FOIA CASE WORKSHEET

CASE FILE NO: _____

1. ACTIONS TAKEN ON REQUEST: (Check all blocks that apply)

_____ Granted in Full

Other Reason(s) for Not Granting Request in Full:

(1) _____ No Records
(2) _____ Request Referred to Another Agency
(3) _____ Request Withdrawn
(4) _____ Not Processed for Fee Related Reason
(5) _____ Desired Records Not Reasonably Described
(6) _____ Not Proper FOIA Request For Some Other Reason (Requester failed unreasonably to comply with procedural requirements, other than those fee-related issues described above)
(7) _____ Not an Agency Record
(8) _____ Duplicate Request
(9) _____ Other (Specify) (FOIA request cannot be processed because the requester did not comply with published rules, other than those described above).
Specify reason: _____
_____
_____

(10) _____ Request Denied
_____ Denied in Part _____ Denied in Entirety

2. EXEMPTION(S) CLAIMED IN DENIAL LETTER (Check all that apply):

_____ (b)(1)	_____ (b)(7)(A)	_____ (b)(8)
_____ (b)(2)	_____ (b)(7)(B)	_____ (b)(9)
_____ (b)(3)	_____ (b)(7)(C)	
_____ (b)(4)	_____ (b)(7)(D)	
_____ (b)(5)	_____ (b)(7)(E)	
_____ (b)(6)	_____ (b)(7)(F)	

TOTAL EXEMPTIONS CLAIMED: _____

3. COMPLETE THE FOLLOWING IF YOU INVOKED EXEMPTION (b)(3) IN ITEM (2) ABOVE:

IDENTIFY EACH STATUTE(S) CLAIMED	STATUTE UPHELD IN COURT? (Y/N)	PRECISE DESCRIPTION OF DENIED INFORMATION (BY STATUTE)

4. REMARKS: _____

ANNUAL REPORT COMPILATION WORKSHEET
(Reporting Period 1 Oct ___ through 30 Sep ___)

1. REQUEST DETERMINATIONS [Report in Block 1 of Form DD 2564]

a. TOTAL # OF COMPLETED REQUESTS	b. GRANTED IN FULL (TOTAL)	c. DENIED IN PART (TOTAL)	d. DENIED IN FULL (TOTAL)	e. OTHER REASONS (TOTAL)	f. TOTAL ACTIONS
					(SUM OF ITEMS 1b – 1.e)*

* NOTE: As more than one action may be taken on a single request, this number will be greater than or equal to the number reflected in item 1a.

2. EXEMPTIONS [Report in Block 2a of Form DD 2564]

(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)

(b)(7)(A)	(b)(7)(B)	(b)(7)(C)	(b)(7)(D)	(b)(7)(E)	(b)(7)(F)

(b)(8)	(b)(9)

Total Exemptions*

* NOTE: This total will be equal to or greater than the sum of items 1c and 1d.

3. (b)(3) STATUTES [Report in Block 2c of Form DD 2564]

List the following information for every (b)(3) statute used to substantiate a denial. Note: Only statutes provided in the (b)(3) Statutes list compiled by DoD each year may be reported.

(b)(3) statute claimed	Number of Instances	Court Upheld? Yes/No	Description of Material Denied

4. OTHER REASONS [Report in Block 2b of Form DD 2564]

a. No Records	b. Referred	c. Withdrawn	d. Not processed (fee related)

e. Not processed (records description)	f. Not proper FOIA request (reason other than fees)	g. Not agency record

h. Duplicate Record	i. Other*

* NOTE: Specify the reason for every instance in which a request could not be processed because the requester did not comply with published rules, other than for those reasons stated in items 4(a) through 4(h) above.

5. Number and Median Age of Initial Cases Pending [Report in Block 5 of Form DD 2564]

a. Number of FOIA requests pending at beginning of reporting period:* _____

* (NOTE: This number should be the same as the number of pending FOIA requests at the end of the previous reporting period)

b. Number of FOIA requests pending at end of reporting period: _____

6. TOTAL NUMBER OF FOIA REQUESTS RECEIVED DURING THE REPORTING PERIOD [Report in Block 6 of Form DD 2564]

_____ Note that this number reflects the number of new requests received in the reporting period, not the number of request files completed which was reported in item 1a.)

NOTE: Please complete the following calculation at this time:

NEW REQUESTS (Reported in Block 6) **plus OPEN REQUESTS AT BEGINNING OF THE REPORTING PERIOD** (Reported in Block 5a) **equals "X"**

" X" minus OPEN REQUESTS AT END OF REPORTING PERIOD (Reported in Block 5b) **equals NUMBER OF REQUESTS PROCESSED** (Reported in Block 1a).

If the above does not calculate, there is an error in your data. You must go back and double check your numbers.

7. TYPES OF REQUESTS PROCESSED AND MEDIAN AGE [Report in Block 7 of Form DD 2564]

Type of request Processed	Number of cases	Median Age (days)
a. Simple		
b. Complex		
c. Expedited Processing		

NOTE: THE SUM OF 7a, 7b, and 7c must equal that reported in Block 1a.

8. TOTAL AMOUNT OF FEES COLLECTED FROM THE PUBLIC DURING THE REPORTING PERIOD [Report in Block 8 of Form DD 2564]

$ _____

9. PROGRAM COSTS

a. _____ Number of full time staff (this category includes all civilian and military whose billets or positions are dedicated solely to the purpose of FOIA processing and/or administration. REPORT IN BLOCK 9a OF FORM DD 2564.

b. _____ Number of part time staff (this category includes all civilian and military who routinely dedicate a part of their working hours to FOIA processing and/or administration, including those personnel who are randomly involved in FOIA processing/ administration on a case-by-case basis.) REPORT IN BLOCK 9b OF FORM DD 2564.

c. $_____ Estimated litigation costs for reporting period. REPORT IN BLOCK 9c OF FORM DD 2564.

d. $_____ Total Program Costs [Sum of items 9d(1), 9d(2), 9d(3), and 9d(4) below]. REPORT IN BLOCK 9d of FORM DD 2564.

(1) $_____ Total Salary Costs [Sum of items (a) and (b) below].

(a) $_____ Total salary costs of full time staff. Use charts below to calculate.

Full time military personnel

Name	Rate/Rank	Yearly salary from composite rate chart

Full time civilian personnel

Name	Grade	Yearly salary from OPM salary chart plus 16%

(b) $_____ Total salary costs of part-time staff. Use charts below to calculate. (This includes incidental hourly personnel who randomly work on FOIA processing or administration on a case-by-case basis.) Use charts below to calculate.

Part-time military personnel

Name	Rate/Rank	Yearly salary from composite rate chart	% of time on FOIA	Part-time Salary

Part-time civilian personnel

Name	Grade	Yearly salary from OPM chart plus 16%	% of time on FOIA	Part-time Salary

Incidental personnel (hourly rates from items (4) through (7) of Forms DD 2086 and DD 2086-1)

Personnel category					Incidental Salary
	Hourly Rate		Number of Hours		
Clerical	$12.00	X		=	
Professional	$25.00	X		=	
Executive	$45.00	X		=	
Computer search (machine)					
Computer programmer/ operator time (clerical)	$12.00	X		=	
Computer programmer/ operator time (professional)	$25.00	X		=	

(2) $_____ Total reproduction and other related costs [Items (8) through (12) from Forms DD 2086 and DD 2086-1).

(3) $_____ Overhead [Multiply the sum items 9d(1) and 9d(2) by 25%]

(4) $_____ Cost of routine requests (OPTIONAL)