



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

5720
B 013
15 Jul 04

COMMANDER'S POLICY LETTER 3-04

From: Commander

Subj: GUIDANCE FOR PROCESSING FREEDOM OF INFORMATION ACT/PRIVACY
ACT (FOIA/PA) REQUESTS

Ref: (a) MCBO 5211.1A
(b) SECNAVINST 5211.5D
(c) MCBO 5720.2B

1. Annually, FOIA/PA processing involves a significant cost, the majority of which is not recoverable through the FOIA/PA fee process. Any processing prior to a qualified determination of the adequacy of the request may potentially incur an unnecessary and unrecoverable expense.

2. Should a requester, in error, send their FOIA/PA request directly to your organization, *do not* expend any time processing or searching for responsive documents. Please forward the request to:

COMMANDER
ATTN: FOIA/PA COORDINATOR (B 013)
MARINE CORPS BASE
3250 CATLIN AVE, SUITE 109
QUANTICO, VA 22134

3. If you have information pertaining to the approximate number of pages to be duplicated and/or estimated time involved in collecting the information requested please provide that information to the FOIA/PA Coordinator along with the request. Once the FOIA/PA has been received and verified by this office to be a complete and proper (i.e., "perfected") request, per the references, a request for the information will be forwarded to your organization for action.

4. Your assistance in this matter will help us avoid expending valuable time and resources on improper or insufficient requests.

5. For more information, contact the FOIA/PA Coordinator, Ms. Paula Beaver, at 703-784-2399.


J. M. LOWE

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