

FREEDOM OF INFORMATION/PRIVACY ACT

The Fort Jackson Garrison administers the Freedom of Information Act (FOIA) and Privacy Act (PA) Programs in compliance with 5 USC 552 and 552a, 32 CFR 518 and 505, DOD 5400.7-R, DOD 5400.11-R, AR 25-55, and AR 340-21.

The public has a right to information concerning the activities of its Government.

What is a FOIA/PA request?

A FOIA request is a written request for DOD records, made by “any person”, including a member of the public (U.S. or Foreign citizen), an organization, or a business, but not including a Federal agency or a fugitive from the law that either explicitly or implicitly invokes the FOIA, DOD Directive 5400-7, or DOD Component supplementing regulations or instructions. Requests may also be made through an attorney or other representative on behalf of “any person”.

What should I include in a FOIA/PA request?

- Your name, complete address and telephone number.
- The subject of the request and a reasonable description of the record being sought.
- A declaration stating willingness to pay accessible fees.

How do I submit a FOAI/PA request?

FOIA/PA requests must be in writing. You may do this by the following:

Mail or fax a letter to

Directorate of Human Resources

ATTN: Freedom of Information Officer

5450 Strom Thurmond Blvd, Room 216

Fort Jackson, South Carolina 29207-5208

Telephone:

803-751-5335

Fax: 803-751-5111

Email a request to: usarmy.jackson.imcom-hq.mbx.dhr-foia@mail.mil or patricia.kellyjohnson@us.army.mil

How long does it take to process a Freedom of Information Act request?

The Electronic Freedom of Information Act Amendments of 1996 increased the time limit from 10 working days to 20 working days for agencies to respond to FOIA requests. If a FOIA request cannot be answered within 20 working days, both AR 25-55

and DOD 5400-7-R contains a provision for providing an interim reply until a final answer can be obtained/processed.