TABLE 7–2—COMPUTATION OF WORK YEARS FOR PART TIME STAFF—Continued

<table>
<thead>
<tr>
<th>Employee</th>
<th>Number of months worked</th>
<th>Work-years</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>White, Sally.</td>
<td>400</td>
<td>.2</td>
<td>Processed FOIAs part time while working as para-legal in General Counsel’s Office Part time employee dedicated to FOIA processing</td>
</tr>
<tr>
<td>Peters, Ron.</td>
<td>1,000</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Totals ....</td>
<td>1,600/2,000 (hours worked in a year) equals 0.8 work-years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(3) Estimated litigation cost. Report your best estimate of litigation costs for the FY. Include all direct and indirect expenses associated with FOIA litigation in U.S. District Courts, U.S. Circuit Courts of Appeals, and the U.S. Supreme Court.

(4) Total program cost. Report the total cost of FOIA program operation within your agency. Include your litigation costs in this total. While you do not have to report detailed cost information as in the past, you should be able to explain the techniques by which you derived your agency’s total cost figures if the need arises.

(i) Before the close of each fiscal year, the DoD OFOISR will dispatch the latest OSD Composite Rate Chart for military personnel to DoD Components. This information may be used in computing military personnel costs.

(ii) Army Activities should compute their civilian personnel costs using rates from local Office of Personnel Management (OPM) Salary Tables and shall add 16% for benefits.

(iii) Data captured on DD Form 2086, and DD Form 2086–1, shall be summarized and used in computing total costs.

(iv) An overhead rate of 25% shall be added to all calculated costs for supervision, space, and administrative support.

(j) ITEM 10 Authentication. The official that approves the agency’s report submission to DA will sign and date; enter typed name and duty title; and provide both the agency’s name and phone number for questions about the report. The consolidated Annual FOIA Report will be made available to the public in electronic format by DoD.

APPENDIX A TO PART 518—REFERENCES

(a) References.
(1) AR 1–20 Legislative Liaison;
(2) AR 20–1 Inspector General Activities and Procedures;
(3) AR 25–1 The Army Information Management;
(4) AR 25–11 Record Communications and the Privacy Communications System;
(5) AR 25–400–2 The Army Records Information Management System (ARIMS);
(6) AR 27–28 Claims;
(7) AR 36–2 Audit Reports and Follow-up;
(8) AR 40–66 Medical Record Administration and Health Care Documentation;
(9) AR 40–68 Quality Assurance Administration;
(10) AR 40–400 Patient Administration;
(11) AR 195–2 Criminal Investigation Activities;
(12) AR 25–71 The Army Privacy Program;
(13) AR 360–1 The Army Public Affairs Program;
(14) AR 380–5 Department of the Army Information Security Program;
(15) AR 381–10 U.S. Army Intelligence Activities;
(16) AR 381–12 Subversion and Espionage Directed Against The U.S. Army (SAEDA);
(17) AR 381–20 The Army Counterintelligence Program;
(18) AR 539–1 Operations Security (OPSEC);
(19) AR 600–85 Army Substance Abuse Program; and
(20) AR 608–18 The Army Family Advocacy Program.

(b) Related publications. A related publication is merely a source of additional information. The user does not have to read it to understand this part.

(1) AR 19–5 Headquarters, Department of the Army;
(2) AR 27–10 Military Justice;
(3) AR 27–46 Litigation;
(4) AR 27–69 Intellectual Property;
(5) AR 60–20 Army and Air Force Exchange Service Operating Policies AFR 147–14;
(6) AR 70–31 Standards for Technical Reporting;
(7) AR 190–45 Law Enforcement Reporting;
(8) AR 380–10 Foreign Disclosure and Contacts with Foreign Representatives;
(9) AR 381–45 Investigative Records Repository;
(10) AR 385–40 Accident Reporting and Records;
(11) DA Pam 25–30 Consolidated Army Publications and Index Forms;
(12) DA Pam 25–51 The Army Privacy Program—System of Records Notices and Exemption Rules;
Department of the Army, DoD

(13) DoD Directive 5100.3 Support of the Headquarters of Combatant and Subordinate Joint Commands, November 15, 1999;
(18) DoD Directive 5400.7 DoD Freedom of Information Act (FOIA) Program, September 29, 1997;
(19) DoD Directive 5400.11 DOD Privacy Program, December 13, 1999;
(22) DoD Directive 8910.1 Management and Control of Information Requirements, June 11, 1993;
(23) DoD Federal Acquisition Regulation Supplement (DFARS), Part 227 Patents, Data, and Copyrights. See also 48 CFR part 227;
(27) DoD 5400.7-R DoD Freedom of Information Act Program, September 4, 1998;
(33) 5 U.S.C. 551–559, Administrative Procedures Act;
(34) 5 U.S.C. 552, as amended: public information; agency rules, opinions, orders, records, and proceedings. (FOIA);
(35) 5 U.S.C. 552a, as amended: records about individuals. (PA of 1974);
(36) 10 U.S.C. 128, Physical Protection of Special Nuclear Material: Limitation on Dissemination of Unclassified Information;
(37) 10 U.S.C. 130, Authority to Withhold from Public Disclosure Certain Technical Data;
(38) 10 U.S.C. 130(b), Personnel in Overseas, Sensitive, or Routinely Deployable Units: nondisclosure of personally identifying information;
(39) 10 U.S.C. 1102(f), Confidentiality of Medical Quality Assurance Records: Qualified Immunity for Participants;
(40) 10 U.S.C. 2305(g) Prohibition on Release of Contractor Proposals;
(41) 10 U.S.C. 2320–2321, Rights in Technical Data;
(43) 17 U.S.C. 106, Exclusive Rights in Copyrighted Works;
(44) 18 U.S.C. 798, Disclosure of Classified Information;
(45) 18 U.S.C. 3500, The Demands for Production of Statements and Reports of Witnesses (The Jencks Act);
(46) 31 U.S.C. 3717, Interest and Penalty on Claims;
(47) 32 CFR part 518, The Army FOIA Program;
(49) 41 U.S.C. 423, Restrictions on Disclosure and Obtaining Contractor Bid Proposal Information or Source Selection Information;
(50) 42 U.S.C. 2162, Classification and Declassification of Restricted Data;
(51) 44 U.S.C. 3301–3324, Disposal of Records;
(52) 45 CFR part 164, Security and Privacy of Individually Identifiable Health Information;

APPENDIX B TO PART 518—ADDRESSING FOIA REQUESTS

(a) General. Army records may be requested from those Army officials who are listed in 32 CFR part 518 (see appendix A). Contact the DA FOIA/PA Office, to coordinate the referral of requests if there is uncertainty as to which Army activity may have the records. Send requests to particular installations or organizations as follows:
(1) Current publications and records of DA field commands, installations, and organizations. See also: http://books.army.mil/.