



## DEFENSE CONTRACT AUDIT AGENCY

8725 JOHN J. KINGMAN ROAD, SUITE 2135  
FT. BELVOIR, VA 22060-6219

IN REPLY REFER TO:

DL 503

April 22, 2022  
22-DL-001(R)

MEMORANDUM FOR REGIONAL DIRECTORS, DCAA  
CORPORATE AUDIT DIRECTORS, DCAA  
ASSISTANT DIRECTORS, HQ, DCAA

SUBJECT: Release of Personnel Names and Other Identifying Information to the Public

This memorandum reissues the policy contained in MRD 05-CM-043(R), dated June 29, 2005, regarding the release of employee names and other identifying information to the public, and implements the policies described in the enclosed memorandums. Personally identifying information is defined as, but is not limited to, name, grade, duty address, title, phone number, and e-mail address. Although the release of personally identifying information remains discretionary under 5 USC § 552 (b)(6) of the FOIA, the policies put forth in this and the enclosed memorandums are intended to protect the security and privacy concerns of DoD personnel and should be followed to the greatest extent possible.

DCAA will release the names, position titles, Headquarters directorate or region, and telephone numbers of personnel at the office director level or above (i.e., Director, Deputy Director, Assistant Director, Deputy Assistant Director, Regional Director, Deputy Regional Director, Corporate Audit Director, and Assistant Corporate Audit Director), or of personnel whose positions require frequent interaction with the public, such as the FOIA Officer, provided that disclosure does not raise security or privacy concerns. Disclosure of employee information for contractor use should only be done for official purposes in support of DCAA's mission, and the information must be protected from release to the general public.

DCAA will not release employee listings of any kind (e.g., telephone directories, organization charts, employee email lists, etc.) to members of the general public. DCAA publications releasable to the public and any document posted on the DCAA public web site shall be free of individuals' personally identifying information, except for personnel at the office director level or above, and those with frequent public interaction as described in the paragraph above. For example, contact names listed in open, releasable audit guidance and audit management MRDs will be redacted before posting to the public web site. Requests from the general public for personally identifying information submitted under the Freedom of Information Act (FOIA) will be withheld under the authority of Exemption 6 of 5 USC § 552 (b)(6), except for those individuals described in the paragraph above.

Questions regarding this memorandum should be directed to Mr. Keith Mastromichalis,  
DCAA FOIA Officer, at 571-448-3153 or keith.mastromichalis@dcaa.mil.

HOFFMAN.DAVID.C  
HARLES.1075245412

Digitally signed by  
HOFFMAN.DAVID.CHARLES.1075  
245412  
Date: 2022.04.22 08:50:51 -04'00'

David C. Hoffman  
Deputy General Counsel  
DCAA Office of General Counsel

Enclosures:

1. OSD memorandum dated February 3, 2005, subject: Withholding of Information that Personally Identifies DoD Personnel (Enclosure 1).
2. OSD memorandum dated November 9, 2001, subject: Withholding of Personally Identifying Information Under the Freedom of Information Act (FOIA) (Attachment 1 to Enclosure 1).
3. ASD memorandum dated December 28, 2001, subject: Removal of Personally Identifying Information of DoD Personnel from Unclassified Web Sites (Attachment 2 to Enclosure 1).

DISTRIBUTION: C