

REQUEST FOR FREEDOM OF INFORMATION ACT

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Privacy Act Statement. Information provided by a requester will be used to locate and provide the requester responsive records pursuant to the Freedom of Information Act (5 U.S.C. § 552), and/or the Privacy Act of 1974 (5 U.S.C. § 552a). Authority to collect this information is contained in 5 U.S.C. § 552, 5 U.S.C. § 552a, 5 C.F.R. § 297.201(b). The purpose of the collection is to enable the Department of the Army (DA) to locate applicable records and to respond to requests made under the Freedom of Information Act (FOIA) and the Privacy Act of 1974.

Routine Uses. The information collected on this form will primarily be used to comply with requests for information under Title 5 U.S. Code 552 and 552a.

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THE REQUEST

Use of this form is optional. You may use any written format for a Freedom of Information Act request as long as it contains a description of the information you are requesting and sufficient personally identifying data when required. Failure to provide the required information may result in no action being taken on the request. Submit completed forms via mail, fax, or email as scanned attachments. If submitting via email, you should ensure that the security of your email system is adequate for transmitting sensitive information before choosing to transmit your request, which contains your personally identifiable information. In accordance with AR 25-55, The DA FOIA Program, soldiers and DA civilian employees, may as a private citizens, request records under the FOIA. They must prepare requests at their own expense and time. They may not use Government equipment, supplies, or postage to prepare personal FOIA requests.

1. REQUESTER'S FULL NAME (LAST, FIRST MI)	2. PHONE NUMBER (Home)	3. PHONE NUMBER (Cell)
4. COMPLETE MAILING ADDRESS (Street Number, Street Name, City, State, Zip Code)		
5. EMAIL ADDRESS (OPTIONAL)		
6. Request that a copy of the following document(s) be provided to me. A detailed description of the desired record is provided to enable the Government to locate the responsive record with a reasonable amount of effort.		

7. In order to help you determine my category for the purpose of assessing fees, you should know that I am:
(please select one by clicking on the box):

- ☐ An individual seeking information for a use or purpose that furthers my commercial, trade, or profit interest or the person on whose behalf the request is made.
- ☐ A representative of the news media and this request is made as part of news gathering and not for a commercial use.
- ☐ Affiliated with an educational institution. This request is made for scholarly research and not for commercial use.
- ☐ Affiliated with a non-commercial scientific institution. This request is made for scientific purpose and not for commercial use.
- ☐ All other requesters (for personal use or those who do not fit any of the categories above).

8. I am willing to pay fees for this request up to a maximum of \$25.00. If you estimate that the fees will exceed this limit, please inform me first. I understand that I can request waiver of fees, but should also express a willingness to pay fees in the event of a waiver denial. **"PERSONAL USE" REQUESTERS WILL RECEIVE TWO HOURS OF SEARCH TIME AND 100 PAGES FREE.**

9. **Requirements for waiver or reduction of fees.** Requesters may seek a waiver of fees by submitting a written application specifically demonstrating how disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

10. **Verification of Requester's Identity.** In accordance with 28 CFR Section 16.41(d) personal data sufficient to identify the individuals submitting requests under the Privacy Act of 1974, 5 U.S.C. Section 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of U.S. Army systems of records are not wrongfully disclosed by the Department. Requests will not be processed if this information is not furnished. False information on this form may subject the requester to criminal penalties under 18 U.S.C. Section 1001 and/or 5 U.S.C. Section 552a(i)(3).

SIGNATURE

DATE

Please send your completed and signed FOIA request:

- 1. via mail to: U.S. Army Garrison, Presidio of Monterey, Attention: FOIA Officer, 393 Patton Avenue, Building 272, Monterey, CA 93944, or
- 2. via fax to: (831) 242-6979, or
- 3. via email to: "usarmy.pom.usag.mbx.asb@army.mil"