

U.S. Army Garrison Wiesbaden

Freedom of Information Act & Privacy Act Program

The Deputy Chief of Staff, G-6 administers the Freedom of Information Act & Privacy Act Program.

The USAG Wiesbaden Freedom of Information Act and Privacy Request Program is governed by the [Department of Defense](#) and [Department of the Army](#) in compliance with [5 USC 552 and 552a](#), [32 CFR 518](#) and [505, DoD 5400.7-R, DoD 5400.11-R, AR 25-55](#), and [AR 340-21](#).

Freedom of Information Act (FOIA)

What is the Freedom of Information Act? A federal law which establishes the public's right to request existing records from the Federal Government.

What is a FOIA Request? A written request for records, made by "any person", including a member of the public (U.S. or Foreign citizen), an organization, or a business. Requests may also be made through an attorney or other representative on behalf of "any person".

What is an Agency Record? The products of data compilation, such as all books, papers, maps, and photographs, machine readable materials or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law in connection with the transaction of public business. For additional information regarding federal records, visit www.archives.gov for more information. For additional information regarding Army records, visit <https://www.rmda.army.mil/programs/rmd.shtml>.

What is a FOIA Electronic Reading Room? Agencies are required to make four categories of records affirmatively available for public inspection and copying. FOIA Electronic Reading Rooms consist (1) "final opinions [and] . . . orders" rendered in the adjudication of administrative cases; (2) specific agency policy statements; (3) certain administrative staff manuals; and, (4) as of March 31, 1997, records disclosed in response to a FOIA request that "the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records." The Department of the Army FOIA office maintains the [US Army FOIA Reading Room](#).

Where should a FOIA request be submitted? FOIA Request should be submitted to the agency which originated the record. The [Department of the Army FOIA Service Centers](#) and [DA FOIA Initial Denial Authority and POC Listing](#) provides comprehensive list of Army FOIA Offices and describes they type of records each agency is authorized to act on. Refer to the [Department of the Army FOIA Handbook](#) for additional information and examples.

How long does it take to process a FOIA request?

Agencies are required to respond within 20 working days of receipt of a request. An interim reply will be provided when an extension of the initial time limit is needed to search for and collect records from separate offices, examine a voluminous amount of records, or the need to consult with another agency.

How to Submit a FOIA Request

- A request must be in writing and include full name and contact information.
- The request should be labeled "Freedom of Information Act Request".
- Request for records under the FOIA should be reasonably described and meet the criteria of an agency record.
- The requestor must state a willingness to applicable fees.
- Submit by mail, or call for information to the following:

The USAG Wiesbaden FOIA/PA Officers address is:

USAG Wiesbaden

Attn: IMWB-HRA (FOIA)

Unit 29623 Box 0003

APO AE 09005-9623

The USAG Wiesbaden FOIA/PA Officers:

Vincent Cromartie

Lionel Jewan

Com: 0611-705-6122/7322

DSN: 337-6122/7322