

ANNUAL FREEDOM OF INFORMATION ACT REPORT				REPORT CONTROL SYMBOL DD-DA&M(A)1365	
SUBCOMPONENT/COMPONENT OR AGENCY REPORTING UNITED STATES MARINE CORPS				REPORT FOR FISCAL YEAR 2008	
SECTION I - BASIC INFORMATION REGARDING REPORT					
1. PERSON(S) TO CONTACT WHO CAN ANSWER QUESTIONS ABOUT THE REPORT					
a. NAME (Last, First, Middle Initial)	b. TITLE	c. ADDRESS	d. TELEPHONE NO.	e. E-MAIL ADDRESS	
ROSS, TERESA D.	HEAD, FOIA/PA SECTION HQMC (ARSF)	COMMANDANT OF THE MARINE CORPS HEADQUARTERS U.S. MARINE	703-614-4008	teresa.d.ross@usmc.mil	
2. PROVIDE AN ELECTRONIC LINK FOR ACCESS TO THE REPORT ON THE AGENCY WEB SITE. The Defense Freedom of Information Policy Office (DFOIPO) will satisfy this requirement.					
3. EXPLAIN HOW TO OBTAIN A COPY OF THE REPORT IN PAPER FORM. The Defense Freedom of Information Policy Office will satisfy this requirement.					
SECTION II - MAKING A FOIA REQUEST					
1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continue on separate page if necessary using the same format.)					
a. SUBCOMPONENT/COMPONENT OR AGENCY) (i.e., McDill AFB, Department of the Air Force)	b. ADDRESS			c. TELEPHONE NUMBER	
MARINE CORPS COMBAT DEVELOPMENT COMMAND	Commanding General, Marine Corps Combat Development Command (Attn FOIA Officer B013), 3250 Catlin Avenue, MCB Quantico VA			(703) 784-2399	
MARINE CORPS SYSTEMS COMMAND	Commander, Marine Corps Systems Command (Attn LAW-Q FOIA), 2200 Lester Street, Suite 120, MCB Quantico VA 22134-5010			(703) 432-3919	
MARINE CORPS LOGISTICS COMMAND	Commander, Marine Corps Logistics Command (Attn FOIA Officer), 814 Radford Boulevard, Suite 20335, MCLB Albany GA 31704-0335			(229) 639-5449	
EASTERN RECRUITING REGION/MCRD PARRIS ISLAND SC	Commanding General, Eastern Recruiting Region, Depot Law Center, Civil Law Branch (FOIA), P O Box 19610, MCRD Parris Island, SC			(843) 228-4495	
WESTERN RECRUITING REGION/MCRD SAN DIEGO CA	Commanding General, Western Recruiting Region (Attn SJA FOIA), 3700 Chosin Avenue, MCRD San Diego, CA 92140			(619) 524-4095	
MARINE FORCES COMMAND (MARFORCOM)	Commander, U.S. Marine Corps Forces Command (ATTN FOIA Officer), 1468 Ingram Street, Norfolk, VA 23551-2596			(757) 836-1524	
MARINE CORPS INSTALLATIONS EAST (MCI EAST)	Commander, Marine Corps Installations East (Attn: Adjutant/FOIA), Building 66, Holcomb Boulevard, MCB Camp Lejeune, NC 28450			(910) 451-4452	
II MARINE EXPEDITIONARY FORCE (II MEF)	Commanding General, II Marine Expeditionary Force (Attn Adjutant/ FOIA), PSC Box 20080, MCB Camp Lejeune, NC 28542-0080			(910) 451-8246	
2. PROVIDE A BRIEF DESCRIPTION OF WHY SOME REQUESTS ARE NOT GRANTED AND AN OVERVIEW OR CERTAIN GENERAL CATEGORIES OF THE AGENCY'S RECORDS TO WHICH THE FOIA EXEMPTIONS APPLY. The Defense Freedom of Information Policy Office will satisfy this requirement.					
SECTION III - ACRONYMS, DEFINITIONS AND EXEMPTIONS					
The Defense Freedom of Information Policy Office will satisfy this requirement.					

Annual Freedom of Information Act Report

SECTION II – MAKING A FOIA REQUEST

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continued)

a. SUBCOMPONENT/COMPONENT OR AGENCY	b. ADDRESS	c. TELEPHONE NUMBER
2D MARINE DIVISION	Commanding General, 2D Marine Division FMF (Attn: FOIA Officer), Box 20003, MCB Camp Lejeune, NC 28542-0003	(910) 451-8721
2D MARINE LOGISTICS GROUP	Commanding General, 2D Marine Logistics Group (Attn: G-1/FOIA), Building 2, Box 20002, MCB Camp Lejeune, NC 28542-0002	(910) 451-6488
2D MARINE AIRCRAFT GROUP/MCAS CHERRY POINT NC	Commanding General, 2D Marine Aircraft Wing, Joint Law Center, Civil Law Branch (Attn FOIA), PSC Box 8007, MCAS Cherry Point, NC 28533-0007	(252) 466-6871
MARINE CORPS BASE CAMP LEJEUNE NC	Commanding Officer, Marine Corps Base (Attn: Adjutant/FOIA), Building 1, Box 20005, MCB Camp Lejeune, NC 28542	(910) 451-3568
MARINE CORPS AIR STATION BEAUFORT SC	Commanding Officer, Marine Corps Air Station (Attn: Public Affairs/FOIA), P O Box 55001, MCAS Beaufort, SC 29904-5001	(843) 228-7201
MARINE CORPS AIR STATION NEW RIVER NC	Commanding Officer, Marine Corps Air Station (Attn: Public Affairs/FOIA), PSC BOX 21002, MCAS Jacksonville, NC 28545-1001	(910) 449-5435
MARINE CORPS AIR FACILITY QUANTICO VA	Commanding Officer, Marine Corps Air Facility (Attn: Adjutant/FOIA), 2100 Rowell Road, Quantico, VA 22134-5063	(703) 784-2320
MARINE CORPS LOGISTICS BASE ALBANY GA	Commanding Officer, Marine Corps Logistics Base (Attn: SJA/FOIA), 814 Radford Boulevard, Suite 20304, MCLB Albany, GA 31704-0304	(229) 639-5212
BLOUNT ISLAND COMMAND	Commanding Officer, Blount Island Command (Attn: Adjutant/FOIA), 5880 Channel View Boulevard, Jacksonville, FL 32226	(904) 696-5033

If you need more rows, simply right click on the chart, select “Insert,” then “Insert Rows Below.”

Annual Freedom of Information Act Report

SECTION II - MAKING A FOIA REQUEST

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continued)

MARINE FORCES CENTRAL	Commander, U.S. Marine Forces Central Command (Attn: SJA/FOIA), 7115 South Boundary Boulevard, MacDill AFB FL 33621-5101	(813) 827-7054
MARINE FORCES EUROPE/MARINE FORCES AFRICA	Commander, U.S. Marine Forces Europe (Attn: SJA/FOIA), Unit 30401, APO AE 09170-0401	314 431-2902
MARFORSOC	Commander, U.S. Marine Corps Forces Special Operations Command (Attn: SJA FOIA), PSC Box 20116, MCB Camp Lejeune NC 28542-0116	(910) 449-9539
MARFORPAC	Commander, U.S. Marine Forces Pacific (Attn: SJA/FOIA), Box 64113, Camp H.M. Smith, HI 96861-4113	(808) 477-8503
MARINE CORPS BASES HAWAII	Commanding General, Marine Corps Bases Hawaii (Attn: G-1/FOIA), Kaneohe Bay, HI 96863	(808) 257-8812
MARINE CORPS BASES JAPAN	Commanding General, Marine Corps Bases Jpana (Attn: SJA/FOIA), Unit 35002, MCB Camp Smedley D. Butler, FPO AP 96373-5002	011-81-611-745-5059
MARINE CORPS AIR STATION IWAKUNI JA	Commanding Officer, Marine Corps Air Station (Attn: DSJA/FOIA), PSC 561, Box 211, FPO AP 96310-0009	011-81-827-79-3913
MARINE CORPS INSTALLATIONS WEST	Commanding General, Marine Corps Installations West (Attn: G-1/FOIA), Building 1160, MCB Camp Pendleton, CA 92055-5031	(760) 725-5312
I MARINE EXPEDITIONARY FORCE	Commanding General, I Marine Expeditionary Force (Attn: SJA/FOIA), Box 555300, MCB Camp Pendleton, CA 92055-5300	(760) 725-9151
1ST MARINE DIVISION	Commanding General, 1st Marine Division FMF (Attn: G-1 FOIA), Box 555380, MCB Camp Pendleton, CA 92055-5380	(760) 763-3983

If you need more rows, simply right click on the chart, select "Insert," then "Insert Rows Below."

Annual Freedom of Information Act Report

SECTION II - MAKING A FOIA REQUEST

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continued)

1ST MARINE LOGISTICS GROUP	Commanding General, 1st Marine Logistics Group (Attn: G-1 FOIA), Box 555606, MCB Camp Pendleton, CA 92055-5606	(760) 725-5500
3D MARINE AIRCRAFT WING/MCAS MIRAMAR CA	Commanding General, 3d Marine Aircraft Wing, Joint Law Center, Civil Law Division (Attn: FOIA), P O Box 452022, MCAS Miramar, San Diego, CA 92145-2022	(858) 577-1864
III MARINE EXPEDITIONARY FORCE	Commanding General, III Marine Expeditionary Force (Attn: SJA/FOIA), Unit 35601, FPO AP 95606-5601	011-81-611-722-9429
3D MARINE DIVISION	Commanding General, 3D Marine Division (Attn: SJA/FOIA), Unit 35881, FPO AP 96602-5801	011-81-611-722-9580
3D MARINE LOGISTICS GROUP	Commanding General, 3D Marine Logistics Group (Attn: FOIA Officer), Unit 38401, FPO AP 96604-8401	011-81-611-737-2202
1ST MARINE AIRCRAFT WING	Commanding Officer, 1st Marine Aircraft Wing (Attn: FOIA), Unit 37101, FPO AP 96603-7101	011-81-611-745-2945
MARINE CORPS BASE CAMP PENDLETON CA	Commanding Officer, Marine Corps Base (Attn: MCB G-1/FOIA), Building 1160, MCB Camp Pendleton, CA 92055-5031	(760) 725-6008
MARINE AIR GROUND TASK FORCE TRAINING COMMAND	Commanding General, Marine Air Ground Task Force Training Command (Attn: FOIA), Building 1554, Twentynine Palms, CA 92278	(760) 830-8692
MOUNTAIN WARFARE TRAINING CENTER	Commanding Officer, Mountain Warfare Training Center (Attn: Adjutant/FOIA), HC 83, Box 1, Bridgeport, CA 93517	(760) 932-1420
MARINE CORPS LOGISTICS BASE BARSTOW CA	Commanding Officer, Marine Corps Logistics Base (Attn: OOC FOIA), Box 110125, Barstow CA 92311-5050	760-577-6249
MARINE CORPS AIR STATION YUMA AZ	Commanding Officer, Marine Corps Air Station (Attn: SJA/FOIA), P O Box 99126, MCAS Yuma, AZ 85369-9126	(928) 269-3601

If you need more rows, simply right click on the chart, select "Insert," then "Insert Rows Below."

Annual Freedom of Information Act Report

SECTION II – MAKING A FOIA REQUEST

1. ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS (Continued)

MARINE CORPS AIR STATION CAMP PENDLETON CA	Commanding Officer, Marine Corps Air Station (Attn: FOIA), Box 555151, MCAS Camp Pendleton, CA 92055-5151	(760) 725-3537
MARINE FORCES KOREA	Commander, U.S. Marine Forces Korea (Attn: SJA/FOIA), FKJA-0L, Unit 15285, FPO AP 96205-0058	DSN 315-723-4978
MARINE FORCES RESERVE	Commander, Marine Forces Reserve (Attn: Deputy Counsel/FOIA), 4400 Dauphine Street, Building 601, Room 5A404, New Orleans, LA 70146	(504) 678-8016
HEADQUARTERS, U.S. MARINE CORPS (ARSF)	Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, FOIA/PA Section (ARSF), 2 Navy Annex, Washington, DC 20380-1775	(703) 614-4008

If you need more rows, simply right click on the chart, select "Insert," then "Insert Rows Below."

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING UNITED STATES MARINE CORPS										REPORT FOR FISCAL YEAR 2008				
SECTION V - FOIA REQUESTS														
A. RECEIVED, PROCESSED AND PENDING FOIA REQUESTS. Provide the numbers of received, processed, and pending requests, both perfected and non-perfected. The number in column 1 must match the number of "Requests Pending as of End of Fiscal Year" from the previous year's Annual FOIA Report. The sum of columns 1 and 2 minus the number in column 3 must equal the number in column 4.														
1. NUMBER OF REQUESTS PENDING AS OF START OF FISCAL YEAR			2. NUMBER OF REQUESTS RECEIVED IN FISCAL YEAR			3. NUMBER OF REQUESTS PROCESSED IN FISCAL YEAR			4. NUMBER OF REQUESTS PENDING AS OF END OF FISCAL YEAR					
438			3605			3770			273					
B. DISPOSITION OF FOIA REQUESTS. 1. All Processed Requests. Provide the number of request dispositions as described below. Use only one column to report each request. Use the nine "Full Denial Based on Reasons Other than Exemptions" columns only if the request cannot be counted in columns 1 through 3. The numbers in column 5, "Total", must match the numbers in Section V. A., column 3.														
(1) NUMBER OF FULL GRANTS	(2) NUMBER OF PARTIAL GRANTS/ PARTIAL DENIALS	(3) NUMBER OF FULL DENIALS BASED ON EXEMPTIONS	(4) NUMBER OF FULL DENIALS BASED ON REASONS OTHER THAN EXEMPTIONS									(5) TOTAL		
			a. NO RECORDS	b. ALL RECORDS REFERRED TO ANOTHER COMPONENT/ AGENCY	c. REQUEST WITHDRAWN	d. FEE- RELATED REASON	e. RECORDS NOT REASONABLY DESCRIBED	f. IMPROPER FOIA REQUEST FOR OTHER REASON	g. AGENCY RECORD	h. DUPLICATE REQUEST	i. OTHER (Explain in B.2 below)			
1356	1022	88	337	596	89	34	50	23	24	32	119	3770		
2. Other Reasons for "Full Denials Based on Reasons Other than Exemptions". For any request marked "Other", provide descriptions of other reasons for full denials and the number of times each reason was relied upon. "Total" must equal "Other" column in B.1.														
(1) DESCRIPTION OF "OTHER" REASONS FOR DENIALS											(2) NO. OF TIMES			
FOIA IMPROPERLY ADDRESSED TO THE MARINE CORPS											6			
REQUESTED RECORDS TRANSFERRED TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION											24			
REQUESTED RECORDS MAINTAINED BY NATIONAL PERSONNEL RECORDS CENTER											89			
											(3) TOTAL 119			
3. Number of Times Exemptions Applied. Count each exemption only once per request.														
EX. 1	EX. 2	EX. 3	EX. 4	EX. 5	EX. 6	EX. 7(A)	EX. 7(B)	EX. 7(C)	EX. 7(D)	EX. 7(E)	EX. 7(F)	EX. 8	EX. 9	
17	26	90	38	82	720	19	0	535	0	0	0	0	0	

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING UNITED STATES MARINE CORPS								REPORT FOR FISCAL YEAR 2008					
SECTION VI - ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS													
A. RECEIVED, PROCESSED AND PENDING ADMINISTRATIVE APPEALS. Provide the number of administrative appeals received, processed, and pending as described in columns 1 through 4. The sum of columns 1 and 2 minus the number in column 3 must equal the number in column 4. Starting with Fiscal Year 2009, the number in column 1 must match the number of "Appeals Pending as of End of Fiscal Year" from the previous year's Annual FOIA Report.								B. DISPOSITION OF ADMINISTRATIVE APPEALS - ALL PROCESSED APPEALS. Provide the number of administrative appeal adjudications as described in the columns below. The number in the "Total" column must match the number in Section VI. A., column 3. In column 4, report the number of appeals which neither affirmed nor reversed/remanded the FOIA request determination, but were closed for other reasons (<i>see DFOIPO Instructions</i>).					
1. NUMBER OF APPEALS PENDING AS OF START OF FISCAL YEAR	2. NUMBER OF APPEALS RECEIVED IN FISCAL YEAR	3. NUMBER OF APPEALS PROCESSED IN FISCAL YEAR	4. NUMBER OF APPEALS PENDING AS OF END OF FISCAL YEAR	1. NUMBER AFFIRMED ON APPEAL	2. NUMBER PARTIALLY AFFIRMED AND PARTIALLY REVERSED/REMANDED ON APPEAL	3. NUMBER COMPLETELY REVERSED/ REMANDED ON APPEAL	4. NUMBER OF APPEALS CLOSED FOR OTHER REASONS	5. TOTAL					
C. REASONS FOR DENIAL ON APPEAL. 1. Number of Times Exemptions Applied. Note: If an administrative appeal results in the denial of information based on exemptions and also based on a reason or reasons presented in C.2 and 3, report that appeal on all applicable sections. For each administrative appeal, report all exemptions applied; however, count each exemption only once per appeal.													
EX. 1	EX. 2	EX. 3	EX. 4	EX. 5	EX. 6	EX. 7(A)	EX. 7(B)	EX. 7(C)	EX. 7(D)	EX. 7(E)	EX. 7(F)	EX. 8	EX. 9
2. Reasons Other than Exemptions. Provide the number of administrative appeals resulting in denial for reasons other than exemptions, as described below.													
(1) NO RECORDS	(2) RECORDS REFERRED AT INITIAL REQUEST LEVEL	(3) REQUEST WITHDRAWN	(4) FEE- RELATED REASON	(5) RECORDS NOT REASONABLY DESCRIBED	(6) IMPROPER REQUEST FOR OTHER REASON	(7) NOT AGENCY RECORD	(8) DUPLICATE REQUEST OR APPEAL	(9) REQUEST IN LITIGATION	(10) APPEAL BASED SOLELY ON DENIAL OF REQUEST FOR EXPEDITED PROCESSING	(11) OTHER (<i>Explain in C.3 below</i>)			
3. "Other" Reasons for Denial. Provide descriptions of the "other" reasons and the number of times each was relied upon. "Total" must equal "Other" column in C.2.													
(1) DESCRIPTION OF "OTHER" REASON										(2) NUMBER OF TIMES			
										(3) TOTAL			

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING UNITED STATES MARINE CORPS	REPORT FOR FISCAL YEAR 2008
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SECTION VI - ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS *(Continued)*

C.4. Response time for Administrative Appeals. Provide the (1) median, (2) average, and (3) and (4) range in number of days to respond to administrative appeals.

(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS

5. Ten Oldest Pending Administrative Appeals. Provide the date of receipt of the ten oldest pending administrative appeals, and the number of days pending. (YYYYMMDD, e.g. 20030918)

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
(1) DATE OF RECEIPT										
(2) NUMBER OF DAYS PENDING										

SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS

For charts in Section VII, include response times for only perfected requests. Begin counting days from the date of receipt of the perfected request.

If using a multi-track processing system, report response times separately for each track. If not using a multi-track processing system, at a minimum, report separately requests which have been granted expedited processing.

NOTE: Chart A must reflect the response times for all processed perfected requests. Chart B is a sub-set of Chart A and must reflect the response times only for those perfected requests in which information was granted, either in full or in part.

A. PROCESSED REQUESTS - RESPONSE TIME FOR ALL PROCESSED PERFECTED REQUESTS. Provide the (1) median, (2) average and (3) and (4) range in number of days to process all perfected requests.

1. SIMPLE				2. COMPLEX				3. EXPEDITED PROCESSING			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
39	29	0	444	46	43	0	1171	2	2	2	2

NOTE 1

B. PROCESSED REQUESTS - RESPONSE TIME FOR PERFECTED REQUESTS FOR WHICH INFORMATION WAS GRANTED. Provide the (1) median, (2) average and (3) and (4) range in number of days to process all perfected requests in which information was granted (*full grants and partial grants*).

1. SIMPLE				2. COMPLEX				3. EXPEDITED PROCESSING			
(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE - LOWEST NUMBER OF DAYS	(4) RANGE - HIGHEST NUMBER OF DAYS
37	33	0	321	41	44	0	1171	2	2	2	2

NOTE 1

NOTE 1: THESE NUMBERS REFLECT ALL PROCESSED REQUESTS. PRIOR TO 1 OCT 08, HQMC (ARSF) HAD NO MECHANISM IN PLACE BY WHICH TO DISTINGUISH BETWEEN "PERFECTED" REQUEST ACTIONS AND "UNPERFECTED" REQUEST ACTIONS. THE NUMBER OF PROCESSED CASE FILES (982) IS TOO GREAT TO WARRANT MANUAL CALCULATIONS IN ORDER TO COMPLETE THESE SECTIONS. MECHANISMS HAVE BEEN PUT INTO PLACE TO EFFECT THIS REPORTING FOR FY09.

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING UNITED STATES MARINE CORPS	REPORT FOR FISCAL YEAR 2008
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SECTION VII - FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS *(Continued)*

C. PROCESSED REQUESTS - RESPONSE TIME IN DAY INCREMENTS.

- (1) Provide the number of perfected requests processed in each of the thirteen designated time increments (i.e., within 20 days in the first column, within 21-40 days in the second column, etc.).
- (a) If using a multi-track system, create separate charts as presented below to report the information for each track. If not using a multi-track system, at a minimum create a separate chart for requests which have been granted expedited processing.
- (b) Insert the sum of the thirteen columns in the "Total" column to reflect the total number of requests processed for each of the tracks.

1. SIMPLE REQUESTS													
1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
2304	335	29	6	4	2	0	1	1	1	0	0	0	2683
2. COMPLEX REQUESTS													
1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
364	223	230	106	24	13	15	14	4	6	28	18	36	1081
3. REQUESTS GRANTED EXPEDITED PROCESSING													
1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
6	0	0	0	0	0	0	0	0	0	0	0	0	6

D. PENDING REQUESTS - ALL PENDING PERFECTED REQUESTS.

Provide the number of perfected requests pending as of the end of the fiscal year, and the median and average number of days those requests had been pending. If an agency or component is unable to determine whether all of its pending requests are perfected, the agency must include all pending requests and attach a footnote that it has done so.

1. SIMPLE			2. COMPLEX			3. EXPEDITED PROCESSING		
(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS	(1) NUMBER PENDING	(2) MEDIAN NUMBER OF DAYS	(3) AVERAGE NUMBER OF DAYS
136	64	10	138	236	49	0	0	0

NOTE 2

E. PENDING REQUESTS - TEN OLDEST PENDING PERFECTED REQUESTS.

Provide the date of receipt of the ten oldest perfected requests pending as of the end of the fiscal year, and the number of days pending.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
1. DATE OF RECEIPT	20070108	20060816	20061115	20060822	20060731	20060601	20060522	20060124	20051222	20050716
2. NUMBER OF DAYS PENDING	610	643	666	728	762	814	838	926	934	1140

NOTE 2

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING UNITED STATES MARINE CORPS	REPORT FOR FISCAL YEAR 2008
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SECTION VIII - REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

Section VIII now reflects new mandatory reporting requirements and is no longer an optional section.

Provide information for adjudicated requests for expedited processing or adjudicated requests for a fee waiver, i.e., requests for expedited processing or requests for a fee waiver which were granted or denied. Do not include requests for expedited processing or requests for a fee waiver which became moot for various reasons and, as a result, were neither granted nor denied.

A. REQUESTS FOR EXPEDITED PROCESSING.

(1) Include requests for expedited processing made both at the initial request level and, when applicable, at the administrative appeal level.

(2) Calculating days: Count only the days spent adjudicating the request for expedited processing. Count calendar days, not working days.

(3) NOTE: The response time of this new reporting requirement captures the time taken to decide whether to grant or deny a request for expedited processing. This does not cover the FOIA requests which have already been granted expedited status, placed in the "expedited processing" track, and reported elsewhere in this Report. Rather, this new requirement reflects the time taken to make a determination, (i.e., adjudicate) whether a request for expedited processing should be granted or denied. The FOIA requires agencies to determine within ten calendar days whether a request satisfies the standards for expedited processing.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS TO ADJUDICATE	4. AVERAGE NUMBER OF DAYS TO ADJUDICATE	5. NUMBER ADJUDICATED WITHIN TEN CALENDAR DAYS
6	6	3	2	12

B. REQUESTS FOR FEE WAIVER.

(1) Include requests for a waiver of fees made both at the initial request level and, when applicable, at the administrative appeal level.

(2) Calculating days: Count only the days spent adjudicating the fee waiver request. Count working days. Do not include additional days that may precede consideration of the fee waiver request, e.g., days the request waits in a processing queue, processing time which precedes commencement of adjudication of fee waiver request, etc.

1. NUMBER GRANTED	2. NUMBER DENIED	3. MEDIAN NUMBER OF DAYS TO ADJUDICATE	4. AVERAGE NUMBER OF DAYS TO ADJUDICATE

NOTE 3

SECTION IX - FOIA PERSONNEL AND COSTS

A. PERSONNEL.

Provide the number of "Full-Time FOIA Staff" by adding the number of "Full-Time FOIA Employees" and "Equivalent Full-Time FOIA Employees" (see DFOIPO Instructions).

B. COSTS.

Add together all costs expended by the agency for processing FOIA requests at the initial request and administrative appeal levels, and for litigating FOIA requests. Include salaries of FOIA personnel, overhead, and any other FOIA-related expenses. (Agency's budget may be used as a resource.) (Enter numbers only, no commas or periods.)

1. NUMBER OF FULL-TIME FOIA EMPLOYEES	2. NUMBER OF EQUIVALENT FULL-TIME FOIA EMPLOYEES	3. TOTAL NUMBER OF FULL-TIME FOIA STAFF	1. PROCESSING COSTS	2. LITIGATION-RELATED COSTS	3. TOTAL COSTS
6	20.00	26	\$ 3,719,957	\$ 17,900	\$ 3,737,857

SECTION X - FEES COLLECTED FOR PROCESSING REQUESTS

Report the dollar amount of fees collected from FOIA requesters for processing their requests. Also report the percentage of total processing costs (from Section IX, B.1.) that those fees represent. In calculating the amount of fees collected, include fees received from a FOIA requester for search, review document duplication, and any other direct costs permitted by agency regulations.

1. TOTAL AMOUNT OF FEES COLLECTED \$ 5,869.00	2. PERCENTAGE OF TOTAL PROCESSING COSTS .157771 %
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DD FORM 2564, OCT 2008

Page 7 of 9 Pages

NOTE 3: PRIOR TO 1.OCT 08, HQMC (ARSF) HAD NO MECHANISM IN PLACE BY WHICH TO TRACK "FEE WAIVER REQUEST" CASES. ELECTRONIC DATABASE MECHANISMS HAVE BEEN PUT INTO PLACE TO EFFECT THIS REPORTING FOR FY09.

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING UNITED STATES MARINE CORPS	REPORT FOR FISCAL YEAR 2008
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SECTION XI - FOIA REGULATIONS

AGENCIES MUST PROVIDE AN ELECTRONIC LINK TO THEIR FOIA REGULATIONS, INCLUDING THEIR FEE SCHEDULE.

The Defense Freedom of Information Policy Office will satisfy this requirement.

SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. BACKLOGS OF FOIA REQUESTS AND ADMINISTRATIVE APPEALS.

(1) Provide the number of FOIA requests and administrative appeals that were pending beyond the statutory time period as of the end of the fiscal year.

(2) NOTE: The statutory time period is ordinarily twenty working days from receipt of a perfected request (see 5 U.S.C. Section 552(a)(6)(A)(i). but may be extended up to ten additional working days when "unusual circumstances" are present (see 5 U.S.C. Section 552(a)(6)(B)(i)).

1. NUMBER OF BACKLOGGED REQUESTS AS OF END OF FISCAL YEAR

175

2. NUMBER OF BACKLOGGED APPEALS AS OF END OF FISCAL YEAR

0

3. EXPLAIN BACKLOG HERE (Optional)

The majority of the backlog cases exist at Headquarters, U.S. Marine Corps (HQMC) which is organized for centralized FOIA processing. As such, the HQMC FOIA Office (ARSF) controls and processes all FOIA requests seeking records maintained by any HQMC Department or Division. Unfortunately, manpower staffing has been insufficient over the years to support a centralized case processing function. Although 3 additional billets have been acquired, staffing continues to be insufficient given the number of requests received and the complexity of those requests.

B. CONSULTATION ON FOIA REQUESTS - RECEIVED, PROCESSED, AND PENDING CONSULTATIONS.

The consultation portions of the Annual Report require information about consultations received from other agencies, not sent to other agencies.

(1) Provide the number of consultations received from other agencies, those processed, and those pending, as described in the columns below.

(2) The number in Column 1 must match the number of "Consultations Received from Other Agencies that Were Pending at Your Agency as of End of the Fiscal Year" (Column 4) from last year's Annual Report.

(3) The sum of Columns 1 and 2 minus the number in Column 3 must equal the number in Column 4.

1. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF <u>START</u> OF THE FISCAL YEAR	2. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES DURING THE FISCAL YEAR	3. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES THAT WERE PROCESSED BY YOUR AGENCY DURING THE FISCAL YEAR	4. NUMBER OF CONSULTATIONS RECEIVED FROM OTHER AGENCIES PENDING AT YOUR AGENCY AS OF <u>END</u> OF THE FISCAL YEAR

C. CONSULTATIONS ON FOIA REQUESTS - TEN OLDEST CONSULTATIONS RECEIVED FROM OTHER AGENCIES AND PENDING AT YOUR AGENCY.

Provide the date of receipt of the ten oldest consultations received from other agencies pending at your agency as of the end of the fiscal year, and the number of days pending.

	10th OLDEST	9th	8th	7th	6th	5th	4th	3rd	2nd	OLDEST
1. DATE OF RECEIPT										
2. NUMBER OF DAYS PENDING										

DD FORM 2564, OCT 2008

Page 8 of 9 Pages

NOTE 4: PRIOR TO 1 OCT 08, HQMC (ARSF) HAD NO MECHANISM IN PLACE BY WHICH TO TRACK "CONSULTATION" CASES. ELECTRONIC DATABASE MECHANISMS HAVE BEEN PUT INTO PLACE TO EFFECT THIS REPORTING FOR FY09.

NOTE 4

SUBCOMPONENT/COMPONENT OR AGENCY REPORTING				REPORT FOR FISCAL YEAR	
UNITED STATES MARINE CORPS				2008	
SECTION XII - BACKLOGS, CONSULTATIONS, AND COMPARISONS <i>(Continued)</i>					
D. COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT - REQUESTS RECEIVED, PROCESSED, AND BACKLOGGED. (1) Provide the number of requests received and the number of requests processed during the fiscal year, and the number of requests backlogged as of the end of the fiscal year (starting with the Annual Report from Fiscal Year 2009) from last year's Annual Report and the number of those received and processed during the fiscal year, and backlogged as of the end of the fiscal year, from the current Annual Report. (2) The numbers in Columns 1 and 2 must match the "Number of Requests Received in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the "Number of Requests Processed in Fiscal Year" from Section V. A. of the Annual Report from last year and from this year respectively. (3) The numbers in Columns 5 and 6 must match the "Number of Backlogged Requests as of End of the Fiscal Year" from Section XII. A. of the previous Annual Report and the current Annual Report, respectively.					
REQUESTS RECEIVED		REQUESTS PROCESSED		REQUESTS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
3551	3605	3596	3770	NOT REQUIRED FOR FY 2008	NOT REQUIRED FOR FY 2008
E. COMPARISON OF NUMBERS OF ADMINISTRATIVE APPEALS FROM PREVIOUS AND CURRENT ANNUAL REPORT - APPEALS RECEIVED, PROCESSED, AND BACKLOGGED. (1) Provide the number of administrative appeals received and the number of administrative appeals processed during the fiscal year, and the number of administrative appeals backlogged as of the end of the fiscal year (starting with the Annual Report from Fiscal Year 2009) from last year's Annual Report and the number of those received and processed during the fiscal year, and backlogged as of the end of the fiscal year, from the current Annual Report. (2) The numbers in Columns 1 and 2 must match the "Number of Administrative Appeals Received in Fiscal Year" from Section VI. A. of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the "Number of Administrative Appeals Processed in Fiscal Year" from Section VI. A. of the Annual Report from last year and from this year respectively. (3) The numbers in Columns 5 and 6 must match the "Number of Backlogged Administrative Appeals as of End of the Fiscal Year" from Section XII. A. of the previous Annual Report and the current Annual Report, respectively.					
APPEALS RECEIVED		APPEALS PROCESSED		APPEALS BACKLOGGED	
1. NUMBER RECEIVED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	2. NUMBER RECEIVED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	3. NUMBER PROCESSED DURING FISCAL YEAR FROM LAST YEAR'S ANNUAL REPORT	4. NUMBER PROCESSED DURING FISCAL YEAR FROM CURRENT ANNUAL REPORT	5. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM PREVIOUS ANNUAL REPORT	6. NUMBER BACKLOGGED AS OF END OF THE FISCAL YEAR FROM CURRENT ANNUAL REPORT
				NOT REQUIRED FOR FY 2008	NOT REQUIRED FOR FY 2008
F. DISCUSSION OF OTHER FOIA ACTIVITIES <i>(Optional)</i> . Provide here any further information about the agency's efforts to improve FOIA administration. Attach additional pages if necessary.					