



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE LEGAL OPERATIONS AGENCY (HQ AFLOA)

MEMORANDUM FOR [SVC NAME]

FROM:

SUBJECT:

We are in receipt of your [Freedom of Information Act (FOIA)] request concerning the court-martial [investigation/disciplinary disposition] records of XXXX [*United States v Airman xxxxx*]. [Please be advised that we have closed the FOIA request based on guidance for processing Special Victims' Counsel requests for records for official purposes, as federal agency personnel cannot make FOIA requests for agency records they may need in order to perform their official duties. DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, paragraph C1.4.3].

Accordingly, we have processed your request as a functional use/official use request under the Privacy Act's (PA) (b)(1) exception and in accordance with , which allows for the release of Privacy Act records of this nature to other Air Force employees/military members as necessary to perform their Air Force duties. Please note that we have withheld or redacted information from the requested records that have been determined to be irrelevant to the charges against the accused involving the victim, to include social security numbers, home addresses, and personal email or phone numbers. *See* DoD 5400.11-R, *Department of Defense Privacy Program*, paragraph C4.2.1.

While you may also discuss relevant information contained in these documents with your client to help her [him] understand the outcome of the trial or other proceeding, or otherwise assist you in performing your Special Victims' Counsel duties as they relate to your client, it is imperative that you do not release any documents outside of the Department of Defense, or share the documents with other DoD personnel except for official duty purposes, without the approval of this office. The documents have been provided to you for official duty purposes and must be properly protected from unauthorized disclosure in accordance with the Privacy Act.

If your client decides to pursue a formal, personal FOIA request for these documents, the documents will undergo a FOIA analysis and less information may be provided because of the application of specific FOIA exemptions, such as exemption (b)(6) and (b)(7)(C), which deal with protecting certain personal information from public release pursuant to a FOIA request.

If you have any questions or require additional information concerning the release of these records for official purposes, please contact us at the above address or call xxxxxx.

Signature Block

