FREEDOM OF INFORMATION ACT *(FOIA)/*
OPERATIONS SECURITY *(OPSEC)* DESK TOP GUIDE

For use of this form, see AR 25-55; the proponent agency is ODISC4

Problem: The release of information from Department of the Army records must comply with the Freedom of Information Act *(FOIA)* and AR 25-55. At the same time, sensitive information concerning military operations and activities must be protected from disclosure to hostile intelligence services and their agents.

Solution: The following references to AR 25-55 and AR 530-1 outline proper policies and procedures.

Paragraph 5-200d, AR 25-55. Assigns areas of responsibility to the Initial Denial Authorities *(IDA)* for the Army. Only the Secretary of the Army and IDAs may deny a request for information submitted to the Army under the FOIA.

Paragraph 3-200, AR 25-55. Outlines the nine categories of records except from mandatory release under the FOIA. Denial under the exemptions is not automatic; each case must be reviewed and denial justified in each instance.

Paragraph 5-100c, AR 25-55. Discusses OPSEC considerations when reviewing information requested under the FOIA.

Paragraph 3-12, AR 530-1. Requires commanders to designate an OPSEC officer at battalion and higher levels of command to assist in discharging their responsibilities for Operations Security.

Paragraph 5-100d, AR 25-55. Invests command OPSEC points of contact with FOIA advisory functions. They will advise and assist FOIA personnel in dealing with requests for Information that have OPSEC implications.

CAUTION: Documents properly classified under Executive Order 12065 are automatically reviewed for operations security impact; however, the compilation of unclassified documents, or portions thereof, may combine information that, if released, might cause damage to national security *(para 2-211, AR 380-5)* **.** If you have any questions about releasing information, immediately contact your command OPSEC/FOIA advisor.

COMMAND OPSEC/FOIA ADVISOR	TELEPHONE NO.

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