

OFFICE OF PRIVACY AND OPEN GOVERNMENT

The Office of Privacy and Open Government (OPOG) serves as DoC's liaison with the U.S. Department of Justice and the Office of Management and Budget on matters related to policies and procedures for effective administration of the Freedom of Information Act (FOIA) and Privacy Act (PA). To ensure DoC-wide compliance with FOIA and PA, OPOG develops policies, regulations, procedures and guidelines; performs studies; management reviews; and prepares and coordinates implementation actions on DoC-wide information management matters. Additionally, OPOG conducts organizational and managerial analyses, interagency studies, and government-wide management improvement initiatives. OPOG advises the Deputy Secretary, CFO/ASA, and Deputy Assistant Secretary for Administration on a broad spectrum of organization and management issues. Specifically, the staff establishes and maintains the DoC-wide directives management system (i.e., Department Organization Orders and Department Administrative Orders), and manages the Department's compliance with the Federal Advisory Committee Act.

MANAGEMENT OFFICIAL

JONATHAN R. CANTOR, Chief Privacy Officer and Director of Open Government
HCHB Room 6204, 482-3463

LIST OF PROJECTS

Directives Management	0060000	WCF
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WORKING CAPITAL FUND (WCF) PROJECTS

DIRECTIVES MANAGEMENT PROJECT 0060000

Description of Service: This project provides for the maintenance of the Department Organization Orders (DOOs) and the Department Administrative Orders (DAOs). The Office of Privacy and Open Government (OPOG) maintains the DOOs and DAOs to ensure that the Department's essential management structure, organization, and delegations of authority conform to current laws and central agency regulations, and are adequately documented and disseminated to the operating units. This project also supports Departmental management of the Federal Advisory Committee Act.

Basis of Charge: Costs for these services are billed to offices and bureaus based on their share of the Department's FTE ceiling.