



**"HOLDOVER"**

***The basic publication has been revised; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.***

**Information Management**

**FREEDOM OF INFORMATION ACT PROGRAM**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**

**NOTICE:** This publication is available electronically. Contact the Master Reference Library, 81 CS/SCSP, for assistance. The target date for discontinuing paper copies is Dec 96.

AFI 37-131, 16 February 1995, is supplemented as follows. This directive does not apply to tenants.

**1.** Any individual receiving a misdirected Freedom of Information Act (FOIA) request, i.e., request addressed to anyone other than 81 CS/SCBR (FOIA Manager), will immediately contact the FOIA Manager.

**2.7.2. (AETC Sup 1)** 2 AF, wing, group, and squadron commanders; also chiefs of 2 AF and wing staff agencies.

**2.7.3. (AETC Sup 1)** Individuals specified in paragraph 2.7.2 above may further delegate authority to determine releasability of records to flight chiefs or designated staff activities provided the delegation is high enough to ensure determination to release is made by a responsible authority. Delegation is made by memorandum to 81 CS/SCBR. In addition, the agencies below further delegate the authority as follows:

Staff Agency/Group	Delegated
81 MDG/CC	81 MDG/SGA/SGH/CD
81 MSS/CC	81 MSS/DPC/DPE/DPF/ DPN/DPM
81 MSS/DPM	81 MSS/DPMD (Computer Listings Only)
81 CONS/CC	81 CONS/CD/LGCV/LGCC/ LGCS/LGCW
81 TRSS/CC	81 TRSS/CCO

**15.1.8.** The 81 CS/SCBR FOIA Manager will handcarry FOIA request to functional OPR for required action by suspense date established in tasking memorandum (usually 2 days for records recommended for denial and 5 days for

records to be released). If suspense cannot be met, the OPR must obtain 81 CS/SCBR's approval for an extension.

**15.1.17.** If denial of records is recommended, OPR:

- Handcarries FOIA request and copy of requested records to Staff Judge Advocate for written legal opinion.
- Upon receipt of legal opinion, prepares a memorandum to 81 CS/SCBR for release authority's signature stating reason for recommended denial and citing the Exemption from AFI 37-131, paragraph 10.
- OPR handcarries memorandum above, legal opinion, copy of requested records with areas recommended for denial highlighted in yellow, and DD Form 2086 (record of time spent processing request) to FOIA Manager, 81 CS/SCBR.

**15.2.** If disclosure of records is recommended, OPR:

- Prepares a memorandum to 81 CS/SCBR for release authority's signature and attaches a copy of requested records.
- Advises time spent processing FOIA request using DD Form 2086.
- Handcarries above to FOIA Manager, 81 CS/SCBR.
- A functional request for records does not cite or imply the Freedom of Information Act. The OPR or functional manager will answer each functional request, providing the same records as if the request were a FOIA request. However, if recommending denial of part or all of a functional request, the OPR will handcarry request to FOIA Manager for processing as a FOIA request.

JOLISA WEBB, Captain, USAF  
Chief, Plans and Support Flight