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UNITED STATES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

April 29, 2025

We received your Freedom of Information Act (FOIA) request on 23 May 2022, seeking a copy of each (internal) FOIA Standard Operating Procedure (SOP) at the United States Central Command (USCENTCOM) FOIA Office.

USCENTCOM's Chief of Staff, Major General David S. Doyle, after a thorough review of the record and consideration of the "foreseeable harm standard¹," approved the release of USCENTCOM's FOIA Processing Guidelines, totaling 17 pages, on August 4, 2022. As USCENTCOM's Initial Denial Authority, Major General Doyle withheld information pursuant to 5 U.S.C. § 552(b)(6), personal privacy interests.

No allowable fees could be charged for this request pursuant to 32 Code of Federal Regulations § 286.12(e). Should you wish to inquire about mediation services, you may contact the OSD/JS FOIA Public Liaison, Toni Fuentes, at 571-372-0462 or by e-mail at OSD.FOIALiaison@mail.mil, or the Office of Government Information Services (OGIS) at the National Archives and Records Administration. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, MD 20740, e-mail: ogis@nara.gov, Telephone: 202-741-5770, Fax: 202-741-5769, Toll-free: 1-877-684-6448.

You have the right to appeal to the appellate authority, Ms. Joo Chung, Assistant to the Secretary of Defense for Privacy Civil Liberties, and Transparency (PCLT), Office of the Secretary of Defense, at: 4800 Mark Center Drive, ATTN: PCLFD, FOIA Appeals, Mailbox #24, Alexandria, VA 22350-1700. Your appeal must be postmarked within 90 calendar days of the date of this response. Alternatively, you may e-mail your appeal to osd.foia-appeal@mail.mil. If you use e-mail, please include the words "FOIA Appeal" in the subject of the e-mail. Please also reference FOIA case #22-0529 in any appeal correspondence.

¹Information which might technically fall within an exemption should not be withheld from a FOIA requester unless the agency can identify a foreseeable harm or legal bar to disclosure.

If you have any questions, please contact the USCENTCOM FOIA Requester Service Center at (813) 529-6285 or centcom.macdill.centcom-hq.mbx.freedom-of-information-act@mail.mil, and refer to FOIA case #22-0529.

Sincerely,

LOWE.CEDRICK.
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Cedrick T. Lowe
GS-13, DAFC
Chief, Freedom of Information Act, Privacy Act,
and Mandatory Declassification Review Branch

Enclosure:
Document for Release (U)

UNCLASSIFIED

**UNITED STATES CENTRAL COMMAND
FREEDOM OF INFORMATION ACT (FOIA)
PROCESSING GUIDELINES**



20 September 2017

PREPARED BY:

FOIA/Privacy Act Section

HQ USCENTCOM J6-RDF

UNCLASSIFIED

USCENTCOM FREEDOM OF INFORMATION ACT (FOIA) PROCESSING GUIDELINES

Objective: To assist HQ USCENTCOM Subject Matter Experts with processing FOIA requests in accordance with Central Command Regulation (CCR) 25-40.

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<p style="text-align: center;">NOTE: Point Of Contact is CCJ6-RDF (FOIA) (813) 529-6285, centcom.macdill.centcom-hq.mbx.centcom-ccj6-rdf-foia@mail.smil.mil</p>
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REVIEW THIS GUIDE BEFORE YOU BEGIN TO PROCESS A FOIA REQUEST

1. WHAT'S THE FOIA?

Enacted in 1966, effective 5 July 1967, the Freedom of Information Act (FOIA) codified Title 5, U.S. Code (U.S.C.) Section (§) 552, became enforceable in the courts, permitting the general public access to government records. This law allows anyone (including foreign sources), except fugitives and other government agencies, to submit a FOIA request for government records and protects specific information in these records from disclosure by one of nine exemptions or one of three law enforcement exclusions. The U.S. Federal Government amended the FOIA in 1986, 2007, and 2016 to allow for even greater access to electronic information. This guide serves as a supplement for action officers in processing FOIA requests. It supplements DoD Manual 5400.07, DoD Freedom of Information Act (FOIA) Program, and USCENTCOM Regulation (CCR) 25-40, Freedom of Information Act (FOIA) Program.

2. WHAT'S A RECORD?

a. A record is the product(s) of data compilation (physical and/or electronic), such as books, papers, maps, photographs, or machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

b. A record must exist and be in possession and control of USCENTCOM at the time a FOIA request is received to be considered subject under the FOIA. There is no obligation to create, compile, or obtain a record or answer questions to satisfy a FOIA request.

c. Examples of records: Fragmentary orders (FRAGORDs), electronic mail (e-mail), calendars, memorandums, letters, briefings, photos, videos, tapes, charts, maps, taskers, reports, inspections, investigations, opinions, databases, spreadsheets, training materials, tests and answers, etc. Note: This list is not inclusive since there are many characteristics of records and the information those records contain.

3. WHERE TO BEGIN WHEN RECEIVING A FOIA TASKER

a. Review the Tasker Management Tool (TMT). All pertinent information, guidance, and background can be found in the Original Docs. A few of these instructions are discussed in the subsequent paragraphs.

b. Determine if a search or a review of the record(s) is required.

- If a review of attached record(s)/document(s) required, see paragraph 5
- If you are required to search for record(s)/document(s) and review

attached records/document(s), see paragraphs 4 and 5.

c. Contact the FOIA office (CCJ6-RDF, 529-6285) if additional information is required, if requester needs to provide additional clarification, or other USCENTCOM directorates or special staff offices should be included in the tasker.

d. If the record appears to be voluminous (5000 pages or more), or you are requesting to assist in narrowing the date search range and/or scope of the request, offer alternative solutions or information to the FOIA office to discuss with the requester. The FOIA office will use your estimated volume (number of documents and pages), time to search, review, and process to negotiate with requester and provide an estimated cost to process the request.

e. TMT Response/Format: Responses require O-6 or GS-15 equivalent approval. This bolsters the command's credibility with DoD and the U.S. courts regarding our search and review efforts, which is helpful in our defense of litigation.

- Provide a clear explanation why information should be withheld from public disclosure and describe what harm to the U.S. or USCENTCOM if the information was released to the public.
- Cite the FOIA exemption(s) being used to protect the withheld information.
- Complete DD Form 2086, Record of Freedom of Information Processing Cost Sheet, and upload in TMT Public Works area.

f. USCENTCOM uses Appligent Redax[®] Software, and Adobe Acrobat Pro[®] to draw red boxes around proposed information identified for protection. Redax is used to annotate the applicable FOIA exemption within the red box. Instructions for using Redax can be found on ~~SECRET/REL TO USA, EVERY~~ CCJ6-RDF Portal, under "0900-05 FOIA Toolkit" section.

g. Final Release Decisions: CCJ6-RDF will submit your recommendation(s) to CCJA for legal review and the Chief of Staff (CoS) for approval/signature. Per CCR 25-40, full records release and no records found decisions are approved for released by CCJ6-R and CCJ6-RD, respectively. Full records denial and partial releases are approved by the CoS, USCENTCOM's Initial Denial Authority (IDA).

4. SEARCH FOR RECORD(S)/DOCUMENT(S):

a. Before you begin, determine whether the requested information can be found in the public domain (internet, in a library, or some reported news) or if it has been officially released by the U.S. government (for example, on a publicly accessible .mil website or portal). If so, provide links or source location to the FOIA office. Examples of public domain search websites include Google.com and Bing.com.

b. Conduct a search for requested record(s)/document(s) if the information is not in a public domain. See search tips in paragraph 10 on page 10. Provide the following

information to the FOIA office regarding your search:

- Where searches were conducted (to include what offices).
- State if the search was electronic, physical or both.
- Type of physical files searched; example, CONEX, file cabinet, safe, desk drawer.
- Type of electronic files searched; example, emails, share drives, portals, databases.
- Provide all search terms used to conduct searches, including combinations and variations of search terms, and date ranges used for the searches.
- Names, titles, and ranks of the individuals who conducted the search.
- Number of responsive record(s)/document(s) located.

c. Separate USCENTCOM record(s)/document(s) from all other records created by other DoD components or federal agencies (USEUCOM, Air Force, Navy, DIA, Department of State, etc.). Contact the FOIA office to assist with identifying records from other federal/state organizations if needed. Provide other federal/state organization record(s)/document(s) to the FOIA office for further processing only if those records answer the FOIA request.

d. Eliminate or remove duplicate or non-responsive records.

e. Follow the review process established in paragraph 7, Record/Document Review Process for FOIA Release, for USCENTCOM records that are responsive to the request.

5. REVIEW ATTACHED RECORD(S)/DOCUMENT(S):

a. First, decide if the record(s)/document(s) are USCENTCOM originated. If it is a USCENTCOM record(s)/document(s), follow instructions provided in paragraph 7. If not, review the information within the record(s)/document(s) for USCENTCOM equities and follow paragraph 7, then, state which organization(s)/agency(s) own the record(s)/document(s).

b. If no USCENTCOM equities are found, state so in your responses and, if possible, recommend the appropriate organization(s) that should review the record(s)/document(s) for release recommendation.

c. If the record(s)/document(s) do not answer the FOIA request, then state so; or identify portions that are not responsive. Contact the FOIA office to discuss next step for non-responsive portions of responsive records.

6. RECORD/DOCUMENT REVIEW PROCESS FOR FOIA RELEASE:

a. Reviewing unclassified and/or classified records/documents are similar. Safeguarding, proper classification, remarking, or re-grading classified records/documents are governed in accordance with CCR 380-1, Information Security Program Regulation and CCR 380-14, Security Classification Guide.

b. Unclassified information is not automatically released to the public just because it is marked or implied unclassified. Classified information is not automatically protected from

release just because it is marked classified nor does the FOIA require declassification of classified information. Therefore, both types of information, classified and unclassified, will be reviewed to determine if information can be disclosed (released) to the public.

c. Make one copy of the document(s) in TMT or if marked Top Secret, the document(s) should be submitted on JWICS; the copied document(s) will be red boxed for redaction. Ensure record(s)/document(s) remain in your directorate/ special staff for proper record keeping. Please contact Command Records Management (CCJ6-RDR) for assistance as needed.

d. Read copied document(s) line-by-line and draw a red box using Redax around the information you must absolutely protect. Annotate one or more FOIA exemptions (see paragraph 7, Applying FOIA Exemptions) inside each red box. The FOIA requires SMEs to segregate (separate) information in sentences, paragraphs, pages, etc. that can be released. Drawing a red box around an entire page, paragraph, sentence without determining if a small amount of information can be released is considered over redaction. See Figures 1 – 4.

FOIA/PRIVACY REVIEW EXAMPLE OF OVER REDACTION (UNACCEPTABLE)



Figure 1 - Notional Over Redaction

EXAMPLE OF PROPERLY SEGREGATED INFORMATION FOR RELEASE

~~SECRET//NOFORN~~

3. (S//NF) I have not detected any indication, whatsoever, that civilians were either wounded or killed during ~~Classified information removed for training purposes~~. During each of my interactions with both local national and Coalition forces I inquired if at any time a civilian's identity had been provides as being a victim ~~personal privacy information~~ of Coalition forces. Each time the response was in the negative.

~~SECRET//NOFORN~~

Figure 2 - Notional Properly Segregated Redaction

EXAMPLE OF ACCEPTABLE AND PROPER LINE-BY-LINE REVIEW

~~SECRET~~

5. (S) On 11/15/15 ~~classified information removed for training purposes~~ advised that the records of IC reflect only inquiries concerning more than one ~~classified information removed for training purposes~~ during 6/56 and 6/57, which confirm ~~personal privacy information~~ removed for training purposes local address and employment.

~~SECRET~~

Figure 3 - Notional Acceptable Line-by-Line Review Redaction

EXAMPLE OF ACCEPTABLE FULL PAGE REDACTION

~~SECRET/NOFORN~~

(S//NF) I have not detected any indication, whatsoever, that civilians were either wounded or killed during ~~classified information removed for training purposes~~. During each of my interactions with both local national and Coalition forces I inquired if at any time a civilian's identity had been provided as being a victim ~~personal privacy information~~ of Coalition fires. Each time the response was in the negative.

~~SECRET/NOFORN~~

Figure 4 - Notional Acceptable Full Page Redaction Example

e. Provide your recommendation to release and/or withhold (with justification) information in TMT, using SLAP to obtain your O-6 or GS-15 equivalent level signature (see pages 12 - 15). Upload your proposed red box version or document without redactions (full release of information) in TMT's Public Workspace, including a completed DD Form 2086.

7. APPLYING FOIA EXEMPTIONS. Records are exempt under 5 U.S.C. § 552(b) (also known as The FOIA) when Initial Denial Authorities (IDAs) withhold records or information, particularly information critical to our Nation's security, that would cause harm as a result of disclosure. If all or part of a record/document is withheld, use one or more of FOIA exemptions, (b)(1) through (b)(9), listed below:

a. Exemption (1) -- Classified Records, 5 U.S.C. § 552(b)(1). This exemption protects from disclosure information that has been classified "under the criteria established by an Executive Order to be kept secret in the interest of national defense or foreign policy" and is "in fact properly classified pursuant to such Executive Order."

- Executive Order (E.O.) 13526 is used in support of FOIA (b)(1) exemption. It sets guidance to agencies on original and derivative classification, downgrading, declassifying, and safeguarding classified national security information. E.O. 13526, section 1.4 directs the Original Classification Authority (OCA) to identify the

reason(s) for classifying information. Those categories are:

- 1.4(a) military plans, weapons systems, or operations
 - 1.4(b) foreign government information
 - 1.4(c) intelligence activities (including covert activities), intelligence sources or methods, or cryptology
 - 1.4(d) foreign relations or foreign activities of the United States, including confidential sources
 - 1.4(e) scientific, technological, or economic matters relating to the national security
 - 1.4(f) United States Government programs for safeguarding nuclear materials or facilities
 - 1.4(g) vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security
 - 1.4(h) the development, production, or use of weapons of mass destruction
- Use of Exemption (b)(1) and E.O. 13526 section 1.4 classification categories require further explanation for anticipated appeals and/or litigations complaints against DoD and USCENTCOM. For example, if section 1.4(a) classification category applies to the information you are recommending to protect/withhold from public disclosure, specifically identify which one (military plans, weapons systems, or operations) or more, if applicable. Explain the harm it would cause our Nation's security if the information was disclosed.

b. Exemption (2) – Internal Personnel Rules and Practices, 5 U.S.C. § 552 (b)(2). This exemption protects records that are "related solely to the internal personnel rules and practices of an agency" from disclosure. Specifically, this exemption primarily protects information relating to employee relations or human resources and relieve agencies of the burden of assembling and maintaining parking facilities, lunch hour, sick leave, or the like kinds of regulations. (Note: On 7 March 2011, the Supreme Court issued an opinion pertaining to Exemption (2) of the FOIA, 5 U.S.C. 552 (b)(2) (2006 & Sup. III 2009, and it significantly narrows the scope of the exemption. It is highly recommended that Exemption (2) is not use within DoD).

c. Exemption (3) – Other Statutes, 5 U.S.C. § 552 (b)(3). This exemption is used with other federal statute(s) and laws to withhold/protect information from disclosure. It incorporates certain nondisclosure provisions that are contained in other federal statutes. When using the (b)(3) exemption, cite this exemption and the other specific statute(s). The most common use of (b)(3) in USCENTCOM is "(b)(3) as it relates to 10 U.S.C. § 130b," which protects personnel in overseas, sensitive, or routinely deployable units; it is normally used with (b)(6) to protect names and ranks of DoD personnel OCONUS. All (b)(3) statutes can be found on CCIJ6-RDF SECRETARY TO USA, FVEY Portal, under "0900-05 FOIA Toolkit" section.

d. Exemption (4) – Trade Secrets and Commercial or Financial Information, 5 U.S.C. § 552 (b)(4). Protects records with trade secrets and commercial or financial information submitted by a person or entity outside of the Federal Government on a privileged or confidential basis that, if released, is likely to cause substantial competitive harm to the submitter of the information or impair the government's ability to obtain necessary information

in the future. Examples of (b)(4) are:

- Trade secrets that are commercially valuable plans, formulas, processes, or devices used for making, preparing, compounding, or processing trade commodities and are the product of innovation or substantial effort and were given in confidence.
- Commercial or financial information given in confidence, in connection with loans, bids, contracts, or proposals; or privileged information, such as trade secrets, inventions, discoveries, or other proprietary data.
- Statistical data and commercial or financial information concerning contract performance, income, profits, losses, and expenditures, offered and given in confidence by a contractor or potential contractor.
- Personal statements made during inspections, investigations, or audits, if such statements are given in confidence by the individual and kept confidential, because they reveal trade secrets or commercial or financial information normally considered confidential or privileged.

However, contract award amounts which are officially released to the public are NOT protected under Exemption 4.

e. Exemption (5) Inter-Agency or Intra-Agency Memorandums or Letters, 5 U.S.C. § 552 (b)(5). This exemption protects “inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency.” Three privileges are invoked: Deliberative Process, Attorney Work-Product, and Attorney-Client Privilege.

(1) The Deliberative Process Privilege applies when USCENTCOM must demonstrate that the communication was pre-decisional and deliberative. This privilege exists to “prevent injury to the quality of decisions.” The purpose of this privilege is to encourage open, frank discussions on matters of policy between subordinates and superiors; protect against premature disclosure of proposed policies before they are finally adopted; and protect against public confusion that might result from premature disclosure. Per recent FOIA law changes, record(s)/document(s) created 25 years or more prior to the date of the FOIA request cannot be protected using Exemption 5’s Deliberative Process Privilege.

(2) The Attorney Work-Product Privilege applies to material prepared by, or at the direction of, an attorney in reasonable anticipation of litigation.

(3) The Attorney-Client Privilege protects confidential communications between an attorney and client relating to a legal matter for which the client has sought professional advice.

(4) The following are additional examples of information protected under (b)(5):

- Government Trade Secret Privilege: protects trade secrets or other confidential research, development, or commercial information owned by the U.S. Government, premature release of which is likely to affect the U.S. Government’s negotiating position or other commercial interest.
- Safety Investigation Privilege: protects privileged safety information, as defined in DoDI

6055.07, "Mishap Notification, Investigation, Reporting, and Record Keeping" (6 Jun 11).

- **Presidential Communications Privilege:** Protects communications among the President and Presidential advisors created to assist the President in the exercise of non-delegable constitutional duties.
- **Records with internal advice, opinions, evaluations, or recommendations that reveal discussions within DoD.**
- **Nonfactual parts of personnel evaluations or contractors and their products.**
- **Closed or private communication between an attorney and client relating to a legal matter for which the client has sought professional advice; e.g., Service member expresses concerns in confidence to judge advocate and asks for a legal opinion.**
- **Advance information of a speculative, tentative, or evaluative nature on matters as proposals to buy, lease, or acquire and dispose of materials, real estate, facilities, or functions, if information gives private personal interests an unfair competitive advantage or impedes legitimate governmental functions.**
- **Official reports of inspections, audits, investigations, or surveys on safety, security, or internal management, administration or operation of DoD.**
- **Planning, programming, and budget information involving DoD planning and resource allocation.**
- **Computer software, qualifying as a record under this regulation, which is deliberative in nature, if its release would inhibit decision-making. In this case, closely examine the use of the software to ensure its deliberative nature.**

f. **Exemption (6) Personal Privacy Interest, 5 U.S.C. § 552 (b)(6).** This exemption protects information about individuals, when the "disclosure of such information would constitute a clearly unwarranted invasion of personal privacy." To decide whether to release personal information, balance the privacy interest against the proposed/recommended information for release; then, decide what this information would tell the public about how an employee functions or about the conduct of an employee (the public interest). Do not use this exemption to protect a deceased person's information; however, you are required to weigh the interest of the families and what effect releasing the deceased information may have on the family. Examples of personal privacy information are:

- **Personnel, medical, and similar information**
- **SSN, age, marital status, race, net salary**
- **Date or place of birth, mother's maiden name**
- **Biometric and demographic records**
- **Financial records**
- **Next of kin, children, and comparable information**

g. **Exemption (7) Investigative Records, 5 U.S.C. 552(b)(7).** This exemption protects records or information gathered for law enforcement purposes, but only when releasing these records would:

- **(b)(7)(A): Interfere with enforcement proceedings.**
- **(b)(7)(B): Deprive a person of the right to a fair trial or an impartial judgment.**
- **(b)(7)(C): Could reasonably be expected to constitute an unwarranted invasion of**

personal privacy.

- (b)(7)(D): Could reasonably be expected to disclose the identity of a confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source.
- (b)(7)(E): Disclose methods of law enforcement investigations or prosecution which could reasonably be expected to risk circumvention of the law.
- (b)(7)(F): Endanger the life or physical safety of any individual.

NOTE: You may use the (b)(7) exemption to prevent disclosure of documents not originally created for, but later gathered for law enforcement purposes, such as pending court martial procedures.

h. Exemption (8) Financial Institutions, 5 U.S.C. § 552 (b)(8). This exemption protects records contained in or related to examination, operation, or condition reports prepared by, on behalf of, or for the use of, an agency responsible for the regulation or supervision of financial institutions.

i. Exemption (9) Wells, 5 U.S.C. § 552 (b)(9). This exemption protects records containing geological and geophysical information and data, including maps, concerning wells.

8. FOIA AND MANDATORY DECLASSIFICATION REVIEW (MDR) COMBINED PRIORITIES.

a. In general, FOIA and MDR priorities can be set into three priority levels; however, special circumstances may exist which will reset general priorities (e.g., Chief of Staff (CoS) directed Prominent Case Release Working Group (PCRWG), suspense set by external agency, investigation, etc.). The following priorities are set regardless of the program (e.g., FOIA or MDR). General FOIA and MDR priorities are:

- Priority A. Litigations, consultations to litigations, and pending court cases
- Priority B. Appeals, consultations, and Joint Staff Action Processing (JSAP) tasks
- Priority C. Initial and/or general requests

b. Chief of Staff (CoS) directed Prominent Case Release Working Group (PCRWG) may be invoked to quickly respond to high profile accident investigations, Army Regulation 15-6 (e.g., Friendly Fire and Primary Next of Kin (PNOK)) investigations, and records subject to litigations that are outside USCENCOM's suspense business rules that are established to process Freedom of Information Act (FOIA) and Mandatory/Automatic Declassification actions. Directorates and special staff offices will provide personnel with a level of experience and expertise to provide recommendation regarding information declassification, downgraded or regraded, and identify if information is eligible or qualifies for public release.

c. Directorate and Special Staff Subject Matter Experts (SMEs) should work cases in accordance with the above priorities unless otherwise directed; however, SMEs should not allow cases to linger and initial/general requests should be completed within the defining timelines for each program.

9. SUSPENSE EXTENSION REQUEST.

a. Requests to extend a FOIA or Privacy tasker requires the following information sent to the assigned FOIA office case manager:

- Office Symbol of requesting organization
- Tasker Title
- Link to Tasker
- Original suspense date; and, approved extended suspense dates
- Action Officer: Name, Grade, Office Symbol, Phone Number
- Number of Days Requested, including a recommended suspense date
- Justification:

b. In your justification, describe what you have pending to close the tasker and include where you are in the search, review, redaction process; and, if the assigned SME needs to coordinate with USCENCOM or other DoD/USG organizations.

c. The FOIA office will request consultation with external organizations, as identified by the SME.

10. SEARCH TIPS.

a. Look for keywords within the request; use single or combination words or phrases. You, as the SME, may be aware of other terms or keywords that are not readily identifiable in the request or based on your knowledge and experience.

b. Remember to search physical record storage (safes, files, inactive records storage, etc.) email accounts, shared drives, SharePoint portal, Google CENTCOM Web Search or Google Advance Search, Additional Search Tools, Tasker Tools 2.5 and 3.0, TMT, AMHS (Automated Message Handling System), HPECM (Hewlett Packard Enterprise Content Manager), any EISs (Electronic Information Systems) owned or operated by your office, CIDNE (Combined Information Data Network Exchange), etc., on SIPRNet, NIPRNet, and JWICS, as applicable.

c. Search results can be narrowed or modified if you use: (1) exact, near, or far phrases; add (2) qualifiers; (3) wildcards; or (4) Booleans.

- (1) Exact, Near, or Far Phrase: use quotes, braces, or square brackets
- (2) Qualifiers: use + to include a word or – to remove/eliminate a word
- (3) Wildcards: use * at the end of a word or ? within a word
- (4) Boolean: use OR, NOT, or AND (in all caps) with combined words or phrases.

d. Additional information regarding search techniques can be found in the HPECM SOPs at:

- 3.0 Searching Quick Reference Guide
- 3.1 Advanced Search Training Course
- 3.2 Searches within HPECM
- 3.3 Searches within HPECM
- 3.4 Searching for Tasker(s) in HPECM

e. How to obtain the proper rights to search HPECM:

(1) Users should register and attend the Records Management/HP Records Management Training. Each user can register at: [USCENTCOM Optional Classes Self-registration](#), or contact CCJ6-RDR, Records Management (RM) Section at (b)(6) for assistance.

(2) Once the user has attended the RM/HP Records Management Training, CCJ6-RDR will assign the appropriate rights/permissions to conduct searches within HPECM.

(3) CCJ6-RDR will also conduct desk-side training to users as requested.



NO RECORDS SAMPLE

UNITED STATES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

24 February 2017

MEMORANDUM FOR CCJ6-RDF

SUBJECT: Response to USCENTCOM Freedom of Information Act (FOIA) Request
17-9999

1. Mr. Edward Jones, Air Force Times, requested all documents, emails, videos, photos, and correspondence from 2002 to 2006 on Air Force Fighter Bugs. USCENTCOM J6-RDF office provided the request to CCJX or Component Command for a search, review, and release recommendation.
2. Name/Rank, [Directorate/Special Staff/Service Component Command office symbol] was our subject matter expert who conducted a thorough and good faith search on Email, name of database(s), physical files, NIPRNet, SIPRNet, and JWICS portals. The search terms were "Fighter Bugs," "Air Force Fighter Bugs," and "Air Force + Fighter Bugs 2002 + 2009." CCJX conducted a thorough search in the most reasonable locations that documents, emails, videos, photos, and correspondence would be maintained; however, no responsive records were found pertaining to the FOIA request.
3. The total time used to conduct the search was nine hours (DD Form 2086 enclosed).
4. The POC for this action is [Rank Name], 529-9999.

SIGNATURE BLOCK
(Must be an O-6/GS-15 or above)

FULL RELEASE SAMPLE



UNITED STATES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

24 February 2017

MEMORANDUM FOR CCJ6-RDF

SUBJECT: Response to USCENTCOM Freedom of Information Act (FOIA) Request
17-0000

1. Mr. Edward Jones, Army Times, requested all documents, emails, videos, photos, and correspondence from 2009 to the present on the Hunt for Bin Laden and al Qaida in Afghanistan. USCENTCOM J6-RDF office provided the request to [CCJX or Component Command] for a search, review and release recommendation.
2. Major Name, [Directorate/Special Staff/Service Component Command office symbol], was our subject matter expert who conducted a thorough and good faith search on Email, names of database(s), physical files NIPRNet, SIPRNet, and JWICS portals. The following search terms were used "Bin Laden," "al Qaida," "Bin Laden + Afghanistan," "al Qaida + Afghanistan," "Bin Laden + Afghanistan + 2009," and "al Qaida + Afghanistan + 2009," and found one USCENTCOM originated document, "Bin Laden in Afghanistan," responsive to the FOIA request. Despite our best search efforts, no emails, videos, photos, and correspondence were found in response to the request.
3. The responsive document has been thoroughly reviewed and is fully releasable. CCJX does not believe that the information in the document currently raises security or operational concerns, and does not contain any personally identifiable information.
4. The total time used to research and review the document was three hours (DD Form 2086 enclosed)
5. The POC for this action is Rank Name, 529-9999.

SIGNATURE BLOCK
(Must be an O-6/GS-15 or above)

PARTIAL RELEASE SAMPLE



UNITED STATES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

24 February 2017

MEMORANDUM FOR CCJ6-RDF

SUBJECT: Response to USCENTCOM Freedom of Information Act (FOIA) Request 17-0001

1. Mr. Dale Harris, Miami Herald, requested all documents, emails, videos, photos, and correspondence from 1991 to 1993 on any communication between Ms. Connie Rice and Commander, USCENTCOM. USCENTCOM CCJ6-RDF office provided the request to CCJX or Component Command for a search, review and release recommendation.

2. Major Name, [Directorate/Special Staff/Service Component Command office symbol], was our subject matter expert who conducted a thorough and good faith search on Email, name of database(s) searched, physical files, IPRNet, SIPRNet, and JWICS portals. The following search terms were used "Connie Rice," "letter to USCENTCOM Commander," and "Connie Rice + USCENTCOM Commander" and found one USCENTCOM originated document, "Request for Meeting" responsive to the FOIA request. Despite our best search efforts, no emails, videos, photos, and correspondence were found in response to the request.

3. The responsive document has been thoroughly reviewed and is partially denied from release. The redacted portions contain information which could compromise current ongoing operations; information on foreign governments that is likely to hinder future diplomatic and military relations if released; risk disclosure of current intelligence gathering methods; endanger human intelligence sources; show capabilities and vulnerabilities in weapons systems, operational plans, and checkpoint procedures. Document also contains tactics, techniques, and procedures, information derived from unclassified FRAGORDs, and grid coordinates which, if released, would endanger the security of U.S. Armed Forces and civilians/contractors authorized to accompany the force (CAAF). Release of telephone numbers and duty email addresses would also cause disruption to daily activities. Release of names and social security numbers of DoD military, civilian, and contractor personnel in the AOR would endanger personal privacy information. Major Name's release determination, which I endorse, is as follows:

- The responsive document should be partially released. This document remains properly and currently classified in accordance with E.O. 13526, Sections 1.4 a,

b, c, and g, and information remains exempt from release pursuant to 5 U.S.C. 552 (b) (1), (b)(3) as it relates to 10 U.S.C. 130b, and (b)(6).

4. The total time used to research and review the document was seven hours (DD Form 2086 enclosed).

5. The POC for this action is Rank Name, 529-9999.

SIGNATURE BLOCK
(Must be an O-6/GS-15 or above)