

Department of the Army
Headquarters, U.S. Army Garrison
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Fort Sill, Oklahoma 73503
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*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 Road, Suite G06, Fort Sill, OK 73503.

Distribution. This supplement is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/USAG/publications.html>.

*This publication supersedes Fort Sill Supplement 1 to AR 25-55, The Department of The Army Freedom of Information Act Program, 8 August 2012.

- 1. Purpose.** This supplement provides policy on the appointment and processing of Freedom of Information Act request on Fort Sill.
- 2. References.** Required and related publications and forms are listed in appendix A.
- 3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this regulation are explained in the glossary.
- 4. Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR) 25-400-2, The Army Records Information Management System (ARIMS) and DA Pamphlet 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the ARIMS website: (<https://www.arims.army.mil/arims/Default.aspx>).

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. Personnel requesting documentation under the FOIA can utilize Fort Sill Form 794a, Freedom of Information Act Request Letter, located at the following link:
<http://sill-www.army.mil/USAG/forms.html>

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 orders 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) and the two new added exemptions not listed in current regulation (**10 USC 130e, to protect DoD critical infrastructure security information, and 10 USC 2254a, to protect Military Flight Operations Quality Assurance information**) 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 un-sanitized document and two copies of the sanitized document when the document contains non-releasable 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 794, Freedom of Information Act Staff Action, when requesting FOIA documents. This form, which is also located at the same link in paragraph 3a above, 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 directly to FOIA requests from the requesting individuals/officials.

**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

DA Form 2086

Record of Freedom of Information (FOI) Processing Cost

**Section IV
Referenced Forms**

Fort Sill Form 794A

Freedom of Information Act Request Letter

Fort Sill Form 794

Freedom of Information Act Request Letter

Glossary

Section I Abbreviations

AR
Army Regulation

ASD
Administrative Services Division

DA
Department of the Army

DHR
Directorate of Human Resources

DoD
Department of Defense

FOIA
Freedom of Information Act

NDAA
National Defense Authorization Act

USC
United States Code

IMSI-HRA



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