

Date:

Fort Detrick Garrison
Directorate of Human Resources
Administrative Services Division
ATTN: AMIM-FDH-A
9200 Amber Drive, Suite 115
Fort Detrick, MD 21702-5020

Dear: USAG-FD FOIA Officer:

Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting access to [identify the records as clearly and specifically as possible].

In order to help you determine my status for the purpose of assessing fees, you should know that I am [insert one of the descriptions below]

a representative of the news media affiliated with the _____ news organization and this request is made as part of news gathering and not for commercial use.

affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

affiliated with a private business and am seeking information for use in the company's business.

an individual seeking information for personal use and not for a commercial use.

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first.

I request that the information I seek be provided in electronic format.

If you have any questions about handling this request, you may telephone me at _____[home / office / mobile phone.]

If this request is denied in whole or part, I ask that you justify all deletions by reference to

specific exemption of the act. I will also expect you to release all segregable portions of otherwise exempt material. I reserve the right to appeal your decision to withhold any information or to deny a waiver of fees. I look forward to your reply within 20 business days as the statute requires.

With my signature below I further agree to the deletion of Privacy Act Information, FOUO, and /or other sensitive data; including names of third party information.

Signature