

# **EXHIBIT 1**

# UNITED STATES MARINE CORPS FREEDOM OF INFORMATION ACT

USMC FOIA page

**CORONAVIRUS: DOD RESPONSE**

**LEARN ABOUT CORONAVIRUS, COVID-19**

**WHAT THE U.S. GOVERNMENT IS DOING**

**CORONAVIRUS DISEASE 2019 (COVID-19)**

**Due to the coronavirus (COVID-19) response efforts, the HQMC FOIA and Privacy Act office has been in a telework status since 16 March 2020.**

**If you would like to submit a request, please do so electronically using FOIAonline (<https://www.foiaonline.gov>).**

**Select the 'Department of the Navy' option, then from the first dropdown select "Marine Corps", and from the second dropdown select the command to which you wish to submit your request (i.e., the command that would maintain the records you are seeking).**

**If you submitted a request through the U.S. Postal Service or via facsimile and have not received an acknowledgement, this means that we have not received it and will not until we resume normal operations. Please re-submit your request following the process above.**

**We are continuing to process requests as expeditiously as possible, and we apologize for any inconvenience this may cause.**

Each federal agency is responsible for meeting its FOIA responsibilities for its own records. This site is designed to familiarize you with the specific procedures for making a request for records controlled by the U.S. Marine Corps

The Freedom of Information Act (FOIA), [5 United States Code \(USC\) 552](#), allows an individual (regardless of nationality), a private organization or company, or a local, state, or foreign government to seek access to Executive Branch agency RECORDS, such as those held by the U.S. Marine Corps.

All agencies of the U.S. Government are required to disclose records upon receiving a written request, except those records that are protected from disclosure pursuant to nine exemptions and three exclusions. The FOIA applies only to federal agencies and does not create a right of access to records held by Congress, the courts, or by state or local government agencies. Any requests for state or local government records should be directed to the appropriate state or local government agency.

[Skip to main content \(Press Enter\).](#)

As a component of the Department of the Navy, [Secretary of the Navy Instruction 5720.42G](#), Department of the Navy Freedom of Information Act (FOIA) Program (SECNAVINST 5720.42G), governs the Marine Corps FOIA program. SECNAVINST 5720.42G is codified at 32 Code of Federal Regulations (CFR) Part 701.

If you require assistance with submitting a request or if you have questions regarding the status of a request, you may contact the Headquarters, U.S. Marine Corps (HQMC), FOIA Requester Service Center.

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**SUBMIT A FOIA REQUEST**

**\*DO NOT INCLUDE PERSONALLY IDENTIFIABLE INFORMATION IN YOUR REQUEST\*** (If needed, you will be contacted by the FOIA Service Center processing your request.) If you are submitting a FOIA request from a U.S. Government computer, DO NOT select any CAC certificates when prompted. Click on 'cancel'.

If you already had other Internet Explorer sessions opened, close them and try again.

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**REQUEST YOUR OMPF**

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**For military service verification of a current or former U.S. Marine please call (800) 268-3710 (option 1)**

**THE FOIA OFFICE DOES NOT PROCESS EMPLOYMENT VERIFICATION REQUESTS**

**Please contact [M&RA](#) for further assistance**

UNITED STATES MARINE CORPS (USMC)

REQUEST YOUR OMPF

SUBMIT A FOIA REQUEST

DOD POLICY - WITHHOLDING OF INFORMATION THAT PERSONALLY IDENTIFIES DOD PERSONNEL

USMC HISTORY DIVISION HISTORICAL RESOURCES BRANCH (REQUEST COMMAND CHRONOLOGIES)

MARINE CORPS REUNIONS HOME ...

DEPARTMENT OF THE NAVY FREEDOM OF INFORMATION ACT ONLINE (DON FOIA)

DEPARTMENT OF JUSTICE OFFICE OF INFORMATION POLICY (DOJ OIP)

NATIONAL ARCHIVES

GPO ACCESS (PUBLIC AND PRIVATE LAWS SEARCH)

U.S. HOUSE OF REPRESENTATIVES (U.S. CODE SEARCH)

DEFENSE FREEDOM OF INFORMATION POLICY OFFICE (DFOIPO)

GPO ACCESS (FEDERAL REGISTER SEARCH)

GPO ACCESS (CODE OF FEDERAL REGISTER (CFR) SEARCH)

A CITIZEN'S GUIDE ON USING THE FREEDOM OF INFORMATION ACT AND THE PRIVACY ACT OF 1974

HQMC FOIA POC

**THE FOIA OFFICE DOES NOT PROCESS EMPLOYMENT VERIFICATION REQUESTS**

Please contact **M&RA** for further assistance

**FOIA/PA Program Office (ARSF)**

**Telephone:** (703) 614-4008

**Fax:** (703) 614-6287

**Email:** [hqmcfoia@usmc.mil](mailto:hqmcfoia@usmc.mil)

**Please do not use this e-mail address for Privacy Act requests**

**Do not send Personally Identifiable Information to this e-mail address**

**Mailing Address:**

Headquarters US Marine Corps  
Attn: FOIA/PA Section (ARSF) Rm 2B289  
3000 Marine Corps Pentagon  
Washington DC 20350-3000

**HEADQUARTERS MARINE CORPS**

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