

## **Guidance for Formatting Request for Information Responses to the Judicial Proceedings Panel**

The following information is provided as recommended guidance to facilitate the collection and analysis of data for the Judicial Proceedings Panel (JPP). It is not intended to influence the substance of any Service or Department responses.

**1) *Transmission of RFI Responses.* Responses may be provided electronically via file-sharing program (such as AMRDEC SAFE) or by DVD/CD. Transmittal letters or emails will be included as part of archived RFI responses. Please include RFI responses in a separate document.**

**2) *Narrative responses.* Unless otherwise indicated, narrative responses will be considered by JPP members as the “official position” of the Department or Service. Ensure that all information is publically releasable. Please provide narrative responses in the following format to facilitate consolidation of Service responses:**

- a) Standard pitch and font: 12 pt, Times New Roman.
- b) Utilize one inch margins when possible, left justified. Please include the Service name and page number on all pages.
- c) Please provide responses in Word and PDF. PDF responses will be archived, and Word responses will be used to consolidate all responses.
- d) Hyperlinks should be to publically accessible (non-CAC enabled) websites. Please provide information maintained on CAC-enabled sites separately as attachments.
- e) Please provide a response to all RFI questions. If attachments are provided without a narrative response, please note “see attached documents” in your response and cite the specific attachment. Please indicate if your Service/office chooses not to respond and cite an appropriate FOIA exemption, if applicable.

**3) *Attachments/Enclosures.***

- a) Provide a table of contents for all attachments.
- b) PDF is the preferred format for documents, tables, charts, slide shows, etc. Other formats, including Word or Excel, are discouraged to minimize errors in formatting/data during JPP archiving. Please identify any documents that cannot be converted to PDF due to formatting, etc.
- c) Videos/audio materials, if provided, should be provided on DVD in a format which can be reasonably copied by the JPP staff (not locked/encrypted). Please provide hyperlinks for all materials that are available through publicly accessible links.

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- d) Please do not provide multiple copies of an attachment that is referenced in a response to more than one question. Instead, simply refer to the attachment in each response according to its location in your attachment table of contents.
- e) Provide only documents or information for which you are the release authority, unless the information is publicly available and relied upon to establish law, policy, or regulation for your Department or Service.

**4) *Handling of FOIA and other sensitive materials.* For responses that include information that should be exempt from public release, note that the Judicial Proceedings Panel is NOT considered a DoD agency for purposes of “intra-agency” release or protection. Should you wish to invoke a FOIA exemption for information provided, use the following procedures:**

- a) Materials for which a FOIA exemption is invoked should be transmitted separately from other attachments. Materials should be clearly marked as “FOIA” on each page and the applicable exemption should be noted.
- b) Panel members will be advised not to discuss or release any information from FOIA-exempted materials without authorization from the proponent, and information will not be referenced in any publicly releasable document or report. A FOIA exemption may no longer apply if information is discussed in a public meeting or included in a publicly releasable document.
- c) Responses should not include personally identifying information (PII), unless the information is publicly available or in the public record (such as courts-martial case names). The Services are responsible for redacting PII prior to submitting responses to the JPP.