



**ASAP TRAINING SERIES – TUESDAY, MAY 12, 2009**  
**Cafritz Conference Center, George Washington University - Washington, D.C.**  
**(G.W. Marvin Center – Third Floor)**

**PROGRAM**

- 7:30 – 8:25 am**      **Program Check-In/Continental Breakfast – Continental Ballroom **Visit with Vendors!****
- 8:25 – 8:30 am**      **Welcome and Introduction –**Grand Ballroom****
- 8:30 – 10:00 am**      **Session 1.1 - FOIA Overview - **New Information!****  
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. There is a new focus on FOIA from the highest levels in our government. This session ensures that you have a basic working knowledge of the FOIA and will provide a strong foundation for growth.  
*- Karen Finnegan, Executive Office for United States Attorneys*  
*- Bill Holzerland, CIPP/G, Department of Homeland Security*
- 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.  
*- Brent Evitt, Department of Justice, Office of Information Policy*  
*- David Hardy, Federal Bureau of Investigation*
- 11:45 – 12:45 pm**      **Group Luncheon – Continental Ballroom – **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, Department of Justice, Office of Privacy and Civil Liberties*
- 2:30 – 2:45 pm**      **Coffee Break – Continental Ballroom - **Visit with Vendors!****
- 2:45 – 4:00 pm**      **Session 1.4 - FOIA & 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*  
*- Charlene Wright Thomas, Department of State*
- 4:00 pm**              **Evaluations/Program Concludes**

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**ASAP TRAINING SERIES – WEDNESDAY, MAY 13, 2009**  
**Cafritz Conference Center, George Washington University - Washington, D.C.**  
**(G.W. Marvin Center – Third Floor)**

**PROGRAM**

- 7:30 – 8:25 am**      **Program Check-In and Continental Breakfast - Continental Ballroom - Visit with Vendors!**
- 8:25 – 8:30 am**      **Welcome and Announcements - Grand Ballroom**
- 8:30 – 10:00 am**      **Session 2.1 - Recent Legislation, Policy Update and More from OIP – New Information!**  
**- Grand Ballroom**  
Come and hear the latest changes and how it will affect you. The President's and Attorney General's memoranda will also be discussed.  
*- Melanie Pustay, Director, Office of Information Policy, Department 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 - 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.  
*- Will Kammer, Department of Defense*  
*- Will Ferroggiaro, Writer and Consultant*
- Session 2.3 - Business Information: Exemption 4**  
The agency considerations and obligations in handling data submitted by business and government contractors are examined. Learn how to recognize trade secret and confidential, commercial information. This session also will focus on Submitter Notice under E.O. 12,600 and contracts.  
*- Allan Blutstein, Department of Treasury*  
*- Tricia Wellman, Office of the Director of National Intelligence*
- 11:45 – 12:45 pm**      **Group Luncheon – Continental Ballroom - Attendees: Visit with Vendors!**

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

**Session 2.4 - FOIA Procedural Guidance & Backlog Reduction**

Where do you start when you receive a FOIA or Privacy Act request? How do you conduct a search? What are the best administrative practices related to processing requests? And what about assessing fees? Backlogs are an issue for both the agency and requester. What's the best approach to work with the requester community, to provide good customer service, while meeting the increased demands placed on the FOIA Program? This session will address these issues and more!

- *Carmen Mallon, Department of Justice, Office of Information Policy*
- *Cori Zarek, Reporters Committee for Freedom of the Press*

**Session 2.5 - Privacy Horizons**

Rumor has it that the Privacy Act will be amended in 2009! Is there other privacy-related legislation coming our way? This panel will address the likely legislative changes, public privacy concerns, strategic information management, etc. that we will face in the privacy area and how it might impact your agency's operations.

- *Ari Schwartz, Center for Democracy and Technology*
- *Kenneth P. Mortensen, Esq., Attorney and Counselor at Law*

**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 - Privacy and the FOIA: Exemptions 6 and 7(C)**

An examination of the protections provided by FOIA Exemptions 6 and 7(C) for personal information in general government 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.

- *Caroline Smith, Office of Information Policy, Department of Justice*
- *Joel D. Miller, Federal Bureau of Investigation*

**Session 2.7 - IT Security & Breach Notification**

How do IT security and privacy intersect? What's required when a breach is identified, and who do you report this to? Are they one in the same concern or distinctly separate concerns? This panel will explore the interplay between IT security and privacy from the perspectives of a Chief Information Officer, Chief Privacy Officer, and privacy professionals.

- Ted Shelkey, Executive Office for United States Attorneys*
- *Speakers to be Confirmed*

**4:00 pm Evaluation/Program Concludes**

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**ASAP TRAINING SERIES – THURSDAY, MAY 14, 2008**  
**Cafritz Conference Center, George Washington University - Washington, D.C.**  
**(G.W. Marvin Center – Third Floor)**

**PROGRAM**

- 7:30 – 8:25 am**      **Program Check-In and Continental Breakfast -Continental Ballroom– Visit with Vendors!**
- 8:25 – 8:30 am**      **Welcome and Announcements - Grand Ballroom**
- 8:30 – 10:00am**      **Session 3.1 - Records Management – NEW!**  
What is the definition of a federal record? Is your agency in compliance with NARA records management standards? Are there new ways of approaching records management? What is E-Discovery and will it impact how your agency maintains records? And did you ever think that Twitter or Facebook would come into play? Learn the answers to these questions and more!  
- *Stephani Abramson, National Archives and Records Administration*  
- *To Be Confirmed*
- 10:00 - 10:15am**      **Coffee Break - Continental Ballroom – Visit with Vendors!**
- 10:15 – 11:30 am**      **Breakout Sessions (Please Choose One)**
- Session 3.2 - Exemption 5: Internal & Deliberative Information**  
Discussion of the elements and privileges incorporated in Exemption 5, to include the predecisional and deliberative process thresholds, attorney-client communications and attorney work product.  
- *Mike Reheuser, Department of Defense, Office of General Counsel*  
- *Meredith Fuchs, National Security Archive*
- Session 3.3 - Privacy Act Exceptions: Disclosure without Consent**  
Subsection (b) is discussed in depth, focusing on when an agency can disclose records from a Privacy Act system of records without the prior written consent of the individual to whom the record pertains. All 12 exceptions will be covered.  
- *Cindy Allard, Department of Defense*  
- *John Sanet, Consultant (formerly with Office of Personnel Management)*
- 11:30 – 12:30 pm**      **Group Luncheon - Continental Ballroom -- Visit with Vendors!**

**12:30 – 1:45 pm Breakout Sessions (Please Choose One)**

**Session 3.4 -New FOIA Case Law – New Information!**

A discussion focusing on some of the most recent FOIA litigation, the courts' rulings, and the possible impact that these decisions could have on your very own FOIA program.

- *Dick Huff, former Co-Director, Office of Information & Privacy, Department of Justice*

**Session 3.5 - Privacy Act Foundations: PIA's & SORNS - Hand in Glove**

The E-Gov Act has made Privacy Impact Assessments a part of everyone's life. Just what is a PIA and how does it fit into the government's responsibilities and activities? Systems of Records Notices - What's involved in writing a SORN, when should you prepare a SORN, how should SORNs be updated, and how can Program Managers help in drafting a SORN? This session is sure to provide you comprehensive knowledge and implementation know-how for the two key Privacy Act foundations.

- *Charlene Wright Thomas, Department of State*

- *Christina Jones, Department of State*

**1:45 -2:00 pm Coffee Break - Continental Ballroom - Visit with Vendors!**

**2:00 – 3:30 pm Breakout Sessions (Please Choose One)**

**Session 3.6 - Anatomy of a Privacy Office – NEW!**

A truly effective CPO understands the entire functional purposes of a privacy office including: data and PII inventory; policy gap analysis and risk assessment; development and implementation of effective, risk-based policies and procedures; compliance with statutes and OMB Guidance; the intersection of privacy and data security; online privacy; managing relationships with third parties; measuring success of your program; education and training; records management; strategic planning and data breach response.

- *Jonathan Cantor, CIPP/G, Social Security Administration*

**Session 3.7 – Fees & Fee Waivers New Information!**

Fee issues are always a difficult part of the FOIA officer's life. This session will help you understand the FOIA fee structure including such difficult issues as requester fee categories, who should pay fees and under what circumstances, the basis for granting fee waivers, and reductions in fees. Included are the new restrictions placed on assessing fees under the Open Government Act.

- *Anne Weismann, Citizens for Responsibility and Ethics in Washington*

- *Harry Hammitt, Editor/Publisher of Access Reports, Inc.*

- *Fred Sadler, CIPP/G, Food & Drug Administration*

**3:30 – 4:00 pm Wrap-Up Session – Continental Ballroom - All available speakers**

**4:00 pm Evaluations/Program Concludes**

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