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UNITED STATES MARINE CORPS  
Marine Corps Base  
PSC Box 20004  
Camp Lejeune, North Carolina 28542-20004

5720  
MANP  
21 Jun 01

MEMORANDUM

From: Director, Manpower  
To: Assistant Chief of Staff, Installations and Environment,  
Marine Corps Base, Camp Lejeune

Subj: FREEDOM OF INFORMATION ACT REQUEST

Encl: (1) Mr Howell's FOIA request dtd 6 Jun 2001  
(2) Dir, Manp ltr dtd 21 Jun 01

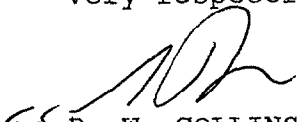
1. The enclosure is forwarded for appropriate action as a matter under your cognizance. You are asked to provide the information requested. In the event you are unable to provide the requested information, or you feel this request should be directed to another department/division, return this letter and the enclosure to this office. If it is determined that a legal determination is needed regarding the feasibility of releasing the requested information, we will forward the information to the Staff Judge Advocate for a decision.

2. The FOIA requires that requesters be assessed the costs associated with the search for, reviewing (in some instances) and duplication of documents in response to a FOIA request. For this reason, it is requested that the total number of man-hours expended in this request be provided along with the military and civilian grades of personnel involved. Do not include salaries. We will compute compensatory fees for search, review and duplication, and we will collect funds in accordance with existing DoD Policy.

3. We have 60 days to respond to Enclosure (1). Accordingly, please prepare and return the requested information to this office by 21 Aug 2001. If you are unable to provide a response by this date, you must contact the FOIA Coordinator at 451-4455 for an extension of time.

4. For your information, the following from MCO P5720.56A is furnished: "...A record must exist and be in the possession and control of the Marine Corps at the time of the request. There is no requirement to create or compile a record to satisfy a Freedom of Information Act request..."

Very respectfully,

  
D. W. COLLINS

CLW

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