

Department of the Air Force, DoD

§ 806.28

3.4(b)(). Unauthorized release could cause (for TOP SECRET, use exceptionally grave; for SECRET use serious; for CONFIDENTIAL do not add language; should read cause damage) damage to national security. There are no reasonably segregable portions that we can release. Consequently release of this information is denied pursuant to 5 U.S.C. 552(b)(1).

Signature
(Date Signed) (Signature Block)

(2) Sample certification format—portions remain classified.

I, (rank/grade and name) am the initial classification authority (or) the successor to the original initial classification authority (or) the declassification authority for (give an unclassified description of the records concerned.) In consultation with (FOIA office), I have assessed the FOIA request of (requester's name), our ##### (FOIA identifier), that asked for records, (or) portions of which were properly classified at the time of their creation. Portions of the records currently remain properly classified in accordance with E.O. 12958. The bracketed information is currently and properly classified in accordance with Section 1.5 (add appropriate subparagraph), E.O. 12958, and is also exempt from declassification in accordance with Section 1.6() of the Executive Order (or if the record is more than 25 years old) contain information that we have determined is exempt from declassification in accordance with E.O. 12958 Section 3.4(b)(). Unauthorized release could cause (for TOP SECRET use exceptionally grave; for SECRET use serious; for CONFIDENTIAL do not add language; should read cause damage) damage to national security. There are no other reasonably segregable portions that we can release. Consequently this information is denied pursuant to 5 U.S.C. 552(b)(1).

Signature
(Date Signed) (Signature Block)

(o) Letter to a requester who has withdrawn their request or appeal. (If a FOIA requester has withdrawn a FOIA request or appeal, sending a final letter to the requester to close the file may be wise. Suggested language to the requester follows):

We received your Freedom of Information Act (FOIA) request (or) appeal dated ## Month year, on ## Month year (date received). After sending us your request (or) appeal, you indicated by (facsimile, letter) that you wished to withdraw your request (or) appeal. We have, therefore, closed your file without further action.

(p) Letter to a requester who has appealed after the 60-day deadline. (We

will not process FOIA appeals received after the 60-day time limit, unless the requester provides adequate justification for failing to comply. If you receive a late appeal, and it gives inadequate justification for failing to comply, the FOIA office will advise the requester their appeal was closed; suggested language for a letter to an untimely requester follows.)

We received your Freedom of Information Act (FOIA) appeal dated ## Month year, on ## Month year (date received). You did not appeal within 60 days of the postmarked date of our denial letter as outlined in our agency regulation. Therefore, we are closing our file.

(q) Letter to a requester who has appealed. (There are occasions when, on reconsideration, an IDA grants all or part of an appeal. When sending their appeal to higher headquarters, notify the requester. Suggested language to a requester who has appealed follows):

We received your Freedom of Information Act (FOIA) appeal, our number #####, dated ## Month year, on ## Month year (date received). We considered the issues raised in your appeal carefully. We have decided to grant (or) partially grant your appeal.

(If you grant all or part of the appeal): Upon reconsideration, we are releasing the requested records (or) granting your request. (If the appeal is only partially granted, describe what portions remain in dispute). (If applicable): We are releasing and attaching all or portions of the responsive records. (If applicable): We will continue processing your appeal for the remaining withheld (records/information).

§ 806.28 Records with special disclosure procedures.

Certain records have special administrative procedures to follow before disclosure. Selected publications that contain such guidance are listed below.

- (a) AFI 16-701, Special Access Programs.
- (b) AFI 31-206, Security Police Investigations.
- (c) AFI 31-501, Personnel Security Program Management.
- (d) AFI 31-601, Industrial Security Program Management.
- (e) AFI 36-2603, Air Force Board for Correction of Military Records.
- (f) AFI 36-2706, Military Equal Opportunity and Treatment Program.

§ 806.29

32 CFR Ch. VII (7-1-05 Edition)

- (g) AFI 36-2906, Personal Financial Responsibility.
- (h) AFI 36-2907, Unfavorable Information File (UIF) Program.
- (i) AFI 40-301, Family Advocacy.
- (j) AFI 41-210, Patient Administration Functions.
- (k) AFI 44-109, Mental Health and Military Law.
- (l) AFI 51-201, Administration of Military Justice.
- (m) AFI 51-301, Civil Litigation.
- (n) AFI 51-303, Intellectual Property-Patents, Patent Related Matters, Trademarks, and Copyrights.
- (o) AFI 51-501, Tort Claims.
- (p) AFI 51-503, Aircraft, Missile, Nuclear and Space Accident Investigations.
- (q) AFI 51-504, Legal Assistance, Notary and Preventive Law Programs.
- (r) AFI 51-1102, Cooperation with the Office of the Special Counsel.
- (s) AFI 61-204, Disseminating Scientific and Technical Information.
- (t) AFI 61-303, Licensing Inventions Made Under Cooperative Research and Development Agreements.
- (u) AFI 71-101, Volume 1, Criminal Investigations, and Volume 2, Protective Service Matters.
- (v) AFI 84-101, Historical Products, Services, and Requirements.
- (w) AFI 90-301, Inspector General Complaints.
- (x) AFI 91-204, Safety Investigations and Reports.

§ 806.29 Administrative processing of Air Force FOIA requests.

- (a) This section is a checklist format of processing steps and explanations of Air Force and DoD guidance. Each MAJCOM may elect to prepare its own checklists to tailor FOIA processing actions within its own organizations to meet their specific needs, so long as it remains consistent with guidance contained in DoD 5400.7-R, DoD Freedom of Information Act Program, and this part.
 - (b) Procedures: FOIA requests.
 - (1) Note the date the request was received, give the request a unique identifier/number, and log the request.
 - (2) Assess the request to determine initial processing requirements:
 - (3) Determine what Air Force elements may hold responsive records.

- (i) Are responsive records kept at the same or different installations?
- (ii) Is referral of (all/part) of the request required?
- (4) Determine appropriate processing track (simple/complex/expedited). (Air Force FOIA offices without backlogs do not multitrack FOIA requests.)

NOTE: Requesters have a right to appeal an adverse tracking decision (for example, when it is determined their request will not be expedited). Also, if their request qualifies for the complex track, tell requesters so they may limit the scope of their request in order to qualify for the simple track. FOIA managers must assess a request before placing it into a specific processing track, and must support their actions should the requester appeal. If a request is determined to be complex, or is not expedited when the requester sought expedited processing, you must advise the requester of the adverse tracking decision in writing. See § 806.27 for sample language for this kind of letter to a requester.

- (i) Simple. Defines a request that can be processed quickly, with limited impact on the responding units. The request clearly identifies the records, involves no (or few) complicating factors (e.g., there are few or no responsive records, involves only one installation and there are no outside OPRs, involves no classified records (Exemption 1), a law exempts the responsive records from disclosure (Exemption 3), no contractor-submitted records (Exemption 4), no deliberative process/privileged materials (Exemption 5), records contain no (or limited) personal privacy information/did not come from Privacy Act systems of records concerning other individuals (Exemption 6), release of records would have minimal impact on law enforcement (Exemption 7); no time extensions expected, other than the additional 10-workdays allowed in situations outlined in the FOIA). If the requested data must come from electronic records, response can be completed on a "business-as-usual" basis; requires no (or limited) reprogramming of automated information systems and would cause no significant interference with operation of information systems by processing a simple request/providing a response in the electronic format requested.
- (ii) Complex. Defines a request whose processing will take substantial time,