

The Freedom of Information Act. Written requests may be received by postal service, facsimile or electronically by logging on to <https://efoia-pal.usda.gov/>. Requests received by facsimile or electronically must have a mailing address included since it may not be practical to provide a substantive response electronically.

WHAT IS THE FOIA?

The Freedom of Information Act Program (DODR 5400.7) allows the general public including foreign citizens, military and civilian personnel acting as private citizens, to request records electronically or in writing from the Federal Government. Some records are released to the public under the Freedom of Information Act, and may therefore reflect deletion of some information in accordance with the FOIA's nine statutory exemptions or two law enforcement record exclusions. A consolidated list of such records is on Defense Link and the U.S. Air Force FOIA site. Currently the law allows 20 working days to process a FOIA request upon receipt of the request in the FOIA office.

WHO CAN SUBMIT A REQUEST

Members of the public, including foreign citizens, military and civilian personnel acting as private citizens, organizations and businesses, and individual members of the Congress for themselves or constituents, may request records in writing. It is important to remember that the Freedom of Information Act applies only to federal agencies. It does not create a right of access to records held by Congress, the courts, state or local government agencies, or by private businesses or individuals. Each state has its own public access laws that should be consulted for access to state and local records.

WHAT ARE THE FEES?

Fees are assessed depending on which group the request falls into:

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.

HOW TO MAKE A REQUEST

Send requests for Barksdale AFB records to Barksdale FOIA and Privacy Manager, 134 Davis Ave East, Barksdale AFB, LA 71110. Please ensure you mention "FOIA" and indicate a willingness to pay fees associated with the processing of your request or, in the alternative, why a waiver of fees may be appropriate. Written requests may be sent by postal service or facsimile. FOIA requests may also be submitted electronically through the Public Access link located at <https://efoia-pal.usda.gov/>.

Requests must have a mailing address included since it may not be practical to provide a substantive response electronically.

FOIA requesters who have questions concerning the processing of requests with Barksdale AFB Requester Service Center should call (318) 456-8980. If you are not satisfied with the response from the

Barksdale AFB center, contact the Air Force FOIA Public Liaison, Ms. Anh Trinh, at (703) 614-8500 or e-mail usaf.pentagon.saf-cn.mbx.af-foia@mail.mil

RELEASE OF EMAIL ADDRESSES

Air Force policy is to deny requests for lists of e-mail addresses (both personal and organizational) using FOIA exemption (b)(2)(high). We also rely on FOIA exemption (b)(6) when denying lists of personal e-mail addresses. High (b)(2) protects internal information, the disclosure of which would risk circumvention of a statute or agency regulation. Because DoD e-mail systems are to be used only for official and authorized purposes, the addresses are considered primarily internal. The regulations at issue that could be circumvented include DoD and AF regulations that require us to limit use of e-mail to authorized purposes, and to protect the security of your computer and information systems. Exemption (b)(6) protects information that if released would permit a clearly unwarranted invasion of personal privacy. This does not prohibit an organization from including a single e-mail address on a Web page of in correspondence.

FOIA OFFICE

Barksdale FOIA and Privacy Manager

134 Davis Ave East

Barksdale Air Force Base, LA 71110

Commercial: (318) 456-8980

DSN: 781-8980