



**SUMMARY OF  
REPORT TO THE CONGRESS**

**FREEDOM OF  
INFORMATION**

**CY 1975**



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON, D. C. 20301

March 1, 1976

PUBLIC AFFAIRS

This Summary Report has been issued as an overview of Department of Defense performance in the Freedom of Information Program in Calendar Year 1975 required by subsection 3(d), Section 552 of Title 5, United States Code. The enclosed pages were included with the thirteen separate Defense agency reports transmitted to Congress as the "Report to the Congress, Freedom of Information, CY 1975."

Data on each item required by Congress is presented in chart and statistical form reflecting overall agency and DoD totals.

Charles W. Hinkle  
Director, Freedom of Information  
and Security Review



Department of Defense  
FOI Appeal and Program Officials

<u>Agency Abbreviation</u>	<u>Appellate Authority</u>	<u>Program Official</u>
OSD/JCS	William I. Greener, Jr. Ass't SecDef Public Affairs	Charles W. Hinkle Director, FOI and Security Review, OASD/PA
Dept Army	General Counsel for Secretary of the Army	S. J. Pomrenze Chief, Records Mgmt Division Office of The Adjutant General
Dept Navy	Judge Advocate General/ General Counsel for Secretary of the Navy	W. M. Kinkaid Deputy Director, Naval Records Mgmt Div., OPNAV
Dept AF	Thomas W. Nelson Admin Ass't to the Secretary of the Air Force	Charles C. Ratcliffe OPR for Freedom of Information Documentation Systems Division
DCA	Lt Gen Lee M. Paschall, Jr., USAF, Director	John T. Whealen General Counsel
DCAA	Harry W. Kettles Ass't Director of Resources	Ms. Lee Taylor Records Administrator
DIA	John Brock DIA Counsel	R. Herbert Holzbauer Reference Library Branch Central Reference Division Deputy Director for Support
DIS	Bernard J. O'Donnell Acting Director	LTC Dale L. Hartig Ass't for Information
DMA	Maj Gen Hilding L. Jacobson, Jr., USAF, Deputy Director	B. C. Wimberly General Counsel
DNA	Lt Gen Warren D. Johnson, USAF, Director	Maj W. A. Knapp, USA Public Affairs Officer
DSA	Lt Gen Wallace H. Robinson, Jr., USMC, Director	Colonel J. McAleer, Jr. Staff Director; Administration
NSA	John R. Harney Executive, Staff Services	Norman Boardman Policy Staff Officer
DCPA	John E. Davis Director	Walter A. Girstantas Ass't Dir for Admin Services

Department of Defense  
 Reporting Agencies under the Freedom of Information Act  
 (as of December 31, 1975)

<u>Agency Abbreviation</u>	<u>Agency</u>	<u>Agency Head</u>
OSD/JCS	Office of the Secretary of Defense	Donald H. Rumsfeld
Dept Army	Secretary of the Army	Martin R. Hoffmann
Dept Navy	Secretary of the Navy	J. William Middendorf
Dept AF	Secretary of the Air Force	Thomas C. Reed
DCA	Defense Communications Agency	Lt Gen Lee M. Paschall, Jr., USAF
DCAA	Defense Contract Audit Agency	B. B. Lynn
DIA	Defense Intelligence Agency	Lt Gen Eugene F. Tighe, Jr., USAF (Acting Director)
DIS	Defense Investigative Service	Bernard J. O'Donnell (Acting Director)
DMA	Defense Mapping Agency	VADM Shannon D. Cramer, Jr., USN
DNA	Defense Nuclear Agency	Lt Gen Warren D. Johnson, USAF
DSA	Defense Supply Agency	Lt Gen Wallace H. Robinson, Jr., USMC
NSA	National Security Agency Central Security Service	Lt Gen Lew Allen, Jr., USAF
DCPA	Defense Civil Preparedness Agency	John E. Davis

# CONTENTS

	<u>Page</u>
Item 1 -- Initial Determinations Resulting in Failure to Provide all or a Portion of a Record	1
Item 2 -- Initial Determinations	
(a) Exemptions Invoked	2
(b) Statutes Invoked	3
(c) Other Authorities Invoked	4
Item 3 -- Initial Denial Officials by Participation	
A. Exemption Denials	6
B. Other Authority Denials	7
Item 4 -- Number of Appeals and Results	8
Item 5 -- Appeal Determinations	
(a) Exemptions Invoked	9
(b) Statutes Invoked	10
(c) Other Authorities Invoked	11
Item 6 -- Participation of Appellate Authorities	12
Item 7 -- Court Opinions and Action Taken	14
Item 8 -- FOIA Implementation Rules or Regulations	15
Item 9 -- Fees Schedule and Fees Collected	16
Item 10 -- Administrative Efforts	
A. Availability of Records	20
B. CY 1975 Costs and Fees Collected	21
C. Time Limit Extensions by Agency	24
D. Internal Memoranda -- number and availability	25

Item 1

Initial Determinations Resulting in Failure to  
Provide all or a Portion of Record Requested

Reason

<u>Agency</u>	<u>Statutory Exemptions</u>	<u>Other Authorities</u>	<u>= Total</u>	<u>Initial Requests</u>
OSD/JCS	85	558	643	1,165
DEPT ARMY	460	153	613	9,536 (1)
DEPT NAVY	214	166	380	2,790 (2)
DEPT AF	457	2035	2492	85,479
DCA	1	0	1	24
DCAA	14	8	22	335
DIA	34	243	277	493
DIS	75	125	200	283
DMA	1	5	6	18
DNA	2	3	5	7
DSA	72	117	189	2,342
NSA	65	301	366	402
DCPA	0	3	3	8
<u>DoD Totals</u>	<u>1480</u>	<u>3717</u>	<u>5197</u>	<u>102,882</u> (3)

Notes:

- (1) Estimated on Jul-Dec 1975 workload (1395 initial requests).
- (2) The 19 Feb-30 Jun 1975 policy of processing every public request as an FOI request accounts for high volume.
- (3) Using Dept. AF Annual total as 27,000 (Oct-Dec 75 requests x 4), DoD total initial FOI requests can be realistically modified downward to 44,403.

Item 2(b)

Statutes Invoked on Initial Determinations

Statute	Number of times by Agency												DoD Total	
	OSD/JCS	DEPT ARMY	DEPT NAVY	DEPT AF	DCA	DCAA	DIA	DIS	DMA	DNA	DSA	NSA		DCPA
Public Law 86-36	4	-	-	2	-	-	-	-	-	-	-	63	-	69
Title 18 U.S.C. 798	2	-	-	-	-	-	-	-	-	-	-	46	-	48
Title 18 U.S.C. 1905	1	4	4	-	-	5	-	-	-	-	-	-	-	14
Title 42 U.S.C. 2000 e 8(e)	-	-	-	-	-	-	-	-	-	-	1	-	-	1
Title 42 U.S.C. 2162	2	1	-	-	-	-	-	-	-	1	-	-	-	4
Title 50 U.S.C. 403	3	-	-	-	-	-	-	-	-	-	-	46	-	49
	12	5	4	2	0	5	0	0	0	1	1	155	0	185*

Agency Totals

\* Total exceeds number of instances Exemption 3 was invoked because of cases where two or more statutes were cited.

Item 2(a)

Exemptions Invoked on Initial Determinations

Exemptions by Number (552(a))

<u>Agency</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>Total</u>
OSD/JCS	55	5	10	4	35	15	9	0	0	133
DEPT ARMY	29	9	5	39	109	77	302	0	0	570
DEPT NAVY	29	6	4	15	81	27	175	0	0	337
DEPT AF	34	24	2	58	246	224	124	0	0	712
DCA	0	0	0	0	0	1	1	0	0	2
DCAA	0	4	5	6	12	1	2	0	0	30
DIA	16	15	3	1	3	3	1	0	0	42
DIS	0	2	0	0	29	0	63	0	0	94
DMA	0	0	0	0	1	0	0	0	0	1
DNA	2	0	1	0	0	0	0	0	0	3
DSA	1	1	1	32	13	32	4	0	0	84
NSA	47	1	63	0	16	14	13	0	0	154
DCPA	0	0	0	0	0	0	0	0	0	0
DoD Total	213	67	94	155	545	394	694	0	0	2162*
Percent of Total	9.86	3.10	4.35	7.17	25.21	18.23	32.08	0	0	100%

\* Total does not agree with Item 1 because of cases where two or more exemptions were cited.



Item 2(c)

Other Authorities Invoked on Initial Determinations

Agency	Category*				Total
	1	2	3	4	
OSD/JCS	497	17	29	15	558
DEPT ARMY	143	2	5	3	153
DEPT NAVY	139	11	8	8	166
DEPT AF	746	391	740	158	2035
DCA	0	0	0	0	0
DCAA	8	0	0	0	8
DIA	235	6	1	1	243
DIS	122	0	2	1	125
DMA	4	0	0	1	5
DNA	3	0	0	0	3
DSA	24	4	6	83	117
NSA	282	2	17	0	301
DCPA	3	0	0	0	3
DoD Total	2206	433	808	270	3717

\* Categories were established per DASD/PA letter to DoD Agencies Nov 5, 1975. (See Item 10D)

1. Lack of records.
2. Failure to reasonably describe records.
3. Other failures to comply with published rules and/or directives.
4. Request withdrawn.  
(See following page for description of each category)

## Description of Other Authority Categories

### Lack of records:

This category covers situations wherein the requester is advised the agency has no record, or has no statutory obligation to create a record. Instances where action is transferred to another agency that is the holder of the official record are also included.

### Failure to reasonably describe record:

This category is specifically based on Section 552(a)(3)(A).

### Other failures to comply with published rules and/or directives:

This category is based on Section 552(a)(3)(B) and includes instances of failure to follow published rules concerning time, place, fees and procedures.

### Request withdrawn:

This category covers situations when the requester asks an agency to disregard the request (or appeal) or pursues the request outside FOI channels.

Item 3

Initial Denial Officials by Participation  
(Agency Reports list Names and Titles)

A. Exemption Denials

Agency	Number of Officials Categorized by Instances of Participation							Total Officials	
	Number of Instances								
	1	2-3	4-5	6-10	11-20	21-40	41-60		61-100
OSD/JCS	16	3	4	2	2	0	0	0	27
DEPT ARMY	4	2	3	4	6	4	1	2	26
DEPT NAVY	27	8	3	4	1	1	0	1	45
DEPT AF	47	11	7	5	6	4	1	1	82
DCA	1	0	0	0	0	0	0	0	1
DCAA	1	3	0	1	0	0	0	0	5
DIA	10	3	1	2	0	0	0	0	16
DIS	2	0	1	0	0	1	0	1	5
DMA	1	0	0	0	0	0	0	0	1
DNA	0	1	0	0	0	0	0	0	1
DSA	11	10	1	1	2	0	0	0	25
NSA	0	0	0	0	0	0	0	1	1
DCPA	0	0	0	0	0	0	0	0	0
	120	41	20	19	17	10	2	6	235

51% of the officials participated once  
 34% of the officials participated 2-10 times  
 15% of the officials participated 11 or more times

Item 3

(Cont'd)

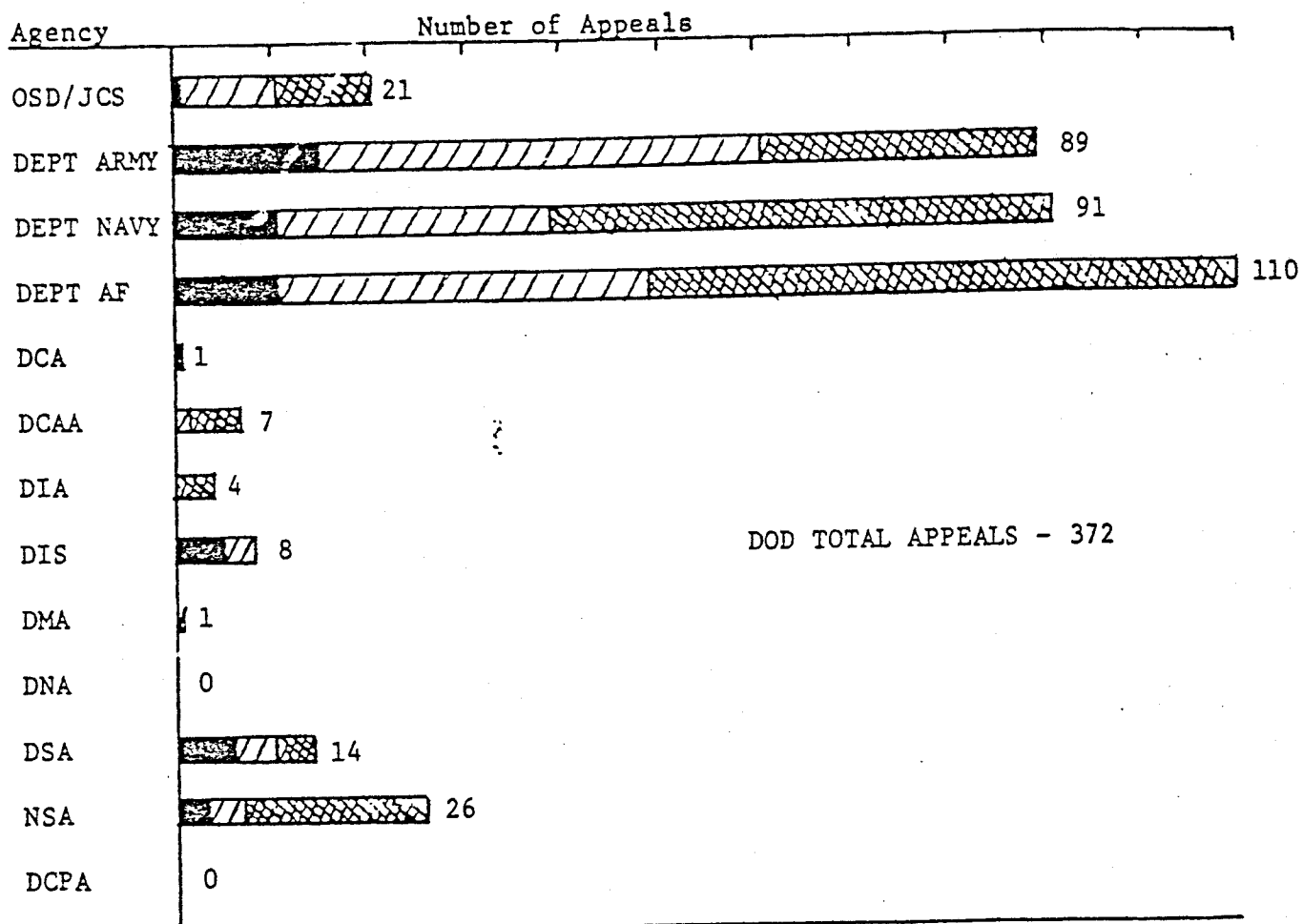
B. Other Authority Denials

Agency	Number of Officials Categorized by Instances of Participation								Total Officials
	Number of Instances								
	1	2-3	4-5	6-10	11-20	21-40	41-60	Over 61	
OSD/JCS	11	6	3	2	0	2	0	2	26
DEPT ARMY	1	0	0	0	0	0	1	1	3
DEPT NAVY	13	8	1	2	2	1	0	1	28
DEPT AF	Not Reported								
DCA	0	0	0	0	0	0	0	0	0
DCAA	0	1	0	1	0	0	0	0	2
DIA	4	1	0	0	0	0	0	1	6
DIS	0	1	0	0	0	0	1	1	3
DMA	2	1	0	0	0	0	0	0	3
DNA	0	1	0	0	0	0	0	0	1
DSA	3	4	2	1	4	1	0	0	15
NSA	0	0	0	0	0	0	0	1	1
DCPA	0	0	0	0	0	0	0	0	0
	34	23	6	6	6	4	2	7	88

38.5% of the officials participated once  
 40% of the officials participated 2-10 times  
 21.5% of the officials participated 11 or more times

Item 4

Number of Appeals and Results



Granted (4a)

Total DoD 52



Granted in part (4c)

Total DoD 134



Denied (4b)

Total DoD 186

(includes 33 other authority actions as denials)

Item 5(a)

Exemptions Invoked on Appeal Determinations

Exemptions by Number (552(a))

<u>Agency</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>Total</u>
OSD/JCS	10	2	4	0	8	4	2	0	0	30
DEPT ARMY	17	8	0	5	21	20	26	0	0	97
DEPT NAVY	6	3	0	9	29	12	30	0	1	90
DEPT AF	2	5	1	13	61	18	15	0	0	115
DCA	0	0	0	0	0	1	1	0	0	2
DCAA	0	0	5	4	7	0	0	0	0	16
DIA	1	0	0	0	0	0	0	0	0	1
DIS	0	1	0	0	0	0	2	0	0	3
DMA	0	0	0	0	1	0	0	0	0	1
DNA	0	0	0	0	0	0	0	0	0	0
DSA	1	0	1	2	1	4	3	0	0	12
NSA	14	0	16	0	5	1	4	0	0	40
DCPA	0	0	0	0	0	0	0	0	0	0
<b>DoD Totals</b>	<b>51</b>	<b>19</b>	<b>27</b>	<b>33</b>	<b>133</b>	<b>60</b>	<b>83</b>	<b>0</b>	<b>1</b>	<b>407*</b>
Percent of Total	12.53	4.67	6.64	8.11	32.65	14.75	20.40	0	.25	100%

\* Total exceeds exemption column total in Item 6 (and total appeals) because of cases where two or more exemptions were cited.

Item 5(b)

Statutes Invoked on Appeal Determinations

Statute	Number of times by Agency													DoD Total
	OSD/JCS	DEPT ARMY	DEPT NAVY	DEPT AF	DCA	DCAA	DIA	DIS	DMA	DNA	DSA	NSA	DCPA	
Public Law 86-36	2	-	-	1	-	-	-	-	-	-	-	16	-	19
Title 18 U.S.C. 798	1	-	-	-	-	-	-	-	-	-	-	14	-	15
Title 18 U.S.C. 1905	-	-	-	-	-	5	-	-	-	-	1	-	-	6
Title 42 U.S.C. 2162	1	-	-	-	-	-	-	-	-	-	-	-	-	1
Title 50 U.S.C. 403	2	-	-	-	-	-	-	-	-	-	-	13	-	15
	6	0	0	1	0	5	0	0	0	0	1	43	0	56*

Agency Totals

\* Total exceeds number of instances Exemption 3 was invoked because of cases where two or more statutes were cited.

Item 5(c)

Other Authorities Invoked on Appeal Determinations

Agency	Category*				Total
	1	2	3	4	
OSD/JCS	3	0	0	1	4
DEPT ARMY	1	0	2	0	3
DEPT NAVY	6	1	2	0	9
DEPT AF	2	0	1	1	4
DCA	0	0	0	0	0
DCAA	0	0	0	0	0
DIA	2	0	0	1	3
DIS	0	0	0	0	0
DMA	0	0	0	0	0
DNA	0	0	0	0	0
DSA	1	0	0	2	3
NSA	0	0	6	1	7
DCPA	0	0	0	0	0
	15	1	11	6	33

\* Categories:

1. Lack of records.
2. Failure to reasonably describe records.
3. Other failures to comply with published rules and/or directives.
4. Request withdrawn.  
(See Page 5 for category descriptions)



ITEM 6

Participation of Appellate Authorities  
(those responsible for denials in whole or in part)

<u>NAME</u>	<u>TITLE</u>	<u>NO. OF INSTANCES OF PARTICIPATION</u>	
		<u>Exemptions</u>	<u>Other Authority</u>
<u>OSD/JCS</u>			
Joseph Laitin	Asst Sec of Defense(PA)	14	4
Alan Woods	Dep Asst Sec of Defense(PA)	2	
<u>DEPT ARMY</u>			
General Counsel for Secretary of the Army		71	3
<u>DEPT NAVY</u>			
H. B. Robertson, Jr. RADM, JAGC, USN	Judge Advocate General	36	6
William O. Miller RADM, JAGC, USN	Judge Advocate General	30	3
E. Grey Lewis	General Counsel	3	
William L. Brown	Acting General Counsel	2	
<u>DEPT AF</u>			
Thomas W. Nelson	Administrative Assistant Secretary of the Air Force	63	4
Eldon McColl	Dep Administrative Assistant Secretary of the Air Force	32	
<u>DCA</u>			
Lee M. Paschall, Jr. LtGen, USAF	Director	1	
<u>DCAA</u>			
Harry W. Kettles	Assistant Director, Resources	7	

Item 7

Court Opinions and Action Taken

No court opinions or orders were issued against Department of Defense agencies in 1975 giving rise to a proceeding under Section 552(a)(4)(F) of title 5, U.S.C.

ITEM 6  
(cont'd)

<u>NAME</u>	<u>TITLE</u>	<u>NO. OF INSTANCES OF PARTICIPATION</u>	
		<u>Exemptions</u>	<u>Other Authority</u>
<u>DIA</u>			
D. P. Harvey RADM, USN	Chief of Staff	1	1
J. R. Brock	General Counsel		2
<u>DIS</u>			
Bernard J. O'Donnell	Acting Director	1	
Robert Redmond	Assistant for Legal Affairs	2	
<u>DMA</u>			
H. L. Jacobson MGen, USAF	Deputy Director	1	
<u>DNA</u>			
	No appeals		
<u>DSA</u>			
Wallace H. Robinson, Jr. LtGen, USMC	Director	5	3
<u>NSA</u>			
William H. Jenkins	Executive, Staff Services (prior to Sept 15, 1975)	8	3
John R. Harney	Executive, Staff Services	8	4
<u>DCPA</u>			
	No appeals		
		-----	-----
	DoD Total	287	33

Item 8

FOIA Implementation Rules or Regulations

<u>Agency</u>	<u>Document Identification</u>	<u>Fed. Reg. Ref.</u>
DoD	DoD Directive 5400.7, 14 Feb 1975	40 F.R. No. 39 26 Feb 1975, pg 8190
OSD/JCS	DoD Directive 5400.10, 11 Feb 1975	40 F.R. No. 34 19 Feb 1975, pg 7242
DEPT ARMY	AR 340-17, Change # 1, 24 Jan 1975	40 F.R. No. 40 27 Feb 1975, pg 8335
DEPT NAVY	SECNAVINST 5720.42B, 13 Feb 1975	40 F.R. No. 56 21 Mar 75, pg 12776
DEPT AF	AFR 12-30, 19 Feb 1975	40 F.R. No. 37 24 Feb 75, Pg 7901
DCA	DCA Instruction 210-225-1, 31 Mar 1975	40 F.R. No. 70 10 Apr 75, pg 16203
DCAA	DCAA Manual 5410.6, Aug 1975	40 F.R. No. 34 19 Feb 75, pg 7301
DIA	DIA Regulation 12-39, 18 Feb 1975	40 F.R. No. 34 19 Feb 75, pg 7292
DIS	DIS Regulation 01-12, 14 Feb 1975	40 F.R. No. 34 19 Feb 75, pg 7289
DMA	DMA Instruction 5400.7A, 12 May 1975	40 F.R. No. 29 11 Feb 75, pg 6336
DNA	DNA Instruction 5400.7, 22 May 1975	40 F.R. No. 124 26 Jun 75, pg 27025
DSA	DSA Regulation 5400.14, 13 Feb 75	40 F.R. No. 34 19 Feb 75, pg 7282
NSA	NSA/CSS Regulation 10-9, 3 Mar 1975	40 F.R. No. 34 19 Feb 75, pg 7303
DCEPA	DCEPA Rules and Regulations	40 F.R. No. 34 19 Feb 75, pg 10457

Copies of rules or regulations have been withdrawn from agency reports and consolidated by agency in the Attachments to the Report.

Item 9

Fees Schedule and Fees Collected

The attached fee schedule, Enclosure 2, DoD Directive 5400.7, establishes standard costs collectable by DoD Agencies.

?

\$234,008.87 was collected from the public for making records available.  
(See Item 10B for agency totals.)

UNIFORM AGENCY FEES FOR SEARCH AND DUPLICATION UNDER  
THE FREEDOM OF INFORMATION ACT AMENDMENTS  
P. L. 93-502

Introduction

This enclosure describes fees for search and duplication. It is not intended to substitute for any schedule of fees or a policy of not to charge a fee established in connection with the issuance of publications or other materials in the routine course of business of a component.

SCHEDULE OF FEES

Duplication

Publications, Forms and Reports

Shelf stock of printed or microfiche medium (requesters may be furnished more than one copy of a publication or form if it does not deplete stock levels below projected planned usage).

Minimum fee, per request . . . . .	\$ 2.00
plus	
Forms, per copy . . . . .	.05
Publications, per printed page . . . . .	.01
Microfiche, per fiche . . . . .	.06
Reports, per printed page . . . . .	.05
(Examples: Cost of 20 forms, \$3.00; cost of a printed publication with 100 pages, \$3.00; cost of a microfiche publication consisting of 10 fiche, \$2.60)	

Office Copy Reproduction (when shelf stock is not available)

Minimum charge up to six reproduced pages . . . . .	\$ 2.00
Minimum charge, first fiche . . . . .	5.00
Each additional page . . . . .	.05
Each additional fiche . . . . .	.10

Other Issuances

Minimum charge up to six pages . . . . .	\$ 2.00
Each additional page . . . . .	.05

SEARCH

Clerical search, per hour . . . . .	\$ 5.50
Minimum charge . . . . .	2.75
Professional search (includes computer programmer time and review to determine whether a record comes within the scope of a request) per hour . . . . .	11.00
Minimum charge . . . . .	5.50

Computer Service Charges

Computer service charges will be based on actual computer configuration used and be based on direct costs only of the Central Processing Unit, plus Input/Output Devices, plus Memory Capacity. Transportation costs of records and personnel arising from searches for requesting reports will be charged at actual cost.

Audiovisual Documentary Material

Service charges for audiovisual documentary materials will include clerical and professional search fees as listed above as well as the direct costs of reproducing the photography or tape and shipping or mailing charges. Audiovisual materials provided a requester under provisions of this Directive need not be in reproducible format or quality.

Waiver of Fees

1. In general, charges shall be waived or reduced when it is determined that release of a requested record primarily benefits the general public and, therefore, is in the public interest. Examples of common situations in which such a determination may be made include:

- a. The recipient of the benefits is engaged in a nonprofit activity designed for public safety, health or welfare;
- b. Payment of the full costs or fee by a state, local government or nonprofit group would not be in the interest of the program;

c. The incremental cost of collecting the fees would be an unduly large part of the receipts from the activity;

d. The request emanates from a representative of the public information media seeking a reasonable number of records.

2. A refusal to waive charges by the official responsible for the initial decision on the request for the record may be appealed to the head of the component or his designee for purposes of final appeal.

### Collections

1. Normally, collection of charges and fees will be made in advance of rendering the service. In some instances, it may be more practical to collect charges and fees at the time of conveying the service or property to the recipient, but only in those instances where the request specifically states that whatever cost involved will be acceptable or acceptable up to specified limit that covers anticipated costs.

2. Collection of scheduled fees and charges will normally be deposited to Miscellaneous Receipts of the Treasury.

3. Search fees are assessable even when no records responsive to the request, or no records not exempt from disclosure are found, provided the requester is advised of the requirement at the time the estimated charges are presented to the requester for approval and he agrees to incur the costs of search.



Item 10A

Availability of Records

(New categories or segregable portions of records now being released)

Promotion Board Briefings and Board Members (Dept AF)  
Organization Charts (Dept AF)  
Base Telephone Directories (Dept AF)  
Contracts (Dept AF)  
Military Specifications (Dept AF)  
Technical Documents (Dept AF)  
Investigative Manuals and Regulation (DIS)  
Investigative Files opened to access by the subjects of these records (DIS)  
Major portion of Personnel records (NSA)  
Past procurement history reflecting names of successful suppliers, quantity  
and price paid (DSA)  
Copies of Abstracts and bids/proposals (DSA)  
Copies of solicitations/contracts, and modifications, thereto (DSA)  
Requests for complete history of a specific NSN (DSA)  
Total annual business transaction by DSA with vendors competition (DSA)  
Part number to NSN listing by code (DSA)  
General statistical data on employment (DSA)  
Contractors universe list (DSA)  
Affirmative universe list (DSA)  
Compliance review reports (DSA)  
Complaint investigation reports (DSA)  
Letters to contractors re: deficiencies (DSA)  
Letters from contractors re: commitments (DSA)  
AF/OSI Investigation for DSA (DSA)  
Planned Production Lists (DSA)

Item 10 B

CY 1975 Costs and Fees Collected

Agency	(1) Nine Mos. Estimated Cost*	(2) Projected Cost from 2/19	(3) Projected Annual Cost	Annual Fees Collected
OSD/JCS	\$455,660.	\$469,544.	\$540,880.	\$5,885.59
DEPT ARMY	1,355,351.	1,428,690.	1,807,135.	39,250.40
DEPT NAVY	604,822.	683,316.	806,429.	17,754.25
DEPT AF	1,356,816.	1,703,696.	1,809,088.	133,371.00
DCA	1,824.	1,824.	2,432.	268.20
DCAA	48,279.	50,243.	64,372.	2,172.55
DIA	131,388.	151,450.	175,184.	4,809.00
DIS	28,202.	30,946.	37,602.	349.15
DMA	1,901.	1,901.	2,535.	122.10
DNA	1,157.	1,157.	1,543.	26.85
DSA	322,604.	340,079.	430,139.	29,945.88
NSA	169,329.	213,640.	225,772.	53.90
DCPA	787.	787.	1,049.	0
<b>DoD Total</b>	<b>\$4,428,120.</b>	<b>\$5,077,273.</b>	<b>\$5,904,160.</b>	<b>\$234,008.87</b>

- (1) Based on Reporting Procedures established starting April 1, 1975 to capture an estimated cost of administering FOIA as amended.
- (2) Based on average cost per case by agency on number of cases processed from Feb 19, 1975.
- (3) Costs in column (1) extended to annual operation.

\* The attached cost outline provides a breakdown of costs by agency for the period of 1 Apr - 31 Dec 1975.

REPORTING AGENCIES 1 Apr - 31 Dec 75

COST OUTLINE	REPORTING AGENCIES 1 Apr - 31 Dec 75						DCA	DCAA	DIA
	OSD/JCS	ARMY	NAVY	AF	DCA	DCAA			
I. Routine Requests Processed (No. of requests x cost factor)		1,702		25,549			28		
II. Personnel Costs									
A. Estimated manyears	11.84 (MY)	63.42 (MY)	30.85 (MY)	70.707 (MY)			1.13 (MY)	3.75 (MY)	
B. Cost of manyears (grades considered)	254,161	834,577	259,376	711,634			17,288	74,985	
C. Cost of estimated manhours by category (fee schedule rates)									
(1) Search time	9,172	33,500	29,918	110,159	99		2,879	8,822	
(2) Review & excising	14,892	65,165	84,038	44,221	24		7,635	1,500	
(3) Coordination & approval	10,010	63,409	34,181	84,117	976		4,399	96	
(4) Reproduction time	683	9,066	9,552	22,841	42		24	7	
(5) Other activities	6,319	22,329	28,337	36,624	279		2,229	7,844	
(6) Manhour cost total	41,076	193,469	186,026	297,962	1,420		19,261	20,38	
D. Total of IIB and IIC	295,231	1,028,046	445,402	1,009,596	1,420		36,549	95,37	
E. Overhead rate (25%)	73,809	257,011	135,432	252,399	355		9,137	23,84	
F. Total personnel costs	369,046	1,285,058	580,834	1,261,995	1,775		45,686	119,21	
III. Other Case Related Costs									
A. Computer search time costs	633	6,207	5,060	2,505			132	12,14	
B. Reproduction costs	1,657	28,612	9,179	21,546	45		651	2	
C. Cost of printed records	212	2,253	3,338	30,613	4		1,439	12,17	
D. Total of other costs	2,502	37,072	17,577	54,664	49		2,222		
IV. Other Operating Costs (voluntary reporting of items such as postal, travel, computer, etc.)	34,112	31,519	6,411	14,608			343		
V. Summary									
A. Total costs of I-IV (9 mos)	405,660	1,355,351	604,822	1,356,816	1,824		48,279	131,3	
B. Amount collected from public (12mos)	5,885.59	39,250.40	17,754.25	133,371.00	268.20		2,172.55	4.8	
C. Requests processed from this Qtr	N/A								
(1) Initial									
(2) Appeal									
(3) Total									
D. Requests processed 19 Feb to date:									
(1) Initial									
(2) Appeal									
(3) Total									
E. Total costs previously reported									
F. Total Costs to date:									

REPORTING AGENCIES 1 Apr - 31 Dec 75

COST OUTLINE	(All figures are dollars except as noted.)	DIS	DMA	DNA	DSA	NSA	DCPA	TOTAL DOLLARS
<b>I. Routine Requests Processed</b> (No. of requests x cost factor)								
<b>II. Personnel Costs</b>								
A. Estimated manyears	1.156 (MY)		.032 (MY)		10.50 (MY)	5.43 (MY)		188,865
B. Cost of manyears (grades considered)	18,406		934		181,845	86,369		2,439,805
C. Cost of estimated manhours by category (fee schedule rates)								
(1) Search time	103		83	45	31,109	6,500	329	232,799
(2) Review & excising	1,252		26	390	8,166	3,768		231,080
(3) Coordination & approval	1,837		267	305	12,814	3,323	42	216,648
(4) Reproduction time	554		41	17	7,481	111	1	52,751
(5) Other activities			139	217	11,638	1,032	4	116,991
(6) Manhour cost total	3,746		556	974	71,208	14,814	376	850,266
Total of IIB and IIC	22,152		1,490	974	253,053	101,183	606	3,290,071
E. Overhead rate (25%)	5,538		373	158	62,217	25,296	152	845,720
F. Total personnel costs	27,690		1,863	1,132	315,270	126,479	758	4,135,791
<b>III. Other Case Related Costs</b>								
A. Computer search time costs	476				2,665	42,655		72,187
B. Reproduction costs	232		20	25	1,462	182		63,633
C. Cost of printed records	116		118	25	1,468	13	29	39,341
D. Total of other costs	824		38	25	5,575	42,850	29	175,166
<b>IV. Other Operating Costs (voluntary reporting of items such as postal, travel, computer, etc.)</b>								
E. Total costs of I-IV	88				1,759			88,845
<b>V. Summary</b>								
A. Total costs of I-IV (9 mos)	28,502		1,901	1,157	322,604	169,329	787	4,428,122
B. Amount collected from public (12 mos)	349.15		122.10	26.85	29,945.88	53.90		234,000
C. Requests processed this Qtr								
(1) Initial								
(2) Appeal	N/A							
(3) Total								
D. Requests processed 19 Feb to date:								
(1) Initial								
(2) Appeal								
(3) Total								
E. Total costs previously reported								
F. Total Costs to date:								

\*Collectable from the public (9 mos)  
(Total \$407,963)

Item 10 C

Time Limit Extensions by Agency

Agency	I Unusual Circumstances			II & III Court Involvement	Total
	Location	Volume	Consultation		
OSD/JCS	11	7	25	0	43
DEPT ARMY	0	0	0	0	0
DEPT NAVY	8	9	1	0	18
DEPT AF	15	21	104	0	140
DCA	0	0	0	0	0
DCAA	0	0	0	0	0
DIA	0	0	0	0	0
DIS	0	0	3	0	3
DMA	0	0	0	0	0
DNA	0	0	0	0	0
DSA	1	0	3	0	4
NSA	1	13	4	0	18
DCPA	0	0	0	0	0
DoD Total	36	50	140	0	226
	(16%)	(22%)	(62%)		(100%)

Item 10D

Internal Memoranda  
(Including Directives not published in Fed. Register)

<u>Agency</u>	<u>No. of Memoranda</u>	<u>No. Available to Public</u>
DoD	8	8
OSD/JCS	14	14
Dept Army	12	12
Dept Navy	90	90
Dept AF	29	29
DCA	0	0
DCAA	1	1
DIA	1	1
DIS	8	8
DMA	0	0
DNA	0	0
DSA	0	0
NSA	1	0
DCPA	<u>1</u>	<u>1</u>
DoD Total	165	164

Copies of internal memoranda have been withdrawn from agency reports and consolidated by agency in the Attachments to the Report.