

***United States Army Alaska Supplement 1 to Army Regulation 25-55**

**HEADQUARTERS, UNITED STATES ARMY ALASKA
DEPARTMENT OF THE ARMY
Fort Richardson, Alaska 99505-5000**

United States Army Alaska Supplement 1 to AR 25-55

1 May 1996

Information Management

The Department of the Army Freedom of Information Act Program

Supplementation. Further supplementation to this regulation by subordinate commands is prohibited without prior approval from this headquarters, Attention: APVR-RIM-ASD.

Army Regulation (AR) 25-55, dated 10 January 1990, is supplemented as follows:

Page 4, section 2. After paragraph 1-201, add paragraph 1-202 as follows:

1-202. Freedom of information act coordinator designations

a. A freedom of information act (FOIA) coordinator will be appointed for each of the following:

(1) Headquarters, United States Army Alaska (USARAK) plus general, special, and separate staff offices.

(2) The garrison commander, directorates, and separate staff offices.

(3) Each post commander.

(4) Headquarters, 1st Brigade, 6th Infantry Division (Light).

(5) Headquarters, Arctic Support Brigade.

(6) Headquarters, Law Enforcement Command.

(7) Headquarters, 813th Engineer Battalion.

(8) 1984th United States Army Reserve Hospital.

(9) Each battalion and squadron.

(10) Each separate company, detachment, or like unit.

b. Coordinators will serve as points of contact on FOIA matters for all functions under their jurisdiction and will submit the reports required by paragraph 1-301 and 1-508 as supplemented below. Personnel responsible for administrative functions for his/her organization, unit, office, or command should be designated as the FOIA coordinator.

Page 4, paragraph 1-301, Control System. Add the following to subparagraph a, after the first sentence.

Upon receipt of a FOIA request, a control number will be obtained by the appropriate post FOIA officer from the USARAK FOIA officer (Building 600, Room 234, Fort Richardson, 384-0494). Units at Fort Richardson, Fort Wainwright, and Fort Greely will obtain control numbers telephonically through their post FOIA officer. When action on a request has been completed, the official who is processing the request will so notify their post FOIA officer. This action may be done telephonically; however, a complete copy of the

***This supplement supersedes 6th Infantry Division (Light) Supplement 1 to Army Regulation 25-55, dated 15 October 1991.**

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FOIA request, the response, and all related documentation, including the DD Form 2086, (Record of Freedom of Information (FOIA) Processing Cost), will be immediately forwarded to the post FOIA officer, who will, in turn, send a copy of the documentation to: Commander, USARAK, Attention: APVR-RIM-ASD (USARAK FOIA Officer).

Page 7, paragraph 1-508, Referrals. Add the following to subparagraph a, after the last sentence:

When a FOIA request for records affects several organizations over the three posts, pertains to records which may contain sensitive information about the Army, or clearly requires extensive staff work, the initial response acknowledging the request and the tasking memorandum will be signed by the chief of staff. When several organizations at one post are involved, then the post commander will sign. Requests for routine information such as staff directories, telephone directories, and other standard records may be referred or released by authority of the director of information management.

(1) Upon receipt of the request, the post or USARAK FOIA officer will date- and time-stamp the request. The FOIA officer will then prepare correspondence for the appropriate signature. He/she will coordinate telephonically or in person with the staff judge advocate office and the public affairs office.

(2) When the action requires the chief of staff's/post commander's signature, the FOIA officer will forward the initial response and tasking memorandum(s) through the director of information management directly to the secretary of the general staff (SGS). The FOIA officer will provide information copies to the garrison commander. Officials at all levels will expedite this correspondence within 10 working days from the date stamped on the FOIA request. Once the chief of staff signs the correspondence, the SGS/post commander will promptly date and send out the initial response to the requester. The SGS/post commander will have a 10 working day suspense typed on the outgoing tasking memorandum and send it out. The initialed record copies of all correspondence will be forwarded to the FOIA officer for filing.

(3) The office(s) of record tasked by the chief of staff/post commander to respond to the FOIA request will research the matter and advise the staff judge advocate what the reply will entail before sending out a final response. The staff judge advocate will exercise final authority on releasing a record or referring the matter to the IDA. The office(s) of record will be responsible for providing a response to the requester within 10 working days of receipt and fulfilling the administrative requirements specified in the tasking memorandum.

(4) FOIA requests that are routine in nature will be coordinated through the post FOIA officer telephonically, or in person, before the release of copies of requested records to ensure that sensitive information is not released inadvertently.

Page 12, paragraph 4-501, Disposal. Add subparagraph c as follows:

c. In USARAK, nonpermanent record copies of FOUO documents will be destroyed in the same manner as nonrecord copies (see para a).

Page 18, paragraph 5-210a, Receipt Account 3210 Sale of Publications and Reproductions, Freedom of Information Act. Add the following after the last sentence:

Checks will be made payable to the local finance and accounting officer, except when services were rendered by a nonappropriated fund activity. Checks for nonappropriated fund instrumentality will be made out to the specific instrumentality that provided the service (for example, Fort Richardson).

Page 25, paragraph 8-200, Reporting Time. Add the following:

FOIA coordinators, designated under the provisions of paragraph 1-202 as supplemented above, will ensure that all FOIA requests and related correspondence are submitted as required by paragraph 1-301a

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as supplemented above. From this documentation, the USARAK FOIA officer will prepare and submit the Annual Freedom of Information Report for USARAK.

Page 43, Glossary. Add the following:

- a. USARAK United States Army Alaska
- b. AR Army Regulation
- c. SGS secretary of the general staff

FOR THE COMMANDER:

OFFICIAL:

WALLACE E. MATTESON
COL, IN
Chief of Staff

//Original Signed//
FREDRICK J. LEHMAN
LTC, SC
Director of Information Management

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- 1 - Commander, United States Army Pacific Command, Attention: APIM-OIR
Fort Shafter, Hawaii 96858-5100