

FOIA Request Template:

Please read the document (2 pages) in its entirety before using the below template to create your FOIA request.

You can copy and paste the request template over into an email or another word document and attach it to an email. Send it to 6CS.SCBR@US.AF.MIL. The highlighted areas is what you will be filling out using your information or using one of the options given.

Under the Freedom of Information Act (5 U.S.C. & 522).

I, **Your Name**, am requesting the following records/documents: (**State what documents/records you are requesting as specifically as possible, including dates and timeframes**)

I **Copy/Paste one option from below**

do accept clearly releasable.

do not accept clearly releasable.

In order to help you determine my status for the purpose of assessing fees, you should know that I am **Copy/Paste one of the descriptions below**

a representative of the news media affiliated with the [] newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

affiliated with a private business and am seeking information for use in the company's business

I am willing to pay fees accrued during the processing of my request up to **\$\$**. If the estimated fees exceed **\$\$**, please inform me first before continuing to process my request.

My Contact Information is:

Institute Name (If applicable)

Current/valid physical mailing address

E-mail address

Phone number

Do not include the below information in your Request. It is just for your understanding and guidance.

Below are explanations of Clearly Releasable and Fee Assessment.

Do not include the below sections in your request.

*If you are a representative of the new media, please include your affiliation with said News Media

*If you are affiliated with an educational or noncommercial scientific institution, please include your affiliation with said institute and how the requested documents are for the benefit of the institute.

*Clearly releasable means that any 3rd party Personal Identifiable Information (PII) or any information that falls under one of the nine FOIA exemptions will be removed/redacted from any and all documents that may be found that are responsive to your request. Examples of PII include: Social Security Numbers, names of other individuals excluding yourself, email addresses, birth dates, phone numbers etc.

- This also allows for a faster processing time of your request as we will not have to send the documents to our Legal Office for review.
- If you do not accept clearly releasable you will still be provided the same documents with the same redactions, and the documents will also be routed through MacDill AFB 6 AMW/JA.
- If you do not agree with any redactions made you may place an appeal. Appeal information will be provided to you in your Final Letter that will be sent to you at the completion of processing your request.

*Applicable fees are the charges accrued from processing your FOIA request. Fees are based on the fee category and the costs of processing a FOIA. Fees are also waived when they are below \$25. **This is not a statement or prediction that your costs will be below or at \$25.**