

**ANNUAL FREEDOM OF INFORMATION ACT REPORT**

**SUBCOMPONENT/COMPONENT OR AGENCY REPORTING**  
Department Of The Air Force

**REPORT CONTROL SYMBOL**  
DD-DA&M(A)1365  
**REPORT FOR FISCAL YEAR**  
2013

**SECTION I - BASIC INFORMATION REGARDING REPORT**

**1. PERSON(S) TO CONTACT WHO CAN ANSWER QUESTIONS ABOUT THE REPORT**

a. NAME (Last, First, Middle Initial)	b. TITLE	c. ADDRESS	d. TELEPHONE NO.	e. E-MAIL ADDRESS
Trinh, Bao-Anh	Chief, Information Access Policy & Compliance	1800 Air Force Pentagon Washington, DC 20330-1800	703-614-8500	af.foia@pentagon.af.mil

**2. PROVIDE AN ELECTRONIC LINK FOR ACCESS TO THE REPORT ON THE AGENCY WEB SITE.**  
The Defense Freedom of Information Policy Office (DFOIPO) will satisfy this requirement.

**3. EXPLAIN HOW TO OBTAIN A COPY OF THE REPORT IN PAPER FORM.**  
The Defense Freedom of Information Policy Office will satisfy this requirement.

**SECTION II - MAKING A FOIA REQUEST**

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continue on separate page if necessary using the same format.)			Continuation Page
a. SUBCOMPONENT/COMPONENT OR AGENCY (e.g., <i>McDill AFB, Department of the Air Force</i> )	b. ADDRESS (Mail Stop, Room, Building, Base, City, State or Country, ZIP Code)	c. TELEPHONE NUMBER	
SEE ATTACHMENT 1			

**2. PROVIDE A BRIEF DESCRIPTION OF WHY SOME REQUESTS ARE NOT GRANTED AND AN OVERVIEW OR CERTAIN GENERAL CATEGORIES OF THE AGENCY'S RECORDS TO WHICH THE FOIA EXEMPTIONS APPLY.**  
The Defense Freedom of Information Policy Office will satisfy this requirement.

**SECTION III - ACRONYMS, DEFINITIONS AND EXEMPTIONS**

The Defense Freedom of Information Policy Office will satisfy this requirement.





**SECTION VI - ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS**

**A. RECEIVED, PROCESSED AND PENDING ADMINISTRATIVE APPEALS.**  
Provide the number of administrative appeals received, processed, and pending as described in columns 1 through 4. The sum of columns 1 and 2 minus the number in column 3 must equal the number in column 4. Starting with Fiscal Year 2009, the number in column 1 must match the number of "Appeals Pending as of End of Fiscal Year" from the previous year's Annual FOIA Report.

**B. DISPOSITION OF ADMINISTRATIVE APPEALS - ALL PROCESSED APPEALS.**  
Provide the number of administrative appeal adjudications as described in the columns below. The number in the "Total" column must match the number in Section VI, A., column 3. In column 4, report the number of appeals which neither affirmed nor reversed/remanded the FOIA request determination, but were closed for other reasons (see *DF/OPC Instructions*)  
<http://www.usdoj.gov/oip/foiapist/guidance-annualreport-052008.pdf> page 15

1. NUMBER OF APPEALS PENDING AS OF START OF FISCAL YEAR	2. NUMBER OF APPEALS RECEIVED IN FISCAL YEAR	3. NUMBER OF APPEALS PROCESSED IN FISCAL YEAR	4. NUMBER OF APPEALS PENDING AS OF END OF FISCAL YEAR	1. NUMBER AFFIRMED ON APPEAL	2. NUMBER PARTIALLY AFFIRMED AND REVERSED/REMANDED ON APPEAL	3. NUMBER COMPLETELY REVERSED/REMANDED ON APPEAL	4. NUMBER OF APPEALS CLOSED FOR OTHER REASONS	5. TOTAL
72	258	176	154	26	34	13	103	176

**C. REASONS FOR DENIAL ON APPEAL.**

1. Number of Times Exemptions Applied. Note: If an administrative appeal results in the denial of information based on exemptions and also based on a reason or reasons presented in C.2 and 3, report that appeal on all applicable sections. For each administrative appeal, report all exemptions applied; however, count each exemption only once per appeal.

EX. 1	EX. 2	EX. 3	EX. 4	EX. 5	EX. 6	EX. 7(A)	EX. 7(B)	EX. 7(C)	EX. 7(D)	EX. 7(E)	EX. 7(F)	EX. 8	EX. 9
1	0	10	3	28	40	2	0	11	2	1	0	0	0

2. Reasons Other than Exemptions. Provide the number of administrative appeals resulting in denial for reasons other than exemptions, as described below. C.2. plus C.3 must be equal to B.4.

(1) NO RECORDS	(2) RECORDS REFERRED AT INITIAL REQUEST LEVEL	(3) REQUEST WITHDRAWN	(4) FEE-RELATED REASON	(5) RECORDS NOT REASONABLY DESCRIBED	(6) IMPROPER REQUEST FOR OTHER REASON	(7) NOT AGENCY RECORD	(8) DUPLICATE REQUEST OR APPEAL	(9) REQUEST IN LITIGATION	(10) APPEAL BASED SOLELY ON DENIAL OF REQUEST FOR EXPEDITED PROCESSING	(11) OTHER (Explain in C.3 below)
32	2	8	0	1	9	2	11	0	0	38

3. "Other" Reasons for Denial. Provide descriptions of the "other" reasons and the number of times each was relied upon. "Total" must equal "Other" column, C.2.(11).

(1) DESCRIPTION OF "OTHER" REASON	(2) NUMBER OF TIMES
Administratively Closed - 33	38
Litigation - 1	
Misdirected Request - 2	
All Records Referred to another component or Agency - 2	
<b>(3) TOTAL</b>	<b>38</b>

**SECTION VI - ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS** (Continued)

C.4. Response time for Administrative Appeals. Provide the (1) median, (2) average, and (3) and (4) range in number of days to respond to administrative appeals.

(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
80	98	1	489

5. Ten Oldest Pending Administrative Appeals. Provide the date of receipt of the ten oldest pending administrative appeals, and the number of days pending. (YYYYMMDD, e.g. 20030918)  
 To calculate the number of Federal work days, see <http://www.codeforexcelandoutlook.com/blog/2008/06/calculate-working-days-minus-holidays-in-vba/> or  
<http://www.excelexchange.com/WorkingDays.html>. MS. Excel formula "Net workdays less holidays." See attached Excel list of Federal holidays.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
(1) DATE OF RECEIPT	01/20/11	12/29/11	12/07/11	11/02/11	10/28/11	10/17/11	10/05/11	10/04/11	04/29/11	02/17/11
(2) NUMBER OF DAYS	427	441	456	479	482	491	498	499	608	658

**SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS**

For tables in Section VII, include response times for only perfected requests. Begin counting days from the date of receipt of the perfected request.  
 If using a multi-track processing system, report response times separately for each track. If not using a multi-track processing system, at a minimum, report separately requests which have been granted expedited processing.

NOTE: Table A must reflect the response times for all processed perfected requests. Table B is a sub-set of Table A and must reflect the response times only for those perfected requests in which information was granted, either in full or in part.

To calculate the number of Federal work days, see <http://www.codeforexcelandoutlook.com/blog/2008/06/calculate-working-days-minus-holidays-in-vba/> or  
<http://www.excelexchange.com/WorkingDays.html>. MS. Excel formula "Net workdays less holidays." See attached Excel list of Federal holidays.

A. PROCESSED REQUESTS - RESPONSE TIME FOR ALL PROCESSED PERFECTED REQUESTS. Provide the (1) median, (2) average and (3) and (4) range in number of days to process all perfected requests.

1. SIMPLE				2. COMPLEX				3. EXPEDITED PROCESSING			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
8	14	1	1031	40	82	1	887	11	22	1	111

B. PROCESSED REQUESTS - RESPONSE TIME FOR PERFECTED REQUESTS FOR WHICH INFORMATION WAS GRANTED. Provide the (1) median, (2) average and (3) and (4) range in number of days to process all perfected requests in which information was granted (full grants and partial grants).

1. SIMPLE				2. COMPLEX				3. EXPEDITED PROCESSING			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
11	15	1	1031	50	98	1	794	17	28	1	111

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**SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS (Continued)**

**C. PROCESSED REQUESTS - RESPONSE TIME IN DAY INCREMENTS.**

(1) Provide the number of perfected requests processed in each of the thirteen designated time increments (i.e., within 20 days in the first column, within 21-40 days in the second column, etc.).  
 (a) If using a multi-track system, create separate tables as presented below to report the information for each track. If not using a multi-track system, at a minimum create a separate table for requests which have been granted expedited processing.  
 (b) Insert the sum of the thirteen columns in the "Total" column to reflect the total number of requests processed for each of the tracks.

1. SIMPLE REQUESTS														
<1 DAY	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
291	3126	329	70	41	17	14	7	3	4	1	2	4	6	3915
<b>2. COMPLEX REQUESTS</b>														
<1 DAY	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
44	451	675	305	197	125	74	60	50	41	32	137	74	56	2321

3. REQUESTS GRANTED EXPEDITED PROCESSING														
<1 DAY	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
2	32	6	2	2	1	2	0	0	0	0	0	0	0	47

**D. PENDING REQUESTS - ALL PENDING PERFECTED REQUESTS.**

Provide the number of perfected requests pending as of the end of the fiscal year, and the median and average number of days those requests had been pending. If an agency or component is unable to determine whether all of its pending requests are perfected, the agency must include all pending requests and attach a footnote that it has done so.

1. SIMPLE			2. COMPLEX			3. EXPEDITED PROCESSING		
(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS
232	11	32	799	78	121	3	22	97

**E. PENDING REQUESTS - TEN OLDEST PENDING PERFECTED REQUESTS.**

Provide the date of receipt of the ten oldest perfected requests pending as of the end of the fiscal year, and the number of days pending.

1. DATE OF RECEIPT	2. PENDING REQUESTS - TEN OLDEST PENDING PERFECTED REQUESTS									
	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
06/27/11	06/14/11	05/25/11	04/15/11	04/15/11	12/22/10	11/04/10	10/27/10	05/04/10	04/08/10	
568	577	590	618	618	696	728	734	856	874	

**SECTION VIII - REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER**

Section VIII now reflects new mandatory reporting requirements and is no longer an optional section. Provide information for adjudicated requests for expedited processing or adjudicated requests for a fee waiver, i.e., requests for expedited processing or requests for a fee waiver which were granted or denied. Do not include requests for expedited processing or requests for a fee waiver which became moot for various reasons and, as a result, were neither granted nor denied.

**A. REQUESTS FOR EXPEDITED PROCESSING.**

(1) Include requests for expedited processing made both at the initial request level and, when applicable, at the administrative appeal level.  
 (2) Calculating days: Count only the days spent adjudicating the request for expedited processing. Count calendar days, not working days.  
 (3) NOTE: The response time of this new reporting requirement captures the time taken to decide whether to grant or deny a request for expedited processing. This does not cover the FOIA requests which have already been granted expedited status, placed in the "expedited processing" track, and reported elsewhere in this Report. Rather, this new requirement reflects the time taken to make a determination, (i.e., adjudicate) whether a request for expedited processing should be granted or denied. The FOIA requires agencies to determine within ten calendar days whether a request satisfies the standards for expedited processing.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS TO ADJUDICATE	4. AVERAGE NUMBER OF DAYS TO ADJUDICATE	5. NUMBER ADJUDICATED WITHIN TEN CALENDAR DAYS
49	527	0	4	546

**B. REQUESTS FOR FEE WAIVER.**

(1) Include requests for a waiver of fees made both at the initial request level and, when applicable, at the administrative appeal level.  
 (2) Calculating days: Count only the days spent adjudicating the fee waiver request. Count working days. Do not include additional days that may precede consideration of the fee waiver request, e.g., days the request waits in a processing queue, processing time which precedes commencement of adjudication of fee waiver request, etc.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS TO ADJUDICATE	4. AVERAGE NUMBER OF DAYS TO ADJUDICATE
158	206	0	3

**SECTION IX - FOIA PERSONNEL AND COSTS**

**A. PERSONNEL.** Provide the number of "Full-Time FOIA Staff" by adding the number of "Full-Time FOIA Employees" and "Equivalent Full-Time FOIA Employees" (see *DFOIPO Instructions*).  
[http://www.dod.mil/pubs/foia/dfoipo/docs/Full\\_and\\_part\\_time\\_plus\\_cost\\_calculations\\_FOIA.xls](http://www.dod.mil/pubs/foia/dfoipo/docs/Full_and_part_time_plus_cost_calculations_FOIA.xls)  
<http://www.usdoj.gov/oip/foia/post/guidance-annualreport-052008.pdf> -- page 26.

1. NUMBER OF FULL-TIME FOIA EMPLOYEES	2. NUMBER OF EQUIVALENT FULL-TIME FOIA EMPLOYEES	3. TOTAL NUMBER OF FULL-TIME FOIA STAFF	1. PROCESSING COSTS	2. LITIGATION-RELATED COSTS	3. TOTAL COSTS
154	177	331	\$ 12,987,021	\$ 288,115	\$ 13,275,136

**SECTION X - FEES COLLECTED FOR PROCESSING REQUESTS**

Report the dollar amount of fees collected from FOIA requesters for processing their requests. Also report the percentage of total processing costs (from Section IX, B.1.) that those fees represent. In calculating the amount of fees collected, include fees received from a FOIA requester for search, review document duplication, and any other direct costs permitted by agency regulations.

1. TOTAL AMOUNT OF FEES COLLECTED	2. PERCENTAGE OF TOTAL PROCESSING COSTS
\$ 96,743	.744923 %

**SECTION XI - FOIA REGULATIONS**

AGENCIES MUST PROVIDE AN ELECTRONIC LINK TO THEIR FOIA REGULATIONS, INCLUDING THEIR FEE SCHEDULE.

The Defense Freedom of Information Policy Office will satisfy this requirement.

**SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS**

**A. BACKLOGS OF FOIA REQUESTS AND ADMINISTRATIVE APPEALS.**

- (1) Provide the number of FOIA requests and administrative appeals that were pending beyond the statutory time period as of the end of the fiscal year.
- (2) NOTE: The statutory time period is ordinarily twenty working days from receipt of a perfected request (see 5 U.S.C. Section 552(a)(6)(A)(i)), but may be extended up to ten additional working days when "unusual circumstances" are present (see 5 U.S.C. Section 552(a)(6)(B)(i)).

1. NUMBER OF BACKLOGGED REQUESTS AS OF END OF FISCAL YEAR (Backlog requests should be equal to or less than Section V.A.4 total backlog requests.)	654	2. NUMBER OF BACKLOGGED APPEALS AS OF END OF FISCAL YEAR (Backlog appeals should be equal to or less than Section VI.A.4 total backlog appeals.)	141
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3. EXPLAIN BACKLOG HERE (Optional)  
 Majority of the backlog cases are complex (high volumes, classified, require agency coordination, contract investigation)

**B. CONSULTATION ON FOIA REQUESTS - RECEIVED, PROCESSED, AND PENDING CONSULTATIONS.**

- The consultation portions of the Annual Report require information about consultations received from other agencies, not sent to other agencies.
- (1) Provide the number of consultations received from other agencies, those processed, and those pending, as described in the columns below.
- (2) The number in Column 1 must match the number of "Consultations Received from Other Agencies that Were Pending at Your Agency as of End of the Fiscal Year" (Column 4) from last year's Annual Report.
- (3) The sum of Columns 1 and 2 minus the number in Column 3 must equal the number in Column 4.

1. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF START OF THE FISCAL YEAR	44	2. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES DURING THE FISCAL YEAR	147	3. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES THAT WERE PROCESSED BY YOUR AGENCY DURING THE FISCAL YEAR	123	4. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF END OF THE FISCAL YEAR	68
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**C. CONSULTATIONS ON FOIA REQUESTS - TEN OLDEST CONSULTATIONS RECEIVED FROM OTHER AGENCIES AND PENDING AT YOUR AGENCY.**

Provide the date of receipt of the ten oldest consultations received from other agencies pending at your agency as of the end of the fiscal year, and the number of days pending.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
1. DATE OF RECEIPT	10/24/12	09/28/12	09/10/12	09/07/12	09/05/12	08/24/12	04/23/12	11/14/11	10/13/11	12/15/10
2. NUMBER OF DAYS PENDING	234	251	265	266	268	275	362	472	493	701



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## SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS (Continued)

**D. COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT - REQUESTS RECEIVED, PROCESSED, AND BACKLOGGED.**

(1) Provide the number of requests received and the number of requests processed during the fiscal year, and the number of requests backlogged as of the end of the fiscal year (starting with the Annual Report from Fiscal Year 2009) from last year's Annual Report and the number of those received and processed during the fiscal year, and backlogged as of the end of the fiscal year, from the current Annual Report.

(2) The numbers in Columns 1 and 2 must match the "Number of Requests Received in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the "Number of Requests Processed in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively.

(3) The numbers in Columns 5 and 6 must match the "Number of Backlogged Requests as of End of the Fiscal Year" from Section XII. A. of the previous Annual Report and the current Annual Report, respectively.

REQUESTS RECEIVED		REQUESTS PROCESSED		REQUESTS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
6282	6362	6296	6283	556	654
APPEALS RECEIVED		APPEALS PROCESSED		APPEALS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
255	258	219	176	176	141

**F. DISCUSSION OF OTHER FOIA ACTIVITIES (Optional).** Provide here any further information about the agency's efforts to improve FOIA administration. Attach additional pages if necessary. The AF continues to improve the following areas:

- Elevate FOIA importance across AF
- Proactive posting of records to the AF reading room web site
- Implement Mandatory yearly FOIA training
- Look for ways to improve FOIA processing

**SUBCOMPONENT/COMPONENT OR AGENCY REPORTING**

Department Of The Air Force

**REPORT FOR FISCAL YEAR**  
2013

**SECTION XIII - GRADE LEVELS/PAY RATES/TYPE(S) OF HOURS WORKED ON ANNUAL REPORT**

**A. CONTRACTOR/NON HOURLY COSTS.**

Provide any contractor/non hourly costs, including a description of the work performed. Do not provide hourly rates, but rather overall costs for the specific work.

**1. DESCRIPTION OF WORK PERFORMED**

**2. COST TO COMPONENT**

(1)	SAF/CIO A6PPF (1 contractor support -- reviewed/validated all submissions from AF-wide FOIA RSCs, generated final report, inputted final data on DD2564 for the Chief of IAP to review/approve.	\$ 175,000
(2)	AFPC (2 contractor support reviewed overall processed cases, validated/reported forwarded to AFPC FOIA Manager for approval.	\$ 183,040
(3)		\$
(4)		\$
(5)		\$
(6)		\$
(7)		\$

**B. GRADE LEVEL/PAY RATE (INCLUDING STEP, IF APPLICABLE) AND NUMBER OF HOURS WORKED IN HELPING GENERATE/PREPARE THE ANNUAL REPORT.**

Provide the Grade Level/Pay Rate, including step, if applicable, of each type of employee (Military/Civilian/Contractor) who worked to generate and prepare the annual report, and the number of hours worked at each level/pay rate.

	1. GRADE LEVEL/PAY RATE	2. HOURS WORKED	1. GRADE LEVEL/PAY RATE	2. HOURS WORKED	1. GRADE LEVEL/PAY RATE	2. HOURS WORKED
(1)	GS-15/\$140,249	2	(11)		(21)	
(2)	GS-14/\$119,238	4	(12)		(22)	
(3)	GS-13/\$100,904	8	(13)		(23)	
(4)	GS-12/\$84,855	8	(14)		(24)	
(5)	GS-11/\$70,794	18	(15)		(25)	
(6)	GS-7/\$47,828	2	(16)		(26)	
(7)	MSGT/\$107,647	7	(17)		(27)	
(8)	SSGT/\$93,337310	3	(18)		(28)	
(9)			(19)		(29)	
(10)			(20)		(30)	

DD FORM 2564, JUL 2013

ATTACHMENT I

(SECTION II - MAKING A FOIA REQUEST)

MAJCOMS/BASES

Base contact information is located on the Air Force FOIA website at <http://www.foia.af.mil/offices/commands/index.asp>.

HAF DMO 1000 Air Force Pentagon Washington, DC 20330-1000 (703) 693-2735

HQ ACC/A6XP Benedict Ave., Suite 210 Langley, VA 23665 Tel: (757) 764-2265/2261

Beale AFB, California

Davis-Monthan AFB, Arizona

Dyess AFB, Texas

Ellsworth AFB, South Dakota

Holloman AFB, New Mexico

Langley AFB, Virginia

Moody AFB, Georgia

Mountain Home AFB, Idaho

Nellis AFB, Nevada

Offutt AFB, Nebraska

Seymour Johnson AFB, North Carolina

Shaw AFB, South Carolina

Altus AFB, Oklahoma

Columbus AFB, Mississippi

Goodfellow AFB, Texas

Keesler AFB, Mississippi

Lackland AFB, Texas

Laughlin AFB, Texas

Luke AFB, Arizona

Maxwell-Gunter AFB, Alabama

Randolph AFB, Texas

Sheppard AFB, Texas

Tyndall AFB, Florida

Vance AFB, Oklahoma

HQ ARMC/A605 4225 Logistics Ave, Room S-132 Wright Patterson AFB OH 45433-5006 Tel: (937) 658-0618.

Arnold AFB, Tennessee  
Brooks City-Base, Texas  
Edwards AFB, California  
Eglin AFB, Florida  
Hanscom AFB, Massachusetts  
Hill AFB, Utah  
Kirtland AFB, New Mexico

Robins AFB, Georgia

Tinker AFB, Oklahoma

Wright-Patterson AFB, Ohio

Air Force Office of Scientific Research, Arlington VA  
Rome Laboratory, New York

HQ AFRC/A6II 155 Richard Ray Blvd Robins AFB GA 31098-8888 Tel. (478) 327-1899.

Denver CO, ARPC

Carwell AFB, TX, 10 AF

Carwell AFB TX, 301 FW

Dobbins AFB GA, 94 AW

Dobbins AFB GA, 22 AF

Grissom AFB IN, 434 ARW

Homestead AFB FL, 482 FW

Luke AFB AZ, 944 FW

March AFB CA, 452 AMW

March AFB CA, 4 AF

McGuire AFB NJ, 514 AMW

Minn-St. Paul IAP AFB, 934 AW

Pittsburgh IAP AFB PA, 911 AW

Westover AFB MA, 439 AW

WPAFB OH, 445 AW

Youngstown Warren AFB OH, 910 AW

HQ ARSOC/A60K(FOIA), 100 Bartley Street, Suite 137E, Hurlburt Fld, FL 32544. (850) 884-2290

Cannon AFB, New Mexico

Hurlburt Field, Florida

AHSFC 21 SCS/SCXIF 655 West Bnt Ave Suite 107 Peterson AFB, CO 80914-1645 (719) 554-2503

Buckley AFB, Colorado  
Los Angeles AFB, California  
Patrick AFB, Florida  
Peterson AFB, Colorado  
Schriever AFB, Colorado  
Vandenberg AFB, California

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ATTACHMENT 2

IV. Exemption 3 Statutes

Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon	Component Relied upon	Times Relied upon by Agency
41 U.S.C. Sec 423	Award Performance Evaluations	AFMC : 1	1		1
28 U.S.C. section 652(d)	prohibit disclosure of confidential dispute resolution communications	AFMC : 1	1		1
42 USC Sec 2162 (a) (RD)	Information regarding Atomic Energy: Restricted and formerly restricted (A.E. Act of 1954) (specific applicable sections must be invoked)	AFGSC : 5 AFMC : 1 USAFE : 1	7		
42 USC Sec 2168 (a) (1)	Information regarding Atomic Energy: Restricted and formerly restricted data (A.E. Act of 1954) (specific applicable sections must be invoked)	AFGSC : 5 AFHRA : 1 AFMC : 1 USAFE : 1	8		
5 USC §574(j)	Administrative Dispute Resolution Act - Dispute resolution communication between a neutral and a party to the dispute	AMC : 1	1		
5 USC App 4 §207(a)(1)(2)	5 USC App 4, §207(a)(1)(2)	ACC : 2 AETC : 1 AFMC : 1	4		
5 USC §714(b)(4)	Civil Service Reform Act - Representation Rights and Duties, Labor Unions	AFMC : 1	1		
10 USC §128	Unclassified Special Nuclear Weapons Information	AFGSC : 1 HAF : 1	2		
10 USC §130	Unclassified Technical Data with Military or Space Application	ACC : 1 AFMC : 20 AFOSR : 1 AFSPC : 1 HAF : 1 USAFE : 2	26		
Personnel in Overseas, Sensitive or Routinely Deployable Units		AFCEE : 1			
10 USC §130b		AFTAC : 5 PACAF : 12 USAFCENT : 1 USAFE : 75	110		
10 USC §130c	Certain Sensitive Information of Foreign Governments and International Organizations	ACC : 1 AFMC : 1 AFOSR : 1 AFSPC : 1 HAF : 1 USAFCENT : 1	5		
10 USC §424	Protection of Organizational and Personnel Information for DIA, NRO, and NIMA	AFGSC : 1 AFOSI : 6	7		
10 USC §613a(a)	Proceedings of Promotion Selection Boards	AFSPC : 1	1		
10 USC §1102	Confidentiality of Medical Records	ACC : 5 AETC : 2 AFOSI : 1	9		

A. For Initial Requests



Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
42 USC Sec 2162 (a) (RD)	Information regarding Atomic Energy: Restricted and formerly restricted (A.E. Act of 1954) (specific applicable sections must be invoked)		AFLOA : 1	1
42 USC Sec 2168 (a) (1)	Information regarding Atomic Energy: Restricted and formerly restricted data (A.E. Act of 1954) (specific applicable sections must be invoked)		AFGSC : 1 AFLOA : 1	2
10 USC §130	Unclassified Technical Data with Military or Space Application		AFMC : 1 AFLOA : 1 GCA : 1	2
10 USC §130b	Personnel in Overseas, Sensitive or Routinely Deployable Units		AFLOA : 1 AFSOC : 1 GCA : 1	4

B. For Appeals

10 USC §2305(g)	DOD Contractor Proposals	N	ACC : 8 AETC : 2 AFCEE : 1 AFGSC : 1 AFMC : 21 AFSPC : 2 AMC : 9 USAFA : 1 USAFE : 4	49
10 USC 2371(i)	Research Projects: Transactions Other Than Contracts and Grants	N	AFMC : 2	2
12 USC §3403	Confidentiality of Financial Records	N	AFMC : 2	2
16 USC §470w-	National Historic Preservation	N	AFSPC : 1	1
22 USC §2778(e) Sec 38(e)	Control of Arms Exports	N	ACC : 1 AFMC : 3 AFSOC : 1	5
26 USC §6103	Confidentiality and Disclosure of Returns and Return Information		AFSPC : 1	1
50 USC 403-1(i)(1)	Intelligence Sources and Methods (Director of National Intelligence use only)	Y	HAF : 1 NASIC : 1	2
50 USC §403(g)	CIA Functions and Information	Y	AFHRA : 1 HAF : 1	2
50 USC §411(g)	Export License Application Information	Y	AFMC : 2 AFSOC : 1	3
Rules 6(e) Fed Rules Crimi	the documents reveal the internal workings or deliberations of the grand jury. Documents extrinsic to the jury's internal working process do not qualify. See Astley v. Lawson, C.A. No. 89-2806 D.C.C. Jan. 11, 1991	Y	AMC : 1	1
18 U.S.C. § 3509(d)	(Federal Victims' Protection and Rights Act) Certain records containing identifying information pertaining to children involved in criminal proceedings		AFOSI : 9 AFSOC : 1	10
41 USC 423	Performance evaluations compiled by the procurement office are used in source selection activities covered by the Procurement Integrity Act and are considered sensitive.		AFGSC : 1	1



ATTACHMENT 3

Component	Description of Other Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied upon	TOTAL
ACC	All Records Referred to another Component or Agency 2 Misdirected Request 3 Unable to contact requester 3 Administratively closed 23	31
AETC	All Records Referred to another Component or Agency 2 Misdirected Request 9 Unable to contact requester 10 Administratively closed 19	40
AFAA	Misdirected Request 1 Administratively closed 3	4
AFCEC	Administratively closed 1	1
AFCEE	Misdirected Request 1 Unable to contact requester 2 Administratively closed 1	4
AFDW	All Records Referred to another Component or Agency 4 Unable to contact requester 5 Administratively closed 5	14
AFGSC	Misdirected Request 3 Litigation 1 Unable to contact requester 2 Administratively closed 8	14
AFHRA	All Records Referred to another Component or Agency 13 Misdirected Request 1 Unable to contact requester 1 Administratively closed 1	16
AFMC	All Records Referred to another Component or Agency 15 Misdirected Request 5 Unable to contact requester 7 Administratively closed 79	106
AFMC AFOSR	All Records Referred to another Component or Agency 1	1
AFOSI	All Records Referred to another Component or Agency 2 Misdirected Request 9 Litigation 1 Unable to contact requester 12 Administratively closed 82	106
AFOTEC	Administratively closed 1	1
AFPC	All Records Referred to another Component or Agency 56	56
AFRC	All Records Referred to another Component or Agency 4 Misdirected Request 16 Unable to contact requester 6 Administratively closed 7	33

AFSEC	Misdirected Request 1 Administratively closed 3	4
AFSOC	All Records Referred to another Component or Agency 1 Unable to contact requester 6 Administratively closed 3	10
AFSPC	All Records Referred to another Component or Agency 2 Misdirected Request 2 Unable to contact requester 3 Administratively closed 27	34
AFTAC	Administratively closed 1	1
AMC	All Records Referred to another Component or Agency 5 Misdirected Request 14 Unable to contact requester 5 Administratively closed 13	37
ANG	All Records Referred to another Component or Agency 10 Misdirected Request 6 Unable to contact requester 1 Administratively closed 1	18
ARPC	Unable to contact requester 4	4
HAF	All Records Referred to another Component or Agency 40 Misdirected Request 26 Unable to contact requester 9 Administratively closed 30	105
NASIC	Misdirected Request 1 Unable to contact requester 1 Administratively closed 1	3
PACAF	All Records Referred to another Component or Agency 1 Unable to contact requester 14 Administratively closed 19	34
SAF	Unable to contact requester 2 Administratively closed 1	3
SAF-IGQ	Administratively closed 1	1
USFA	Litigation 2 Unable to contact requester 1 Administratively closed 8	11
USAFCENT	All Records Referred to another Component or Agency 1 Administratively closed 5	6
USAFE	All Records Referred to another Component or Agency 1 Misdirected Request 2 Unable to contact requester 10 Administratively closed 15	28