



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5720.1

G-1

30 JUL 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 5720.1

From: Commanding General  
To: Distribution List

Subj: FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES FOR HANDLING  
REQUESTS FOR PUBLIC DISCLOSURE OF RECORDS HELD BY MARINE  
CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
(MCIEAST-MCB CAMLEJ) COMMANDS

Ref: (a) SECNAVINST 5720.42F  
(b) 5 U.S.C. §552  
(c) E.O. 13392, FOIA  
(d) DoD Directive 5400.7, "DoD Freedom of Information Act  
(FOIA) Program," September 29, 1997 (NOTAL)  
(e) SECNAVINST 5211.5E  
(f) SECNAV M-5210.1

Encl: (1) MCIEAST-MCB CAMLEJ Freedom of Information Act Request  
Form  
(2) Form DD 2086, Record of Freedom of Information (FOI)  
Processing Cost

Report Required: Annual Freedom of Information Act Report  
(Report Symbol DD-5720-25) par. 6

1. Situation. To establish procedures for handling FOIA requests (enclosure (1)) for MCIEAST-MCB CAMLEJ commands, as defined by the references, and to outline procedures for the submission of reports as required by reference (a).

2. Cancellation. MCIEASTO 5720.1A and BO 5720.1A.

3. Mission. To ensure activities act promptly on all requests for Federal records and process such requests pursuant to the references. The references provide amplified instructions for compliance and implementation when processing such requests, and outlines fee procedures (enclosure (2)), which will be followed to cover expense(s) incurred when providing such records to requesters under the FOIA.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Direct and oversee the FOIA Program to ensure compliance with the policies and procedures that govern administration of the program. Reference (a) gives specific denial authority to the Commanding General (CG), MCIEAST-MCB CAMLEJ.

(2) Concept of Operations. All personnel within MCIEAST-MCB CAMLEJ and tenant commands shall fully comply with the requirements of references (a) through (e), in order to safeguard personal information resident in systems of records. Only information reasonably necessary to accomplish a purpose or mission, required by higher authority, will be kept on any individual. Additionally, consideration must be given to the length of time such information is required. Reference (f) provides appropriate instructions for retention and disposal of records.

b. Subordinate Element Missions

(1) Assitant Chief of Staff (AC/S), G-1 shall:

(a) Be designated by the CG as the initial denial authority for MCIEAST-MCB CAMLEJ and subordinate commands.

(b) Establish a FOIA Requester Service Center and appoint a FOIA Public Liaison to ensure appropriate communication with FOIA requesters. The FOIA Public Liaison shall serve as a supervisory official to whom a FOIA requester can raise concerns about service provided by MCIEAST-MCB CAMLEJ and Installation FOIA offices.

(c) Appoint a MCIEAST-MCB CAMLEJ FOIA Coordinator to perform the duties as outlined for MCIEAST-MCB CAMLEJ.

(2) MCIEAST-MCB CAMLEJ FOIA Coordinator shall:

(a) Act as the point of contact on MCIEAST-MCB CAMLEJ FOIA matters.

(b) Process all partial and full denials for MCIEAST-MCB CAMLEJ commands for release.

(c) Create and maintain a MCIEAST-MCB CAMLEJ FOIA web page. Ensure MCIEAST-MCB CAMLEJ reading room materials are Placed in the activity's electronic reading room.

(d) Work closely with the activity's webmaster to ensure that the information placed on the website does not violate references (a), (d), and (e).

(e) Review proposed legislation and policy recommendations that impact the FOIA and provide comments to the Commandant of the Marine Corps (CMC) (ARAD).

(f) Review reference (a) and provide recommended changes/comments to the CMC (ARAD).

(g) Routinely conduct random staff assistance visits/reviews/self-evaluations at the MCIEAST-MCB CAMLEJ level and installation level, to ensure compliance with FOIA.

(h) Maintain a list of Installation Command FOIA Coordinators, to include full name, address, and telephone (office and fax), on the MCIEAST-MCB CAMLEJ website. Identify Coordinators as "FOIA Coordinators".

(i) Maintain an Electronic FOIA Log (database) to capture and maintain data for the following:

1. Receive all initial FOIA requests directed to MCIEAST-MCB CAMLEJ seeking to obtain access to records maintained in the files of MCIEAST-MCB CAMLEJ.

2. Process installation FOIA requests where the installation records custodian/subject matter expert has expressed concern with regard to public disclosure of the responsive document(s) under FOIA.

(j) Ensure the files maintained by MCIEAST-MCB CAMLEJ commands reflect complete administrative records, as required by references (a) and (b), and FOIA request files, the FOIA Log, and other related records are maintained for the timeframes required by reference (e).

(k) Reply in writing to requesters within five days with an acknowledgement letter informing them their request has been received.

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(l) Installation annual reports are due to the MCIEAST-MCB CAMLEJ FOIA Coordinator by 10 October each year. MCIEAST-MCB CAMLEJ will ensure the proper collection of FOIA annual reporting statistics at both the MCIEAST-MCB CAMLEJ and installation levels and prepare a consolidated MCIEAST-MCB CAMLEJ FOIA annual report to be submitted by 15 October to Headquarters, U. S. Marine Corps (HQMC) each year.

(m) Ensure training is provided to installation FOIA Coordinators on FOIA responsibilities and practices within the MCIEAST-MCB CAMLEJ constituency and keep abreast of new developments in FOIA policy/practices, and pass this information along to installation FOIA personnel. FOIA processing guidance and assistance will be provided to installation FOIA personnel on a case-by-case basis as issues arise. The MCIEAST-MCB CAMLEJ FOIA Coordinator acts as intermediary between installation FOIA personnel and HQMC FOIA.

(n) Ensure FOIA processing time frames are in compliance with statutory/regulatory compliance.

(o) Maintain a list of all MCIEAST-MCB CAMLEJ Command FOIA Coordinators. Provide a copy of the Systems of Records Notice that allows them to maintain their records. Also coordinate any proposed system additions, deletions, amendments, or alterations with HQMC FOIA/Privacy Act Section (ARSF).

(3) MCIEAST-MCB CAMLEJ Installation Commanders shall:

(a) Forward all partial and full denials to MCIEAST-MCB CAMLEJ FOIA Coordinator for release, in a timely manner.

(b) Maintain a FOIA Electronic Log (database) to capture and maintain FOIA data.

(c) Ensure the files maintained reflect complete administrative records, as required by references (a) and (d), and that FOIA request files, the FOIA Log, and other related records are maintained for the timeframes required by reference (e).

(d) Reply in writing to requesters within five days with an acknowledgement letter informing them that their request has been received.

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(e) Provide annual reports to the MCIEAST-MCB CAMLEJ FOIA Coordinator by 10 October each year.

(f) Reply, in writing, to the requester, within 20 working days after receipt of a request. If an extension of time is required in which to respond, the Installation FOIA Coordinator will forward the extension letter to the requester prior to the 20 working days due date.

(g) Create and maintain an Installation FOIA web page. Ensure Installation reading room materials are placed in the activity's electronic reading room.

(4) Commanding Officers/Department Heads shall:

(a) Ensure that personnel are fully aware of the necessity to be responsive to FOIA requests.

(b) Notify the MCIEAST-MCB CAMLEJ FOIA Coordinator by telephone or email if an extension is needed, and provide a date the FOIA is anticipated to be completed.

(c) Assign an action officer to coordinate all requirements regarding Installation FOIA requests with the Installation FOIA Coordinator.

(5) MCIEAST-MCB CAMLEJ Staff Judge Advocate (SJA)/Eastern Area Counsel Office (EACO) shall: Provide legal guidance on FOIA requests as required. Provide legal guidance in respective areas of cognizance for all cases in which questions arise pertaining to the legality of providing or denying a record. Respective areas of cognizance for providing FOIA advice are:

(a) SJA. Military law, general standards of conduct matters, standards of conduct matters related to military personnel, and all other matters except those falling under the cognizance of counsel.

(b) EACO. All appropriated and non-appropriated contract and procurement law matters, civilian personnel law cases, business and commercial law aspects of patent, copyright, royalty, trademark, and other intellectual property matters, environmental and land use law matters, procurement integrity and other standards of conduct matters affecting civilian

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employees, all commercial and business law litigation involving the command, and all commercial and business law aspects of acquisition, custody, disposal, management, and taxation of real and personal property.

5. Administration and Logistics

a. The AC/S, G-1 has cognizance over the MCIEAST-MCB CAMLEJ FOIA Program.

b. Requesters can fax enclosure (1) to the MCIEAST-MCB CAMLEJ FOIA Coordinator at (910) 451-1265, or mail the request to the following address:

COMMANDING GENERAL  
(ATTN: MCIEAST-MCB CAMLEJ FOIA COORDINATOR)  
MCIEAST-MCB CAMLEJ  
PSC BOX 20005  
CAMP LEJEUNE, NORTH CAROLINA 28542-0005

c. Enclosure (1) is also located on the following website:  
[https://navalforms.documentservices.dla.mil/formsDir/\\_MCIEAST-MCB\\_CAMLEJ\\_G-1\\_ADJ\\_57\\_4955.pdf](https://navalforms.documentservices.dla.mil/formsDir/_MCIEAST-MCB_CAMLEJ_G-1_ADJ_57_4955.pdf)

d. The action activity will route documents pertaining to partial and full denials. The action activity will notify the requester that the documents have been routed.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ subordinate commands, and General and Special Staff Department Heads.

b. Signal. This Order is effective the date signed.

  
J. W. CLARK, JR.  
Deputy Commander

DISTRIBUTION: A/B/C

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REPORTING REQUIREMENT DD-5720-25 ARAD

# MCIEAST-MCB CAMLEJ FREEDOM OF INFORMATION ACT REQUEST FORM

## PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice NM05720-1 FOIA Request/Appeal Files and Tracking System (April 2, 2008, 73 FR 17961) 5 U.S.C. 552, the Freedom of Information Act, as amended. **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397 (SSN); and Secretary of the Navy Instruction 5720.42F, Department of the Navy Freedom of Information Act Program. **PRINCIPLE:** Individuals who request access to information under the provisions of the Freedom of Information Act (FOIA) or make an appeal under the FOIA. **PURPOSE:** To track, process, and coordinate individual requests for access and amendment of personal records; to process appeals on denials of requests for access or amendment to personal records; to compile information for reports, and to ensure timely response to requesters. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE: MANDATORY** for computer matching.

Commanding General  
Attn: G-1 (FOIA Coordinator)  
Marine Corps Installations East-Marine Corps Base Camp Lejeune  
PSC Box 20005  
Camp Lejeune, NC 28542-0005

Date REQUESTER completed this form: \_\_\_\_\_

**FREEDOM OF INFORMATION ACT (FOIA)** (Attorney/Environmental/Investigations, Military Police Incident Reports pertaining to but not limited to: assault, breaking and entering, drugs, domestic assault, burglary and theft)

I am willing to pay the fees above \$15.00 for the processing of my request in the amount of: \_\_\_\_\_

**Case Information: (Print or type clearly)**

PMO Records Indicate:

Information requested: (Describe information requested and where to locate the information)  CLEOC (Electronic Report)  All Documents

Requester or Client's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Names of all persons involved: \_\_\_\_\_

Date of incident (DD MMM YY): \_\_\_\_\_ Location of Incident: \_\_\_\_\_

**Requester Contact Information: (Print or type clearly)**

Rank: \_\_\_\_\_ Name: \_\_\_\_\_

Address (Barracks Personnel: Enter CO, BN, CMD) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Do you want to pick up the report or have it mailed to you?  PICK UP  MAILED  E-MAIL \_\_\_\_\_

(Requester's Name (PRINT)) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

AGENCY STAMP

(Signature of Requester or agent)

(Signature required for records containing personal information)

**"I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct".**

**PLEASE NOTE:** This office has twenty (20) working days in which to provide a response to a FOIA Request. Depending on current workloads, information requested, dates and/or accidents etc...the response time may vary.

**"FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE"**

Any misuse or unauthorized release of personal information could result in both civil and criminal penalties.

You may return this request by faxing it back at (910) 451-1265 or e-mail to FOIA.MCIEAST@usmc.mil

Submit by Email

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST				REPORT CONTROL SYMBOL DD-DA&M(A)1365			
Please read instructions on back before completing form.							
1. REQUEST NUMBER	2. TYPE OF REQUEST (X one)	3. DATE COMPLETED (YYYYMMDD)	4. ACTION OFFICE				
	a. INITIAL    b. APPEAL						
5. CLERICAL HOURS (E-9/GS-8 and below)		FEE CODE	(1) TOTAL HOURS	(2) HOURLY RATE		(3) COST	
a. SEARCH		1		X	\$20.00	=	0.00
b. REVIEW/EXCISING		2				=	0.00
c. OTHER ADMINISTRATIVE COSTS		3				=	0.00
6. PROFESSIONAL HOURS (O-1 - O-6/GS-9-GS-15)/CONTRACTOR			(1) TOTAL HOURS	(2) HOURLY RATE		(3) COST	
a. SEARCH		1		X	\$44.00	=	0.00
b. REVIEW/EXCISING		2				=	0.00
c. OTHER/COORDINATION/DENIAL		3				=	0.00
7. EXECUTIVE HOURS (O-7 - ES 1 and above)			(1) TOTAL HOURS	(2) HOURLY RATE		(3) COST	
a. SEARCH		1		X	\$75.00	=	0.00
b. REVIEW/EXCISING		2				=	0.00
c. OTHER/COORDINATION/DENIAL		3				=	0.00
8. COMPUTER SEARCH			(1) TOTAL TIME	(2) RATE		(3) COST	
a. MACHINE TIME (Not PC, desktop, laptop)		4		X		=	0.00
b. PROGRAMMER/OPERATOR TIME (Human)						=	
(1) Clerical Hours		1			\$20.00/hr	=	0.00
(2) Professional Hours		1			\$44.00/hr	=	0.00
9. OFFICE MACHINE COPY REPRODUCTION			(1) NUMBER	(2) RATE		(3) COST	
a. PAGES REPRODUCED FOR FILE COPY		3		X	.15	=	0.00
b. PAGES RELEASED		5			.15	=	0.00
10. PRE-PRINTED PUBLICATIONS			(1) TOTAL PAGES	(2) RATE		(3) COST	
a. PAGES PRINTED		5		X	.02	=	0.00
11. COMPUTER PRODUCT OUTPUT/ACTUAL COST CHARGES			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. TAPE/DISC/CD		6		X		=	0.00
b. PAPER PRINTOUT		3				=	0.00
12. OTHER ADMINISTRATIVE FEES			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. ALL POSTAGE/ADMINISTRATIVE (See instructions)		3		X		=	0.00
13. AUDIOVISUAL MATERIALS			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. MATERIALS REPRODUCED		4		X		=	0.00
14. SPECIAL SERVICES			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. ALL SPECIAL SERVICES (See instructions)		6		X		=	0.00
15. MICROFICHE REPRODUCED				X	.25	=	0.00
FEE CODES			16. FOR FOI OFFICE USE ONLY				
1 Chargeable to "commercial" requesters. Chargeable to "other" requesters after deducting 2 hours.			a. TOTAL COLLECTABLE FEES				
2 Chargeable to "commercial" requesters only.			\$0.00				
3 Not chargeable to any fee category.			c. TOTAL CHARGED				
4 Chargeable to "commercial". Chargeable to "other" after deduction of the equivalent of 2 hours. (Example: deduct \$88.00 professional rate.)			d. FEES WAIVED/REDUCED (X one)				
5 Chargeable to all fee categories after deduction of 100 pages (DOES NOT include "commercial").			Yes    No				
6 Chargeable to all fee categories. No deductions.			e. FEES NOT APPLICABLE (X one)				
			Yes    No				
See Chapter 6, Fee Schedule, DoD 5400.7-R, to determine appropriate assessment of fees.							



## INSTRUCTIONS FOR COMPLETING DD FORM 2086

*This form is used to record costs associated with the processing of a Freedom of Information request.*

- 1. REQUEST NUMBER** - First two digits will express Calendar Year followed by dash (-) and Component's request number, i.e., 03-001.
- 2. TYPE OF REQUEST** - Mark the appropriate block to indicate initial request or appeal of a denial.
- 3. DATE COMPLETED** - Enter year, month and day, i.e., 20031001.
- 4. ACTION OFFICE** - Enter the office processing this request.
- 5. CLERICAL HOURS** - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:
- Search - Time spent in locating from the files the requested information.
- Review/Excising - Time spent in reviewing the document content and determining if the entire document must retain its classification or segments could be excised thereby permitting the remainder of the document to be declassified. In reviews for other than classification, FOI exemptions 2 through 9 should be considered.
- Other Administrative - Time spent in activity other than above, such as hand carrying documents to other locations, restoring files, etc.
- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.
- 6. PROFESSIONAL HOURS** - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:
- Search/Review/Excising/Other - See explanation above.
- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.
- 7. EXECUTIVE HOURS** - For each applicable activity category, enter the time expended to the nearest 15 minutes in the total hours column. The activity categories are:
- Search/Review/Excising/Other - See explanation above.
- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

- 8. COMPUTER SEARCH** - When the amount of government-owned (not leased) computer processing machine time required to complete a search is known, and accurate cost information for operation is available, enter the time used and the rate. Then, calculate the total cost which is fully chargeable to the requester.

- Programmer and operator costs are calculated using the same method as in Items 5 and 6. This cost is also fully chargeable to requesters as computer search time.

- 9. OFFICE COPY REPRODUCTION** - Enter the number of pages reproduced and/or released.

- Multiply by the rate per copy and enter cost figures.

- 10. PRE-PRINTED PUBLICATIONS** - Enter total pages.

- Multiply the total number of pages by the rate per page and enter cost figures.

- 11. COMPUTER COPY** - Enter the total number of tapes and/or printouts.

- Multiply by the actual cost per tape or printout and enter cost figures.

- 12. OTHER ADMINISTRATIVE FEES** - Covers postage (when known), correspondence preparation, other non-billable charges not covered under Items 5 - 7, etc.

- 13. AUDIOVISUAL MATERIALS** - Duplication cost is the actual cost of reproducing the material, including the wages of the person doing the work.

- 14. SPECIAL SERVICES** - Covers items outside of the FOIA such as authenticating records at \$5.20 per seal, overnight mail at cost, and other services for which the requester agrees to reimburse the agency.

- 15. MICROFICHE REPRODUCED** - Enter the number of copies and multiply by the rate per copy.

- 16. FOR FOI OFFICE USE ONLY** -

**Total Collectable Fees** - Add the blocks in the cost column and enter total in the total collectable fees block. Apply the appropriate waiver for the category of requester prior to inserting the final figure. Further discussion of chargeable fees is contained in Chapter VI of DoD Regulation 5400.7-R.

**Total Processing Fees** - Add all blocks in the cost column and enter total in the total processing fees block. The total processing fees in most cases will exceed the total collectable fees.

**Total Charged** - Enter the total amount that the requester was charged, taking into account the fee waiver threshold and fee waiver policy.

**Fees Waived/Reduced** - Indicate if the cost of processing the request was waived or reduced by placing an "X" in the "Yes" block or the "No" block.

**Fees Not Applicable** - Indicate if the cost of processing the request was not applicable by placing an "X" in the "Yes" block or the "No" block.