



DEFENSE CONTRACT AUDIT AGENCY

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FORT BELVOIR, VA 22060-6219

CM

March 13, 2013

DCAA INSTRUCTION
NO. 5410.8

DCAA FREEDOM OF INFORMATION ACT PROGRAM

- References:
- (a) Title 5, United States Code, Section 552a
 - (b) DoDD 5400.7, DoD Freedom of Information Act Program
 - (c) DoD 5400.7-R, DoD Freedom of Information Act Program
 - (d) DCAA Freedom of Information Act Processing Guide

1. PURPOSE.

a. To assign responsibilities and establish policies and procedures for a uniform DCAA Freedom of Information Act (FOIA) program pursuant to the provisions of the Freedom of Information Act, 5 U.S.C. § 552, as implemented by DoD Directive 5400.7 and DoD Regulation 5400.7-R.

b. This instruction supersedes DCAAR 5410.8, DCAA Freedom of Information Act Program, dated February 16, 2001, updated May 17, 2000.

2. APPLICABILITY.

a. This instruction applies to DCAA Headquarters, Regional Offices, and Field Audit Offices (FAOs), and is to govern written responses by DCAA officials for requests from members of the public for permission to examine, or to be provided with copies of DCAA records. Supplements and waivers to this policy and procedures contained in this Instruction are not authorized unless issued and approved by Office of Primary Responsibility (OPR).

b. The Office of Primary Responsibility for this instruction is the Assistant Director Resources.

3. DEFINITIONS. See [Glossary](#).

4. POLICY. Agency policy and procedures are consistent with those cited in DoD 5400.7-R. In addition, DCAA will:
 - a. Promote public trust by making the maximum amount of information available to the public, upon request, pertaining to the operation and activities of the Agency.

 - b. Allow a requester to obtain records from the Agency that are available through other public information services without invoking the FOIA.

 - c. Make available, under the procedures established by the DCAA FOIA Processing Guide, those records that are requested by a member of the general public who cites the FOIA.

 - d. Answer promptly all other requests for information and records under established procedures and practices.

5. RESPONSIBILITIES. See [Enclosure 1](#).

6. PROCEDURES. See [Enclosure 2](#).

7. RELEASABILITY. This instruction is approved for public release and will be available on the internet from the DCAA website at <http://www.dcaa.mil>.

8. EFFECTIVE DATE. This instruction is effective upon receipt.

FOR THE DIRECTOR:

/s/

J. Philip Anderson
Assistant Director Resources

Enclosures:

1. Responsibilities
2. Procedures
3. Fees
4. DCAA FOIA Points of Contact

Glossary

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ENCLOSURE 1
RESPONSIBILITIES

1. The Assistant Director, Resources is responsible for:

(1) The overall Agency-wide administration of the DCAA FOIA Program through the Chief, Information and Records Branch (CMR), Administrative Management Division, to ensure compliance with the policies and procedures that govern the program.

(2) Acting as the designee for the Director, DCAA, serving as the sole appellate authority for appeals to decisions of the Initial Denial Authority (IDA).

(3) Advising the Department of Defense, Director of Administration and Management (DA&M) of cases of public interest, particularly those on appeal. When the issues raised are unusual or precedent setting, such as matters of disagreement among DoD components or are of concern to agencies outside the Department of Defense, they may require special attention or guidance.

(4) Advising the DA&M and the Executive Officer, DCAA, concurrent with the denial of a request or an appeal, when circumstances suggest a news media interest.

(5) Conferring with the General Counsel; the Assistant Director, Operations; the Assistant Director, Policy and Plans; and the Regional Directors on the desirability of reconsidering a final decision to deny a record, if that decision becomes a matter of special concern because it involves either an issue of public concern or an issue with DoD-wide consequences.

(6) Accomplishing program overview, in cooperation with the General Counsel, to ensure coordinated guidance to components, and to provide the means of assessing the overall conduct of the Agency's FOIA Program.

(7) Responding to corrective action recommended by the Office of Special Counsel for arbitrary or capricious withholding of records by designated employees of the Agency.

2. The Deputy Assistant Director, Resources is responsible for serving as the DCAA FOIA Public Liaison, who serves requesters who have raised concerns of unsatisfactory FOIA service.

3. The Chief, Information and Records Branch, Administrative Management Division , is responsible for:

(1) Establishing, issuing, and updating policies for the DCAA FOIA Program; monitoring compliance with this instruction; and providing policy guidance for the FOIA program.

(2) Resolving conflicts that may arise regarding implementation of DCAA FOIA policy.

(3) Designating an Agency FOIA Advisor, as a single point of contact, to coordinate on matters concerning Freedom of Information Act policy.

4. The DCAA FOIA Advisor , under the supervision and guidance of the Chief, Information and Records Branch, Administrative Management Division, is responsible for:

(1) Managing the DCAA FOIA Program, as the DCAA FOIA Chief Officer, in accordance with this instruction, the DCAA FOIA Processing Guide, applicable DCAA policies as well as DoD and Federal regulations.

(2) Providing guidelines for managing, administering, and implementing the DCAA FOIA program. This would include issuing the DCAA FOIA regulation, developing and conducting training for those individuals who implement the FOIA, and publishing in the Federal Register any instructions necessary for the administration of the FOIA program.

(3) Maintaining and publishing the DCAA Freedom of Information Act Processing Guide.

(4) Preparing the Annual Freedom of Information Report to Congress.

(5) Establishing and maintaining a control system for assigning FOIA case numbers to FOIA requests received by the Agency.

(6) Maintaining a record of FOIA requests received by the Agency. This record is to contain the requester's identification, the date of the request, type of information requested, and type of information furnished. This record will be maintained and disposed of in accordance with DCAA records maintenance and disposition regulations and schedules.

(7) Making available for public inspection and copying in an appropriate facility or facilities, in accordance with rules published in the Federal Register the records specified in paragraph (a)(2) of reference (a), unless such records are published and copies are offered for sale. Maintain and make available for public inspection current indices of these records.

5. Regional Directors and Headquarters Assistant Directors are responsible for:

(1) Reviewing all regulations or other policy and guidance issuances for which they are the proponent to ensure consistency with the provisions of this instruction.

(2) Ensuring that the provisions of the DCAA FOIA Processing Guide and this instruction are followed in processing requests for records.

(3) Forwarding to the DCAA FOIA Advisor, any FOIA requests received directly from a member of the public so that the request may be administratively controlled and processed.

(4) Ensuring the prompt review of all FOIA requests, and when required, coordinating those requests with other organizational elements.

(5) Providing recommendations regarding the releasability of DCAA records to members of the public, along with the responsive documents.

(6) Providing the appropriate documents, along with a written justification for any denial, in whole or in part, of a request for records and the specific exemption or exemptions cited which provide the basis for denying the requested records.

6. The General Counsel is responsible for:

(1) Ensuring uniformity is maintained in the legal position, and the interpretation of the Freedom of Information Act, DoD 5400.7-R, and this instruction.

(2) Consulting with DoD General Counsel on final denials that are inconsistent with decisions of other DoD components, involving issues not previously resolved, or raise new or significant legal issues of potential significance to other Government agencies.

(3) Providing advice and assistance to the Assistant Director, Resources; other Headquarters Assistant Directors; and Regional Directors through the DCAA FOIA Advisor, as required, in the discharge of their responsibilities.

(4) Coordinating Freedom of Information Act litigation with the Department of Justice.

(5) Coordinating on Agency denials of initial requests and administrative appeals.

7. The Executive Officer shall serve as the coordinator for the release of information to the news media.

8. Regional Directors are responsible for:

(1) Implementing and administering the Freedom of Information Act program throughout the region.

(2) Serving as the Initial Denial Authority (IDA). The authority to deny public access to Agency records cannot be delegated.

(3) Delegating signature authority for FOIA correspondence which is considered only to be routine in nature, e.g., referrals and the release of information.

(4) Ensuring that documents are marked FOUO at the time of their creation if information contained within is considered exempt from disclosure.

9. FOIA Coordinators are responsible for:

(1) Conducting training on the FOIA program to the FAOs.

(2) Submitting a DCAA Form 5410-4, Freedom of Information Case Summary, to the DCAA Information and Privacy Advisor at the completion of each FOIA case to facilitate the preparation of the annual FOIA report to Congress. All case summaries must be submitted no later than 10 October for cases completed during the previous fiscal year.

(3) Establishing and maintaining a control system to ensure proper accountability and processing of FOIA requests.

(4) Contacting the DCAA Information and Privacy Act Advisor for a FOIA case number upon receipt of a FOIA request.

10. Managers, Field Audit Offices (FAOs) are responsible for:

(1) Overall management and administration of the FOIA program within organizations under their cognizance.

(2) Ensuring that the regional FOIA Coordinator promptly receives all incoming FOIA requests.

ENCLOSURE 2PROCEDURES

1. General. Procedures for processing material in accordance with the FOIA are outlined in the DCAA FOIA Processing Guide. General provisions are outlined below.

2. Requests for Audit Reports. Audit reports prepared by DCAA are the property of and are prepared for the use of DoD contracting officers. As a result, their release should be at the sole discretion of the DoD contracting activity. Requesters seeking audit reports should send their requests directly to the DoD contracting activity to avoid administrative delay. Typically, requests for copies of DCAA audit reports may be identified by requesting those that relate to a specific contract number (e.g. DLA600-03-P0222). DoD contract numbers may be easily matched to the cognizant DoD contracting activity by referring to Appendix G of the DoD FAR Supplement.

3. Requests for Audit Working Papers. Audit working papers may be sought occasionally in conjunction with an audit report or as an independent demand. Normally, the release of such records is entirely dependent on the releasability of the related audit report. Since the content of audit working paper files can be quite diverse and often voluminous, the DCAA FOIA Advisor should work closely with the requester to ensure that the records produced are narrowly defined and entirely responsive to the requesters needs.

4. Public Inspection and Copying. Section (a)(2) of the Freedom of Information Act requires agencies to make available for public inspection and copying, final opinions made in the adjudication of cases, statements of policy not yet published in the Federal Register, and administrative manuals and instructions. This requirement is satisfied by the publication of DCAAI 5025.2, DCAA Index of Publications and DCAAI 5025.13, Index of DCAA Memorandums for Regional Directors.

5. Requests for the Examination or Copies of Records.

a. Members of the public may make written requests for copies of DCAA records or for permission to examine such records during normal business hours. Such requests must be in writing and either explicitly or implicitly invoke the Freedom of Information Act, or this instruction. These requests should be submitted directly to Headquarters, DCAA, ATTN: CMR, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, Virginia 22060-6219.

b. When submitting requests, requesters should:

(1) Identify each record sought with sufficient detail to facilitate the location and easy access to the record requested. Information as to where the record originated, subject, date, number, or any other identifying particulars should be provided whenever possible. The DCAA FOIA Advisor when receiving a request which does not reasonably describe the record requested, will advise the requester accordingly. Generally, a record is not reasonably described unless the requester provides information permitting an organized, nonrandom search of DCAA files and/or information systems. In providing descriptions based on events, the requester must provide information which permits DCAA to, at least, infer the specific record sought.

(2) Identify all other Federal agencies subject to the provisions of the FOIA to which the request has been sent. This will reduce both processing and coordination time between agencies and redundant referrals.

(3) Provide a statement of their willingness to pay assessable charges. The statement must include a specific monetary amount if the assessable fees are likely to exceed the fee waiver threshold of \$15.00 or a specific justification for any waiver or reduction of fees sought based on public interest in release or disclosure. DCAA will notify requesters of deficiencies in fee declarations, and provide them the opportunity to amend initial declarations. Determinations on the adequacy of requester fee declarations are not subject to appeal unless DCAA has denied a specific request for the assessment of fees under one of the established requester categories or DCAA has denied a request for the waiver or reduction of fees in the public interest.

(4) When DCAA has no records responsive to a request, the requester will be notified promptly that should he or she determine such request to be adverse in nature, he or she may exercise their appeal rights. In cases where the request has been sent to the incorrect Federal agency and DCAA is aware of the appropriate FOIA respondent, the Agency shall refer the request to the appropriate Federal agency through FOIA channels, and notify the requester of the referral. The 20 working day period allowed for responding to requests will not begin until the DCAA FOIA Advisor receives a request complying with procedural requirements of this instruction, including statements on the payment of fees.

(5) The provisions of the FOIA are intended for parties with private interests. Officials seeking documents or information on behalf of foreign governments, other Federal agencies, and state or local agencies should be encouraged to employ official channels. The release of records to individuals under the FOIA is a public release of information. DCAA will consider FOIA requests from such officials as made in a private, rather than official capacity, and will make disclosure and fee determinations accordingly.

6. Referrals.

a. Records originating in or based on information obtained from other Federal agencies subject to the FOIA may be referred to that agency. In processing FOIA requests for such records, DCAA, after coordinating with the originating agency, may refer the request, along with a copy of the responsive records in its possession, to that agency for direct response. DCAA will notify the requester of the referral. However, if for investigative or intelligence purposes, the

outside agency desires anonymity, DCAA may only respond directly to the requester after coordination with the agency.

b. **Referral of Audit Reports.** Audit reports prepared by DCAA are the property of and are prepared for the use of the DoD contracting officers. Their release is at the discretion of the DoD contracting activity. Therefore, any FOIA request for audit reports prepared for DoD components should be referred to the cognizant DoD contracting activity and the requester notified of the referral. To avoid the delay associated with the referral process, requesters should be advised to send requests for audit reports directly to the cognizant DoD contracting activity.

7. **Time Limits.** The DCAA FOIA Advisor will respond promptly to requesters complying with the procedural requirements outlined in this instruction. When a significant number of requests are being processed, e.g., 10 or more, the requests shall be completed in order of receipt. However, this does not preclude completing action on a request which can be easily answered, regardless of its ranking within the order of receipt. Action may be expedited on a request regardless of its ranking within the order of receipt upon a showing of exceptional need or urgency. Exceptional need or urgency is determined at the discretion of the DCAA FOIA Advisor.

a. Upon receipt of a properly submitted FOIA request, the DCAA FOIA Advisor will place the request under control by issuing a FOIA case number. The IDA should (1) locate and assemble responsive records, (2) determine releasability under the provisions of this instruction, (3) determine the appropriate fees to be charged, and (4) advise the requester accordingly. Initial determinations on either the release or denial of records, and notice to requesters, must be provided within 20 working days following receipt of the request by DCAA FOIA Advisor.

b. In certain cases, the IDA may need to extend the normal 20 working day period cited above. The IDA will notify the requester of the extension within the initial 20 working day provide the circumstances necessitating it, and give an anticipated date of a determination. Approved extensions are not to exceed 10 working days, and all extensions should be indicated on DCAA Form 5410-4, Section 6. Circumstances where such extensions may be approved include:

(1) The record(s) sought are geographically located at places other than the DCAA organizational element processing the request (e.g., the Regions).

(2) The request requires the collection and review of a substantial number of records.

(3) The disclosure determination requires consultation with another Federal agency with a substantial interest.

(4) As an alternative to the above, DCAA may seek informal agreements with requesters for extensions in unusual circumstances when time limits become an issue in the response to the request.

(5) The appropriate IDA will refer misdirected requests within 20 working days to the proper Federal agency through FOIA channels, and the requester notified of the referral. The 20 working day period allowed for responding to requests will not begin until the DCAA FOIA Advisor receives the request.

8. Initial Disclosure Determinations.

a. Initial determinations to make records available may only be made by an IDA designated in this instruction. (Note: Requests for audit reports should be directed to the cognizant contracting officer for release determination). When a decision is made to release records in response to a FOIA request, DCAA will promptly make the records available to the requester. When the request is for the examination of releasable records, DCAA will advise the requester when and where they may appear. Examinations will be held during normal business hours. If a record is not provided in response to a FOIA request, the IDA will advise the requester, in writing, of the rationale for not providing the record.

b. The IDA should consult the Executive Officer, prior to releasing records on matters considered newsworthy or when releasing records to media representatives. Copies of all media requests should be submitted to the Executive Officer.

c. The following reasons, other than the statutory exemptions cited in the FOIA, are provided for not releasing a record in response to a FOIA request.

(1) The request is transferred to another DoD component, or to another Federal agency.

(2) The Agency determines through knowledge of its files and reasonable search efforts that it neither controls nor otherwise possesses the requested record.

(3) A record has not been described with sufficient particularity to enable the Agency to locate it by conducting a reasonable search.

(4) The requester has failed to comply reasonably with procedural requirements, including payment of fees, imposed by this instruction.

(5) The request is withdrawn by the requester.

(6) The information requested is not a record within the meaning of the FOIA and this instruction.

9. Denials.

a. A record in the possession and control of DCAA may be withheld only when the record falls within one or more of the nine categories of records exempt from mandatory disclosure

under the FOIA, and the use of discretionary authority to release the record is determined to be unwarranted. The specific exemptions are detailed in the DCAA FOIA Processing Guide.

b. Although exempt portions of records may be denied, nonexempt portions must be released to the requester when the FOIA Advisor can reasonably deduce that the excised information could not be reconstructed. When a record is denied in whole, the IDA will prepare a response advising the requester of the determination, and the response will specifically state that it is not reasonably possible to segregate meaningful portions for release.

c. When a request for a record is denied in whole or in part, the IDA will inform the requester in writing of the specific exemption(s) on which the denial is based and explain the determination in sufficient detail to permit the requester to make a decision concerning appeal. The determination will also inform the requester of their appeal rights. Appeals should be made within 60 calendar days from the date of the initial denial, contain the reasons for the requester's disagreement with the determination, and be addressed to the Assistant Director, Resources, Headquarters, DCAA, 2135 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

d. Records or portions of records which have been previously released become part of the public domain and cannot be denied thereafter.

10. Administrative Appeals of Denials.

a. If the IDA declines to provide a record because they consider it exempt, that decision may be appealed by the requester, in writing, to the Assistant Director, Resources, DCAA. The denial authority for such records generally rests with the cognizant DoD contracting activity. The appeal should be accompanied by a copy of the letter denying the initial request. Such appeals should contain the basis for disagreement with the initial refusal. Appeal procedures also apply to the disapproval of a request for waiver or reduction of fees. A "no record" finding may be appealed which allows the requester to challenge the adequacy of the Agency's search. Records which are denied should be retained during the time permitted for appeal.

b. The IDA shall advise the requester that an appeal should be filed so that it reaches the designated appellate authority no later than 60 calendar days after the date of the initial denial letter. At the conclusion of this period, except for good cause shown as to why the appeal was not timely, the case may be considered closed; however, such closure does not preclude the requester from filing litigation for denial of his appeal. If the requester has been provided a series of determinations for a single request, the time for appeal will begin on the date of the last determination of the series. Records which are denied shall be retained for a period of six years to meet the statute of limitations of claims requirement.

c. Final determinations normally shall be made within 20 working days of receipt of an appropriately submitted appeal.

11. Delay in Responding to an Appeal.

a. When additional time is required to respond to the appeal, the final determination may be delayed for the number of working days (not to exceed 10 days) that were not utilized as additional time for responding to the initial request. Requesters shall be advised that, if the delay exceeds the statutory extension provision or is for reasons other than the unusual circumstances previously described, they may consider their administrative remedies exhausted. They may, however, without prejudicing their right of judicial remedy, await a substantive response from the Agency. DCAA shall continue to process the case expeditiously, whether or not the requester seeks a court order for release of the records, but a copy of any response provided subsequent to filing a complaint shall be forwarded to the Department of Justice through the DCAA General Counsel.

b. When the Assistant Director, Resources, DCAA, makes a determination to release all or a portion of the records on appeal, the records shall be made available promptly to the requester after compliance with procedural requirements. The final denial of a request will be made in writing, explain the exemption(s) invoked, advise that the material being denied does not contain meaningful portions that are reasonably segregable, and also advise the requester of the right of judicial review.

c. Judicial Action. A requester will be deemed to have exhausted his administrative remedies after he has been denied the requested record by the Assistant Director, Resources, or when the Agency fails to respond to his request within the time limits prescribed by the FOIA and this instruction. The requester may then seek an order from a U.S. District Court in the district in which he resides or has his principal place of business; the district in which the record is situated; or in the U.S. District Court for the District of Columbia, forbidding the Agency from withholding the record and ordering its production.

ENCLOSURE 3FEES1. Fees.

a. Fees shall be determined in accordance with the DoD fee schedule, which is detailed in the DCAA FOIA Processing Guide. Fees reflect direct costs for search, review (in the case of commercial requesters), and duplication of documents, collection of which is permitted by the FOIA. Fees are subject to limitations on the nature of assessable fees based on the category of the requester; statutory and automatic waivers based on the category determination and cost of routine collection; and either the waiver or reduction of fees when disclosure serves the public interest.

b. Fees will not be charged when direct costs for a FOIA request are \$15.00 or less, the automatic fee waiver threshold, regardless of category.

c. Fee Assessment. In order to be as responsive as possible to FOIA requests, DCAA organizational elements should adhere to the following when assessing fees:

(1) Evaluate each request to determine the requester category and adequacy of the fee declaration. An adequate fee declaration requires a willingness by the requester to pay fees in an amount equal to, or greater than, the assessable charges for the request.

(2) Provide requesters an opportunity to amend inadequate fee declarations and provide estimates of prospective charges when required. When a requester fails to provide an adequate fee declaration within 30 days after notification of a deficiency, the request for information will be considered withdrawn.

(3) A requester's claims for assessment of fees under a specific category will be carefully considered. The IDA may require a requester to substantiate a claim for assessment under a claimed category. In the absence of requester claims, the IDA will determine the category into which a requester falls, basing its determination on all available information.

(4) When DCAA disagrees with a requester claim for fee assessment under a specific category, the IDA will provide the requester with written determination indicating the following: (1) the requester should furnish additional justification to warrant the category claimed; (2) a search for responsive records will not be initiated until agreement has been attained relative to the category of the requester; (3) if further category information has not been received within a reasonable period of time, the component will render a final category determination; and (4) the determination may be appealed to the Assistant Director, Resources, within 60 calendar days of the date of the determination.

d. When a DCAA estimates or determines that allowable charges that a requester may be required to pay are likely to exceed \$250.00, they shall notify the requester of the likely cost and

obtain satisfactory assurance of full payment. This fee declaration generally applies when the requester has a history of prompt payments; however, an advance payment may be required of an amount up to the full estimated charges in the case of requesters with no history of payment.

e. Where a requester has previously failed to pay a fee charged within 30 calendar days from the date of billing, DCAA may require the requester to pay the full amount due, plus any applicable interest or demonstrate satisfaction of the debt, and to make an advance payment of the full amount of estimated fees, before processing begins on a new or pending request.

f. After all work is completed on a request, and the documents are ready for release, DCAA may request payment before forwarding the documents if there is no payment history on the requester, or if the requester has previously failed to pay a fee in a timely fashion (i.e., within 30 calendar days from the date of billing). Documents may not be held for release pending payment from requesters with a history of prompt payment.

g. The administrative time limits for responding to a request will begin only after the DCAA has received an adequate declaration from the requester stating a willingness to pay fees, and satisfaction that all outstanding debts have been paid.

h. DCAA can bill requesters for services provided in responding to a request. Payment of fees may be made by personal check, bank draft drawn on a U.S. bank, or by U.S. Postal money order. All payments of this type are to be made payable to DFAS Columbus, ATTN: CF, and the DCAA FOIA case number (ex. I-12-001-H) written on the payment.

i. Aggregating Requests. Occasionally, a requester may file multiple requests at the same time, each seeking portions of a document or documents, solely to avoid payments of fees. When a DCAA reasonably believes that a requester is attempting to do so, the Agency may aggregate such requests and charge accordingly. One element to be considered would be the time period in which the requests have occurred. In no case may DCAA aggregate multiple requests on unrelated subjects from one requester.

2. Fee Waivers.

a. The determination to waive fees is at the discretion of the IDA designated in this instruction. When direct costs for a FOIA request total the automatic fee waiver threshold, or is less, fees shall be waived automatically for all requesters, regardless of category.

b. Documents will be furnished without charge, or at a charge reduced below fees assessed to the categories of requesters, when the IDA determines that a waiver or reduction of fees is in the public interest because furnishing the information is likely to contribute significantly to public understanding of the operations of DCAA, and is not primarily in the commercial interest of the requester. DCAA should refer to the DCAA FOIA Processing Guide for factors to consider in applying fee waivers due to public interest. Each fee decision must be considered on a case-by-case basis and upon the merits of the information provided in each request. When the

question of whether to charge or waive the fee cannot be clearly resolved, DCAA should rule in favor of the requester.

ENCLOSURE 4DCAA FOIA POINTS OF CONTACTTable. FOIA POC Information.

Office	Contact Information
DCAA HEADQUARTERS AND FIELD DETACHMENT REGION	Defense Contract Audit Agency Attn: CMR/FOIA 8725 John J. Kingman Road, Suite 2135 Fort Belvoir, VA 22060-6219 (703) 767-1022
CENTRAL REGION	Defense Contract Audit Agency Attn: FOIA Service Center 2250 West John Carpenter Freeway Suite 400 Irving, TX 75063 (972) 652-3642
EASTERN REGION	Defense Contract Audit Agency Attn: FOIA Service Center 2400 Lake Park Drive, Suite 300 Smyrna, GA 30080-7644 (770) 319-4510
MID-ATLANTIC REGION	Defense Contract Audit Agency Attn: FOIA Service Center 615 Chestnut Street, Suite 1000

	<p>Philadelphia, PA 19106-4498</p> <p>(215) 597-5403</p>
NORTHEASTERN REGION	<p>Defense Contract Audit Agency</p> <p>Attn: FOIA Service Center</p> <p>59 Lowes Way, Suite 300</p> <p>Lowell, MA 01851-5150</p> <p>(978) 551-9831</p>
WESTERN REGION	<p>Defense Contract Audit Agency</p> <p>Attn: FOIA Service Center</p> <p>16700 Valley View Avenue, Suite 300</p> <p>La Mirada, CA 90638-5833</p> <p>(714) 228-7033</p>
FOIA PUBLIC LIAISON	<p>Defense Contract Audit Agency</p> <p>Attn: Resources, FOIA Public Liaison</p> <p>8725 John J. Kingman Road, Suite 2135</p> <p>Fort Belvoir, VA 22060-6219</p> <p>(703) 767-2249</p>

GLOSSARY

DEFINITIONS

The terms used in this instruction with the exception of the following are defined in the DCAA FOIA Processing Guide.

Initial Denial Authority (IDA). The Chief, Information and Records Branch, Administrative Management Division, has been delegated the authority by the Director, DCAA, to make initial determinations as to the releasability of DCAA records to the public, including Defense contractors. This authority may not be redelegated.

Appellate authority. The Assistant Director, Resources, or their designee.

Electronic Data. Electronic data are those records and information which are created, stored, and retrievable by electronic means. This does not include computer software, which is the tool by which to create, store, or retrieve electronic data.

FOIA Request. A written request for DCAA records, made by any person, including a member of the public (U.S. or foreign citizen), an organization, or a business, but not including a Federal agency or a fugitive from the law that either explicitly or implicitly invokes the FOIA, DoD Regulation 5400.7-R, or this instruction.

Administrative Appeal. A request by a member of the general public, made under the FOIA, asking the appellate authority to reverse an IDA decision to 1) withhold all or part of a requested record or 2) to deny a request for waiver or reduction of fees.