509 CS/SCXK   
470 Vandenberg Ave, Rm 111   
Whiteman AFB MO 65305

Dear FOIA Manager

This is a request under the Freedom of Information Act (5 U.S.C. 552) **[Indicate that it is a FOIA request]**.  I request that a copy of the following document(s) be provided to me: **[clearly identify the record(s) being sought and be specific o the type of documents. Avoid terms such as “requesting any and all documents” since this type of request generally requires clarification and responsive documents can include excessive costs for search and releasable documents].**

**[NOTE: Recommend asking for "all releasable information" in your request. This allows the FOIA office to redact or remove information generally exempted under the FOIA program and process your request quicker. FOIA provides access to records and "is not" a forum for answering questions.]**

In order to help you determine my status for the purpose of assessing fees, you should know that I am **[insert one of the descriptions below]**

* **a representative of the news media affiliated with the \_\_\_\_\_\_\_ newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.**
* **affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.**
* **affiliated with a private business and am seeking information for use in the company’s business.**
* **an individual seeking information for personal use and not for a commercial use.**

I am willing to pay fees for this request up to a maximum of $25.00 (fees less than $25 will not be assessed). **[Indicate a willingness to pay fees associated with the processing the request or, in the alternative, why a waiver may be appropriate (see** [**DoD 5400.7-R\_AFMAN 33-302, section C6.1.4., Fee Waivers).**](http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/dodm5400.07_afman33-302/dodm5400.07_afman33-302.pdf) **State an actual dollar amount versus a willingness to pay reasonable costs. This avoids guessing what is considered reasonable and you can be contacted should processing costs exceed your limit.]**

I also include a telephone number at which I can be contacted if necessary to discuss any aspect of my request. **[Must provide contact information, such as a telephone number, email address, and/or mailing address, to assist the RSC in communicating and providing released records.]**

Sincerely,    
Name    
Address    
City, State, Zip Code    
Telephone number   
Email address **[do not use a government Email to submit your FOIA request]**

***Privacy Act Statement***    
***Authority:*** *10 USC 8013; 5 USC 552*    
***Principle Purpose:*** *To obtain necessary information so that a response can be provided to your FOIA request.*    
***Routine Use:*** *Your request may be referred to another Federal Agency if the record(s) you seek originated with that agency.*    
***Disclosure:*** *Voluntary: However, no reply can be given if the requested information is not furnished.*