene Wright Thomas, Dept. of State

4:00 pm Evaluation/Program Concludes

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ASAP TRAINING SERIES – WEDNESDAY, MAY 21, 2008
Cafritz Conference Center, George Washington University - Washington, D.C.
(G.W. Marvin Center – Third Floor)

PROGRAM

7:30 – 8:30 am	Program Check-In and Continental Breakfast - Continental Ballroom– Visit with Vendors!		
8:30 – 8:45 am	Welcome and Announcements – Rebecca Daugherty, ASAP President - Grand Ballroom		
8:45 – 10:00am	Session 3.1 - NEW! E-everything (Websites, Reading Rooms, Etc.) Grand Ballroom - Moderator: Rebecca Daugherty, Journalist - Sarah Cohen, <i>The Washington Post</i> - Sally Wallace, Office of Privacy and Records Management, Dept. of Veterans Affairs - Steve McConnell, NASA - Kristin Adair, National Security Archive		
10:00 - 10:15am	Coffee Break - Continental Ballroom – Visit with Vendors!		
10:15 – 11:30 am	Breakout Sessions (Please Choose One)		
	<table border="0"><tr><td style="vertical-align: top;">Session 3.2 – Privacy & The FOIA: Exemptions 6 & 7(C) - Will exam the protections provided by FOIA Exemptions 6 and 7(C) for personal information in non-investigative and investigative files. This session will help you understand what is considered “private” information in your records, and how it is balanced against the “public interest.” - Joel Miller, Federal Bureau of Investigation - Caroline Smith, Dept. of Justice, OIP</td><td style="vertical-align: top;">Session 3.3 – Privacy Impact Assessments (PIAs) The E-GOV Act has made PIAs a part of everyone’s life. Just what is a PIA and how does it fit into the government’s mission and activities? - Hugo Teufel, Dept. of Homeland Security - Niels Quist, DOJ, Privacy and Civil Liberties Office</td></tr></table>	Session 3.2 – Privacy & The FOIA: Exemptions 6 & 7(C) - Will exam the protections provided by FOIA Exemptions 6 and 7(C) for personal information in non-investigative and investigative files. This session will help you understand what is considered “private” information in your records, and how it is balanced against the “public interest.” - Joel Miller, Federal Bureau of Investigation - Caroline Smith, Dept. of Justice, OIP	Session 3.3 – Privacy Impact Assessments (PIAs) The E-GOV Act has made PIAs a part of everyone’s life. Just what is a PIA and how does it fit into the government’s mission and activities? - Hugo Teufel, Dept. of Homeland Security - Niels Quist, DOJ, Privacy and Civil Liberties Office
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11:30 – 12:30 pm	Group Luncheon - Continental Ballroom – Conference Attendees - Visit with Vendors!		
12:30 – 1:45 pm	Breakout Sessions (Please Choose One)		
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1:45 -2:00 pm	Coffee Break - Continental Ballroom - Visit with Vendors!		
2:00 – 3:15 pm	Breakout Sessions (Please Choose One)		
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3:15 – 4:00 pm	Wrap-Up Session - Amphitheater Room - All available speakers from afternoon sessions.		
4:00 pm	Evaluations/Program Concludes		

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