FOIA these agencies to support EEO cases

FOIA guides and links to each agency

As of 18Jan2025

I. Templates:

EEO – Numerosity (named EEO template)

EEO – typicality

EEO – commonality

Privacy Impact Assessment (PIA)

Note: In the FOIA request, list the subagency or division or directorate or Bureau, especially for DOD, Navy, Army, etc.

AGENCY	SUBAGENCY
CIA	
DEFENSE INTELLIGENCE AGENCY	
DEPT. OF AGRICULTURE	
DEPT. OF COMMERCE	CENSUS BUREAU
DEPT. OF DEFENSE	VARIOUS AGENCIES W/IN DOD
DEPT. OF DEFENSE-CIVILIAN	DEPT. OF NAVY-PUGET SOUND NAVAL SHIPYARD
DEPT. OF ENERGY	
DEPT. OF HOMELAND SECURITY	DHS HQ
DEPT. OF HOMELAND SECURITY	CBP
DEPT. OF INTERIOR	
DEPT. OF JUSTICE	
DEPT. OF LABOR	
DEPT. OF NAVY-NAVSEA	NAVSEA
DEPT. OF STATE	
DEPT. OF TRANSPORTATION	
DEPT. OF TREASURY	IRS
GSA	
NASA	JSC - HOUSTON
NGA	
USPS	

II. Links to submit FOIA for each respective agency:

1. CIA online submission: https://www.cia.gov/readingroom/foia_request/form

CIA has an on-line fillable form.

CIA list of info that they will not release:

https://www.cia.gov/readingroom/frequently-asked-questions

CIA will neither confirm nor deny the existence of records on:

- CIA operational activities.
- Specific confidential or covert relationships (i.e., classified source).
- Most organizational components.
- Foreign nationals.
- Polygraph records.
- Names, official titles, salaries of CIA personnel.
- Numbers of personnel employed by CIA.
- Data relating to CIA budget and/or expenditures.
- CIA facilities.
- CIA liaison relationships with foreign governments. Information provided by a foreign government.

2. Defense Intelligence Agency: https://www.dia.mil/foia.aspx

Email to Defense Intelligence Agency or use the FOIA Request Form:

SUBMITTING A FOIA REQUEST

All FOIA requests must be in writing (letter/email) and the records requested must b
described. The description should contain sufficient file-related information (type of
title, subject area, date of creation, originator, etc.); or enough event-related informa
and circumstances surrounding the event the record covers) to permit an organized,
search.

Submitting a FOIA Request via Email, or Mail

1. Complete the request form: **FOIA Request Form**
2. Email submissions: **foia1@dodiis.mil**
3. Mail submissions:

Defense Intelligence Agency
ATTN: IMO-2 (FOIA)
7400 Pentagon
Washington, DC 20301-7400

3. Dept. of Agriculture: https://efoia-pal.usda.gov/

4. Dept of Commerce, Census Bureau:

https://www.census.gov/about/policies/foia/foia-requests/how_to_file_a_foia_request.html

5. Dept of Defense (DOD); have to submit to the respective Agency (Navy, Army, etc); be sure to state "federal employees" in the FOIA request and list the respective Division, Directorate, etc.

6. Dept of Navy, Puget Sound Naval Shipyard: Submit at foiaonline.gov; be sure and mention Puget Sound Naval Shipyard in the request (or which section of the Navy you wish to FOIA)

https://www.cnic.navy.mil/About/Freedom-of-Information-Act/

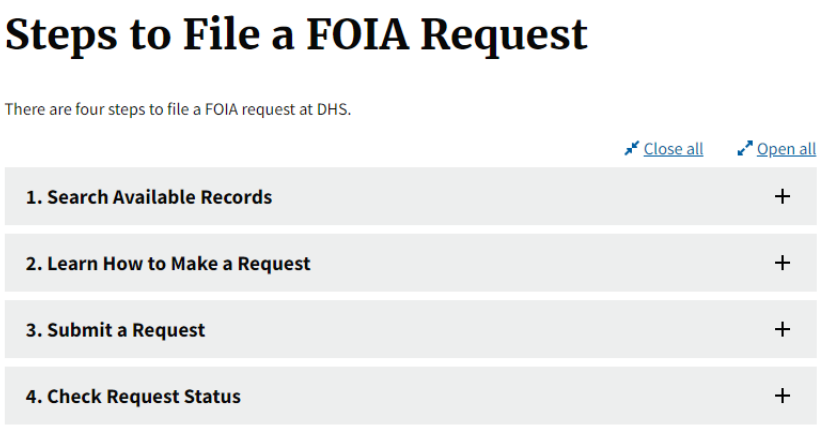
7. Dept. of Energy: https://www.energy.gov/management/submit-foia-request

https://www.energy.gov/management/foia-contacts

Email FOIAs to FOIA-Centrol@hq.doe.gov

8. Dept. of Homeland Security: https://www.dhs.gov/dhs-foia-handbook

Click: " step-by-step FOIA request" then click on "submit a request"



9. Dept. of Interior: https://www.doi.gov/foia/make-a-request

Submit to “foiaonline.gov” (there’s a guide in the SLACK “FOIA templates” folder)

10. Dept. of Justice: https://www.justice.gov/oip/make-foia-request-doj#:~:text=The%20request%20simply%20must%20be,email%2C%20and%2For%20facsimile.

11. Dept. of Labor: https://www.dol.gov/general/foia/submit

Can submit through email for Dept of Labor, Office of the Solicitor

Must state which Agency under the Dept of Labor.

If you choose to submit your FOIA request via postal mail, and do not know which component has the records you are seeking, please mark the outside of the envelope, "Freedom of Information Request" and mail to:

Office of the Solicitor
Division of Management and Administrative Legal Services
200 Constitution Ave NW
Room N-2420
Washington, DC 20210

Fax

You may fax a FOIA request to "**FOIA Staff**" at 202-693-5389

Email

You may also submit a FOIA request addressed to any DOL agency component by sending an email to foiarequests@dol.gov. To ensure that your FOIA request is forwarded to the correct Department component, you must identify which agency you believe has the records you are seeking.

FOIA requests sent to any other DOL email addresses will not be accepted as a properly submitted request.

12. Dept of State: https://foia.state.gov/request/foia.aspx

Must uses their fillable pdf form (link on their webpage). Then email that form (email on the webpage).

of the Department of State and U.S. Missions abroad, (C) applications from U.S. citizens for U.S. passports, (D) visa requests from non-citizens to enter the U.S., (E) consular assistance given to U.S. Citizens abroad, and (F) current and former employees of the Department of State. You may use this form to submit requests for DEPARTMENT OF STATE RECORDS. If you are not requesting Department of State records, you may wish to visit other Federal Agencies' FOIA websites.

Are you requesting Department of State records? *

○Yes ○No

The Department of State maintains the following personal records: 1) applications from U.S. citizens for U.S. passports, 2) visa requests from non-citizens to enter the U.S., 3) personal correspondence with U.S. Embassies, Consulates, and Missions abroad, and 4) Employment records of current and former employees of the Department of State. In order to protect your privacy as well as the privacy of others, your request must include 1) a notarized statement or a statement signed under penalty of perjury stating that you are the person you say you are and 2) your signature. There are no special forms required for making a request for personal records but you may use the Department's **Request for Individual Access to Records Protected under the Privacy Act** form. Click here for the fillable PDF form. You have three options for submitting the form:

1. Email to FOIARequest@state.gov
2. Fax to (202) 485-1669
3. Print and mail to:

Office of Information Programs and Services, A/GIS/IPS/RL
2201 C Street, N.W., Suite B266
Washington, D.C. 20520-0000

If you are providing consent and authorizing the agency to disclose your records to another person or entity, you must also authorize the Department to release your records by completing **the Consent for Disclosure of Records Protected under the Privacy Act** form. Click here for the fillable PDF form.

2024 update for Dept of State:

How to Make a FOIA Request

Step 1 Step 2 Step 3 Step 4

Step 4

Send in your request to the Department of State.

You may mail or fax your request for Department of State records to the following address:
U. S. Department of State
Information Access Liaison Office, A/SKS/IAP/IAL
2201 C Street N.W., Suite B266
Washington, D.C. 20520-0000
Fax (202) 485-1669

Please write "Freedom of Information Act" on the envelope or the subject line of your fax.

Public Access Link (PAL) portal

Register to create an online profile and Request records online using the Public Access Link (PAL) portal.

13. Dept of Transportation:
https://www.oig.dot.gov/FOIA#:~:text=Methods%20of%20Submitting%20a%20FOIA%20Request&text=We%20recommend%20that%20all%20FOIA,any%20inconvenience%20this%20may%20cause.

Scroll down and you'll see a fillable form, when complete hit "submit"

DOT FOIA contacts

https://www.transportation.gov/individuals/foia/dot-foia-service-centers-and-liaisons

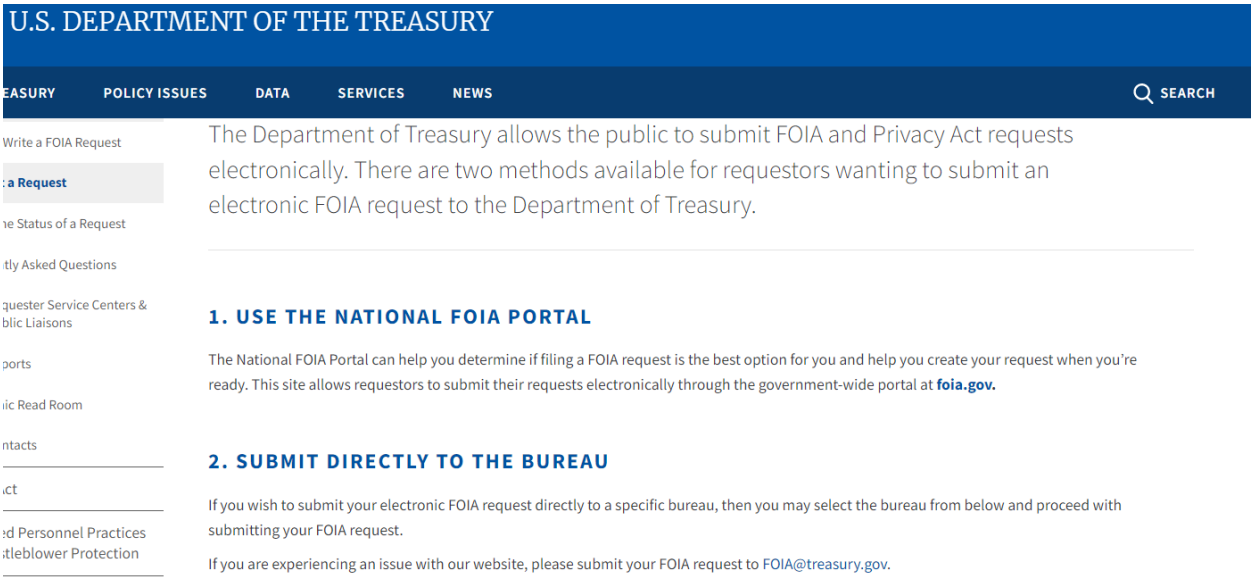
14. Dept of Treasury, state which Bureau:

https://home.treasury.gov/footer/freedom-of-information-act/submit-a-request#:~:text=Submit%20Directly%20to%20the%20Bureau&text=If%20you%20are%20experiencing%20an,to%20FOIA%40treasury.gov.

Treasury has two options to submit:

1. foia.gov online portal

2. Directly to a specific Bureau



15. General Services Administration (GSA):

https://www.gsa.gov/reference/freedom-of-information-act-foia

Submit to foiaonline.gov

16. National Aeronautics and Space Administration (NASA): you'll have to register to use their on-line portal

https://www.nasa.gov/FOIA/index.html scroll down to "submit a FOIA request"

17. National Geospatial Intelligence Agency (NGA): can email the submission directly

https://www.nga.mil/resources/Freedom_of_Information_Act_(FOIA).html

records.

Additional information regarding FOIA can be found in the Department of Defense's FOIA Handbook and Department of Defense Open Government pages.

Requests for Information

To obtain records from the National Geospatial-Intelligence Agency, a FOIA request may be submitted in writing (reasonably describing the records requested) using the following means:

1. Email to FOIANGA@nga.mil
2. Using our request forms located under the "Key Documents" tab.
3. Hardcopy requests may be sent to the NGA FOIA Program Office via:
   Mail: National Geospatial-Intelligence Agency FOIA/PA Requester Service Center
   7500 GEOINT Drive, MS N22-SISM
   Springfield, Virginia 22150-7500

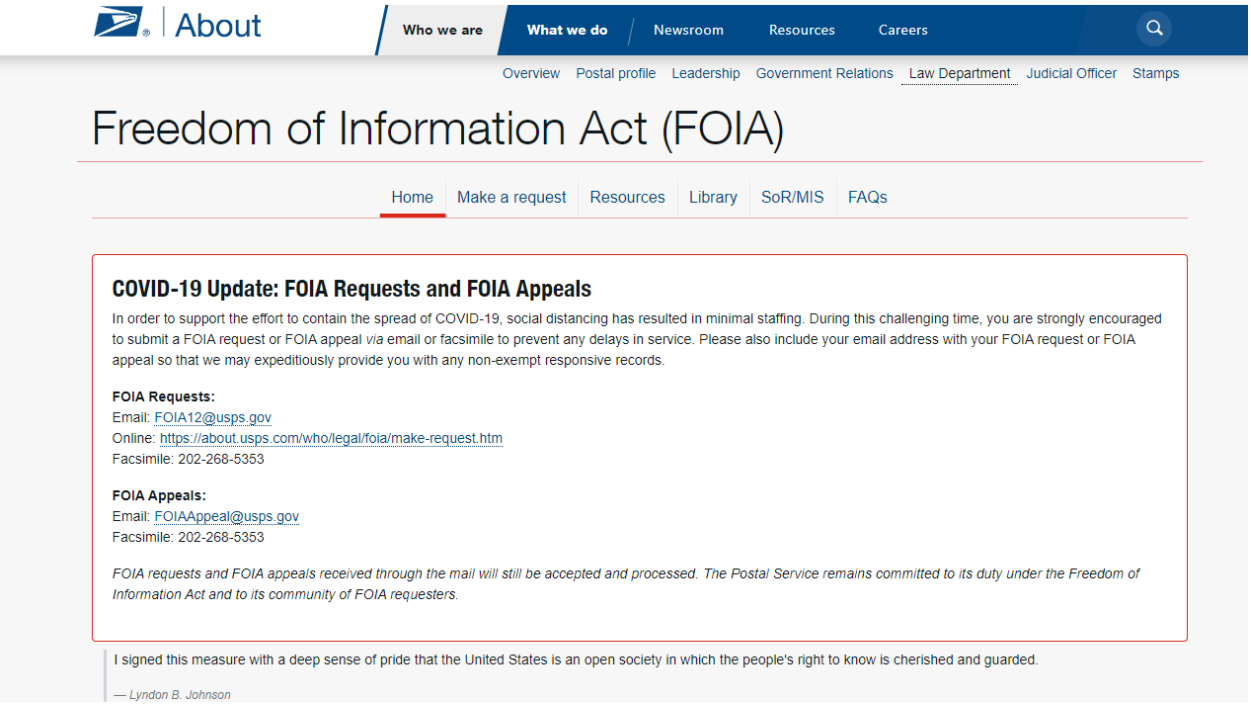
To obtain the status of a request or ask questions about the FOIA process, you may utilize your PAL account, call the FOIA/PA Requester Service Center at 571-557-4141 or email your inquiry to FOIANGA@nga.mil.

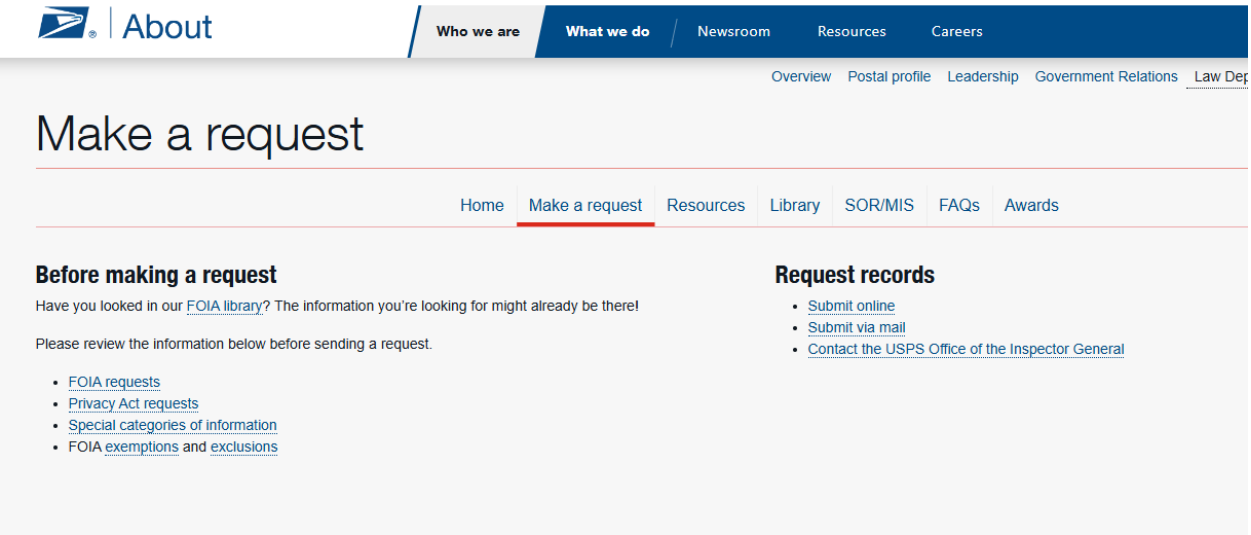
Requesting records under the Privacy Act (PA):

Privacy Act requests, where you are seeking information on yourself, records related to your security clearance or background investigation, etc. must be submitted IN WRITING, include a SSN and/or DOB and be signed by you. Such requests CANNOT be submitted through this online system. Under some

18. US Postal Service: submit via email

https://about.usps.com/who/legal/foia/





19. IRS

https://www.irs.gov/privacy-disclosure/freedom-of-information-act-foia-guidelines

20. Department of Navy, NAVSEA, Naval Sea Systems Command; submit to foiaonline.gov

NAVSEAFOIA@navy.mil

https://www.navsea.navy.mil/Contact/FOIA/

Or FOIA requests may be sent to:
Commander
Naval Sea Systems Command
SEA 00A5, Room 1E1110
1333 Isaac Hull Avenue, SE
Washington Navy Yard, DC 20376-2101

FOIA requesters who may have questions concerning the processing of their requests, should contact the NAVSEA FOIA Requester Service Center, Public Liaison at 202-781-4124, NAVSEAFOIA@navy.mil or FAX 202-781-4490.
Please indicate your name, information request, and an email address where you can be reached and representative will contact you shortly.
If you are not satisfied with the response from this center, you may contact the DON FOIA Public Liaison at 202-685-0412 or DONFOIA_PA@navy.mil.

You may submit your FOIA request to NAVSEA via our SecureRelease Portal, FOIA.gov or by email at NAVSEAFOIA@navy.mil.

FOIA requests may also be submitted via mail addressed to:

Commander
Naval Sea Systems Command
SEA 00A5, FOIA/Privacy Program Division
1333 Isaac Hull Avenue, SE
Washington Navy Yard, DC 20376-2101

When submitting a request please indicate your name, information request, and an email address where you can be reached, and a representative will contact you shortly.

For any questions concerning the processing of your request, you may contact our NAVSEA FOIA Requester Service Center, Public Liaison at 202-781-4124, NAVSEAFOIA@navy.mil or FAX 202-781-4490.

RESOURCES

Department of Justice (DOJ) FOIA - https://www.justice.gov/oip/doj-guide-freedom-information-act-0

Department of the Navy (DON) FOIA - https://www.secnav.navy.mil/foia/Pages/default.aspx

As of January 2025, don't know if these staff listed below are still current. No liaison is listed on their current FOIA website.

FOIA Request Service Center, 202-685-0412, donfoia-pa@navy.mil

Christopher Julka, FOIA Public Liason, 703-697-0031

christopher.a.julka@navy.mil