**8PER AR 25-55, CHAPTER 1, PARA 1-7 b**. Soldiers and DA Civilian employees, as private citizens, request records under FOIA. They must prepare requests at their own expense and on their time. **They may not use Government equipment, supplies, or postage to prepare personal FOIA requests.** It is not necessary for Soldiers or DA Civilian employees to go through the chain of command to request information under FOIA.

E-FOIA Request Date:

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 is submitted using non-secured email.

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, etc., if possible.

\_

Please select the description that best identifies the category of requester that you are. This will help us to determine what fees if any 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.

Handwritten Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE

Please Email to: usarmy.leonardwood.id-training.mbx.usag-flw-dhr-asd-foia@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.

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