

FY 2017 Training Opportunities

Training is fundamental to any successful operation, and it is everyone's responsibility.

Below is an overview of our upcoming ASAP training courses. As a convenience, we've included courses from the NARA's Office of Government Information Services and Justice's Office of Information Policy. Bookmark and check all three websites frequently for updates.

American Society of Access Professionals, Inc. (ASAP)

ASAP training focuses on the FOIA, the Privacy Act, records management and privacy issues. Classes are taught by the most, well-respected authorities on the various subject matters. ASAP is proud of its long history of collaborative efforts with agencies and the requester community when developing course materials as well as presentation of the course content.

ASAP is on the IAPP preferred provider list, and courses usually qualify for ICRM and CLE credits.

May 11-12, 2017, FOIA – Privacy Act Training Workshop in Denver, Colorado – This two-day training is geared to those who are new to the FOIA and Privacy Act, those with limited experience, and those looking for an in-depth refresher. For program details, registration and hotel information, visit - https://accesspro.org/programs/foia_privacy/2017/index.cfm.

July 24-26, 2017, National Training Conference in Arlington, Virginia – ASAP is in negotiations with the Renaissance Capital View Hotel with likely dates of late July. This three-day training has become ASAP's flagship event with a program designed to meet the educational needs of the novice as well as the seasoned professional. Agency-specific sessions are a special feature of this program. (For budgetary purposes, figure registration fees at a daily rate of \$500 or \$1,100 for the entire three-day event. Hotel rooms will be a separate cost at the federal per diem rate of \$172, plus applicable taxes.)

September 6-8, 2017, FOIA-Privacy Act Workshop in Chicago, Illinois – ASAP is in contract negotiations with the Sofitel Hotel to host this growing two and half-day training program. This training is geared to those who are new to the FOIA and Privacy Act, those with limited experience, and those looking for an in-depth refresher. (For budgetary purposes, figure registration fees at \$950 for the 2.5 day event. Hotel rooms will be a separate cost at the federal per diem rate of \$212 plus applicable taxes.)

Webinars! Webinars! Webinars! - The member price on 4 (four) of our webinars is now discounted to \$49 and the nonmember price is now \$79. We are also recording a video production of the Introduction to the FOIA webinar and providing an update on Exemption 5. For additional details and registration for all of our webinars, visit our website at <https://accesspro.org/programs/webinars.cfm>.

From the Office of Government Information Services, NARA and the Department of Justice's Office of Information Policy (OIP)

October 18, 2016- Dispute Resolution Skills Training Session (Communications Skills Training Designed for FOIA Professionals)

The amended Freedom of Information Act (5 U.S.C. § 552) directs FOIA Public Liaisons to help resolve FOIA disputes. To that end, the Office of Government Information Services (OGIS) is offering a free dispute resolution skills training program for FOIA professionals. This training program is presented in collaboration with the Department of Justice's Office of Information Policy (OIP). Participants will develop a working knowledge of Alternative Dispute Resolution techniques; learn how working with

OGIS can help resolve disputes; practice active listening and good communication; discuss ways to improve customer service; and develop strategies for working with difficult people.....all in a FOIA context. This full-day program will be offered from 9:00 a.m. - 4:00 p.m. at the National Archives and Records Administration located between 7th and 9th streets on Constitution Avenue in Washington, DC. There is no charge for this training program. Space for this free training program is extremely limited. Register at <https://ogis.archives.gov/about-ogis/OGIS-Activities-Calendar/Fiscal-Year-2017.htm>.

Please visit and bookmark <https://ogis.archives.gov/outreach-events.htm> to stay updated on OGIS events and information.

From the Department of Justice's Office of Information Policy (OIP)

The information below is excerpted from OIP's site at <https://www.justice.gov/oip/training>. Please visit the site for complete information and links to the training courses and resources.

OIP regularly conducts training sessions throughout the year on all aspects of the FOIA and on a wide variety of FOIA related topics.

DIGITAL FOIA TRAINING RESOURCES

OIP has developed a suite of FOIA resources designed to train all levels of the federal workforce to understand their FOIA responsibilities. OIP's collection of training tools are designed to help ensure that these important resources are available for all federal employees -- from the senior executive, to agency program personnel, to the FOIA professionals responsible for processing records for disclosure.

[FOIA Infographic](#) - A one page handout covering FOIA basics for all employees new to the federal workforce.

Senior Executive Briefing - A short video from the Director of OIP for agency senior executives, providing a general overview of the FOIA and emphasizing the importance of their support to their agency's FOIA program. This video is available on both the [Justice Department website](#) and YouTube channel.

FOIA e-Learning Modules - Two modules designed for use in agency e-Learning systems. The first module is an in-depth course specifically designed for FOIA professionals, addressing all of the major procedural and substantive requirements of the law. The second is a brief module designed for all federal employees that provides a primer on the FOIA and highlights ways in which they can assist their agency in the administration of the law. To obtain the two FOIA e-Learning modules on CD for direct upload into your agency's Learning Management System (SCORM 1.2 LMS ready), please contact OIP's Training Coordinator at DOJ.OIP.FOIA@usdoj.gov

YEARLY TRAINING COURSES OFFERED BY OIP AND OLE

Training is open to federal government employees only and registration is required. Please visit <https://www.justice.gov/oip/training> for more complete information.

Introduction to the Freedom of Information Act - FY 2017 Dates: November 7, 2016; additional date in 2017 to be announced. This full-day program provides attendees with a basic overview of the FOIA as well as a hands-on workshop focused on the procedural requirements involved in processing a FOIA request from start to finish, including:

The Freedom of Information Act for Attorneys and Access Professionals - FY 2017 Dates: To be announced. This two-day program provides multiple lectures and workshops for a comprehensive overview of the FOIA.

Advanced Freedom of Information Act Seminar - FY 2017 Dates: To be announced. This full-day program provides lectures and discussions on advanced topics in FOIA administration.

FOIA Litigation Seminar - FY 2017 Dates: **October 24**, 2016; additional date in 2017 to be announced. This full-day program provides lectures and instruction on considerations that arise in the course of FOIA litigation.

Continuing FOIA Education - FY 2017 Dates: To be announced. This new program provides a discussion of current topics in FOIA administration.

SPECIALIZED TRAINING SEMINARS

As the government's lead FOIA policy office, OIP continues to offer specialized training on FOIA matters throughout the year. These training seminars focus on selected FOIA provisions, recent court decisions, and refresher courses on the FOIA's reporting requirements. Whenever OIP decides to hold a specialized training seminar, there will be an announcement in [FOIA Post](#) with details on the type of training and its location.

PUBLIC TRAINING EVENTS, MEETINGS, AND TOWN HALLS

OIP holds various types of events, meetings, and town halls, to bring together agency personnel and the requester community. These events help facilitate dialogue between agency FOIA professionals and FOIA requesters in order to make the administration of the FOIA work better for all parties involved. Whenever OIP decides to hold a public training event or meeting, there will be an announcement in [FOIA Post](#) with details on the type of event and its location.

Sunshine Week – March 12-18, 2017

Keep in mind that Sunshine Week is March 12-18, 2017. Agencies and open government groups alike, sponsor many free events during this time frame. This includes many local and regional groups. In early 2017, watch for information from various sources about Sunshine Week events.