

**USAAC Supplement 1 to AR
25-55**

**Information Management: Records Man-
agement**

The Depart- ment of the Army Freedom of Information Act Program

**Headquarters
United States Army Accessions Command
90 Ingalls Road, Building 100
Fort Monroe, Virginia 23651-1065
11 September 2009**

UNCLASSIFIED

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Effective 30 September 2009

Information Management: Records Management

The Department of the Army Freedom of Information Act Program

For the Commander:

VICTOR PETRENKO
Colonel, GS
*Deputy Commander
and Chief of Staff*

Official:

FREDDIE N. BLAKELY
Deputy Chief of Staff, G6

History. This publishes a new USAAC Suppl 1 to AR 25-55, which is effective 30 September 2009.

Summary. This publication supplements AR 25-55, dated 1 November 1997.

Applicability. This supplement is appli-

cable to all personnel within the U.S. Army Accessions Command.

Proponent and exception authority.

The proponent for this supplement is the Deputy Chief of Staff, G6. The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14 or the equivalent in the National Security Personnel System.

Army management control process.

This supplement contains management control provisions in accordance with AR 11-2, but does not identify key manage-

ment controls that must be evaluated.

Supplementation. Further supplementation of this regulation is prohibited. This supplement is current until further notice from this headquarters.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This supplement is available in electronic media only and can be found at <http://my.usaac.army.mil>.

Contents

Add paragraph 1-502.1 after paragraph 1-502.
USAAC Procedures • 1-502.1

Paragraph 1-100.1, References (Army)

Add paragraph (5) after paragraph c(4).

(5) USAAC Form 116 (No Record Certification) (prescribed in para 1-402f).

Paragraph 1-100.1, References (Army)

Add paragraph d after paragraph c(5).

d. Referenced form. DD Form 1131 (Cash Collection Voucher).

Paragraph 1-402, Agency Record

Add paragraph f after paragraph e.

f. When there is no responsive record in possession and control of the U.S. Army Accessions Command (USAAC), USAAC Form 116 (No Record Certification) will be completed by the person performing the search and signed by them and their supervisor and forwarded to Headquarters, U.S. Army Accessions Command (HQ USAAC), G6, Enterprise Services Branch, FOIA Officer.

Paragraph 1-501, Openness with the Public

Add paragraphs c and d after paragraph b.

c. No one within this command has the authority to deny a proper request for records made under the FOIA.

d. The USAAC point of contact for matters concerning FOIA requests is located in the G6, Enterprise Services Branch (DSN 536-0031 or commercial (502) 626-0031). All correspondence concerning FOIA that requires action by this headquarters will be forwarded to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725, with FOIA

*This supplement supersedes USAREC Supplement 1 to AR 25-55, dated 12 June 1990, to include all changes.

written in bold letters on the outside of the envelope.

Add paragraph 1-502.1 after paragraph 1-502.

1-502.1. USAAC Procedures

All FOIA requests which are received by any staff element of HQ USAAC will reflect the date of receipt, mark as an FOIA request if not already clearly identified as such, and be hand-carried to the G6, Enterprise Services Branch, for assignment of suspense to the staff element having functional staff responsibility for the requested subject matter. Requests will be processed in accordance with DOD 5400.7-R or this regulation and supplement, as appropriate.

a. The Deputy Chief of Staff, G6, will:

(1) Monitor the FOIA Program for USAAC.

(2) Designate an FOIA officer for USAAC. The name, office, and telephone number of the FOIA officer will be furnished to Department of the Army, Freedom of Information and Privacy Division, ATTN: AAHS-RDF, 7701 Telegraph Road, Suite 144, Alexandria, VA 22315-3905.

b. The FOIA officer will:

(1) Ensure that all FOIA requests are processed in accordance with DOD 5400.7-R or this regulation and supplement, as appropriate.

(2) Draft final replies to FOIA requests for records and information, based on information provided by directors and special staff section chiefs.

(3) Provide replies to applicable staff judge advocate for review if necessary.

(4) Dispatch a reply to requestor within 20 working days of the date request is received by the FOIA officer.

(5) Prepare and submit the annual report to HQDA as required.

(6) Forward documents not released to requestor to the appropriate IDA for determination of release. Included will be a copy of the response to the requestor, clean copy of document in question, sanitized copy of the document in question, recommendation of release with justification of appropriate exemptions, and a local legal opinion.

(7) Maintain a suspense file and approve extensions of suspense dates pertaining to FOIA requests. (However, an extension of the mandatory time limits can only be granted by the IDA at HQDA listed in para 5-200.)

(8) Develop, review, and update internal HQ USAAC policies and procedures for FOIA matters.

(9) Serve as principal advisor to HQ USAAC staff elements regarding FOIA matters.

(10) Establish procedures to expedite the receipt, processing, and routing of FOIA within HQ USAAC.

(11) Ensure that personnel assigned to or employed in the HQ USAAC, Mail and Distribution Section, are fully knowledgeable of procedures for processing and routing FOIA requests.

(12) Provide assistance, as needed, to all subordinate elements to include effecting the necessary coordination involved in reviewing and approving all FOIA actions requiring referral to an IDA.

(13) Make disposition of collections. On receipt of payment, DD Form 1131 (Cash Collection Voucher) will be prepared in six copies. The check together with all copies of the DD Form 1131 will be hand-carried and turned in to the Deputy Chief of Staff, G4/8, HQ USAAC.

c. The applicable staff judge advocate will:

(1) Advise the FOIA officer as necessary.

(2) Appoint a point of contact for FOIA actions.

(3) Provide a legal review on all records forwarded to IDA for determination of release.

d. Directors and chiefs of special staff offices will:

(1) Forward all FOIA requests received directly to HQ USAAC, ATTN: ATAL-IIA, for suspense control.

(2) Provide all records or information which responds to FOIA requests to the FOIA officer, provided:

(a) The report or record is on file within the office concerned or is reasonably available.

(b) The report or record originated within or was prepared by the office or a subordinate element thereof.

(c) The subject matter is within the purview of the office even though the request was misdirected to HQ USAAC and must be forwarded to another Army element or Government agency and the requestor so informed.

(3) Appoint one or more individuals to act as the office point of contact for FOIA actions. The name and office telephone number of the point of contact will be provided to HQ USAAC, ATTN: ATAL-IIA.

e. Subordinate elements will:

(1) Contact the G6, Enterprise Services Branch, at DSN 536-0031 or commercial (502) 626-0031, on receipt of all FOIA requests for coordination and reply to the requestor.

(2) Designate a primary point of contact for FOIA matters. The name, office, and telephone number of the point of contact will be furnished to HQ USAAC, ATTN: ATAL-IIA. Changes will be furnished as they occur.

(3) Maintain a detailed accounting of FOIA requests and costs attributable to comply with the FOIA Program.

Paragraph 1-503, Prompt Action on Requests

Add paragraph e after paragraph d.

e. Immediately upon receipt of a request for inspector general records under the FOIA, the applicable office of the inspector general, will be notified telephonically. Callers should immediately identify the purpose of the call as an FOIA action. Coordination will be close and continuous until completion of action.

Paragraph 4-501, Disposal

Add paragraph c after paragraph b.

c. Before disposing of any FOUO materials, contact HQ USAAC, ATTN: ATAL-IIA, for instructions.

Glossary

Add the following terms alphabetically.

HQUSAAC

Headquarters, U.S. Army Accessions Command

USAAC

U.S. Army Accessions Command

USAAC

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