

JOINT BASE CHARELSTON FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; 5 U.S.C. 552, Public Information; agency rules, opinions, orders, records, and proceedings; and DoD Regulation 5400.07, DoD Freedom of Information Act (FOIA) Program.

PURPOSE: To process FOIA requests and to assist the Department of the Air Force in carrying out responsibilities under the FOIA.

ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3): Blanket Routine Uses applies.

DISCLOSURE: Failure to provide the requested information can result in the request not being processed or cause the request to take longer to process.

SECTION I: REQUESTER CONTACT INFORMATION

1. NAME:

2. CONTACT NUMBER:

3. METHOD OF DELIVERY OF REQUESTED INFORMATION (*personal e-mail, mailing address, fax#*):**SECTION II: REQUESTED INFORMATION**

NOTE: Clearly Identify the records/documents or information being requested, be specific as possible. Include name(s), date(s)/date range, place, incident and any other information that will help describe the documents. (Avoid terms such as "requesting any and all document" since this type of request requires clarification)(See instructions on reverse)

4. UNDER THE FOIA, I REQUEST (*PROVIDE DETAILED DESCRIPTION FOR REQUESTED INFORMATION*):**SECTION III: FEE/CLEARLY RELEASABLE/EXPEDITE INFORMATION**

NOTE: Willingness to pay fees required to process request (See instructions on reverse)

5. I AM WILLING TO PAY: (Enter amount (minimum \$25.00) or select Willing to Pay All Fees)

\$

Willing to Pay All Fees

6. FEE WAIVER/REDUCTION REQUESTED (See Fee Waiver/Reduction instructions on reverse)

YES NO

6a. Fee Waiver Request Reason:

NOTE: Agreeing to accept clearly releasable information reduces the time required for a response. (See instructions on reverse)

7. I AGREE TO ACCEPT CLEARLY RELEASABLE INFORMATION

YES NO

8. EXPEDITE REQUESTED (*See Expedited Processing requirement on reverse*)

YES NO

I DECLARE UNDER PENALTY OF PERJURY THAT I AM THE PERSON NAMED ABOVE AND THAT I SUBMITTED THIS FOIA REQUEST.

9a. SIGNATURE:

9b. DATE:

NOTE: See "How to Submit" Request on reverse.

SECTION IV: INSTRUCTIONS AND INFORMATION

- 1) **Requested Information.** Provide a detailed description and sufficient information to enable a records search to be conducted, which will eliminate the need for additional clarification and help ensure the request is assigned to the correct office of responsibility. For traffic accidents, arrest records, etc., indicate if the incident occurred on Joint Base Charleston Air Base or Joint Base Charleston Naval Weapons Station. Include the time-frame of the records requested to narrow the search.
- 2) **Clearly Releasable Information.** Requesters have the option to accept “clearly releasable” information. Agreeing to accept “clearly releasable” information, the requester agrees to accept information that will be withheld in compliance with the principles of the FOIA exemptions in order to expedite processing. The response letter will inform the requester of the basis for denial of information but not formally assert FOIA exemptions.[For example, if redacting personal information, the response letter will state that information is redacted to protect personal information that, if released, would constitute a clearly unwarranted invasion of personal privacy] Not agreeing to accept “clearly releasable” the same information will be provided after an additional level of review, therefore requiring additional time to process the request and provide a response.
- 3) **Fee Information.** Requesters must provide a willingness to pay a minimum of \$25.00 or request Fee Waiver for the request to be processed. Fees less than \$25.00 there is no charge. Fees are charged based on the category assigned to the requester. There are three categories: (1) Commercial (pays all search, review, and duplication costs); (2) Non-Commercial Scientific or Educational Institutions or News Media (pays duplication cost; first 100 pages free); (3) and All Other (pays search and duplication costs; first two hours search and first 100 pages free). **Fee Waiver/Reduction.** Requesters may seek a waiver/reduction of fees by submitting in writing, with the FOIA request, 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.
- 4) **Expedited Processing.** Under certain conditions, a request may be processed on an expedited basis. Expedited processing is granted to a requester upon a specific request for such and when the requester demonstrates a compelling need for the information. A compelling need exists when: (1) The failure to obtain requested records on an expedited basis could reasonably be expected to pose an imminent threat to the life or physical safety of an individual, (2) The information is urgently needed by an individual primarily engaged in disseminating information to inform the public concerning actual or alleged government activity, (3) If loss of substantial due process rights is imminent, or (4) The failure to obtain the requested information on an expedited basis could reasonably be expected to harm substantial humanitarian need/interests. The requester will be notified within 10 calendar days if expedited processing is granted or denied.

How to Submit Request: *(NOTE: Military/DoD civilian employees, cannot use government equipment, supplies, stationery, postage, telephones, or official mail channels to make FOIA requests)*

1) **Submit by e-mail to:**

628cs.foia@us.af.mil

2) **Submit by mail or hand carry to:**

**628 CS/SCXK (FOIA)
103 N. Graves Ave, Bldg 302
Joint Base Charleston SC, 29404**