



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549

DISA INSTRUCTION 630-225-8*

INFORMATION SERVICES

Freedom of Information Act (FOIA) Program for DISA

1. **Purpose.** This Instruction assigns responsibilities and duties for the Freedom of Information Act (FOIA) Program for DISA. It also provides guidance on the schedule of fees, appeal rights, and the FOIA Web site and points of contact (POCs).

2. **Applicability.** This Instruction applies to DISA activities.

3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Manual (DoDM) 5400.07, DoD Freedom of Information Act (FOIA) Program, 25 January 2017.

4. **Objective.** This Instruction supplements DoDM 5400.07 to address specific requirements of the DISA FOIA Program. (In case of conflict, DoDM 5400.07 takes precedence.)

5. Responsibilities.

5.1 **General Counsel (GC).** The GC will:

5.1.1 Designate the DISA FOIA Public Liaison.

5.1.2 Designate the Initial Denial Authority (IDA) who will have the authorities specified in DoDM 5400.07, including the authority to deny, in whole or part, a FOIA request.

5.1.3 Decide appeals from denials.

5.2 **Directors, Executives, Commanders, and Chiefs of Major Organizational Elements.**

In response to a FOIA request, these individuals shall furnish Agency records to the FOIA Officer, as defined in DoDM 5400.07, to allow prompt responses to FOIA requests.

6. **Duties of the FOIA Officer.** The DISA FOIA Officer, located at Headquarters, DISA, P.O. Box 549, Fort Meade, MD 20755, is vested with the authority, within DISA, to release Agency records in response to requests received by the DISA FOIA Officer, DISA organizations, and/or DISA field activities under the Freedom of Information Act. The DISA FOIA Officer will:

6.1 Make all records described in 3.1 and 4.1 of the DoDM 5400.07 (authority document) available for public inspection, reproduction, and in electronic format, as described in Section (a)(2) of the FOIA created on or after 1 November 1996. (An online FOIA library maintained by the DISA FOIA Officer meets this requirement.)

6.2 Establish education and training programs for all DISA employees who have the responsibility for implementing searches for request of records under the FOIA.

6.3 Respond to and assist Agency personnel in responding to FOIA requests for Agency records from all persons, organizations, or companies, in accordance with DoDM 5400.07, whether the requests are received directly by Headquarters, DISA, or by DISA field activities. Coordinate proposed releases with the General Counsel (GC) in any case in which the release is, or may be, controversial. Coordinate all proposed denials with the DISA IDA.

6.4 Be the DISA POC for coordination of FOIA issues with the Office of the Deputy Chief Management Officer (DCMO) Oversight and Compliance (O&C) Directorate.

6.5 Contact the Office of the DCMO O&C Directorate prior to denial or appeal of all cases of significance for further guidance, after coordination with the GC and the DISA IDA, when the issues raised are unusual, precedent setting, or otherwise require special attention.

6.6 Ensure completion and timely submission to the Office of the DCMO O&C Directorate of the FOIA annual report required by DoDM 5400.07 and any other reports required by the Office of the DCMO O&C Directorate.

7. Duties of the Chief, Legal Counsel, Defense Information Technology Contracting Organization (DITCO). The Chief Legal Counsel, DITCO, is the IDA for DITCO records, except as otherwise provided by the GC.

8. Duties of the DITCO FOIA Officer. The DITCO FOIA Officer, located at 2300 East Drive, Scott AFB, IL 62225, is vested with the authority, within DITCO, to release documentation for all requests of records received by DITCO and its field activities and to assist the DISA FOIA Officer in carrying out the designated duties. The DITCO FOIA officer will furnish to the DISA FOIA Officer the DITCO FOIA annual report no later than 15 October and quarterly reports by 15 January, 15 April, 15 July and 15 October of each year.

9. Duties of the FOIA Public Liaison. The FOIA Public Liaison, located at Headquarters, DISA, P.O. Box 549, Fort Meade, MD 20755, is vested with the authority, within DISA, to:

9.1 Ensure the FOIA Requester Service Center Web sites comply with the requirements in subparagraph 3.3.b. of DoDM 5400.07.

9.2 Assist in the reduction of any delays in responding to requests.

9.3 Increase transparency and understanding of request statuses.

9.4 Assist in dispute resolution between the FOIA requester and the Agency.

10. Schedule of Fees. Fees charged to the requester are specified in Subparts 286.12 and 286.13 of Title 32, C.F.R.

11. **Appeal Rights.** All appeals should be addressed to the General Counsel, Defense Information Systems Agency, P.O. Box 549, Fort Meade, MD 20755, or by facsimile at (301) 225-0510. All appeals must be postmarked or electronically transmitted within **90** days of the date of the initial denial letter. Both the letter and the envelope, as well as the electronic transmission, must be clearly marked "Freedom of Information Act Appeal."

12. **FOIA Website and Points of Contact.** The FOIA Web site and POCs for FOIA requests and questions regarding FOIA procedures are provided in the enclosure.

Enclosure a/s

JOEL S. LINDEMAN
Colonel, USA
Chief of Staff

*This Instruction replaces DISAI 630-225-8, 5 February 2014.
OPR: GC - disa.meade.gc.mbx.disa-gen-counsel@mail.mil
DISTRIBUTION: Intended for Public Release

Enclosure

FOIA WEB SITE AND POINTS OF CONTACT

<http://www.disa.mil/About/Legal-and-Regulatory/Freedom-of-Info-Act-Program>

Defense Information Systems Agency
ATTN: Headquarters FOIA Requester Service Center
P.O. Box 549
Fort Meade, MD 20755

Phone: (301) 225-6104

Fax: (301) 225-0510

E-mail: disa.meade.gc.mbx.disa-gen-counsel@mail.mil

For contract or procurement-related records for DITCO:

Defense Information Technology Contracting Organization
ATTN: DITCO FOIA Requester Service Center
2300 East Drive
Scott AFB, IL 62225-5406

Phone: (618) 229-9310

Fax: (618) 229-9755

E-mail: disa.scott.ditco.mbx.legal-office@mail.mil