PART 24 -- PROTECTION OF PRIVACY AND FREEDOM OF INFORMATION

SUBPART 24.2 — FREEDOM OF INFORMATION ACT

224.203 Policy.

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(S-90) Upon receipt of a request under this subpart, the DISA employee shall inform the requester that they must file a Freedom of Information Act request to the address below. Requests can be sent via USPS, fax or e-mail. Advise requester(s) that the FOIA Office is the focal point of all such information and that official information may only be released through the FOIA Office or their authorized designee.

Defense Information Systems Agency

ATTN: Headquarters FOIA Requester Service Center

P.O. Box 549

Ft Meade, MD 20755-0549 FAX: (301) 225-0510

disa.meade.gc.mbx.foia@mail.mil

(S-91) This policy does not apply to those infrequent situations in which a DISA employee may be under court order, subpoena, or otherwise directed to provide such information in a matter under litigation. All such situations should be directed to the DISA Office of General Counsel, before the release of any information occurs or before any appearance, testimony, or other statement before any tribunal.