



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD MO 65473

AMIM-LDL-P
E-FOIA Request from

Date:

1. To make an electronic FOIA request, please fill in the following information, Failure to enter accurate information may render your request impossible to fulfill. This document may be submitted using non-secured electronic mail or in person. All pages of the request must be included.

Full Name:

Street Address:

City:

State/Province:

Zip Code:

Country:

Telephone Number:

E-mail:

In the space below, describe the specific records sought (include dates, names, locations, type of event, etc...)

Please select the description that best identifies the category of requester that you are. This will help us to determine what fees (if any) we are required to assess:

Affiliated with a private corporation and am seeking records for use in the company's business.

Affiliated with an educational institution (school, university, vocational school, etc.) and this request is for scholarly research.

Affiliated with a noncommercial institution and this request is for scientific research.

A member of the news media affiliated with, and this request is for newsgathering with the intent to publicize to the public. Enter news media name/type of media in space below.

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

FEE/WAIVER – Select one of the items below. You must indicate your willingness to pay all fees or those up to a specified amount or provide a justification to support a fee waiver. Agreements to pay fees are considered to be up to \$250.00 unless another amount is specified. Fee charges are for any combination of search, review and duplication costs.

I agree to pay \$_____; please STOP processing the request and advise me of the approximate cost to complete the processing of the request.

I request a waiver or reduction of fees concerning this request. Disclosure of the requested information to me is in the best interest of the public interest as it is likely to contribute significantly to public understanding of operations and/or activities of the Federal Government and is not primarily my commercial interest.

AR 25-22, Chapter 6, Subparagraph 6–2. Individual requests for access
Individuals must submit requests for access to records in a PA SOR (Privacy Act System of Record) to the program manager or the custodian of the record designated in DA SORNs. For the most current listing of Army SORNs, see the ARMD website at <https://www.rmda.army.mil/privacy/sorns/armypublishedsorn.html>.

- a. Individual requests for record access must be submitted in writing.
- b. Individuals do not have to state a reason or justify the need to gain access to records under the PA. However, requesters should reasonably describe the records they are requesting.
- c. Before granting access to personal data, an individual must provide verification of identity (for example, sub-mission of a notarized signature). An alternative method for verifying identity is an unsworn declaration in accordance with 28 USC 1746 in the following format:
 - (1) If executed within the United States, its territories, possessions, or commonwealths: "I declare under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)."
 - (2) If executed outside of the United States: "I declare under perjury or penalty under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)."
- d. If an individual seeks access in person or electronically, identification will be verified by a Government-issued identification card. For example, driver's license, passport, permit, military ID, or government pass normally used for identification purposes.
- e. If an individual wishes to have their records released directly to a third party or to be accompanied by a third party when seeking access to their records, reasonable proof of authorization must be obtained

Signature: _____

DATE: _____

Please email to: usarmy.leonardwood.id-training.mbx.usag-flw-des-foia-requests@army.mil. In accordance with Title 5, USC, Section 552a (Privacy Act of 1974) as implemented by AR 25-22, Privacy Act protected personal identifying 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 document is safeguarded IAW AR 25-22, para 5-2.