



**COMMANDER, U.S. PACIFIC FLEET  
FREEDOM OF INFORMATION ACT REQUEST  
FORM**

A Freedom of Information Act (FOIA) request to Commander, U.S. Pacific Fleet may be submitted by email by sending this completed form to ([CPF.FOIA.fct@navy.mil](mailto:CPF.FOIA.fct@navy.mil)). If you do not wish to make your request via e-mail, you may print this form, fill in all of the requested information, and send it via fax to (808) 471-4730 or by mail to:

COMMANDER, US PACIFIC FLEET  
ATTN: N01J  
250 MAKALAPA DRIVE  
PEARL HARBOR HI 96860-3131

Please do not submit any classified information using this form. If your submission, including any attachments, may contain classified information, please provide secure contact information (e.g. SIPR, SVOIP) below. We will contact you in order to determine appropriate submission procedures.

**Privacy Act Statement**

**Authority:** 5 U.S.C. § 552 (as amended by the OPEN Government Act of 2007, Pub. L. No. 110-175, 121 Stat. 2524); SECNAVINST 5720.42G, Department of the Navy Freedom of Information Act Program, 15 January 2019.

**Purpose:** To provide access to Department of the Navy's documents through a citizen-centered services and a results-oriented FOIA program in accordance with all Federal laws and Department of Justice, Defense, and Navy regulations.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C 552a (b) of the Privacy Act, these records or information contained therein may be specifically disclosed outside the DoD as a routine use pursuant to 5 U.S.C 552a(b)(3) per the DoD Blanket Routine Uses that appear at the beginning of the Navy's compilation of Privacy Act System of Records Notices.

**Disclosure:** Voluntary. However, failure to provide the requested information may result in a lack of sufficient information to sufficiently respond to a FOIA request.

***Please complete the following information to support your FOIA request.***

Full Name

Mailing Address:

Email Address:

Home Phone #:

Work Phone #:

1. **The Request.** A brief and clear description of the information you'd like to receive. Please be as specific as possible.

2. **Fees.** Most FOIA requests do not involve any fees. However, if an agency informs you that there are fees associated with your request ([see fee schedule](#)), you may request a fee waiver under the standard provided in the FOIA. You may request a fee waiver at any time during the processing of your request. The agency will grant a fee waiver when disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and is not primarily in the commercial interest of the requester. Requests for fee waivers from individuals who are seeking records pertaining to themselves usually do not meet this standard. Additionally, a requester's inability to pay fees is not a legal basis for granting a fee waiver. When making a request for a fee waiver you must explain how your request meets the standard described above.

3. **Expedited Processing?** Agencies generally process requests on a first-in, first-out basis. Most agencies also use separate tracks to process simple and complex requests. Under certain circumstances, your request may qualify for placement into a separate, expedited track where the agency will process it as soon as practicable. The standards for expedited processing are set out in the FOIA and in the regulations of each federal agency. Under the FOIA, a requester may qualify for expedited processing if they can demonstrate a "compelling need" for the records. A "compelling need" can be shown by: (1)

establishing that the failure to obtain the records on an expedited basis “could reasonably be expected to pose an imminent threat to the life or physical safety of an individual;” or, (2) if the requester is a “person primarily engaged in disseminating information,” by demonstrating that there exists an “urgency to inform the public concerning actual or alleged Federal Government activity.” Agencies may also establish additional standards for granting expedited processing, which they describe in their FOIA regulations. Requesters must demonstrate how they meet one of the standards in order to have their request processed on an expedited basis. ***Please provide a justification for expedited processing, if desired.***

4. Requestor Type. What type of requestor are you? Please select the box for the category that best describes you. This information helps FOIA personnel determine what fees, if any, may be applicable.

News Media

Education/Academia

Non-commercial scientific institution

Commercial use requestor

Other:

5. **Additional information you wish to provide.** Please attach additional sheets, if necessary.