

Freedom of Information Act Request Guidance Sheppard Air Force Base, Texas

To submit your request online visit <https://efoia.cce.af.mil/>.

Before submitting your request, check the following links to see if your request can be better addressed through these channels:

For requesting copies of your Military Personnel Records or DD214 [click here](#).

For requesting copies of your Military Medical Records [click here](#).

For requesting copies of your Civilian Service Records [click here](#).

For requesting copies of an AF Office of Special Investigations (OSI) Investigation [click here](#).

The most efficient way to submit a Freedom of Information Act request is to utilize the AF [eFOIA Public Access Link](#).

If you choose to submit your request via the postal service, fax, or email, please ensure it includes the four basic requirements for submitting a FOIA request:

- (1) Indicate that it is a FOIA request.
- (2) Clearly identify the record(s) being sought. Avoid terms such as “requesting any and all documents” since this type of request generally requires clarification and can result in excessive costs relating to the search and review of responsive documents.
- (3) Indicate a willingness to pay fees associated with processing the request or, in the alternative, explain why a waiver may be appropriate. State the actual dollar amount you are willing to pay versus a broad statement such as a willingness to pay reasonable costs. This avoids guessing what is considered reasonable and you can be contacted should processing costs exceed your limit.
- (4) Provide contact information, such as a telephone number, email address, and/or mailing address, to assist us in communicating and providing released records.

Your request is considered properly received, or perfected, when the above conditions have been met and the request arrives at the FOIA office of the agency in possession of the records.

Note: If you are seeking records about yourself, we require a signed perjury statement in accordance with [32 CFR part 310.3\(c\) through \(e\)](#) and [28 U.S.C § 1746](#). If you chose not to provide a signed perjury statement we will still process your request; however, it may severely limit what information you receive.

If sending your request via the postal service, fax, or email, please utilize the template provided on the next page.

Submit your signed request via one of the following options:

1. Mail to: Sheppard FOIA Office
221 3rd Ave
Sheppard AFB, TX 76311
2. Fax to: 940-676-2392
3. Email to: 82cs.scok.FOIA@us.af.mil

For more detailed information refer to the [FOIA Handbook](#).

June 7, 2024

Requester:

First M. Last

Address

City, State, Zip Code

Telephone Number

Email address

Freedom of Information Act (FOIA) Manager

221 3rd Ave.

Sheppard AFB, TX 76311

Dear FOIA Manager:

This is a request under the Freedom of Information Act (5 U.S.C. § 552).

I request that a copy of the following document(s) be provided to me: identify the documents as specifically as possible (include date/circumstances surrounding the event, document type, subject area, etc.).

To help you determine my status for the purpose of assessing fees, you should know that I am
Choose an item.

I am willing to pay fees for this request up to a maximum of \$0.00. If you estimate that the fees will exceed this limit, please inform me first. (Note: Fees will not be charged if the total cost is equal to or less than \$25.)

Clearly Releasable Option

You have the option of accepting “clearly releasable” records. When accepting clearly releasable records, redactions will be applied in accordance with the principles of the FOIA exemptions without the specific FOIA code listed. Acceptance of clearly releasable records will allow you to receive the information you are seeking quicker. Choosing “clearly releasable” records will not affect your appeal rights.

I want to receive “clearly releasable” documents.

Choose a building block.

Sincerely,

First M. Last