

NOTIFICATION OF RECEIPT OF FOIA REQUEST

PART I - ACKNOWLEDGEMENT

On Aug. 12, 1998 the National Personnel Records Center received your request made under the provisions of the Freedom of Information Act (FOIA).

Because of the number of inquiries we are receiving, additional time will be required to complete action on your request. Every effort will be made to respond as promptly as possible.

If it is necessary to write to us again, please enclose this notice.

PART II - (applicable only if checked below) FREEDOM OF INFORMATION ACT AND THE RIGHTS OF INDIVIDUALS SEEKING ACCESS TO RECORDS ABOUT THEMSELVES

It was not necessary for you to cite the Freedom of Information Act (FOIA) when you sent us your recent request. You would have been granted access to the information/records without citing the Act. The FOIA is a disclosure statute granting access to the public to final opinions and orders of agencies, policy statements and interpretations not published in the *Federal Register*, and to certain other Federal records. This Act is not designated for use by individuals seeking access to records about themselves. Inquiries of this nature fall within the provisions of the Privacy Act (5 U.S.C. 552a).

The Privacy Act covers records which are retrievable by the name of an individual or by other individually identifiable data. Each agency must annually publish a listing in the *Federal Register* of the record systems which it maintains. The individual identified in the record must be granted a right of access to the file and must be given a right to challenge the accuracy of the information contained in it, a provision that is not included in the FOIA. The individual also may authorize a third party access to information or copies of these records. In addition, the parent of a minor or the legal guardian of an individual who has been declared to be incompetent may act on behalf of the individual.

Whenever the FOIA is cited in a request, even if not needed, we must maintain certain statistical data for the annual report required by the Congress. The special controls and additional paperwork required for FOIA requests merely increases the time it normally takes us to answer a request. Therefore, in the interest of saving time, we urge that the FOIA not be cited in requests such as the one that we are responding to at this time. Please be assured that no information or record will be withheld that would be released under FOIA procedures.

Thank you for your cooperation.

Hall, Donald, Jr. AF F0000476753

<i>C. J. Hall, Donald IS. KONEK (RET.)</i>	
N:	[REDACTED]
S:	[REDACTED]
City	State

Date: Aug. 21, 1998
P. Hallaway
For the Chief,

Army Reference Branch
 Air Force Reference Branch
 Navy Reference Branch
 Records-Reconstruction Branch
 Operations Branch
 Reference Service Branch

NATIONAL PERSONNEL RECORDS CENTER
 (Military Personnel Records) (Civilian Personnel Records)
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