

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
20 August 2009

*Fort Sill Supplement 1 to AR 25-55

Information Management: Records Management
THE DEPARTMENT OF THE ARMY FREEDOM OF INFORMATION ACT PROGRAM

Summary. This supplement provides policy on the appointment and processing of Freedom of Information Act request on Fort Sill.

Applicability. This supplement is applicable to all Fort Sill organizations.

Suggested Improvements. The proponent of this supplement is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, Administrative Services Division (ASD), 4700 Mow-Way rd, Ste 128, Fort Sill, OK 73503.

Distribution. This supplement is distributed solely through the DHR, ASD Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

*This publication supersedes USAFACFS Suppl 1 to AR 25-55, 11 March 1992.

AR 25-55, 1 November 1997, is supplemented as follows:

Page 2, paragraph 1-301. Control System. Add the following subparagraphs:

a. The DHR is responsible for policy and procedures for the prompt and efficient processing of Freedom of Information Act (FOIA) requests. The Fort Sill FOIA Official is located in the ASD and is the point of contact for all FOIA requests.

b. Offices receiving requests for information or records made under the provisions of the FOIA will forward requests to ASD for processing.

Page 3, paragraph 1-500, Compliance with the FOIA. Add the following subparagraphs:

a. Heads of organizations/directorates will—

(1) Designate FOIA Coordinator for activities under their jurisdiction and forward a copy of the appointment to the FOIA Official.

(2) Act on all taskers from the FOIA Official within the time frames indicated. If additional time is needed, the FOIA Coordinator will contact the FOIA Official and obtain approval to extend the original suspense date. Activities are required to meet FOIA tasker suspense dates.

(3) Ensure a review of all information/records is conducted for an initial releasability determination before forwarding to the FOIA Official. Use exemptions listed in AR 25-55, Chapter III, Section 2, (paragraph 3-200) to determine releasability. If information must be removed from the document, the appropriate exemption number must be placed in the location where the data was removed (for example, "exemption 6.").

(4) Ensure the FOIA Coordinator provides two copies of the documents when the documents are released. If the document is in electronic format, provide only one copy of the document via electronic mail or other electronic medium. Provide documents in PDF whenever possible.

(5) Ensure the FOIA Coordinator provides two copies of the unsanitized document and two copies of the sanitized document when the document contains nonreleasable information. If the document is in electronic format, provide only one copy of both documents via electronic mail or electronic medium. Provide documents in PDF wherever possible.

(6) Include the reasons why the information is not releasable in the reply back to the FOIA Official.

b. The FOIA Official will submit a FS Form 796 (Freedom of Information Act Staff Action) when requesting FOIA documents. This form requires the FOIA Coordinator to include the time involved in processing the request. If you have questions, contact the FOIA Official.

Page 16, paragraph 5-204, Response to Requester. Add the following at the end of paragraph a:

Only the FOIA Official located in ASD is designated to reply to a FOIA request.

Appendix A References

Section I Required Publications

AR 25-55

The Department of the Army Freedom of Information Act Program

Section II Related Publications

DoD 5400.7-R

DOD Freedom of Information Act Program

Section III Prescribed Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Fort Sill Form 796

Freedom of Information Act Staff Action

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

AR
Army Regulation

ASD
Administrative Services Division

DA
Department of the Army

DHR
Directorate of Human Resources

FA
Field Artillery

FOIA
Freedom of Information Act

USAFACFS
United States Army Field Artillery Center and Fort Sill

IMWE-SIL-HRA



RAYMOND P. LACEY
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Internet