

AFLCMC/GBC, FOIA  
490 E. Moore Dr.  
Maxwell-Gunter AFB, AL 36114

Dear FOIA Manager

This is a request under the Freedom of Information Act (5 U.S.C. 552). I request that a copy of the following document(s) be provided: [Clearly identify the record(s) being sought. If known, provide office or unit and the date or time frame the records was/may have been created. Avoid vague terms such as “any” or “all documents” related to “key term”. A vague request will require clarification and may incur excessive costs for search and review of documents. (1) State if you are/are not requesting “clearly releasable” records. (2) State your requester category status for assessing fees. (3) Indicate your willingness to pay a minimum fee of \$25.00, or state if you are seeking a fee waiver and provide a justification (4). State if you are seeking an expedited request and provide your justification statement.]

Example: This is a request under the Freedom of Information Act (5 U.S.C. 552). I request that a copy of the following document(s) be provided: Performance Work Statement (PWS) and/or the Statement of Work (SOW) for contract FA123456C0009 issued to Company Name, LLC on 8/15/2019 with an expiration date of 8/31/2024. (Date Range for Record Search: From 06/26/2019 To 08/30/2019). I seek only clearly releasable information. I am affiliated with a private business, “company name) and I am seeking information for use in the company’s business. I am willing to pay fees for this request up to a maximum of \$100.00.

(1) Explanation: **For “clearly releasable” records, you accept as a “full release” responsive documents with/without redactions and no explanation for redactions.** We are not legally required to explain the FOIA exemptions used to justify the redactions in a “clearly releasable” request. This allows us to provide information to you faster. You can always appeal or start a new request for the same information with an explanation—if there are redactions to the “clearly releasable” documents. There is no problem if you are not willing to accept “clearly releasable” information!

(2) Explanation: Requester Category. I am a...

...**affiliated with a private business (commercial)** and am seeking information for use in the company’s business.

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

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

...**an individual (other)** seeking information for personal use and not for a commercial use.

(3) Explanation: Indicate a willingness to pay minimum fees of \$25.00 for processing the request and/or maximum you are willing to pay for the information, or if seeking a waiver provide an explanation. Fees are based on the requester’s category and the OPR’s government grade (pay rank/grade) who is tasked to search/review documents. [I am willing to pay a minimum fee of \$25.00 for processing this request.] [I am willing to pay fees for this request up to a maximum of \$100.00...]. Fees under \$25.00 are not charged. In the event the fee exceeds the willing amount, you will be contacted by the RSC before continue to process the request.

Category 1: Commercial. Requesters pay all search, review, and duplication.

Category 2: Educational or Noncommercial Scientific Institution or News Media. Requesters get the first 100 copies free and pay for additional copies.

Category 3: Others. Requesters get the first two hours of search and the first 100 copies free.

See example of component fee structure: <https://www.ecfr.gov/current/title-32/subtitle-A/chapter-1/subchapter-N/part-286/subpart-E> See DD Form 2086 for the DoD Fee structure.

(4) Explanation: Expedited Request

A requester may ask for expedited processing by providing a details statement demonstrating that the request involves:

- 1) Imminent threat to the life or physical safety of an individual.
- 2) An urgency to inform the public about an actual or alleged federal government activity.
- 3) Loss of substantial due process rights.
- 4) A matter of widespread and exceptional media interest in which there exists possible questions about the government's integrity which affect public confidence.

[DELETE]

Sincerely,

Name

Address

City, State, Zip Code

Telephone number

Email address [do not use a government Email to submit a FOIA request]