

# GENERAL FREEDOM OF INFORMATION ACT (FOIA)/PRIVACY ACT (PA) REQUEST

## U.S. Forces Korea (USFK) FOIA/PA Office

Unit #15237, APO AP 96271-5237

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**Authority:** Title 5, United States Code (U.S.C.), 552, The FOIA, 32 C.F.R. 518, FOIA Program.

**Purpose:** To collect information from individuals requesting information under the FOIA and PA.

**Routine Use:** Information collected will be used to identify information requested under the FOIA/PA. Information may also be used and disclosed in accordance with 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, which incorporates the DoD "Blanket Routine Uses" published at: <https://dpcl.dod.mil/Privacy/SORNsIndex/Blanket-Routine-Uses/>.

**Disclosure:** Voluntary, however, failure to provide appropriate information can prevent the FOIA official from conducting a thorough record search.

In accordance with Title 5, U.S.C., Section 552a (Privacy Act of 1974) as implemented by DoDD 5400.11, October 29, 2014, DoD Privacy Act Program, protected personal information will not be disclosed from this form to any commercial enterprise or representative thereof or to any individual outside the Department of Defense.

### Please read the following:

1. The FOIA is not an investigative arm, nor can it respond to questions in reference to the documents the requester has received. The FOIA only provides the right to request **existing** documents from specific records and files of the Federal Government. After receipt of the requested information, the requester must then draw their own conclusions and take action as appropriate. The FOIA does not alter any information, provide opinions, confirmations, or proof of assumption of innocence or guilt contained within the report.
2. The requester understands that certain information may be redacted/withheld. This will include military or civilian personnel names, personal information, subject information, witness name(s), and any other third party information which could potentially violate the personal privacy of other individuals mentioned in the documents. Also, certain documents may be withheld or denied if the information contained are covered under any of the **nine (9) exemptions** of the FOIA and/or one of the three (3) exclusions provided by **Title 5 U.S.C. 552** (*i.e. classified information, sensitive but unclassified information, sensitive information, trade secrets, proprietary information*).
3. Please be aware that certain requested documents do not belong to USFK and are not releasable by USFK authority. The Initial Denial Authority (IDA) is/are release authorities for records that fall under their functional areas. Examples of documents that fall under the responsibility of an IDA are: Criminal Investigations; Judge Advocate, Equal Opportunity; Inspector General, etc. This is not an all-inclusive list of IDAs. Once the appropriate IDA has been identified, the responsive documents will be gathered by the USFK FOIA Office and then sent through the USFK Judge Advocate Office to the USFK IDA for action (concurrence or non-concurrence) and response to the requester.
4. If the requester seeks non-redacted copy of a request, the above action will be taken and directed to the appropriate IDA. Please be advised that requests for non-redacted documents may have considerably longer turn-around times due to the submission to higher authorities for processing.
5. Requesters may be required to show proof of identification upon submission of the request and/or prior to pick-up.
6. For more information on any USFK FOIA/PA related issues, please contact the USFK FOIA Office at the following:  
Commercial 011-82-503-355-4325; DSN (315) 755-4325; or email at [indopacom.humphreys.usfk.mbx.foia@army.mil](mailto:indopacom.humphreys.usfk.mbx.foia@army.mil)

# GENERAL FREEDOM OF INFORMATION ACT (FOIA)/PRIVACY ACT (PA) REQUEST

Requester's Name		Today's Date	
Mailing Address			
E-mail		Phone Number	
Delivery Method	<input type="radio"/> Mail <input type="radio"/> E-mail <input type="radio"/> Pick-Up		

Describe specific record(s) you seek with enough detail so that a knowledgeable official of the activity may locate the record(s) with a reasonable search effort. Please include approximate date(s) and location of incident(s), date of document creation, unit records custodian, contract number, and/or case number.

## FOIA Request Fees:

Requesters **MUST** have a *willingness* to pay for the requested documents (fees will not be assessed on documents that do not meet the 20-day regulatory time frame to fulfill the request). The USFK FOIA Office provides the first 100 pages and 2 hours of search time of documents at no cost to the Requester, but is authorized to charge \$.15 per duplication page after the first 100 pages. For more information regarding FOIA fees, please click [here](#).

Select one of the categories below in order to determine applicable fee.

- An individual seeking information for personal use and not for commercial use.
- A representative of the news media.
- Affiliated with a private corporation and am seeking information for use in the company's business.
- Affiliated with an educational or noncommercial scientific institution. This request is made for a scholarly or scientific purpose and not for commercial use.

Please indicate the dollar amount the requester is willing to pay:

## FOIA Request Fee Waiver:

In order to request a fee waiver, the requester **must** provide a justification to support the fee waiver (i.e. public interest, imminent threat to self or others). Fees charged are done so to cover partial costs of research, review by legal professionals, duplication and delivery costs. The USFK FOIA Office does not have the authority to grant fee waivers. Fee waiver requests will be processed through the IDA for their determination, which may cause significant delays in processing of the request. To determine if the requester falls under the fee waiver regulations, please click [here](#).

By signing below, the Requester understands the above statements.

Signature:

E-mail form to: [indopacom.humphreys.usfk.mbx.foia@army.mil](mailto:indopacom.humphreys.usfk.mbx.foia@army.mil)