

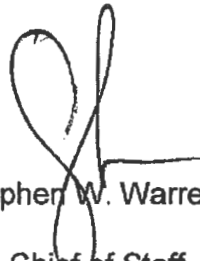
EXHIBIT 31

**Department of
Veterans Affairs**

Memorandum

Date: **OCT 31 2013**
From: Executive in Charge and Chief Information Officer for Information and
Technology (005A)
Subj: Release of FOIA Information (VA IQ Folder 7413064)
To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. **Effective immediately, all responses to FOIA requests by VACO offices and field components will be reviewed by the designated officials prior to release to the public.** This guidance will be reviewed in 90 days.
2. The designated officials are:
VBA FOIA Officer for VBA Release
VHA FOIA Officer for VHA Release
NCA FOIA Officer for NCA Release
Director, VA FOIA Service for all staff offices.
3. This temporary requirement to review FOIA releases does not apply to first and third party Privacy Act requests.
4. **The purpose of the review will be for sensitivity determination** after the request has been perfected and responsive records have been identified. Each of the designated review offices will develop specific procedures for review for their respective components. All field components are expected to follow these procedures.
5. The designated officials are required to approve FOIA requests prior to the release by the responsible office. Under no circumstances will a FOIA Officer release records without approval of the designated officials.
6. For additional information or any questions, please contact John Buck at 202-632-7385; john.buck1@va.gov or Jim Horan at 202-632-7453; james.horan@va.gov.



Stephen W. Warren

cc: Chief of Staff (00A)