UNITED STATES ARMY CADET COMMAND
FREEDOM OF INFORMATION ACT REQUEST FORM

Today's Date: _____

PRIVACY ACT STATEMENT:

AUTHORITY:	5 U.S.C. SECTION 552, PUBLIC LAW 104-231, EO 13392; AR 25-55; AR 25-22
PRINCIPAL PURPOSE(S):	To provide another means for filing a request under the Freedom of Information Act and Privacy Act (5 U.S.C. § 552) Or under the Privacy Act (5 U.S.C. § 552a).
ROUTINE USES(S):	None. The 'Blanket Routine Uses' set forth at the beginning of the DOD's Systems of Record Notices also applies to this system.
DISCLOSURE:	Voluntary. However, failure to provide all required information could lead to delay for inadequate data

SECTION I - REQUESTOR INFORMATION

Name: First _____ MI _____ Last _____
Mailing Address 1: _____
Address 2: _____
City: _____
State: _____
Zip: _____
Telephone (Including area code): _____
E-Mail Address: _____
Note: Government/state e-mail addresses or equipment may not be used for FOIA request.

SECTION II - DESCRIPTON OF RECORDS

Describe the specific record(s) you seek with enough detail so the appropriate agency/activity may locate the record with a reasonable amount of effort.

Note 1: The detail should include the type of records or documents, description of the information sought, agency or unit in which record or documents may be located, dates or timeframe, and any unique identifying information such as a report or case number. If your request is vague or too broad, we may ask you to be more specific, and this will delay the processing of your request.

Note 2. The Freedom of Information Act is not an investigative arm, nor can it respond to a requestor's questions. The FOIA cannot create records to satisfy one's request. The FOIA only provides you the right to request federal government records from specific documents, records, and files of the federal government.

SECTION III - INDIVIDUAL STATUS

Select one of the required items below: In order to help determine my status to assess fees, you should know that I am:

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

☐ a representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.),

☐ this request is made as part of news gathering and not for a commercial use.

☐ affiliated with an educational or non-commercial scientific institution. 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.

SECTION IV – FEE/WAIVER

Note 1: FOIA requesters may be required to pay fees to cover some or all of the costs of processing their requests. If a fee is incurred more than the maximum fees you are willing to pay, you will be notified in advance if the charges will exceed the specified amount, and may withdraw or modify your request. This may also avoid unnecessary delays and additional correspondence.

Note 2: By making a FOIA request you must indicate your willingness to pay all fees up to $25.00 or those up to a specified amount unless you have been granted a fee waiver. We will confirm this agreement in our acknowledgement letter.

Select one of the required items below:

☐ I am willing 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, and advise me how much it will cost to process.

☐ 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.

SECTION V - FEE WAIVER JUSTIFICATION

If you request a fee waiver, explain why it is justified. Note: Make sure you address each element of the U.S. Army's Fee Waiver Regulations. These regulations are in Title 32 of the Code of Federal Regulations in Section 518.19
https://www.gpo.gov/fdsys/pkg/CFR-2012-title32-vol3/xml/CFR-2012-title32-vol3-sec518-19.xml

SECTION VI – MEDIA TYPE REQUEST

☐ Electronic –Email Attachment
☐ USPS-CD-ROM
☐ USPS-Hard Copy

SECTION VII – CONTACT INFORMATION

Please provide an original and legible hand written signature. Legal representative must present an original proof of legal representation.

Thank you for considering my request.

Sincerely,

Signature_____ Date _____

This form can be mailed and/or e-mailed to:

Department of the Army
U.S. Army Cadet Command
Attn: Freedom of Information Act Officer
1307 3rd Ave
Fort Knox, KY 40121-2725
Official Business 690

Or

usarmy.knox.usacc.mbx.hq-foia@army.mil

Print Reset Form