



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN RD.
SAN DIEGO, CA 92136-5084

NAVBASESANDIEGOINST 5720.1H
N05M
3 Mar 08

NAVBASE SAN DIEGO INSTRUCTION 5720.1H

Subj: ACTION ON CORRESPONDENCE REQUESTING COPIES OR EXAMINATION
OF NAVY RECORDS UNDER THE FREEDOM OF INFORMATION ACT
(FOIA)

Ref: (a) COMNAVREGSWINST 5720.1
(b) SECNAVINST 5720.42F

Encl: (1) Record of Freedom of Information Act FOIA Processing
Costs

1. Purpose. To supplement the information contained in
references (a) and (b) for actions to be taken by Naval Base San
Diego (NBSD) in responding to FOIA requests.

2. Cancellation. NAVSTASDIEGOINST 5720.1G. This revision
reflects the name changes of Naval Base San Diego and Command
Judge Advocate.

3. Policy. Subject to the exemptions of reference (b) and the
requester's compliance with prescribed minimum requirements,
records requested by the public will be made available promptly,
fully and willingly as a matter of right.

4. General Provisions

a. FOIA Coordinator. In accordance with paragraphs 7b(1) of
reference (a) and 6d of reference (b), the Command Judge
Advocate's (CJA) Paralegal Specialist is designated as the FOIA
Coordinator for NBSD. The CJA will coordinate all FOIA requests
received by NBSD. Each department shall provide assistance to
the CJA as requested in order to meet established FOIA time
frames.

b. Requests for Records. All FOIA requests, whether written
or oral, shall be promptly referred to the CJA.

c. Limits. Once a request is received by the CJA, the
request shall be acknowledged in writing within five working days
per reference (a). A response prepared in accordance with
paragraph 11g of reference (b) shall be made to the requester
within 20 working days, unless an extension of the time limit is
necessary to complete the processing of the request.

d. Exemptions. No record or portions thereof shall be withheld from disclosure to the public unless it falls within the scope of the exemptions listed in enclosure (4) of reference (b).

e. Denial Authority. Commanding Officer (CO), NBSD may not deny a FOIA request. A recommendation to deny a request must be forwarded to Commander, Navy Region Southwest as the Initial Denial Authority (IDA) per reference (a).


5. Action

a. Upon receipt of a written FOIA request, the NBSD Administration Officer (AO) shall prepare an action route slip which will be conspicuously labeled "FREEDOM OF INFORMATION ACT (FOIA) REQUEST" and assigned a task number and due date of 20 working days from the date of receipt.

b. The route slip and attached FOIA request shall be forwarded to the CJA FOIA Coordinator via the CO and Executive Officer for action. The AO shall also provide an informational copy to the cognizant department head/staff office. A determination of denial or approval will be made in accordance with the guidelines provided in references (a) and (b).

c. In order to assist the CJA in maintaining accountability for appropriate fees, department heads/staff offices shall use enclosure (1) to document the services provided in collecting the requested information.

6. Reporting Requirements. The CJA shall prepare all FOIA reports for NBSD as required by references (a) and (b).


D. R. SMITH

Distribution:
www.cnic.navy.mil/sandiego/index.htm

RECORD OF FREEDOM OF INFORMATION ACT PROCESSING COSTS

_____ Date

1. General Hours (E-9/GS-8 AND BELOW)

| | <u>Total Hours</u> | <u>Hourly Rate</u> | <u>Cost</u> |
|---|--------------------|--------------------|-------------|
| a. Search | _____ | \$20.00 | |
| b. Review/Excising | _____ | \$20.00 | |
| c. Correspondence & Form Preparation | _____ | \$20.00 | |

Total cost: _____

2. Professional Hours (0-1 AND ABOVE/GS-9 AND ABOVE)/CONTRACTOR

| | | | |
|-------------------------------------|-------|---------|--|
| a. Search | _____ | \$44.00 | |
| b. Review/Excising | _____ | \$44.00 | |
| c. Coordination/ approval/denial | _____ | \$44.00 | |

Total cost: _____

3. Office Copy Reproduction

a. Pages Reproduced _____ \$00.15 per page

Total cost: _____

4. Computer Search

a. Programmer/Operator time

| | | | |
|----------------|-------|---------|--|
| (1) Clerical | _____ | \$20.00 | |
| (2) Programmer | _____ | \$44.00 | |

Total cost: _____

5. Pre-Printed Records - Total Pages

| | | | |
|---------------------------|-------|------------------|--|
| a. Forms.....pages | _____ | \$00.02 per page | |
| b. Publications.....pages | _____ | \$00.02 per page | |
| c. Reports.....pages | _____ | \$00.02 per page | |

Total cost: _____

Completed by/phone number/Code

Enclosure (1)