



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-Z (25-55b)

15 April 2025
TAG 25-10

MEMORANDUM FOR All Maine Army National Guard (MEARNG) Components

SUBJECT: Freedom of Information Act (FOIA)

1. This policy is effective immediately and will remain in effect until rescinded or superseded.

2. REFERENCES:

a. AR 25-55, The Department of the Army Freedom of Information Act Program, 19 October 2020

3. Applicability. This policy applies to all individuals and agencies requesting information needed under the provisions of AR 25-55 from the MEARNG.

4. Policy. Specifies the procedure for requesting and processing FOIA requests.

5. General Overview

a. The MEARNG processes requests in order by date of receipt. Whenever possible, an initial determination to release or deny a record is made within 20 working days after receipt of the request by the official who is designated to respond.

b. If unusual circumstances exist that preclude a timely response, the responsive FOIA office will give an estimated completion date and reason for delay.

6. Process for FOIA requests from private parties (IAW AR 25-55):

a. Request must be in writing (e-mail is considered "in writing").

b. Private parties cannot use government supplies/equipment for their requests.

c. Requests must be sent to and received by a designated FOIA Requester Service Center (RSC).

d. Private parties must reasonably describe which record(s) are being sought.

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- e. Private parties must addresses issue of fees.
- f. Request must specify preferred format to receive records.

7. Receiving a Request

a. Once a FOIA request is received and it is determined that it can be filled, the FOIA manager will fill out the NGB Form 340 with the control number, date, person who will be handling the request, and every action taken/received until completion. Refer to the FOIA manager checklist for processing all FOIA requests.

b. FOIA manager will complete the DD Form 2086 with estimated costs, then put the form with the written request and all correspondence in a NGB Form 1.

c. All information regarding the FOIA request is entered at <https://www.foia.army.mil/FACTS>. This website tracks all FOIA requests and will be closed out when the request is complete by the FOIA manager.

8. Costs (IAW AR 25-55)

a. Search fees are not assessed if requestor is an educational or noncommercial, scientific institution or a representative of the news media (charged for duplication only, after the first 100 pages).

b. The FOIA manager will ensure the DD Form 2086 is filled out with every FOIA request.

9. Appeals (IAW AR 25-55).

a. The requester must submit an appeal in writing, citing the reasons for the appeal. The appeal will be sent to the Initial Denial Authority (IDA) for forwarding to the proper appellate authority. The Office of the Army General Counsel (OGC) is the appellate authority for Regular Army, Army Reserve, and Army National Guard, records denied by the General Counsel (GC), Army & Air Force Exchange Service (AAFES), and those activities for which the Army is the executive agent for FOIA processing. The Director of Oversight and Compliance is the appellate authority for National Guard Bureau records.

10. For more information on FOIA requests refer to <https://gko.portal.ng.mil/sites/search/Pages/results.aspx?k=foia#k=foia%20training> the NGB site for FOIA training, cover sheets, and information.

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11. Point of contact for this policy is MSG Rita Gossett, Records Management, (207) 430-5027, rita.k.gossett.mil@army.mil.

A handwritten signature in black ink, appearing to read "Diane L. Dunn". The signature is fluid and cursive, with the first name "Diane" and last name "Dunn" clearly distinguishable.

DIANE L. DUNN

BG, MENG

The Adjutant General