

FREEDOM OF INFORMATION (FOI) CONSULTATION AND REQUEST SUMMARY

(Please read instructions on Page 4 before completing form.)

SECTION I - SUMMARY

1. REQUEST NUMBER	2. TYPE OF ACTION <i>(X one)</i> <input type="checkbox"/> REQUEST <input type="checkbox"/> APPEAL <input type="checkbox"/> CONSULTATION	3. REQUEST CATEGORY <i>(X one)</i> <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NEWS MEDIA <input type="checkbox"/> SCIENTIFIC/EDUCATIONAL <input type="checkbox"/> OTHER				
4. ACTION OFFICE		5. OPEN DATE (YYYYMMDD)				
6. CLOSE DATE (YYYYMMDD)						
7. MULTI-TRACK PROCESSING <i>(X one)</i> <input type="checkbox"/> SIMPLE <input type="checkbox"/> COMPLEX <input type="checkbox"/> REQUEST GRANTED EXPEDITED PROCESSING						
8. EXPEDITED PROCESSING AND FEE WAIVER ADJUDICATION <i>(X and complete as applicable)</i> <input type="checkbox"/> GRANTED EXPEDITED PROCESSING <input type="checkbox"/> DENIED EXPEDITED PROCESSING _____ CALENDAR DAYS REQUIRED TO ADJUDICATE EXPEDITED PROCESSING REQUEST <input type="checkbox"/> GRANTED FEE WAIVER <input type="checkbox"/> DENIED FEE WAIVER _____ WORKING DAYS REQUIRED TO ADJUDICATE FEE WAIVER REQUEST						
9. RESPONSE TIME IN DAY INCREMENTS <i>(X one)</i>						
1-20	21-40	41-60	61-80	81-100	101-120	121-140
141-160	161-180	181-200	201-300	301-400	401+	
10. ACTIONS TAKEN						
a. DISPOSITION <i>(X one)</i> <input type="checkbox"/> FULL GRANT <input type="checkbox"/> PARTIAL GRANT/PARTIAL DENIAL <input type="checkbox"/> FULL DENIAL BASED ON EXEMPTION(S)						
b. FULL DENIAL BASED ON REASONS OTHER THAN EXEMPTIONS <i>(X as applicable)</i> <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORDS REFERRED <input type="checkbox"/> REQUEST WITHDRAWN <input type="checkbox"/> FEE RELATED REASON <input type="checkbox"/> RECORDS NOT REASONABLY DESCRIBED <input type="checkbox"/> IMPROPER REQUEST FOR OTHER REASONS <input type="checkbox"/> NOT AGENCY RECORD <input type="checkbox"/> DUPLICATE REQUEST OR APPEAL <input type="checkbox"/> REQUEST IN LITIGATION <input type="checkbox"/> APPEAL BASED SOLELY ON DENIAL OF REQUEST FOR EXPEDITED PROCESSING <input type="checkbox"/> OTHER <i>(Explain)</i>						
11. DISPOSITION OF APPEAL <i>(X one)</i> <input type="checkbox"/> AFFIRMED <input type="checkbox"/> PARTIALLY AFFIRMED, PARTIALLY REVERSED/REMANDED <input type="checkbox"/> COMPLETELY REVERSED/REMANDED <input type="checkbox"/> CLOSED FOR OTHER REASONS						
12. EXEMPTIONS APPLIED <i>(X and complete as applicable)</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 STATUTE <i>(Select all that apply from list on following page)</i> <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7(A) <input type="checkbox"/> 7(B) <input type="checkbox"/> 7(C) <input type="checkbox"/> 7(D) <input type="checkbox"/> 7(E) <input type="checkbox"/> 7(F) <input type="checkbox"/> 8 <input type="checkbox"/> 9						

12. If Exemption 3 is checked, CTRL+click to select all applicable statutes.

SECTION II - PROCESSING COST

13. CLERICAL HOURS (E-9/GS-8 and below)		FEE CODE	(1) TOTAL HOURS	(2) HOURLY RATE		(3) COST	
a. SEARCH		1		X		=	
b. REVIEW/EXCISING		2					
c. OTHER ADMINISTRATIVE COSTS		3					
14. PROFESSIONAL HOURS (O-1 - O-6/GS-9-GS-15)/CONTRACTOR			(1) TOTAL HOURS	(2) HOURLY RATE		(3) COST	
a. SEARCH		1		X		=	
b. REVIEW/EXCISING		2					
c. OTHER/COORDINATION/DENIAL		3					
15. EXECUTIVE HOURS (O-7 - ES 1 and above)			(1) TOTAL HOURS	(2) HOURLY RATE		(3) COST	
a. SEARCH		1		X		=	
b. REVIEW/EXCISING		2					
c. OTHER/COORDINATION/DENIAL		3					
16. COMPUTER SEARCH			(1) TOTAL TIME	(2) RATE		(3) COST	
a. MACHINE TIME (Not PC, desktop, laptop)		4		X		=	
b. PROGRAMMER/OPERATOR TIME (Human)							
(1) Clerical Hours		1					/hr
(2) Professional Hours		1					/hr
17. OFFICE MACHINE COPY REPRODUCTION			(1) NUMBER	(2) RATE		(3) COST	
a. PAGES REPRODUCED FOR FILE COPY		3		X		=	
b. PAGES RELEASED		5					
18. PRE-PRINTED PUBLICATIONS			(1) TOTAL PAGES	(2) RATE		(3) COST	
a. PAGES PRINTED		5		X		=	
19. COMPUTER PRODUCT OUTPUT/ACTUAL COST CHARGES			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. TAPE/DISC/CD		6		X		=	
b. PAPER PRINTOUT		3					
20. OTHER ADMINISTRATIVE FEES			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. ALL POSTAGE/ADMINISTRATIVE (See instructions)		3		X		=	
21. AUDIOVISUAL MATERIALS			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. MATERIALS REPRODUCED		4		X		=	
22. SPECIAL SERVICES			(1) NUMBER	(2) ACTUAL COST		(3) COST	
a. ALL SPECIAL SERVICES (See instructions)		6		X		=	
23. MICROFICHE REPRODUCED				X		=	

FEE CODES

- Chargeable to "commercial" requesters. Chargeable to "other" requesters after deducting 2 hours.
- Chargeable to "commercial" requesters only.
- Not chargeable to any fee category.
- Chargeable to "commercial". Chargeable to "other" after deduction of the equivalent of 2 hours. (Example: deduct \$88.00 professional rate.)
- Chargeable to all fee categories after deduction of 100 pages (DOES NOT include "commercial").
- Chargeable to all fee categories. No deductions.

16. FOR FOI OFFICE USE ONLY

a. TOTAL COLLECTABLE FEES

b. TOTAL PROCESSING FEES

c. TOTAL CHARGED

d. FEES WAIVED/REDUCED (X one) Yes No

e. FEES NOT APPLICABLE (X one) Yes No

See Chapter 6, Fee Schedule, DoD 5400.7-R, to determine appropriate assessment of fees.

INSTRUCTIONS FOR COMPLETING DD FORM 2086-2

This form is used to record costs associated with the processing of a Freedom of Information request.

1. REQUEST NUMBER - First two digits will express Calendar Year followed by dash (-), the first initial of the type of action (A = Appeal, C = Consultation, R = Request) and Component's request number, usually four digits (e.g., 08-R-1234).

2. TYPE OF ACTION - Mark the appropriate block to indicate Request, Appeal, or Consultation.

3. REQUEST CATEGORY - Mark the appropriate block to indicate Commercial, News Media, Scientific/Educational, or Other.

4. ACTION OFFICE - Enter the name of the office tasked to process request as appropriate.

5. - 6. DATES OPENED AND CLOSED - Enter year, month and day, i.e., 20081001.

7. MULTI-TRACK PROCESSING - Mark the appropriate block to indicate Simple, Complex, or Request Granted Expedited Processing.

8. EXPEDITED PROCESSING AND FEE WAIVER ADJUDICATION - Mark the appropriate block to indicate Expedited Processing or Fee Waiver determination. Enter the number of calendar days required to adjudicate an Expedited Processing Request and working days to adjudicate a Fee Waiver Request, as applicable.

9. RESPONSE TIME IN DAY INCREMENTS - Mark the appropriate block to indicate the total working days to process the request. Use blocks 5 and 6 as the basis for this calculation.

10. ACTIONS TAKEN -

a. Disposition - Mark the appropriate block to indicate Full Grant, Partial Grant/Partial Denial, or Full Denial Based on Exemptions.

b. Full Denial Based on Reasons Other than Exemptions - Mark the appropriate block to indicate reasons applied. Note: Do not include this information in the Annual Report if any item in 10.a. is selected as a disposition.

11. DISPOSITION OF APPEAL - Mark the appropriate block as appropriate.

12. EXEMPTIONS APPLIED - Mark the appropriate block to indicate any exemptions applied.

13. CLERICAL HOURS - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search - Time spent in locating from the files the requested information.

Review/Excising - Time spent in reviewing the document content and determining if the entire document must retain its classification or segments could be excised thereby permitting the remainder of the document to be declassified. In reviews for other than classification, FOI exemptions 2 through 9 should be considered.

Other Administrative - Time spent in activity other than above, such as hand carrying documents to other locations, restoring files, etc.

14. PROFESSIONAL HOURS - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search/Review/Excising/Other/Coordination/Denial - See explanation above.

- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

15. EXECUTIVE HOURS - For each applicable activity category, enter the time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search/Review/Excising/Other/Coordination/Denial - See explanation above.

- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

16. COMPUTER SEARCH - When the amount of government-owned (not leased) computer processing machine time required to complete a search is known, and accurate cost information for operation is available, enter the time used and the rate. Then, calculate the total cost which is fully chargeable to the requester.

17. OFFICE MACHINE COPY REPRODUCTION - Enter the number of pages reproduced and/or released.

- Multiply by the rate per copy and enter cost figures.

18. PRE-PRINTED PUBLICATIONS - Enter total pages.

- Multiply the total number of pages by the rate per page and enter cost figures.

19. COMPUTER COPY - Enter the total number of tapes and/or printouts.

- Multiply by the actual cost per tape or printout and enter cost figures.

20. OTHER ADMINISTRATIVE FEES - Covers postage (when known), correspondence preparation, other non-billable charges not covered under Items 13-15, etc.

21. AUDIOVISUAL MATERIALS - Duplication cost is the actual cost of reproducing the material, including the wages of the person doing the work.

22. SPECIAL SERVICES - Covers items outside of the FOIA such as authenticating records, overnight mail at cost, and other services for which the requester agrees to reimburse the agency.

23. MICROFICHE REPRODUCED - Enter the number of copies and multiply by the rate per copy.

24. FOR FOI OFFICE USE ONLY -

Total Collectable Fees - Add the blocks in the cost column and enter total in the total collectable fees block. Apply the appropriate waiver for the category of requester prior to inserting the final figure. Further discussion of chargeable fees is contained in Chapter VI of DoD Regulation 5400.7-R.

Total Processing Fees - Add all blocks in the cost column and enter total in the total processing fees block. The total processing fees in most cases will exceed the total collectable fees.

Total Charged - Enter the total amount that the requester was charged, taking into account the fee waiver threshold and fee waiver policy.

Fees Waived/Reduced - Indicate if the cost of processing the request was waived or reduced by placing an "X" in the "Yes" block or the "No" block.

Fees Not Applicable - Indicate if the cost of processing the request was not applicable by placing an "X" in the "Yes" block or the "No" block.