PRIVACY ACT STATEMENT

Under the **AUTHORITY** 5 U.S.C. 552(a) and E.O. 9397 (SSN), this form is FOR OFFICIAL USE ONLY for the **PURPOSE** to track, process, and coordinate requests/appeals/litigation made under the provisions of the FOIA. 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 DoD as a **ROUTINE USE** pursuant to 5 U.S. C. 552a(b)(3) to individuals who file FOIA requests for access to information on who has made FOIA requests and/or what is being requested under FOIA. **DISCLOSURE** is **MANDATORY**.

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 _____

Your SSN _____ Spouse SSN _____

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_JPAO@usmc.mil, or fax at (843) 228-6005.

For additional information, call Ms. Mack at (843) 228-7201