

Effective 31 August 1990

Information Management: Records Management

The Department of the Army Freedom of Information Act

This original version of this supplement was first published on 12 June 1990.

This UPDATE printing publishes a new Change 2, which is effective 31 December 1995. The strikethrough and underscore method is used for the portions of the text that are changed.

For the Commander:

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Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

Summary. This publication supplements AR 25-55, 10 January 1990.

Applicability. This supplement is applicable to all personnel within the United States Army Recruiting Command.

Impact on New Manning System. This supplement does not contain information that affects the New Manning System.

Contents

Add paragraph 1-502.1 after paragraph 1-502. USAREC Procedures • 1-502.1

Paragraph 1-100.1, References (Army)

Add subparagraph (5) after subparagraph c(4).
(5) USAREC Fm 679 (Freedom of Information Act and Privacy Act Request Control Record).

Paragraph 1-100.1, References (Army)

Add subparagraph d after subparagraph c(5).
d. Related form. DD Form 1131 (Cash Collection Voucher).

Paragraph 1-501, Openness with the Public

Add subparagraphs c through e after subparagraph b.

c. No one within this command has authority to deny a proper request for records made under the FOIA.

d. The United States Army Recruiting Command (USAREC) point of contact for matters concerning FOIA requests is the Chief, Administrative Services Branch, Information Management Directorate (DSN ~~464-0849~~ 536-0031 or commercial (502) ~~624-0849~~ 626-0031). All correspondence concerning FOIA that requires action by this headquarters will be forwarded to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726, with FOIA written in bold letters on the outside of the envelope.

e. USAREC Fm 679 (Freedom of Information Act and Privacy Act Request Control Record) (fig 1-1) will be used to log and track requests for information.

Supplementation. Further supplementation of this regulation is prohibited. This supplement is current until further notice from this headquarters.

Suggested improvements. The proponent agency of this supplement is the Office of the Director of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended

Add paragraph 1-502.1 after paragraph 1-502.

1-502.1 USAREC Procedures

All FOIA requests which are received by any staff element of Headquarters, United States Army Recruiting Command (HQ USAREC) will reflect the date of receipt, mark as an FOIA request if not already clearly identified as such, and hand-carry to the Administrative Services Branch (RCIM-RMP-AS) for assignment of suspense to the staff element having functional staff responsibility for the requested subject matter. Requests will be processed in accordance with DOD 5400.7-R or this regulation and supplement, as appropriate.

a. Director of Information Management will:

(1) Monitor the FOIA Program for USAREC.

(2) Designate an FOIA officer for USAREC.

The name, office, and telephone number of the FOIA officer will be furnished to USAISC (AS-OPS-MRA), Room 1146, Hoffman Building I, ALEX VA 22331-0301.

b. The FOIA officer will:

(1) Ensure that all FOIA requests are processed in accordance with DOD 5400.7-R or this regulation and supplement, as appropriate.

(2) Draft final replies to FOIA requests for records and information, based on information provided by directors and special staff section chiefs.

(3) Provide replies to ~~Command Legal Counsel Staff Judge Advocate~~ for review if necessary.

(4) Dispatch a reply to requestor within 10 working days of the date request is received by the FOIA officer.

(5) Prepare and submit the annual report to

Changes to Publications and Blank Forms) directly to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726.

Distribution. Distribution of this supplement has been made in accordance with USAREC Pam 25-30, B plus. Plus equals 2 HQDA (SAIS-PS). This supplement is published in the Recruiting Company Operations and Administration UPDATE.

HQDA as required.

(6) Forward documents not released to requestor to the appropriate IDA for determination of release. Included will be a copy of the response to the requestor, clean copy of document in question, sanitized copy of the document in question, recommendation of release with justification of appropriate exemptions, and a local legal opinion.

(7) Maintain a suspense file and approve extensions of suspense dates pertaining to FOIA requests. (However, an extension of the mandatory time limits can only be granted by the IDA at HQDA listed in paragraph 5-200.)

(8) Develop, review, and update internal HQ USAREC policies and procedures for FOIA matters.

(9) Serve as principal advisor to HQ USAREC staff elements regarding FOIA matters.

(10) Establish procedures to expedite the receipt, processing, and routing of FOIA within HQ USAREC.

(11) Ensure that personnel assigned to or employed in the HQ USAREC Mail and Distribution Section are fully knowledgeable of procedures for processing and routing FOIA requests.

(12) Provide assistance, as needed, to the United States Army Recruiting Support ~~Command Battalion~~, recruiting brigades, and subordinate elements thereof to include effecting the necessary coordination involved in reviewing and approving all FOIA actions requiring referral to an IDA.

(13) Make disposition of collections. On receipt of payment, DD Form 1131 (Cash Collec-

*This supplement supersedes USAREC Supplement 1 to AR 340-17, 17 April 1989.

tion Voucher) will be prepared in six copies. The check together with all copies of DD Form 1131 will be hand-carried and turned in to the Director of Resource Management and Logistics, HQ USAREC.

(14) Maintain detailed accounting of the number of FOIA requests and other costs attributable to compliance with the FOIA. USAREC Fm 679 will be used.

c. ~~Command Legal Counsel Staff Judge Advocate~~ will:

- (1) Advise the FOIA officer as necessary.
- (2) Appoint a point of contact for FOIA actions.
- (3) Provide a legal review on all records forwarded to IDA for determination of release.

d. Directors and chiefs of special staff offices will:

(1) Forward all FOIA requests received directly to HQ USAREC (RCIM-RMP-AS) for suspense control.

(2) Provide all records or information which responds to FOIA requests to the FOIA officer, provided:

(a) The report or record is on file within the office concerned or is reasonably available.

(b) The report or record originated within or was prepared by the office or a subordinate element thereof.

(c) The subject matter is within the purview of the office even though the request was misdirected to HQ USAREC and must be forwarded to another Army element or Government agency and the requestor so informed.

(3) Appoint one or more individuals to act as the office point of contact for FOIA actions. The name and office telephone number of the point of contact will be provided to HQ USAREC (RCIM-RMP-AS).

e. ~~Recruiting brigades, and recruiting battalions, and the United States Army Recruiting Support Battalion~~ will:

(1) Contact Chief, Administrative Services Branch, Information Management Directorate at DSN ~~464-0849~~ 536-0031 or commercial (502) ~~624-0849~~ 626-0031, on receipt of all FOIA requests, for coordination and reply to the requestor.

(2) Designate a primary point of contact for FOIA matters. The name, office, and telephone number of the point of contact will be furnished to HQ USAREC (RCIM-RMP-AS). Changes will be furnished as they occur.

(3) Maintain a detailed accounting of FOIA requests and costs attributable to comply with the FOIA.

~~f. The United States Army Recruiting Support Command will coordinate all FOIA requests with the FOIA or Privacy Act coordinator, Military District of Washington.~~

Paragraph 1-503, Prompt Action on Requests

Add subparagraph e after subparagraph d.

e. Immediately upon receipt of a request for inspector general records under the FOIA, the Office of the Inspector General, HQ USAREC, will be notified telephonically (DSN ~~464-0265~~ or

~~8700-536-0391~~ or commercial (502) ~~624-0265~~ or ~~8700-626-0391~~). Callers should immediately identify the purpose of the call as FOIA action. Coordination will be close and continuous until completion of action.

Paragraph 4-501, Disposal

Add subparagraph c after subparagraph b.

c. Before disposing of any FOUO materials, contact HQ USAREC (RCIM-RMP-AS) for instructions.

Glossary

Add the following terms alphabetically.

HQ USAREC

Headquarters, United States Army Recruiting Command

USAREC

United States Army Recruiting Command

FREEDOM OF INFORMATION ACT AND PRIVACY ACT REQUEST CONTROL RECORD
 (For use of this form see USAREC Suppl 1 to AR 25-55)

FOIA OR PA	DATE RECEIVED	CONTROL NUMBER ASSIGNED	NAME AND ADDRESS OF REQUESTOR	DESCRIPTION OF REQUEST	ACTION OFFICE	SUSPENSE DATE	FINAL ACTION TAKEN AND DATE OF RESPONSE	FEES COLLECTED	
								ACCT CLASS AND VOUCHER NO.	AMOUNT
PA	5 Jan 93	1-93	John Doe 125 Lincoln Ave. Mt. Prospect, IL 60065	Report of Investigation	ES	8 Jan 93	Referred to RCIM-RMP-AS, notified requestor 12 Jan 93.	0	0
FOIA	8 Jan 93	2-93	Kyle Lyle Square H.S. Square, NY 60073	Name of enlistees from Square H.S.	RO	11 Jan 93	Letter sent to requestor explaining why request was forwarded to IDA-- 14 Jan 93.	0	0
↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
					If referring request to another office within local unit to obtain information (in pencil).		Describe what was sent to requestor and the date it left the unit. Describe what was sent to IDA and date it left the unit.		
	Date request arrived in unit.	Numerical designation.	Complete address.	Brief description of requested materials.		Date that request be returned from local office to which it was referred (in pencil).		Annotate the accounting classi- fication and voucher numbers for any fees collected.	
Self explanatory.									Total amount received.

Figure 1-1. Sample of a completed USAREC Fm 679