

MCIPAC – MCB CAMP BUTLER FOIA Information

The Freedom of Information Act (FOIA) was signed into law in 1966. The FOIA provides individuals with a statutory right of access to certain federal agency records. The FOIA requires agencies to disclose requested records unless they are protected from public disclosure by the FOIA. Congress included in the FOIA nine exemptions and three law enforcement exclusions to protect important interests such as national security, personal privacy, privileged communications, and law enforcement

Contact Information

Mailing Address:

Office of the Staff Judge Advocate
(Attn: FOIA)
Marine Corps Installations Pacific
Unit 35001, FPO AP 96737- 5001

To Submit a Request on FOIA Online please follow the following instructions:

(NOT TO BE USED FOR REQUESTS FOR POLICE REPORTS OR COUNSELING RECORDS –
“Use Privacy Act Routine Use Request Form” for Police Reports and Counseling Records)

FOIA online Website - <https://foiaonline.regulations.gov/>

- 1-Create an account
- 2-Log on as Guest (then make Agency Selection as follows)
- 3-Agency: Department of the Navy
Sub-Agency: United States Marine Corps

Marine Corps Installations Command

Marine Corps Installations Pacific

Marine Corps Base Camp Butler OK J

Please use **FOIA Online** to submit your requests to minimize foot traffic in Building 1 whenever possible. If you have any questions, please call us at 645-7461/62.

Common FOIA Questions:

- 1- How long will my request take to be processed? All request will be processed in the order they are received. Processing of FOIA requests should be completed within 20 working days. Should a request require longer processing time, you will be notified.
- 2- Can my request be expedited? Requests to expedite processing must show either imminent threat to life or physical safety or an individual or urgency to inform the public concerning actual/alleged Federal Government activity.