

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 an individual seeking information for personal use and not for a commercial use.

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:

Your current/valid physical mailing address

Personal email

Phone number

Please attach a copy of your non-Government ID. (Ex. Drivers License or State ID). Do not use your CAC or your government email address. A FOIA request cannot be made in a government capacity it must be made as a civilian.

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.

*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. Based on the description of your request your fee category is "Other". Under this category, you will be provided the first two (2) hours of search time and the first one hundred (100) pages free of charge; you are required to pay any search and duplication costs over and above those amounts. 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.**