

**BY ORDER OF THE COMMANDER  
OFFUTT AIR FORCE BASE**

**DOD5400.7RAFSUP\_ACC SUP  
OFFUTT AFB**



**Supplement  
6 MARCH 2008**

**Communications and Information**

**DOD FREEDOM OF INFORMATION ACT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 55 CS/SCSF  
Supersedes DoD 5400.7R\_Offutt AFB Sup  
1, 30 December 2000

Certified by: 55 CG/CC  
(Colonel Boykin B. Jordan Jr.)

Pages: 11

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**DoD 5400.7-R\_AF SUP, 24 June 2002; ACC SUP 1, 11 February 2003, are supplemented as follows:** This supplement establishes policies and procedure governing the receipt, processing, and transmission of Freedom of Information Act requests. This supplement does not apply to the Air National Guard, Air Force Reserve Command units, United States Strategic Command (USSTRATCOM) and the Air Force Weather Agency (AFWA), except when referring Freedom of Information Act requests. It applies to tenant units serviced by approved host-tenant support agreements identifying FOIA services. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (to be replaced by AFMAN 33-363), and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Contact supporting records managers as required. All documents and records that are part of a Freedom of Information Act request will be handled and protected as "For Official Use Only" (FOUO), except those requests required to be handled under security classification standards when properly classified. This publication requires collection and maintenance of information subject to the Privacy Act of 1974. The authority to collect and maintain this information is 5 U.S.C. 552, Freedom of Information Act as implemented by Air Force Supplement to DoD 5400.7R, 5 U.S.C. 552a, *Privacy Act of 1974*, AFI 33-332, *Privacy Act Program*, 10 U.S.C. 8013 and E.O. 9397 (SSN). System of records

notices F033 AF A and F033 AF B apply.

### ***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.**

This publication has been significantly revised and requires complete review. This revision updates program requirements for mailing of FOIA documents, identifies procedures for processing of requests using the FOIA/PA Community of Practice website, updates unit routing locators where applicable, adds sample submitter notification letter, and adds instructions for processing of contract FOIA requests on the Offutt AFB FOIA/PA Community of Practice website. Direct any questions to 55 CS/SCSF (FOIA) at 294-9994.

C1.5.3.6.1. (AF) (ACC) FOIA requests will be digitally uploaded to the Offutt AFB FOIA/PA Community of Practice (CoP) web site or hand delivered to Office(s) of Primary Responsibility (OPR) designated as responsive action office(s). OPR(s) will upload all completed FOIA paperwork to the CoP or hand carry the request with required paper records and forms to the FOIA office, or contact the FOIA Office for pickup upon completion of required actions. FOIA requests WILL NOT be sent through the Base Information Transfer System (BITS) under any circumstances. FOIA requests are to be handled and protected as “For Official Use Only” (FOUO) information. Required security standards must be applied when classified documents and records are part of a FOIA request.

C1.5.3.6.7. (Added) The action office will make contact with requesters to clarify issues in regards to specific records requested, willingness to pay limits or narrowing/amending the scope of the request. The FOIA Office will handle issues dealing with response dates and appeal actions. The action office should receive written confirmation from the requester for any amendments to original FOIA request. If it is determined that the request for information can be processed as a functional request for information (information that is releasable outside of the FOIA ) or the requester no longer desires to have the request processed, the requester must submit a written notice to the action office and the FOIA office to cancel the FOIA request.

C1.5.3.6.8. (Added) Action office(s) will complete DD Form 2086, *Record of Freedom of Information (FOI) Processing Cost*; or DD2086-1, *Freedom of Information (FOI) Processing Cost for Technical Data*; AF Form 2519, *All Purpose Checklist*, overprint (contract FOIA requests only) and provide a memorandum summarizing the recommended release/denial actions for the requested documents. The action office must also identify if any parts of the requested documents have been superseded, become obsolete or no longer exist. Action offices will also identify if any special information sensitivity designations can be removed from the documents prior to returning FOIA request. The action office must identify the applicable exemption(s) being applied for each page of a document when denying portions of or entire documents. Example: Page 1--Partial Denial - Exemption (b)(6). Offices uploading completed FOIA documents to the CoP may use a memorandum format or the redaction software note’s feature.

C1.5.3.6.9. (Added) Action offices providing paper documents in response to FOIA requests will annotate “BEST COPY AVAILABLE” on those documents where legibility of the documents resulting from age, type of paper, reproduction, or conversion to portable document format (.pdf) file has diminished the overall quality of requested records.

C1.5.3.6.10. (Added) Action offices will include a statement as part of the memorandum review

summary that responsive records are complete in terms of the pages provided. Additionally, when multiple documents are provided as responsive records, the action officer (AO) will provide an index indicating the specific page number group that comprises each responsive record. If one or more individual records do not exist, or have been superseded by another document, a statement explaining the reason-selected records were not provided in response to the request will be included in the AO response (Example 1: Modification number 21 replaced modification numbers 3 and 8 to contract SP0XXX-XX-XXXX); (Example 2: An abstract of offers list does not exist for this contract because one was not prepared).

C1.5.3.6.11. (Added) Action office memorandums summaries for contract documents will include a statement as to whether the contracting squadron AO concurs or does not concur with the recommendations provided by the submitter. Differences of opinion will include the specific reason(s) a disagreement exists.

C1.5.3.7. (AF) (ACC) The 55th Communications Squadron Freedom of Information Act/Privacy Act Office (55 CS/SCSF, Stop Code 2040) serves as the Freedom of Information Act single point of service for Offutt AFB organizations and supported tenant units.

C1.5.3.7.1.1. (AF) The FOIA Office will use the web-based Air Force Freedom of Information Act Tracking System (AF FACTS) to account for and control FOIA requests.

C1.5.3.7.1.2. (AF) (ACC) A blanket legal review covers all FOIA requests that ask for base telephone directories, organizational charts or economic impact analysis reports. Blanket legal reviews will be recertified every two years unless policy doctrine changes or status of applicable records warrant a review before the two-year period expires.

C1.5.3.7.1.3. (AF) The Freedom of Information Act Officer will serve as the disclosure authority for requests that are determined to be fully releasable, no records responses and requests identifying a willingness to accept the clearly releasable portions of a requested record with exempted portions of the record obliterated or digitally removed by the FOIA office. In the absence of the FOIA Officer, the individual designated to serve as the Acting FOIA Officer will serve as the FOIA disclosure authority. Group/squadron commanders or civilian equivalents will serve as organizational recommending denial authorities and sign referral actions for recommended partial or total denial actions for records under their ownership. The FOIA Officer is also authorized release documents only requiring action to remove individual signatures, social security numbers, e-mail addresses, bank account information, tax identification number, or other third party information from documents under the provisions of the Privacy Act of 1974 or current Department of Defense information protection policy prior to release. Requests will be handled as recommended denial actions if there other portions of the requested record being recommended for withholding action.

C1.5.3.7.1.8. (AF) (ACC) (Added) The following organizations are required to designate a point of contact for handling and processing of Freedom of Information Act requests due to the number of requests received for information originating from the identified organizations: 55th Security Forces Squadron Administration and Reports function, 55th Civil Engineer Squadron, 55th Medical Group Clinical Records and Family Advocacy functions, 55th Contracting Squadron, and 55th Wing History Office. Training presentations are available for access and download at <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-SC-AC-40-13&Filter=OO-SC-AC-40>.

C1.5.3.7.3. (AF) The FOIA Office will submit addition, modification, and deletion requirements to the Office of Public Affairs who will build requirements to the FOIA section of the installation public web site. Links functionality will be checked by the FOIA Office on a bi-monthly basis and updated links information provided to Public Affairs when required. Updated data calls for documents residing in the Electronic FOIA Reading Room will be accomplished annually or as the need warrants.

C1.5.7.2. (AF) If the request stipulates information is to be provided in an electronic format and/or a particular software application, the action office should provide the records in that media, unless circumstances such as computer language, non-availability of the software media or other reasons exist that prevent the format of the request from being honored.

C1.5.9.4. (AF) The FOIA Office will process requests for tenant units where the Host-Tenant Agreement (HTSA) supplier services identify the requirement to provide FOIA services. The FOIA Office will also provide partial or total FOIA services when the parent MAJCOM of a non-supported tenant unit requests direct assistance due to geographic separation or other issue.

C1.5.9.4.1. (Added) FOIA requests will be mailed to the HQ ACC final denial authority and requesters via First Class Mail or 2-3 day United Parcel Service (UPS), whichever is the least expensive means, to avoid delays in receiving and processing FOIA requests. The FOIA Office will attach the "*FIRST CLASS MAIL/2-3 DAY UNITED PARCEL SERVICE*" placard to identify mailing requirements to the servicing postal center. The servicing postal center will complete the postage fees placard and return it to the FOIA Office for inclusion in final cost computations.

**C1.5.12. (AF) Records Management.** Action offices will retain record copies of responsive records submitted in response to FOIA requests according to the standard Air Force records disposition schedule.

**C1.5.15. Honoring Form or Format Requests.** Requesters asking for PDF as the media of choice for responsive records released will have documents copied to a CD-ROM disk and mailed to the address shown on the FOIA request disk because supporting e-mail configuration cannot transmit large PDF files.

**C1.5.16. (Added)** Organizations and functions which have been contracted out, or who are part of an A-76 government employee Most Efficient Organization (MEO) will conduct records searches and provide responsive records to FOIA requests for information resources under provisions stated in the records management contract clause of the *Federal Acquisition Regulation (FAR)* for which the government holds ownership. Records internal to commercial contractors are not subject to this supplement. Government statutory time limits for Freedom of Information Act processing actions will be complied with.

C2.1.2.4.2.4. (AF) The Offutt AFB Electronic FOIA Reading Room is available by accessing the Offutt AFB Public Domain Internet at <http://www.offutt.af.mil/library/foia.asp>.

C2.1.2.4.2.4.1. (Added) Any requested document determined to be fully releasable and has general public interest shall be uploaded as part of the Electronic FOIA Reading Room. Document formats will be those software applications that are common to most business and home computer systems. The 55th Wing Public Affairs Office will review all information prior to placement on the public domain web page. The Government Purchase Cardholder listing will be void of individual cardholder names due to issuance of information security policy originating

from the Department of Defense. The 55th Contracting Squadron will make fully releasable versions of contracts available for posting to the Offutt public domain website or access via link from the Offutt public webpage to Fed Biz Ops at <http://www.fedbizopps.gov/> when entering the last option period of performance. The purpose is to give interested parties public access to the releasable contract information preparation for re-solicitation of a replacement contract. The Comptroller Squadron shall provide the yearly Economic and Impact Analysis report for upload.

C2.1.2.4.2.4.2. (Added) Contracted or MEO functions will provide frequently asked for government owned records in the format requested for placement in the Offutt AFB Electronic FOIA Reading Room upon demand from the FOIA Office. Corporate owned records are not eligible for placement in the Electronic Reading Room.

**C3.1.1. General.** E-Mail communications containing information subject to one or more of the nine standard exemptions will display the required warning statement as the first part of the e-mail, or where otherwise designated for other media when information is transmitted or displayed. E-mail warning statements are part of the standard logon script for the Microsoft applications under "*E-mail Statements*" portion of the menu bar or are found by clicking the "insert" feature; clicking on "more" and then selecting the statement of choice.

C3.2.1.1.2. (AF) Requests for former Headquarters Strategic Air Command (SAC) history records will be referred to AFHRA, 600 Chennault Circle, Bldg 1405 Maxwell AFB, AL 36112-6424 for action and direct response to the requester. Requests for records owned by tenant unit Intelligence activities will be referred to the Air Intelligence Agency (AIA), 102 Hall Blvd, STE 246, Lackland AFB, TX 78243-7009.

C3.2.1.6.2.2.2. (ACC) The FOIA Office will send semiannual routinely deployable/sensitive unit validation notice with the applicable information to review to designated organizations upon receipt from HQ ACC FOIA Office. Office will respond in writing with any changes or specific request to remove organization from the list. Copies of the listing will be furnished to the SJA and Military Personnel Systems functions.

C5.2.6.3.5. (AF) The FOIA Office will notify requesters of contract documents regarding additional response time considerations such as submitter notification and input when the request is initially received and as circumstances warrant thereafter. Requesters will also be notified if a significant amount of FOIA requests have been received resulting in their request placed in the complex processing cue. Requesters will be given an anticipated response date for requests not expected to be processed within the required statutory time requirements. Requesters will also be given the opportunity to narrow the scope of the request or cancel the request if the anticipated response date does not meet their need.

C6.1.5.2.4. (AF) Action offices will contact the requester in writing to obtain a revised willingness to pay fees above the original amount stated based on estimated costs to search for, review and reproduce responsive records. Action offices should use caution when determining fee calculations to ensure a reasonable standard of fairness has been applied to the chargeable fee estimates. Upon review of the action office fee estimations, the FOIA office can reduce or increase the fee estimates based on known standards of time for completing FOIA processing actions.

C6.2.1. (ACC) Collection of Fees. The FOIA Office will hand carry all fees received for processing of FOIA requests to the servicing Defense Finance and Accounting Office using DD

Form 1131, *Cash Collection Voucher*. Fees will be forwarded within three (3) business days from date of receipt, or the next business day thereafter if the servicing activity is not available to conduct business transactions. Fees not received within specified 30 days will have a second notice prepared identifying placement on the HQ ACC FOIA Delinquent Payment List and transfer of the outstanding amount to the applicable Defense Finance and Accounting Service for collection. The HQ ACC FOIA Office will be furnished the requester's name, case number, amount owed and copies of all documentation pertaining to outstanding chargeable fees.

AP7.18. (Added) Sample Letter of Notification to Submitter Identifying Receipt of Freedom of Information Act Request.

MEMORANDUM FOR (*Submitter's Mailing Address*)

FROM: 55 CONS

101 Washington Square

Offutt AFB NE 68113-2107

SUBJECT: Request for Contract Information under the Freedom of Information Act

(Reference Contract (*identify contract number*))

We have received a request under the Freedom of Information Act from (*name of requester and company*) for a copy of (*identify the specific contract documents being requested*).

If the identified contract has been previously requested, we will identify the previous request actions to you (*show previous request history, if any*).

To determine the releasability of the information contained in these documents and to give you the maximum protection under the law, please review the attached documents and give us the information outlined in attachment 2. If you feel the information is exempt from disclosure, identify by item, line, column, etc. those portions you believe meet the requirements of Exemption 4 of Title 5, United States Code, Section 552 (b). Preferably, the information should be bracketed using a software application such as *Redax* or *Adobe Professional*. *If you are using an application other than the ones identified, please contact our office to determine if any compatibility issues exist.* Place a red square around the selected information you are recommending not be released. If an entire page is being recommended for denial, use the associated software feature such as "redact page." In addition, we need full written justification how release would adversely impact or cause harm to your competitive position or commercial interests. The justification should cite applicable case law or other pertinent precedent as it applies to your specific contract. An assertion such as "all information was submitted in confidence and must be denied" is not an adequate justification of denial. Use the "comments" feature to insert your justification on the applicable page. This will then create a summary listing identifying all of your recommendations. If you submit your recommendation in letter format, you must address each individual page (i.e. Page 1- Release; Page 2- Partial Denial- Exemption (4) and your specific justification for applying the exemption). You must identify whether the government has permission to remove any proprietary information sensitivity warnings from pages which contain such warnings. This only applies to pages being recommended for full release.

If you do not have the capability to use the aforementioned software applications, annotate a paper version of the contract documents with your recommended denial actions in “red pencil” (DO NOT USE INK, MARKER, and OR OTHER PERMANENT DEVICE). Also, DO NOT OBLITERATE INFORMATION BEING RECOMMENDED FOR DENIAL.

We need your response not later than (*15 calendar day suspense*). Contact us via e-mail (*provide e-mail address*), fax (*identify fax number*), or return correspondence at the earliest opportunity. If an extension is required, you must contact the Freedom of Information act Office via e-mail at [Offutt.FOIA@offutt.af.mil](mailto:Offutt.FOIA@offutt.af.mil).

If you fail to respond to this (*letter, e-mail, fax*) by the stated suspense date, we will consider your non-response to mean that you have no objection to public release of the attached (*identify records*) in their entirety.

Sincerely

(Base Contracting Official Signature)

Attachments:

1. Requested records (Paper Version/CD-ROM Disk)
2. Requirements of Title 5 USC 552(b)(4) Extract

From DoD 5400.7R/AFSUP 1/Appendix 11

FOIA Case # XX-XXX

#### AP9.6. Processing a Request for Contract Documents using the FOIA/PA CoP.

AP 9.6.1. Step 1. FOIA Office accepts and uploads request, suspense memorandum, and request history summary to the CoP at <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-SC-AC-40-11-7&Filter=OO-SC-AC-40>. Other forms and sample letters used to process the request are preloaded on the CoP and appear after the last suspense folder posted on “Contract Processing” link.

AP 9.6.2. Step 2. The FOIA Office transmits an e-mail to the Contracting Squadron identifying there are new FOIA requests requiring processing action and assigns a suspense date.

AP 9.6.3. Step 3. The Contracting Squadron POC assigns the FOIA request(s) to the applicable CONS Action Officer for the contract documents being requested.

AP9.6.4. Step 4. The CONS Action Officer reviews the requester’s letter and the request history summary.

AP9.6.5. Step 5. Does Offutt AFB own the contract? If yes, continue to the next step. If no, identify the applicable owning agency for the contract by inserting a memorandum in the CoP with the required information. The FOIA Office will notify the requester to resubmit a new FOIA request to the respective agency and close the request, or refer the request to the applicable owning activity for the contract.

AP9.6.6. Step 6. Does the information already exist as an official or vital record? Does it exist in multiple locations or sources requiring consolidation into a single record? If no, prepare a “no records” response as the government is not required to create a new record in response to a FOIA

request. If it is cost effective to collect, assemble and create a record versus extracting information from many sources, the action office may create the record providing it is responsive to the request.

AP9.6.7. Step 7. Are the contract documents still current? If yes, continue to the next step. If no, has the contract expired and been disposed of according to the Air Force records disposition schedule? If yes, identify the table and rule from the records disposition schedule and upload information into the CoP. The FOIA Office will then staff the answer through Staff Judge Advocate and respond to the requester with a “no records” response. If a new contract has replaced the expired one, provide the information to the requester and afford them the opportunity to request the new contract. Has the contract been archived to the Base Staging Area until eligible for disposition? If yes, retrieve the document and continue to the next step in the process. If it is determined no records exist as it pertains to the information identified in the FOIA request, identify no contract exists under the number identified. Upload information into the CoP and the FOIA Office will prepare a “no records” response to the requester.

AP9.6.8. Step 8. Is any portion or all of the requested documents available through public domain channels such as Fed Biz Ops <http://www.fedbizopps.gov/>? If yes, the CONS Action Officer should contact the requester and provide them the necessary public domain source for obtaining the documents and obtain written notification to cancel the request. If only a portion of the requested documents are available, have the requester amend the request to ask for only the documents that cannot be obtained via public domain channels.

AP9.6.9. Step 9. Have the requested documents previously been requested and released? If no, the CONS Action Officer will proceed to Step 10. If yes, the FOIA Officer will contact the requester to see if they will accept the clearly releasable portions of the previously released documents. If the requester accepts the option, the FOIA Officer obtains written validation from the requester and then downloads the final release version documents and the legal review from the CoP historical section of the CoP. The FOIA Office then prepares the final transmittal memorandum and mails the requested documents to the requester. If the previously released documents match exactly to the records identified the requester’s letter, then no requester validation is required and the documents and transmittal memorandum are mailed to the requester. If the requester declines the clearly releasable portions of the documents previously released, then the FOIA Officer provides the previously released documents to CONS to be processed under the new request. Submitter notice is not required unless new contract documents created since the last FOIA release was made for the contract.

AP9.6.10. Step 10. Once it has been determined that responsive records exist for the FOIA request, the CONS Action Office must now review the request and contract summary memorandum from the FOIA Office to see if submitter review is required for any or all responsive records. If all requested records are government owned, no submitter input is required. The CONS Action Officer reviews the documents and applies the necessary exemptions to the documents using the redaction software feature and inserting the proper exemption code into the bracketed area. The CONS Action Officer also uses the redaction software notes feature to enter the specific reason the exemption was applied. Cost figures are then entered onto the DD Form 2086 for any search and review cost. Cost of document conversion to PDF is an administrative expense not chargeable to the requester. The contract document and DD Form 2086 are then uploaded into the respective CoP contract folder. The

FOIA Office is notified the information has been uploaded to the CoP. The FOIA Office in turn notifies the Staff Judge Advocate the request is ready for legal review.

AP9.6.11. Step 11. If a portion of or the entire document of the requested record is submitter owned the CONS action officers must forward a submitter notification memorandum to the contract owner NLT 5 business days after receiving the initial suspense action. The CONS action officer must also include a copy of Appendix 11 to DoD 5400.7R and a copy of the requested records. This information may be sent electronically providing the information memory volume will allow for the transmission. The CONS action officer should obtain some type of written verification the submitter received the FOIA package to avoid problems and lost time should it be discovered the submitter did not receive the initial package.

AP9.6.12. Step 12. The submitter has a maximum of 30 calendar days to review the requested records and make recommendations regarding release and/or denial of the information. Recommendations must be supported using one or more of the nine standard exemptions outlined in DoD 5400.7R. The submitter cannot use Appendix 11 verbiage as a justification to deny information. If an extension is required, the submitter must request such action in writing from the Freedom of Information Act Office. If a response from the submitter is not returned to the CONS within the stated 30 calendar days and no extension has been requested and approved, the CONS action officer must attempt to validate status of requested action. If the subsequent attempt to obtain a response meets with negative results, the CONS action officer can interpret the non-response to mean that there is no objection to the full release of any of the information being requested and the action shown in Step 9 can be followed. If contact is made with the submitter, the CONS will instruct the submitter to provide the CONS Action Officer with their response within five business days or the lack of a response will be interpreted to mean no objection to the full release of the information.

AP9.6.13. Step 13. Upon receipt of the submitter's response, the CONS Action Officer will review the recommendations made to the responsive record and determine agreement or disagreement with the proposed actions. Instances where the submitter has not recommended removal of individual signatures or e-mail addresses does not constitute a disagreement. The CONS action officer then uploads a PDF file of the responsive records to the computer desktop and then performs the following redaction actions to the record:

AP9.6.13.1. If the request is for multiple parts of the contract, the CONS Action Officer will create a single document by using the insert pages feature of redaction or Adobe software application. The CONS Action Officer must also furnish an index identifying where requested record item is located (i.e. Basic contract, pages 1-30; Mod 1 pages 31-40; unsuccessful bidders list, pages 41-43).

AP9.6.13.2. Draw a red box around all information recommended for denial. When recommending entire pages for denial, the action officer will use the "redact page" symbol and place it in the corner of the page(s) being recommended for denial.

AP9.6.13.3. The CONS Action Officer then inserts the applicable exemption code inside the red box.

AP9.6.13.4. Add a note box to the outside of the red box with an explanation regarding why the identified exemption applies. Any reasons for disagreement with the submitter are also entered into the notes box area. If the not box feature is not used, the CONS Action Officer must furnish

a separate memorandum with a page-by-page summary of the recommended actions and applicable exemption codes.

AP9.6.13.5. Upon completion of the redacted document, the CONS Action Officer saves the contract documents as contract XXXX with an R to signify it is the redacted version of the contract. The contract is then loaded on the CoP along with the ACC Form 142 (if used), DD Form 2086, submitter documentation, and any supporting documents created during the recommendation process. NOTE: To maintain file identity and integrity, uploaded CoP documents must be named/titled in a manner that clearly identifies the document and the case it is associated with. Use the following document name/title proceeded by the FOIA Case number as they apply to the FOIA request.

AP9.6.13.5.1. FOIA Request XX-XXX

AP9.6.13.5.2. Envelope image (if applicable) XX-XXX

AP9.6.13.5.3. Submitter Notification (Name of Company optional) XX-XXX

AP9.6.13.5.4. Submitter Response (Name of company optional) XX-XXX (Include all attachments provided by the submitter)

AP9.6.13.5.5. Contract XXXXXXXXXXXX (R) XX-XXX

AP9.6.13.5.6. Legal Review XX-XXX

AP9.6.13.5.7. DD Form 2086 XX-XXX

AP9.6.13.5.8. Referral Notification XX-XXX

AP9.6.13.5.9. Requester Notice of Referral Action XX-XXX

AP9.6.13.5.10. Other supporting documentation. Documentation should be specific as to subject matter and show case number (included in this category are extension requests, clarification actions, and other communications impacting on the processing of the request).

AP9.6.14. Step 14. Once all documents have uploaded to the CoP, the CONS action officer sends an e-mail to the FOIA Office notifying them that FOIA request is ready for legal review. The FOIA Office reviews the information uploaded to the CoP. The FOIA Office will fix any minor omissions, but if the corrections required are significant, the FOIA Officer will send an e-mail to CONS identifying the FOIA request has been returned for corrective action. Normally, three to five days will be allotted to perform corrective actions.

AP9.6.15. Step 15. Once the FOIA request has been determined to ready for the legal review, the FOIA Office sends a request for legal review e-mail to the SJA notifying them there a FOIA request on the CoP that is ready for a legal review.

AP9.6.16. Step 16. The SJA conducts a legal review and provides the legal review on a separate summary. If corrections are required, the actions shown in Step 14 will be followed. Upon completion of the legal review, the FOIA Office generates and submits the recommended denial memorandum for the Contracting Squadron command authority to sign. Upon receipt of the signed copy of the memorandum, the FOIA office uploads the memorandum along with the requester notification of referral action memorandum to the CoP. The files in the CoP are then placed in a zip file and uploaded to the HQ ACC FOIA CoP.

JAMES J. JONES, Brigadier General, USAF  
Commander