UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

AIR STATION ORDER 5720.2F

From: Commanding Officer
To: Distribution List

Subj: FREEDOM OF INFORMATION ACT PROCEDURES FOR HANDLING REQUESTS FOR
        PUBLIC DISCLOSURE OF RECORDS HELD BY MARINE CORPS AIR STATION
        BEAUFORT, SOUTH CAROLINA

Ref: (a) SECNAVINST 5720.42F
        (b) SECNAVINST 5211.5E
        (c) MCIEAST-MCB CAMLEJO 5720.1
        (d) DoD Manual 5400.07
        (e) 5 U.S.C. §552

Encl: (1) MCAS Beaufort Freedom of Information Act Request Form
        (2) Form DD 2086, Record of Freedom of Information (FOI)
            Processing Cost

1. <u>Situation</u>. To establish procedures for handling Freedom of Information
Act (FOIA) requests for locally held records, as defined by the references
and enclosures, and to outline procedures for the submission of reports as
required by reference (a).

2. <u>Cancellation</u>. ASO 5720.2E W/CH1

3. <u>Mission</u>. To ensure action officers act promptly on all requests for
federal records and process such requests pursuant to the references. The
references provide amplifying instructions for compliance and implementation
when processing such requests and outlines fee procedures that will be
followed to cover expenses incurred in providing such records to requesters
under FOIA. Reference (b) is applicable in certain instances. Reference (c)
gives specific denial authority to the Commanding General, Marine Corps
Installations East (MCIEAST) and identifies the responsibilities of
subordinate unit commanders and local Public Affairs officers when confronted
with FOIA requests.

4. <u>Execution</u>

    a. <u>FOIA Officer and Coordinator</u>. Coordinate matters pertaining to the
FOIA for Marine Corps Air Station (MCAS) Beaufort. As the overall
coordinator for the FOIA, the Public Affairs Officer (PAO) will:

        (1) Direct and oversee the FOIA Program to ensure compliance with the
policies and procedures that govern administration of the program and receive
annual training as mandated by reference (d).

        (2) Establish and maintain a control log for requests received under
the FOIA.

        (3) Create and maintain an MCAS Beaufort FOIA webpage. Ensure MCAS
Beaufort reading room materials are placed in the MCAS Beaufort electronic
reading room.

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

(4) Work closely with the MCAS Beaufort webmaster to ensure that the information placed on the website does not violate any of the references.

(5) Provide training as to the intent and specific applications of FOIA as requested by commanding officers and department heads.

(6) Ensure that proposed responses by action agencies to FOIA requests, which recommend denial, are staffed through the Staff Judge Advocate prior to routing to MCIEAST.

(7) Be responsible for the correct assessment of fees charged to the requester.

(8) Ensure the processing fees are correctly inserted in the FOIA Tracker to be retrieved by the FOIA coordinator at MCIEAST when preparing the annual report, as directed by reference (c).

b. Commanding Officer Headquarters and Headquarters Squadron, Department Heads and Special Staff Officers

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

(2) Notify the PAO by telephone (ext. 7201/6123) on the day of receipt of any request under FOIA.

c. Action Agencies. Staff sections assigned by the Commanding Officer to research and prepare responses to FOIA will:

(1) Assign an action officer to conduct necessary research. Upon assignment, the action officer will be directed to immediately contact the FOIA Officer or Coordinator for additional instructions.

(2) Provide the proposed response (Attn: PAO FOIA) along with a completed DD Form 2086, Enclosure (2), if required, when the requested information is recommended for release. The DD Form 2086 details an estimate of costs incurred by the requester, to include research time, search time and projected duplication fees. Action officer should provide response within six working days of receiving the request.

(3) Enclose a copy of the specific regulation which prohibits public release of the requested information, where requested information is not recommended for release.

d. Staff Judge Advocate. Review all recommendations for denial of requests and forward them to MCIEAST for further disposition.

5. Administration and Logistics

a. The Public Affairs Office has cognizance over the MCAS Beaufort FOIA Program.

b. Requesters can create a FOIA request electronically by using https://foiaonline.regulations.gov/foia/action/registered/home, fax

enclosure (1) to MCAS Beaufort FOIA Coordinator at (843) 228-6005, email at BFRT_FOIA@usmc.mil, or mail the request to the following address:

>Commanding Officer
>Public Affairs Office Attn: FOIA
>Post Office Box 55001
>MCAS Beaufort, South Carolina 29904-5001

    c. Enclosure (1) is also located at http://www.beaufort.marines.mil/Resources/FOIA/.

6. <u>Command and Signal</u>

    a. <u>Command</u>. This order is applicable to all personnel assigned to MCAS Beaufort.

    b. <u>Signal</u>. This order is effective on the date signed.

T. P. MILLER

DISTRIBUTION: A

COMMANDING OFFICER
Public Affairs Office
Post Office Box 55001
Marine Corps Air Station
Beaufort, South Carolina 29904-5001
Date: _____

Name _____

Address _____

City _____ State _____ Zip Code _____

I _____, am requesting under the **Freedom of Information Act**, all information and records on (dated) _____ .

Listed below is a detail description of what I am requesting;

[ ]

I am willing to pay for all processing fees or this amount _____ (Please select "ALL" or indicate the total amount you will pay).

Signature _____

Home Number _____

Work Number _____

Cell Number
(optional) _____

PLEASE NOTE: This office has twenty working days in which to provide you with a response.
FOR OFFICIAL USE ONLY (FOUO)-PRIVACY ACT SENSITIVE
You may return this request in person to the Public Affairs Office, mail, e-mail at BFRT_FOIA@usmc.mil, or fax at (843) 228-6005.
For additional information, call Ms. Mack at (843) 228-7201

MCASBFT/PAO/5700/3 Revised (4/13)   *All previous editions are obsolete*   ADOBE DESIGNER 9.0

ENCLOSURE (1)

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST

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				0.00
b. REVIEW/EXCISING	2		X $20.00	=	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				0.00
b. REVIEW/EXCISING	2		X $44.00	=	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				0.00
b. REVIEW/EXCISING	2		X $75.00	=	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				0.00
b. PROGRAMMER/OPERATOR TIME (Human)			X	=	
(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		.15		0.00
b. PAGES RELEASED	5		X .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				0.00
b. PAPER PRINTOUT	3		X	=	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 | 5 | | X   .25 | = | 0.00 |

FEE CODES

1 Chargeable to "commercial" requesters. Chargeable to "other" requesters after deducting 2 hours.
2 Chargeable to "commercial" requesters only.
3 Not chargeable to any fee category.
4 Chargeable to "commercial". Chargeable to "other" after deduction of the equivalent of 2 hours. (Example: deduct $88.00 professional rate.)
5 Chargeable to all fee categories after deduction of 100 pages (DOES NOT include "commercial").
6 Chargeable to all fee categories. No deductions.

16. FOR FOI OFFICE USE ONLY

a. TOTAL COLLECTABLE FEES		
b. TOTAL PROCESSING FEES		$0.00
c. TOTAL CHARGED		
d. FEES WAIVED/REDUCED (X one)	☐ Yes	☐ No
e. FEES NOT APPLICABLE (X one)	☐ Yes	☐ No

See Chapter 6, Fee Schedule, DoD 5400.7-R, to determine appropriate assessment of fees.

DD FORM 2086, JAN 2003   PREVIOUS EDITION IS OBSOLETE.   Adobe Professional 7.0

ENCLOSURE (2)

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.

ENCLOSURE(2)