



2019 Chief FOIA Officer Report

United States Institute of Peace

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The United States Institute of Peace is a Congressionally-created, independent, nonpartisan institution charged with increasing the nation's capacity to manage international conflict without violence. Consistent with our values: Openness, Accountability, Teamwork, Respect and Commitment – we take our Freedom of Information Act responsibilities seriously and approach those responsibilities with a spirit of cooperation.

As indicated in the USIP Act, we are committed to serving the country's people and Government through a wide range of education, training, applied research as well as on the ground peacebuilding initiatives in conflict zones. As an integral part of the national defense strategy, we work closely with the Department of Defense, the Department of State and USAID. As such, we proactively share the results of our work via a wide range of publications and convening.

We have established systems and procedures for quickly responding to FOIA requests when we receive them. The FOIA link on our website delivers any request directly to USIP's Senior Press Officer. Such requests are forwarded to the Chief FOIA Officer within 24 hours. Requests arriving via the US Postal Service are subject to our off-site third-party review processing, arriving 3 – 5 days after postmarked, and are quickly forwarded to the Chief FOIA Officer. Acknowledgement of receipt of any FOIA request occurs within 20 business days. The timeline for communicating the disposition of any FOIA request is dependent on the extent of data gathering required, but in all cases is done as quickly as possible.

At the center of our Congressional mandate is serving and educating the American people and Government. In that spirit, USIP is fully committed to the Freedom of Information Act.