

# Freedom of Information Act (FOIA) Request Letter

IAW Regulatory guidance, under the statute, federal agencies are required to respond to a FOIA request within twenty working days, excluding Saturdays, Sundays, and legal holidays. However, the time it takes to respond to a request will vary depending on the complexity of the request and any backlog of requests already pending at the agency.

Commander  
US Army Garrison  
Attn: AMIM-GOH-A (FOIA Officer)  
411 36th Street, Bldg. 36302  
Fort Gordon, GA 30905  
Tel: (706) 791-2004  
EMAIL: [usarmy.gordon.imcom-hq.mbx.dhr-foia-privacy-act@army.mil](mailto:usarmy.gordon.imcom-hq.mbx.dhr-foia-privacy-act@army.mil)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Rank: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Non-Government Email Address:** \_\_\_\_\_

If you are requesting a Military Police Report, enter the MPR Number \_\_\_\_\_

Approximate date/time of incident: \_\_\_\_\_ Last Four SSN: \_\_\_\_\_

This is a request under the Freedom of Information Act (5USC 552). I request a copy of the following document(s) be provided to me. **[Identify the document(s) as specifically as possible].**

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In order to help you determine my status for the purpose of assessing fees, I am **[Initial all descriptions that apply].**

\_\_\_\_(a) Representative of the news affiliated with the \_\_\_\_\_ Newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for commercial use.

\_\_\_\_(b) Affiliated with an educational or non-commercial scientific instruction and this request is made for a scholarly or scientific purpose and not for commercial use.

\_\_\_\_(c) Affiliated with a private business and am seeking information for using the company's business and not for commercial use.

\_\_\_\_(d) A 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.

\_\_\_\_[Optional] I request a waiver of fees for this request because disclosure of the requester information to me is in the public interest because it is likely to contribute significantly to the public understanding of the Army and is not primarily in my commercial interest. The details on how the requested information will be disseminated by you to the general public.

FEE WAIVER JUSTIFICATION: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*\*\*\*YOU MUST PROVIDE A COPY OF A NON-GOVERNMENT PICTURE ID\*\*\*\***In accordance with Title 5, USC, Section 552a (Privacy Act of 1974) as implemented by AR 340-21, Privacy Act protected personal information will not be disclosed from this form to any commercial enterprise or representative thereof or to any individual outside the Department of Defense. This form is safeguarded IAW para 4-4, AR 340-21