

II. How to Make a FOIA Request

A. Names, addresses, and telephone numbers of all individual agency components and offices that receive FOIA requests.

Name/Title	Address	Telephone/ Facsimile No. ¹
Ann E. Ross, Acting Chief FOIA Division Office of the Secretary	C-12/5432 400 Seventh Street, SW Washington, DC 20590	(202) 366-4542 (202) 366-8536
Joseph T. O'Neill FOIA Officer Office of Inspector General	JC-1/9208 400 Seventh Street, SW Washington, DC 20590	(202) 366-1971
Commandant G-SII-2/6106 United States Coast Guard	2100 Second Street, SW Washington, DC 20593	(202) 267-1086
Valerie Collins, Manager National FOIA Staff, ARC-40 Federal Aviation Administration	800 Independence Avenue, SW Washington, DC 20591	(202) 267-3108
Ms. Jean Mahoney, FOIA Coordinator FAA Alaskan Region, AAL-7	222 West 7 th Avenue, #14 Anchorage, AL 99513-7587	(907) 271-5269 (907) 271-2800
Ms. Veronica Bailey, FOIA Coordinator FAA Central Region, ACE-40	601 East 12 th Street Kansas City, MO 64106	(816) 426-5975 (816) 426-3124
Ms. Mary Antney FAA Eastern Region	JFK International Airport Fitzgerald Federal Building Jamaica, NY 11430	(718) 553-3398 (718) 995-5663
Ms. Violet Kurylak, FOIA Coordinator FAA Great Lakes Region, AGL-4	2300 E. Devon Avenue Des Plaines, IL 60018	(847) 294-7825 (847) 294-7184
Ms. Carol Goodsell, FOIA Coordinator FAA New England Region, ANE-40	12 New England Exec. Park Burlington, MA 01803	(781) 238-7393 (781) 238-7380

¹ If one telephone number appears, it represents the office telephone number.

Ms. Connie Coleman-Lacadie, FOIA Coordinator, FAA Northwest Mountain Region, ANM-4	1601 Lind Avenue SW Renton, WA 98055-4056	(425) 227-2065 (425) 227-1004
Ms. Doris Little, FOIA Coordinator FAA Southern Region, ASO-65D	Post Office Box 20636 Atlanta, GA 39329	(404) 305-5904 (404) 305-5854
Ms. Nancy Reilly, FOIA Coordinator FAA Southwest Region, ASW-41A	2601 Meacham Boulevard Ft. Worth, TX 76193-0041	(817) 222-5450 (817) 222-5952
Ms. Debbie Reed-Turley, FOIA Coordinator, FAA Southwest Region, AWP-7	Post Office Box 92007 World Postal Center Los Angeles, CA 90009	(310) 725-7102 (310) 536-8407
Ms. Beth Henson, FOIA Coordinator FAA Civil Aeromedical Institute Office of Aviation Medicine, AAM-3	Post Office Box 25082 Oklahoma City, OK 73132	(405) 954-1002 (405) 954-1010
Ms. Maureen Carroll, FOIA Coordinator FAA Technical Center, ACT-4	Atlantic City International Airport, NJ 08405	(609) 485-4854 (609) 485-4011
Mr. Doug Burdette, FOIA Coordinator, FAA Mike Monroney Aeronautical Center Flight Standards Service	Operational Services Branch, AFS-600 Post Office Box 25082 Oklahoma City, OK 73125	(405) 954-6501 (405) 954-4655
Ms. Stacy Flowers, FOIA Coordinator, FAA Mike Monroney Aeronautical Center Civil Aviation Registry, AFS-700	Post Office Box 25082 Oklahoma City, OK 73125	(405) 954-4331 (405) 954-5759
Ms. Margaret Fee, FOIA Coordinator FAA Mike Monroney Aeronautical Center Aviation System Standards	Post Office Box 25082 Oklahoma City, OK 73125	(405) 954-8926 (405) 954-3436
Ms. Judi Kemler, FOIA Coordinator FAA Mike Monroney Aeronautical Center, Office of Flight Program Oversight, ASW-280	Post Office Box 25082 Oklahoma City, OK 73125	(405) 954-5460 (405) 954-9187
Ms. Joey Muth, FOIA Coordinator Mike Monroney Aeronautical Center, AMC-2	Post Office Box 25082 Oklahoma City, OK 73125	(405) 954-5054 (405) 954-3360

FOIA Officer Federal Highway Administration	HMS-10/4428 400 Seventh Street, SW Washington, DC 20590	(202) 366-0534
Dolores Jones FOIA Officer Federal Railroad Administration	1120 Vermont Avenue, NW Washington, DC 20590	(202) 493-6039
Heidi Coleman, Assistant Chief Counsel for General Law, National Highway Traffic Safety Administration	NCC-30/5219 400 Seventh Street, SW Washington, DC 20590	(202) 366-1834
Minnie Davis FOIA Officer Federal Transit Administration	TPA-1/9400 400 Seventh Street, SW Washington, DC 20590	(202) 366-4043
Edmund Sommer FOIA Officer Maritime Administration	MAR-224/7221 400 Seventh Street, SW Washington, DC 20590	(202) 366-5181
Helen Hagin FOIA Office, Research and Special Programs Administration	DCR-1/8419 400 Seventh Street, SW Washington, DC 20590	(202) 366-9638
Mary C. Fregoe FOIA Officer, St. Lawrence Seaway Development Corporation	Post Office Box 520 Massena, NY 13662-0520	(315) 764-3210
David Mednick FOIA Officer Bureau of Transportation Statistics	K-10/3430 400 Seventh Street, SW Washington, DC 20590	(202) 366-8871

A. Brief description of the agency's response-time ranges.

Most components in DOT administer a decentralized FOIA program. FOIA coordinators and responding program offices acknowledge receipt of FOIA requests promptly. Response time for a request varies according to the clarity and complexity of the request, the volume of documents requested and the number of facilities assigned to respond to the request. Response time is facilitated when requesters are specific about the records they seek, and include the organization(s) where the records may be located. Program offices contact requesters by telephone or in writing to clarify any uncertainties in a FOIA request, and to resolve any fee issues with the request, so that they may provide a response as soon as possible.

C. Brief description of why some requests are not granted.

Reasons why requests may not be granted include: the request inadequately describes records sought; the request poses questions rather than seeks documents; the information is already publicly available; the request should more properly be answered under another Act, such as the Privacy Act or the Pilot Records Improvement Act of 1996; fees for previous requests have not been paid.

II. Other reasons for not granting requests include: requested reports were not available at time of request. Records were non-existent. No records were found. Records were destroyed. Records revealed investigative techniques, were part of the deliberative process; constituted a clearly unwarranted invasion of personal privacy, or were duplicate requests.