

## FOIA Request Form

This form is for requesting, under the Freedom of Information Act (FOIA), documents located at the

Address: \_\_\_\_\_

Fax:

Email:

Requests for other documents should be sent directly to the Department of the Navy on the Navy Web site.

Requests for personal information require a signature and cannot be processed through this online form. Instead, please follow the Privacy Act Request Instructions (personal information includes, but is not limited to, information about current or former service members and employees of the Department of the Navy).

If you need copies of contract information, please read this definition of Releasable Contract Documents.

NOTE: Due to national security considerations, employee names and phone numbers are not releasable.

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The following information is required by 5 U.S.C. 552, "Freedom of Information Act" as amended on 2 October 1996 and implemented by Navy Instruction 5720.42F dated 6 January 1999.

Dear FOIA Officer:

This is a request filed under the Freedom of Information Act. I request:

### INSTRUCTIONS

RECORD(S) SOUGHT  
Select one of these  
(Required)

### DESCRIPTION OF RECORDS

Describe the specific record (s) you seek with enough detail so that a knowledgeable official of the activity may locate the record with a reasonable amount of effort. Such detail should include descriptive information, time-frame to be searched, names of officials or offices who may have knowledge of the records whereabouts,

### CREATE YOUR FOIA REQUEST

- a copy of the following documents be provided to me:
- documents containing the following information be provided to me:
- all documents containing information regarding the following topic be provided to me:

etc. Please be as specific as possible so that we can conduct an expeditious and thorough search for the records.

State your request for existing documents, rather than in a way that requires a response to question(s). FOIA does not require agencies to answer questions creatively, venture opinions, or conduct independent inquiries to satisfy questions from the public. The FOIA clearly states that records must exist at the time the request is submitted to be considered. Because most Navy records are not retained permanently nor centrally filed, the more information provided, the better opportunity there is to determine if the records would still exist and where. Our cut off date for document searches is normally the date the search begins.

Please indicate your preference by selecting one of these options:

If your request is limited to clearly releasable portions of the requested documents you may receive a response in a few days rather than weeks of delay. For example, a contract can be released immediately if unit prices and the subcontractor plan are excluded.

Yes. We are willing to limit our request to **clearly releasable** portions of the requested documents. However we reserve the right to submit a new request if we are not satisfied with your response.

Clearly releasable records are those which we routinely release. If you agree to accept "clearly releasable" records, we will collect the requested documents as quickly as possible. If neither the records custodian nor the originator object to their release, the documents or portions of documents will be provided immediately. For example, processing of requests for clearly releasable portions of documents created by contractors or potential contractors usually takes more than 60 days because we must comply with Presidential Executive Order 12600. Requesting "clearly releasable" portions is a time-saving measure that may result in getting information more quickly and at less cost.

No. We want the documents processed for public release in their entirety and reserve the right to appeal any redactions.

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In order to help to determine my status to assess fees, you should know that I am:

PURPOSE  
Select one of these.  
(Required)

- affiliated with a corporation or a state, local, or foreign government that is seeking information for a **commercial** profit or trade use, or an individual seeking information for a personal use that furthers my commercial or business interest.
  - an individual, including an affiliate of a corporation or a state, local, or foreign government, seeking access to **technical data** for any purpose, such as news gathering efforts, scholarly or scientific research, personal use, or a commercial profit or trade use.
  - an **individual** seeking information for personal use or affiliated with a non-profit, public interest group seeking information in furtherance of the group's interest and not for a commercial' profit or trade use.
  - affiliated with \_\_\_\_\_ an **educational** or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.
  - a representative of the **news media** affiliated with \_\_\_\_\_, and this request is made as part of a news gathering effort and not for commercial use.
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FEE / FEE WAIVER  
(Required)

Select one of these. 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, unless another amount is specified. Currently we charge for search, review and duplication costs. Actual cost is charged for technical data. The fee schedule is provided at enclosure (3) of SECNAVINST 5720.42E.

- I am willing and able to pay fees for this request up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.
- I am willing and able to pay fees for this **technical** data; up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first. However, I request a fee reduction upon my submission of proof that I actually submitted an offer in regard to the procurement action identified in the Fee Waiver Justification area of this form, such reduction to be the difference between calculating fees at the commercial rate and the technical fee rate. I further certify that I am a U.S. Citizen or affiliated with a U.S. Corporation, and that the technical data requested is required to enable me to submit an offer or determine whether I am capable of submitting an offer to the Government or a Government contractor to provide a product to which the data relates.
- I request a waiver of all fees for this request. Disclosure of the requested information to me 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 my commercial interest. My justification is in the next paragraph below.

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FEE WAIVER  
JUSTIFICATION

If you requested a fee waiver, please explain why you believe it is justified. The factors to be considered are listed under Waiver Criteria.

Agreements to pay fees are considered to be up to \$250, unless another amount is specified. Currently we charge for search, review and duplication costs. Actual cost is charged for technical data. The fee schedule is provided at enclosure (3) of SECNAVINST 5720.42E.

**WAIVER CRITERIA:** Requests for public interest fee waivers cannot be considered without a detailed justification addressing the following criteria:

**Subject of the Request.** Explain how the subject matter of the request involves issues which will significantly contribute to the public's understanding of Navy operations or activities.

**Informative Value of the Information to be Disclosed.** Explain how disclosure of non-exempt portions of the requested document will provide new, meaningful information about Navy operations or activities to the public.

**Contribution to Public's Understanding.** Explain how disclosure will have the potential to inform the public rather than the requester or a small segment of interested persons. Demonstrate your capability to disclose information in a manner informative to the general public. Describe your qualifications, the nature of the research, the purpose of the requested information, and the intended means of dissemination.

**Significance of the Contribution to Public Understanding.** Explain how disclosure of the requested document will be unique in contributing previously unknown facts, thereby enhancing public knowledge, and why disclosure will not basically duplicate what is already known by the general public.

**Commercial Interest.** Explain why disclosure of the requested document is not primarily in your commercial interest and will not benefit you personally.

Enter your justification in the text box:

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Thank you for your consideration of my request.

The following information is required by 5 U.S.C. 552, "Freedom of Information Act" as amended on 2 October 1996 and implemented by Navy Instruction 5720.42F dated 6 January 1999.

**COMPANY NAME**

(If Applicable)

**DIVISION NAME**

(If Applicable)

**YOUR NAME** (Required)

**HOW TO CONTACT YOU**

You must include your mailing address, if you wish to receive a response from us.

**YOUR E-MAIL ADDRESS**

(Optional)

**STREET ADDRESS**

(Required)

**CITY** (Required)

**STATE or COUNTRY**

(Required)

**ZIP or POSTAL CODE**

(Required)

**TELEPHONE**

(Optional)

**FAX NO**

(Optional)

**Please note:** Print this document for your records.

You will need to email a scanned image or fax a copy of this form to address listed on Page 1.

Our initial response to a request within 20 working days may not include responsive documents if content is protected by an exemption under Title 5 U.S.C 552. Release of documents may be denied or delayed several weeks for review by the Navy initial denial authority.

**PRIVACY ACT STATEMENT:**

**AUTHORITY:** 5 U.S.C. 301, Departmental Regulations and 5 U.S.C. 552, Freedom of Information Act (FOIA).

**PURPOSE:** To allow individuals to file electronic FOIA requests; to track all FOIA requests from receipt to response to compile statistics for the Annual FOIA Report; to research and respond to FOIA requests; to maintain case files to comply with records disposal requirements; and to maintain an administrative record to support any litigation.

**ROUTINE USE:** Requests are received, assigned a case number, routed to the appropriate office or organization for research and response, and filed in a case file. Requests that are transferred, receive a no records response, or granted in full are retained for 2 years and then destroyed. Requests that are denied in whole or in part are retained for 6 years and then destroyed.

**DISCLOSURE:** Voluntary. We seek your full name and postal mailing address so we may mail a response to you. Failure to provide this information may result in your request not being processed (this page does not capture email addresses).

Information collected by this form is also used for trend analysis and may be shared with law enforcement personnel. Information submitted may be retained indefinitely.