



## THE FREEDOM OF INFORMATION ACT (FOIA)

### A GUIDE FOR MAKING A FOIA REQUEST TO THE UNITED STATES ARMY AUDIT AGENCY (USAAA)

#### I. WHAT IS THE FOIA?

The FOIA, Title 5, United States Code, Section 552, was signed into law on July 4, 1966, by President Lyndon Johnson. Since then, the FOIA has been amended in 1974, 1986, and most recently, with the enactment of the Electronic Freedom of Information Act Amendments of 1996 (E-FOIA). The FOIA assumes that government records are available to the public. It therefore requires the government to justify why records should not be disclosed. Where there is disagreement with the government's decision to withhold these records, FOIA provides the requester with judicial remedies.

The FOIA applies to records created and maintained by agencies in the executive branch of the federal government, such as the USAAA. The FOIA does not apply to Congress, the federal judiciary, or to state or local governments. Many state governments have enacted open records laws. The attorney general of a state can provide information about that state's laws.

Pursuant to the FOIA, agencies generally provide records - not information - when responding to FOIA requests. This means that agencies are not required to create a record or answer questions when responding to FOIA requests.

#### II. FOIA EXEMPTIONS

Even though the FOIA is primarily a disclosure law, not all records requested are automatically released. The FOIA has provided nine exemptions which allow certain information that may be contained in records or the entire record to be withheld from public disclosure. The exemptions apply to records that are about:

1. National defense and foreign policy;
2. Internal personnel rules and practices;
3. Records exempted by other statutes;
4. Trade secrets and confidential commercial;
5. Internal memoranda;
6. Clearly unwarranted invasion of personal privacy;
7. Law enforcement;
8. Records on financial institutions; and
9. Geological and Geophysical information and data including maps, on wells.

Reasonably segregable nonexempt information will be released unless it is inextricably intertwined with exempt material. Agencies are encouraged to make discretionary releases of information in cases in which no foreseeable harm from the release of the information can be determined.

Generally, you have a right to a decision on whether the requested records will be provided within 20 working days of receipt of your request. However, under certain circumstances, some requests may take longer to complete. If we determine we will need additional time to complete your request or if your request is referred to another agency we will notify you.

If we initially deny your request in whole or in part or if we were unable to locate records,

we will advise you of your right to appeal our determination as well as the judicial remedies available to you. Appeals should be sent to the same address to which requests are made. The envelope and letter of appeal should be clearly identifiable by using the marking "Freedom of Information Appeal".

All requests made pursuant to the FOIA are a matter of public record with personal information about requesters deleted.

### **III. HOW TO SUBMIT A FOIA REQUEST**

FOIA requests to the USAAA may be submitted in writing, telephonically, by fax, or e-mail. Please clearly mark the mailing envelope, fax, or e-mail "Freedom of Information Act Request." You may contact the USAAA FOIA program at the following address/phone number:

Freedom of Information Officer  
United States Army Audit Agency  
3101 Park Center Drive, Suite 1315 B  
Alexandria, VA. 22302  
703-681-1426

You may FAX your FOIA request to 703-681-3308 or e-mail to [AAA\\_FOIA@conus.army.mil](mailto:AAA_FOIA@conus.army.mil)

FOIA requestors who have questions concerning the processing of their requests or are not satisfied with the response from the center, may contact the FOIA Public Liaison Officer, Mr. Dave Gallagher, at 703-681-4298 or e-mail to [foia\\_liaison@conus.army.mil](mailto:foia_liaison@conus.army.mil)

Not only is the USAAA responsible for processing FOIA requests for the USAAA Headquarters but also has oversight responsibility for the processing of FOIA request for records located at each of its field offices.

For more information, the FOIA Handbook can be accessed at the following link: [https://www2.arims.army.mil/rmdaxml/rmdadocuments/FOIA%20Documents/citizen\\_sguide\\_2006.pdf](https://www2.arims.army.mil/rmdaxml/rmdadocuments/FOIA%20Documents/citizen_sguide_2006.pdf)

### **IV. WHAT YOU NEED TO TELL US**

When making a FOIA request provide us the following information:

(a) your name, address, telephone number, and e-mail address where you can be reached during the day in case additional information is needed;

(b) write the words "FOIA REQUEST" on the envelope, email subject line or fax cover sheet;

(c) try to be as specific as possible in identifying the records you want to obtain. For example, provide a time frame in which documents were created, project/program name, applicable numbers for reports and other documents, organization involved, name of individuals involved, etc.;

(d) specify the format you wish the records provided in; i.e., paper copy, floppy disk, etc.;

(e) state your willingness to pay reasonable fees incurred during the processing of your request (as explained below).

## **V. THERE MAY BE COSTS INCURRED**

In accordance with provisions of the FOIA, requesters may be required to pay fees for obtaining and copying of requested records. The USAAA FOIA Program will advise you if your request will require the payment of fees. You may request a waiver or reduction of fees at the time you submit your initial request for records pursuant to the FOIA. The requester should state a limitation of the fees they are willing to pay. Please include in any waiver request relevant facts or arguments that might support the request for the fee waiver.

A requester may not file multiple requests at the same time, each seeking portions of records, solely in order to avoid payment of fees.

Should you wish to request other ARMY records you should go to the following website:

<https://www.rmda.belvoir.army.mil/rmdaxml/rmda/FPHomePage.asp>