



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT MEADE  
4551 LLEWELLYN AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

AMIM-MEH-A (RN 25-55)

MEMORANDUM FOR ALL REQUESTORS

SUBJECT: Freedom of Information Act (FOIA) Request Letter

1. IAW Regulatory guidance, under the statute, federal agencies are required to respond to a FOIA request within 20 working days excluding working days, Saturday, Sundays and legal holidays, however; a request will vary depending on the complexity of the request and any backlog of request already pending at the agency.
2. To expedite requests for copies of Military Police Reports, you are asked to provide the following information.

Name of Requestor:

Last 4 SSN

Mailing Address

**Non-Government Email Address:**

**\*\*You must provide a copy of a non-Government picture ID.**

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

**Approximate date/time of incident \_\_\_\_\_**

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**].

**To help you determine my status for the purpose of assessing fees, I am [insert one of the descriptions below].**

\_\_\_\_\_(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 a 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.

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\_\_\_\_(c) **Affiliated with a private business and am seeking information for using the company's business and not for a 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 requestor 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:** \_\_\_\_\_

**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.**

3. The point of contact for this action is the Freedom of Information Act/Privacy Act, Fort Meade FOIA Office 301-677-6571, [usag\\_fmmd\\_dhr\\_asd\\_foia@army.mil](mailto:usag_fmmd_dhr_asd_foia@army.mil)