

# **EXHIBIT 3**



# U.S. Army Central

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## Contact

U.S. ARMY CENTRAL  
FREEDOM OF INFORMATION  
ACT (FOIA) OFFICE

If further assistance is required,  
please contact the USARCENT  
FOIA Office at:

 803-885-8738

 803-885-8620

 EMAIL

## Resources

### LINKS

[DOJ FOIA Website](#)
[RMDA FOIA Website](#)
[DOD FOIA Website](#)
[VA FOIA Website](#)

**Notice:** As a result of increases in the Health Protection Condition (HPCON) level, our offices are limited to mission-essential personnel only and maximizing the use of telework for other personnel. This means that we are unable to handle requests sent via traditional methods and can only respond to electronic inquiries while under elevated HPCON levels.

## About

# WHAT IS THE FREEDOM OF INFORMATION ACT?

The Freedom of Information Act (FOIA), 5 U.S.C. 552, generally provides that any person has a right, enforceable in court, to obtain access to federal agency records. This right of access is limited when such information is protected from disclosure by one or more of the nine FOIA statutory exemptions. Government openness and accountability expand upon the principles of full disclosure of information from the government to its citizens.

Members of the public, including foreign citizens, military and civilian personnel acting as private citizens, organizations and businesses may submit a FOIA request. The Freedom of Information Act applies only to federal agencies. It does not create a right of access to records held by Congress, the courts, state or local government agencies, or by private businesses or individuals. Each state has its own public access laws that should be consulted for access to state and local records.

## The Freedom of Information Act

The Freedom of Information Act, known as the FOIA, is a law that gives any person the right to request federal agency records. The FOIA also requires federal agencies to make certain types of information available to the public without the need to submit a request.

**Who?**  
Anyone can make a FOIA request, regardless of citizenship, including:  
Individuals, Partnerships, Corporations and Organizations

**What?**  
Any agency records can be requested, including:  
Paper documents, emails, audio and video recordings, and other electronic records

**When?**  
Generally, an agency has 20 working days to respond to a request, unless there are unusual circumstances

**How?**

- Step 1: A request is submitted to an agency for records
- Step 2: The agency searches for responsive records
- Step 3: Records are reviewed for disclosure\*
- Step 4: Agency responds to requester and releases disclosable info

\*Information can only be withheld if it falls within one of nine exemptions

**Why?**  
"The basic purpose of [the] FOIA is to ensure an informed citizenry, vital to the functioning of a democratic society, needed to check against corruption and to hold the governors accountable to the governed."  
NLRB v. Robbins Tire & Rubber Co., 437 U.S. 214, 242 (1978)

**FOIA by the Numbers**

FOIA requests received overall

FY	2012	2013	2014	2015	2016
Requests	651,254	704,324	714,231	713,188	708,769

91.3% full or partial releases of information in FY 2016

Most cited exemptions: 6 & 7 (C) which protect individual personal privacy

visit foia.gov

FOIA at Your Agency  
FOIA is everyone's responsibility. Any documents you create or maintain as part of your job may be responsive to a FOIA request. FOIA professionals at your agency will receive and respond to requests, but they may call on you for assistance in searching for responsive records and reviewing those records for release. These professionals are a critical resource. If you have any questions about the FOIA, you should contact them.

DEPARTMENT OF JUSTICE

## Requests

# HOW TO MAKE A FOIA REQUEST FOR USARCENT RECORDS:

The FOIA request must be in writing and must provide an adequate description of the records being sought. The FOIA request should be as specific as possible with regard to names, dates, time frames, places, events, subjects, etc. In other words, describe the records being sought as accurately and definitively as possible. The more specific the request is, the more likely we can conduct an accurate search for records responsive to the request. Ensure that your contact information (mailing address, e-mail, telephone number) are reflected in your FOIA request. This information is necessary in the event that we need to reach you for additional information or clarification. The FOIA allows fee charges based on the requester's category. There are three categories: Commercial (pay search, review, and reproduction fees); non-commercial scientific or educational institutions or news media (pay reproduction fees).

The FOIA request may be sent to the USARCENT FOIA office via the following delivery methods: mail, email and online form:

**E-mail:** [usarmy.shaw.usarcent.mbx.foiateam@mail.mil](mailto:usarmy.shaw.usarcent.mbx.foiateam@mail.mil)

**Online form (Army FOIA Request Form):**  
<https://www.foia.army.mil/foiarequest/default.aspx>

**Or mail your request to:** United States Army Central, Attn: FOIA Office, 1 Gabreski Drive, Shaw Air Force Base, South Carolina 29152

**FREEDOM OF INFORMATION ACT SAMPLE REQUEST LETTER**

### U.S. Army Central FOIA Reading Room

- FY-11 ANNUAL REPORT
- FY-11 CONDOLENCE PAYMENTS
- FY-12 ANNUAL REPORT
- FY-12 CONDOLENCE PAYMENTS
- FY-13 ANNUAL REPORT
- FY-13 CONDOLENCE PAYMENTS
- 2014 FOIA REPORT
- FY-14 CONDOLENCE PAYMENTS
- FY-15 CONDOLENCE PAYMENTS
- FY-16 CONDOLENCE PAYMENTS
- FY 17-18 CYBERSPACE STRATEGY RELEASE
- INVESTIGATION ON 12 NOV 16 ATTACK ON BAGRAM AIRFIELD
- FY 12-17 FOIA LOG
- FY 17-18 FOIA LOG
- FY-17 AFGHANISTAN CONDOLENCE PAYMENTS
- FY-18 AFGHANISTAN CONDOLENCE PAYMENTS
- FA-20-0045 FORWARD OPERATING BASE (FOB) GREEN-ON-BLUE

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