



UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 25064  
CAMP LEJEUNE, NORTH CAROLINA 28542-0664

IN REPLY REFER TO:  
5720  
FOIA/207  
07 Jan 03

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

Subj: FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Encl: (1) Mr. Townsend's FOIA request of 03 Jan 03

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 requestors 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 **15 Jan 03**. If you are unable to provide a response by this date, you must contact the FOIA Coordinator at 451-3563/3568 for an extension of time.
4. For your information the following from SECNAVINST 5720.42F is furnished: "...A record must exist and be in the possession and control of the Department of the Navy at the time of the request to be considered subject to this instruction and the FOIA. There is no obligation to create, compile or obtain a record to satisfy a FOIA request..."

Very respectfully,

*C. H. Dickerson*  
for D. W. COLLINS

CLW

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