

SUSPENSE: FOIA-FA- FACTS FP- **FREEDOM OF INFORMATION ACT (FOIA) Request**

The proponent agency is the Directorate of Human Resources, Administrative Services Division (DHR/ASD).

DATA REQUIRED BY THE PRIVACY ACT OF 1974**AUTHORITY:** 5 USC SECTION 552/552a; PUBLIC LAW 106-544; AR 25-55; AR 25-22; AR 190-5, paragraph 3-4(b)(5).**PRINCIPAL PURPOSE:** To obtain basic information necessary to process a Freedom of Information Act request and to release it in the manner requested.
ROUTINE USES: This form will be used to collect pertinent personal information to initiate the search for requested Government documents.**DISCLOSURE:** The information on this form, and any information collected by the use thereof, may not be disclosed, except under the Privacy Act of 1974. USC552a(b). Truncated versions of the Social Security number **will only be used** in instances where more than one individual has similar personal information in order to distinguish the requester and ensure the appropriate person is requesting and receiving responsive documents. DOD ID# preferred.**Section I - PERSONAL IDENTIFICATION**

Mr. Mrs. Ms.	1. NAME (<i>Last, First, Middle Name</i>) - <u>Valid Picture ID must be shown / emailed with form</u>	2. GRADE/RANK (if applicable)
3. ADDRESS 1		
4. ADDRESS 2		
5. CITY	6. STATE	7. ZIP CODE
8. HOME PHONE (<i>do not enter dashes</i>)	9. WORK PHONE (<i>do not enter dashes</i>)	10. CELL PHONE (<i>do not enter dashes</i>)
11a. PRIMARY EMAIL ADDRESS		11b. SECONDARY EMAIL ADDRESS

Section II - DESCRIPTION OF REQUESTED RECORDS

12. DESCRIPTION (Please describe below the specific record(s) you seek with enough detail so the appropriate agency/activity may locate the record with a reasonable amount of effort. The detail should include the type of records or documents, description of the information sought, agency or unit in which record or documents may be located, dates or time frame, and any unique identifying information such as report or case number). Please enter **DOD ID number:**
Describe documents sought, case #, appr date, type of case:

The Freedom of Information Act is not an investigative arm, nor can it respond to requester's questions. The FOIA only provides you the right to request EXISTING Federal Government records or documents. Documents must exist in a system of records within the Agency and will not be created to satisfy a request or answer a question posed by a requester.

13. Select one of the categories below in order to determine fee status / category.

An individual seeking information for personal use and not for commercial use.

Affiliated with a private entity and not seeking information for personal use

14. **FEE and Acceptance Disclaimer** - You must indicate your willingness to pay all fees or specifically the maximum amount you are willing to pay without being notified prior to processing the request.I am willing to pay required fees under the FOIA. If you estimate the fees will exceed the amount of
please stop processing the request and advise me of the approximate cost to complete processing before continuing.

I understand and agree to accept a redacted copy at this time.

Section III - SIGNATURE AND DATE

DATE:	Digital Signature:	Typed Signature:
Deliver via Email to Primary email address above	Call / Email for document pick up	
Deliver via Email to Secondary/Personal email	Deliver via USPS mail	
Email form to: tuanna.p.jeffery.civ@army.mil (primary) or michael.j.westphal2.civ@army.mil (alternate).		
Form may also be submitted in person or via USPS to the following address; DHR/ASD, ATTN: FOIA, 210 Custer Avenue Room 127, Fort Riley KS 66442. FOIA Office contact number is 520-692-1941.		
		OFFICE USE ONLY ID VERIFIED BY: