



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

2 June 2010

AMSAC-IM

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 102.1 -
Processing of Freedom of Information Act (FOIA) Requests

1. All FOIA requests must be submitted to the USASAC FOIA Officer and coordinated with the U.S. Army Materiel Command (AMC), Office of the Command Counsel. The FOIA requests will subsequently be directed to the appropriate USASAC directorate/office for action. All high-profile FOIA requests and responses will be provided to the Command Group prior to release.
2. Requests for information concerning USASAC are important to the Command and must be handled in a sensitive, expeditious manner. The USASAC FOIA Officer is responsible for the coordination of requests and for making the system work. All denials of FOIA requests will be coordinated with AMC, Office of the Command Counsel. The FOIA Officer has the responsibility for performing this coordination.
3. This Policy Memorandum supersedes USASAC Policy Statement 102.1, 5 October 2005.


CHRISTOPHER TUCKER
Brigadier General, USA
Commanding