



UNITED STATES MARINE CORPS

3101 THE MARINE CORPS BLDG
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

IN REPLY REFER TO:
5720
FOIA/155
29 Aug 01

MEMORANDUM

From: Director of Manpower
To: Assistant Chief of Staff, Installation and Environment

Subj: FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Encl: (1) Mr. McAleney's FOIA request dtd 22 August 2001

1. The enclosure is forwarded for appropriate action as a matter under your cognizance. You are asked to provide the information requested. In the event you are unable to provide the requested information, or you feel this request should be directed to another department/division, return this letter and the enclosure to this office. If it is determined that a legal opinion is needed regarding releasability of the requested information, we will forward the information to the Staff Judge Advocate for a decision.
2. The FOIA requires that requesters be assessed the costs associated with the search for, reviewing (in some instances), and duplication of documents in response to a FOIA request. For this reason, it is requested that the total number of man-hours expended in this request be provided along with the military and civilian grades of personnel involved. Do not include salaries. We will compute compensatory fees for search, review, and duplication, and will collect funds in accordance with existing DoD Policy.
3. We have 20 working days to respond to the enclosure. Accordingly, please prepare and return the requested information to this office by 10 September 2001. If you are unable to provide a response by this date, you must contact the FOIA Coordinator at 451-2385, 451-2218 or 451-2220 for an extension of time.
4. For your information the following from MCO P5720.56A is furnished: "...A record must exist and be in the possession and control of the Marine Corps at the time of the request. There is no requirement to create or compile a record to satisfy a Freedom of Information Act request..."

Very respectfully,

CLW

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For M.C. Messler
D. W. COLLINS

9/6/01 extended per Cpl Burdett

*end of Oct. Ext. ltr
Oct. 22*