Guidelines for Submitting FOIA Requests

The four basic guidelines for submitting a FOIA request. (DOD 5400.7-R – FOIA

Request):

1. Indicate that it is a FOIA request.- clearly identify the record(s) being sought and be specific on the type of documents. Avoid terms such as "requesting any and all documents" since this type of request generally requires clarification and responsive documents can include excessive costs for search and releasable documents. **NOTE**: Recommend asking for "all releasable information" in your request. This allows the FOIA office to redact or remove information generally exempted under the FOIA program and process your request quicker. FOIA provides access to records and "is not" a forum for answering questions.

2. Indicate a willingness to pay fees associated with the processing the request or in the alternative, why a waiver may be appropriate (see DOD 5400.7-R1.4., Fee Waivers). State an actual dollar amount versus a willingness to pay reasonable costs. This avoids guessing what is considered reasonable and you can be contacted should processing costs exceed your limit.

3.Include a complete mailing address and consider providing a telephone number and/or e-mail address. Should questions arise you will be contacted. **NOTE**: Department of the Army affiliated requesters, to include military and civilian employees, should not use government equipment, supplies, stationery, postage, telephones, or official mail channels to make FOIA requests. Requests should be made through personal e-mail or postal service.

4.The request is considered properly received or perfected, when the above conditions have been met and the request arrives at the FOIA office of the Component or agency in possession of the records. FOIA requests are processed within 20 working days unless there are unusual circumstances that may justify delay whereby the requester will be contacted.

5. Request must be in writing and sent by U.S. Mail to: Department of the Army, Installation Management Command, Headquarters, United States Army Garrison, Fort Leonard Wood, Directorate of Garrison Human Resources, Administrative Services Division, Building 498, Suite 7, 4839 Illinois Avenue, Fort Leonard Wood, Missouri 65473 or email: [usarmy.leonardwood.id-training.mbx.usag-flw-dhr-asd-foia@army.mill](mailto:usarmy.leonardwood.id-training.mbx.usag-flw-dhr-asd-foia@army.mill).