

**BY ORDER OF THE COMMANDER  
6TH AIR REFUELING WING**

**AF INSTRUCTION 37-131**

**MACDILL AFB  
Supplement 1**

**30 JUNE 1995**

**Information Management**

**FREEDOM OF INFORMATION ACT  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 37-131, 16 February 1995, is supplemented as follows:

**1. (Added) Individuals.** Any individual who receives a Freedom of Information Act (FOIA) request will immediately upon receipt:

1.1. If the request is in writing, deliver (hand-carry) to the Base Freedom of Information Manager, 6th Mission Support Squadron, Records Management (6 MSS/MM), 8420 Hillsborough Loop Dr, Bldg 374.

1.2. If the request is oral (in person or by telephone), advise the requester to submit the request in writing to the 6 MSS/IM, 8420 Hillsborough Loop Dr, MacDill AFB FL 33621.

6. See Attachment 1 for procedures required to process FOIA requests.

**Attachment 1****PROCEDURES FOR PROCESSING FREEDOM OF INFORMATION ACT REQUESTS**

**A1.1.** 6MSS/IMD will:

**A1.1.1.** Monitor the request, log it in on Records Information Management System (RIMS), initiate ACC Form 142, "**Freedom of Information Act Request for Records,**" and DD Form 2086, "**Record of Freedom of Information (FOI) Processing Cost**".

**A1.1.2.** Deliver (hand-carry) the request (with ACC Form 142 and DD Form 2086) to the office of primary responsibility (OPR) for necessary actions.

**A1.1.3.** On records to be released, prepare cover letter for signature of the Commander, Information Management Flight. Maintain copies and collect fees, when applicable.

**A1.1.4.** On records recommended for denial, prepare cover letter for signature of the Commander, Information Management Flight, send package to Headquarters, Air Combat Command, Records Management Branch (HQ ACC/MSIR), prepare notice to requester, and maintain file copies.

**A1.2.** Local OPR for requested records will:

**A1.2.1.** Make a determination on the releasability of the requested records.

**A1.2.2.** If releasable, supply the records, sign the ACC Form 142, and fill in the amount of time in "search" or "Review/ Exercising," of item 4 and/or item 5, number of copies reproduced in item 8, and complete items 7, 9 and /or 10, when applicable. **DO NOT FILL IN COST BLOCKS.** This will be completed by IMD. **LEAVE THE 'DATE COMPLETED'** block, item 3, blank.

**A1.2.3.** Hand-carry the complete record package to 6 MSS/IMD within two days or sooner.

**A1.2.4.** If denial is recommended (see AFI 37-13 1, para 12, Denials), supply the records, sign off on the ACC Form 142, fill in DD Form 2086, and submit a letter with full justification for denial.

**A1.2.5.** Hand-carry the complete records package to 6 MSS/IMD within the two day suspense or sooner. (Note: On recommended denials, we are required to send the package to HQ ACC/IMD within five work-days.)

**A1.3.** 6th Air Base Wing, Staff Judge Advocate, will review all records for release or for recommended denial, make recommendations, sign off on ACC Form 142, and hand-carry records to 6 MSS/IMD.

**NOTE:** If any office cannot hand-carry the records, call 6 MSS/IMD at 3375/4036 for pickup.

CHARLES T. OHLINGER III, Colonel, USAF  
Commander