



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 5720.6D

3AT  
**03 JAN 1997**

STATION ORDER 5720.6D

From: Commanding Officer  
To: Distribution List

Subj: FREEDOM OF INFORMATION ACT AMENDMENTS, PUBLIC LAW 93-502

Ref: (a) SECNAVINST 5720.4  
(b) FMFM 3-1  
(c) ABO 5720.2A

1. Purpose. To promulgate information concerning the 1974 Freedom of Information Act.

2. Cancellation. StaO 5720.6C.

3. Policy. All Marines, Sailors and civilians are charged to support the spirit and intent of the principles of the Freedom of Information Act. Disclosure, rather than denial of information is to be followed as a general rule.

4. Information. The Freedom of Information act was signed into law by President Lyndon B. Johnson on 4 July 1966 as Title 5, U.S. Code 552. This act provided for public disclosure of executive branch rules, opinions, orders and public records. An amended act was passed on 21 November 1974 providing for more stringent administrative procedures. The amendment became effective on 19 February 1975. Questions arising concerning the amended law should be referred to the Public Affairs/Freedom of Information Act (FOIA) Officer at extension 2275.

5. Requests for Records

a. The Commanding Officer of Headquarters and Headquarters Squadron and department heads receiving oral or written requests from members of the public will refer/direct all inquiries to the Public Affairs/FOIA Officer.

b. The Freedom of Information Act Officer must respond within ten working days to the initial request.

c. To qualify as a request within the technical requirements of this Order and the references, a request for copies of, or for permission to examine command records must, at the submission:

(1) Be in writing (no verbal requests will be accepted) and indicate expressly, or by clear implications, that it is a request under the Freedom of Information Act or this order.

(2) Contain a reasonable description of the particular records requested; i.e., a sufficiently accurate and specific description to enable naval personnel to locate and identify the particular records desired with a reasonable amount of effort.

(3) Contain a clear statement that the requester will be willing and able to pay all fees, or to pay such fees up to a specified limit; or satisfactory evidence establishing that the requester is entitled to waiver of such fee per reference (a).

6. Denial of Requested Records. Denial of requested records will be made only by the Civil Law Officer, Joint Law Office, Marine Corps Air Station, El Toro. In the event a request for a record is considered to fall within an exemption category as defined in reference (a), this command will forward the requested records and all supporting documents to the Civil Law Officer, Joint Law Office, Box 5000, Marine Corps Air Station, El Toro, Santa Ana, CA 92709-5000. In addition, a telephone call will be made immediately to the Civil Law Officer, Joint Law Office, Marine Corps Air Station, El Toro, advising the Civil Law Officer of the recommended denial and the circumstances surrounding it.

7. Administrative Controls and Procedures for Processing Requests. Upon receipt of a written request for examination or copies of a record, the Public Affairs Officer/Freedom of Information Act Officer will immediately insure that action is taken to control the request and provide for its expeditious and priority handling, and for responding to the requester within ten working days. Letter forms in enclosure (4) of reference (a) are to be used as guidance.

a. Receipt Controls. At a minimum, controls shall include date stamping of the request upon receipt, establishment of a suspense control record and follow-up procedures, and the conspicuous stamping or labeling of the request as a "FREEDOM OF INFORMATION ACT" request, to flag it as requiring priority handling through its processing.

b. Forwarding Controls. When a request is forwarded to another command for review or other action; the request, letter of transmittal, and envelope, or cover, shall be conspicuously stamped or labeled "FREEDOM OF INFORMATION ACT" and a record shall be kept of the request and the date and activity to which it was forwarded.

c. Consultation Records. A concise record shall be maintained of the dates, parties, and substance of all significant consultations with representatives of other activities or agencies, and all consultations with the requester.

8. Action

a. Per reference (d), the Public Affairs Officer is designated the coordinator for the Air Station. All request received will be referred to that office.

b. Upon receipt of a request for records, the Public Affairs/Freedom of Information Act Officer will route the request to the appropriate squadron/department as applicable.

9. Reports. The Public Affairs/Freedom of Information Act Officer will submit the annual report required by reference (c).

10. Summary of Revision. This order has been substantially revised and should be reviewed in its entirety.

  
C. J. TURNER

DISTRIBUTION: A plus Code 3AT (5)