

## RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST

*Please read instructions on back before completing form.*

<b>1. REQUEST NUMBER</b>	<b>2. TYPE OF REQUEST (X one)</b> <input type="checkbox"/> a. INITIAL <input type="checkbox"/> b. APPEAL	<b>3. DATE COMPLETED (YYYYMMDD)</b>	<b>4. ACTION OFFICE</b>	
<b>5. CLERICAL HOURS (E-9/GS-8 and below)</b>		(1) TOTAL HOURS	(2) HOURLY RATE	(3) COST
a. SEARCH	1		X      =	
b. REVIEW/EXCISING	2			
c. OTHER ADMINISTRATIVE COSTS	3			
<b>6. PROFESSIONAL HOURS (O-1 - O-6/GS-9-GS-15)/CONTRACTOR</b>		(1) TOTAL HOURS	(2) HOURLY RATE	(3) COST
a. SEARCH	1		X      =	
b. REVIEW/EXCISING	2			
c. OTHER/COORDINATION/DENIAL	3			
<b>7. EXECUTIVE HOURS (O-7 - ES 1 and above)</b>		(1) TOTAL HOURS	(2) HOURLY RATE	(3) COST
a. SEARCH	1		X      =	
b. REVIEW/EXCISING	2			
c. OTHER/COORDINATION/DENIAL	3			
<b>8. COMPUTER SEARCH</b>		(1) TOTAL TIME	(2) RATE	(3) COST
a. MACHINE TIME (Not PC, desktop, laptop)	4		X      =	
b. PROGRAMMER/OPERATOR TIME (Human)				
(1) Clerical Hours	1			/hr
(2) Professional Hours	1			/hr
<b>9. OFFICE MACHINE COPY REPRODUCTION</b>		(1) NUMBER	(2) RATE	(3) COST
a. PAGES REPRODUCED FOR FILE COPY	3		X      =	
b. PAGES RELEASED	5			
<b>10. PRE-PRINTED PUBLICATIONS</b>		(1) TOTAL PAGES	(2) RATE	(3) COST
a. PAGES PRINTED	5		X      =	
<b>11. COMPUTER PRODUCT OUTPUT/ACTUAL COST CHARGES</b>		(1) NUMBER	(2) ACTUAL COST	(3) COST
a. TAPE/DISC/CD	6		X      =	
b. PAPER PRINTOUT	3			
<b>12. OTHER ADMINISTRATIVE FEES</b>		(1) NUMBER	(2) ACTUAL COST	(3) COST
a. ALL POSTAGE/ADMINISTRATIVE (See instructions)	3		X      =	
<b>13. AUDIOVISUAL MATERIALS</b>		(1) NUMBER	(2) ACTUAL COST	(3) COST
a. MATERIALS REPRODUCED	4		X      =	
<b>14. SPECIAL SERVICES</b>		(1) NUMBER	(2) ACTUAL COST	(3) COST
a. ALL SPECIAL SERVICES (See instructions)	6		X      =	
<b>15. MICROFICHE REPRODUCED</b>		5		
<b>FEE CODES</b>		<b>16. FOR FOI OFFICE USE ONLY</b>		
1 Chargeable to "commercial" requesters. Chargeable to "other" requesters after deducting 2 hours.		a. TOTAL COLLECTABLE FEES		
2 Chargeable to "commercial" requesters only.		b. TOTAL PROCESSING FEES		
3 Not chargeable to any fee category.		c. TOTAL CHARGED		
4 Chargeable to "commercial". Chargeable to "other" after deduction of the equivalent of 2 hours. (Example: deduct \$88.00 professional rate.)		d. FEES WAIVED/REDUCED (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		
5 Chargeable to all fee categories after deduction of 100 pages (DOES NOT include "commercial").		e. FEES NOT APPLICABLE (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		
6 Chargeable to all fee categories. No deductions.		<i>See Chapter 6, Fee Schedule, DoD 5400.7-R, to determine appropriate assessment of fees.</i>		

## INSTRUCTIONS FOR COMPLETING DD FORM 2086

*This form is used to record costs associated with the processing of a Freedom of Information request.*

**1. REQUEST NUMBER** - First two digits will express Calendar Year followed by dash (-) and Component's request number, i.e., 03-001.

**2. TYPE OF REQUEST** - Mark the appropriate block to indicate initial request or appeal of a denial.

**3. DATE COMPLETED** - Enter year, month and day, i.e., 20031001.

**4. ACTION OFFICE** - Enter the office processing this request.

**5. CLERICAL HOURS** - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search - Time spent in locating from the files the requested information.

Review/Excising - Time spent in reviewing the document content and determining if the entire document must retain its classification or segments could be excised thereby permitting the remainder of the document to be declassified. In reviews for other than classification, FOI exemptions 2 through 9 should be considered.

Other Administrative - Time spent in activity other than above, such as hand carrying documents to other locations, restoring files, etc.

- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

**6. PROFESSIONAL HOURS** - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search/Review/Excising/Other - See explanation above.

- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

**7. EXECUTIVE HOURS** - For each applicable activity category, enter the time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search/Review/Excising/Other - See explanation above.

- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

**8. COMPUTER SEARCH** - When the amount of government-owned (not leased) computer processing machine time required to complete a search is known, and accurate cost information for operation is available, enter the time used and the rate. Then, calculate the total cost which is fully chargeable to the requester.

- Programmer and operator costs are calculated using the same method as in Items 5 and 6. This cost is also fully chargeable to requesters as computer search time.

**9. OFFICE COPY REPRODUCTION** - Enter the number of pages reproduced and/or released.

- Multiply by the rate per copy and enter cost figures.

**10. PRE-PRINTED PUBLICATIONS** - Enter total pages.

- Multiply the total number of pages by the rate per page and enter cost figures.

**11. COMPUTER COPY** - Enter the total number of tapes and/or printouts.

- Multiply by the actual cost per tape or printout and enter cost figures.

**12. OTHER ADMINISTRATIVE FEES** - Covers postage (when known), correspondence preparation, other non-billable charges not covered under Items 5 - 7, etc.

**13. AUDIOVISUAL MATERIALS** - Duplication cost is the actual cost of reproducing the material, including the wages of the person doing the work.

**14. SPECIAL SERVICES** - Covers items outside of the FOIA such as authenticating records at \$5.20 per seal, overnight mail at cost, and other services for which the requester agrees to reimburse the agency.

**15. MICROFICHE REPRODUCED** - Enter the number of copies and multiply by the rate per copy.

**16. FOR FOI OFFICE USE ONLY -**

**Total Collectable Fees** - Add the blocks in the cost column and enter total in the total collectable fees block. Apply the appropriate waiver for the category of requester prior to inserting the final figure. Further discussion of chargeable fees is contained in Chapter VI of DoDM 5400.7.

**Total Processing Fees** - Add all blocks in the cost column and enter total in the total processing fees block. The total processing fees in most cases will exceed the total collectable fees.

**Total Charged** - Enter the total amount that the requester was charged, taking into account the fee waiver threshold and fee waiver policy.

**Fees Waived/Reduced** - Indicate if the cost of processing the request was waived or reduced by placing an "X" in the "Yes" block or the "No" block.

**Fees Not Applicable** - Indicate if the cost of processing the request was not applicable by placing an "X" in the "Yes" block or the "No" block.