

Frequently Asked Questions

Course Title: The Privacy Act and the Freedom of Information Act Training

Course #: 1046

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

Support your understanding of the Freedom of Information Act (FOIA) and the Privacy Act (PA) request process. This course will help you learn how to properly safeguard records, while increasing your skill at properly releasing records to the public.

2. Who should attend?

This course is designed for government personnel who require knowledge of the Freedom of Information Act and Privacy Act request process, best practices for safeguarding necessary information, and a depth of skill in releasing records.

3. What will I learn how to do in this course?

- Identify the purpose and objectives of the Privacy Act and the Freedom of Information Act
- Apply best practices to keep personal and corporate information private
- Determine the treatment of undisclosed records based on exemptions and exceptions
- Apply procedural requirements to respond to requests for information and challenging cases
- Determine the proper procedures for preparing records for release
- Determine how and when to charge fees for PA and FOIA requests
- Process a request from receipt to the release of the record

4. What kinds of activities are included in this course?

Individual, small-group, and large-group exercises; lecture, discussion, case study, action planning

5. Are there prerequisites for this course?

There are no prerequisites for this course.

6. Do I have to complete any prework for the course?

Frequently Asked Questions

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

No, this course is not applicable toward a Management Concepts Certificate Program. However, many Management Concepts courses do count for credit toward a Management Concepts Certificate Program. Click [here](#) to see a full list of Management Concepts Certificate Programs.

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 1.9

PDU: 21

CLPs: 24

10. What course(s) do you recommend after I complete this course?

- [Ethics in Federal Contracting](#)
- [Federal Contract Law](#)