

**ARMED FORCES RETIREMENT HOME
FREEDOM OF INFORMATION ACT ANNUAL REPORT
2011 FOIA Report**

I. Basic Information

1. If you have questions about the report, please contact:

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2. To obtain a paper copy of the report, please contact Joseph Pollard at the address listed above.

II. How to make a FOIA request

1. The Armed Forces Retirement Home's (AFRH's) instructions on requesting information through FOIA are available on the World Wide Web. Click on the following link:
<https://www.afrh.gov/afrh/foia.htm>

2. Requests for records may be denied if the requested records contain information which falls into one or more of the nine categories listed below in Section III. If the requested record contains both exempt and non-exempt information, the non-exempt portions which may reasonably be segregated from the exempt portions will be released. Additionally, some requests cannot be granted because the records have been destroyed pursuant to AFRH's records management disposition schedules.

III. Definitions of Terms and Acronyms

1. Agency specific acronyms or other terms.

AFRH- Armed Forces Retirement Home

2. Basic terms, expressed in common terminology.

a. **Administrative Appeal** – a request to a federal agency asking that it review at a higher administrative level a FOIA determination made by the agency at the initial request level.

b. **Average Number** – the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.

c. **Backlog** – the number of requests or administrative appeals that are pending at an agency at the end of the fiscal year that are beyond the statutory time period for a response.

d. **Component** – for agencies that process requests on a decentralized basis, a “component” is an entity, also sometimes referred to as an Office, Division, Bureau, Center, or Directorate, within the agency that processes FOIA requests. The FOIA now requires that agencies include in their Annual FOIA Report data for both the agency overall and for each principal component of the agency.

e. **Consultation** – the procedure whereby the agency responding to a FOIA request first forwards a record to another agency for its review because that other agency has an interest in the document. Once the agency in receipt of the consultation finishes its review of the record, it responds back to the agency that forwarded it. That agency, in turn, will then respond to the FOIA requester.

f. **Exemption 3 Statute** – a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.

g. **FOIA Request** – a FOIA request is generally a request to a federal agency for access to records concerning another person (i.e., a “third-party” request), or concerning an organization, or a particular topic of interest. FOIA requests also include requests made by requesters seeking records concerning themselves (i.e., “first-party” requests) when those requesters are not subject to the Privacy Act, such as non-U.S. citizens. Moreover, because all first-party requesters should be afforded the benefit of both the access provisions of the FOIA as well as those of the Privacy Act, FOIA requests also include any first-party requests where an agency determines that it must search beyond its Privacy Act “systems of records” or where a Privacy Act exemption applies, and the agency looks to FOIA to afford the greatest possible access. All requests which require the agency to utilize the FOIA in responding to the requester are included in this Report. Additionally, a FOIA request includes records referred to the agency for processing and direct response to the requester. It does not, however, include records for which the agency has received a consultation from another agency. (Consultations are reported separately in Section XII of this Report.)

- h. **Full Grant** – an agency decision to disclose all records in full in response to a FOIA request.
- i. **Full Denial** – an agency decision not to release any records in response to a FOIA request because the records are exempt in their entirety under one or more of the FOIA exemptions, or because of a procedural reason, such as when no records could be located.
- j. **Median Number** – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
- k. **Multi-Track Processing** – a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.
- i. **Expedited Processing** – an agency will process a FOIA request on an expedited basis when a requester satisfies the requirements for expedited processing as set forth in the statute and in agency regulations.
- ii. **Simple Request** – a FOIA request that an agency using multi-track processing places in its fastest (non-expedited) track based on the low volume and/or simplicity of the records requested.
- iii. **Complex Request** – a FOIA request that an agency using multi-track processing places in a slower track based on the high volume and/or complexity of the records requested.
- l. **Partial Grant/Partial Denial** – in response to a FOIA request, an agency decision to disclose portions of the records and to withhold other portions that are exempt under the FOIA, or to otherwise deny a portion of the request for a procedural reason.
- m. **Pending Request or Pending Administrative Appeal** – a request or administrative appeal for which an agency has not taken final action in all respects.
- n. **Perfect Request** – a request for records which reasonably describes such records and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.
- o. **Processed Request or Processed Administrative Appeal** – a request or administrative appeal for which an agency has taken final action in all respects.
- p. **Range in Number of Days** – the lowest and highest number of days to process requests or administrative appeals.
- q. **Time Limits** – the time period in the statute for an agency to respond to a FOIA request (ordinarily twenty working days from receipt of a perfected FOIA request). Concise descriptions of the nine FOIA exemptions:
- a. **Exemption 1**: classified national defense and foreign relations information
- b. **Exemption 2**: internal agency rules and practices
- c. **Exemption 3**: information that is prohibited from disclosure by another federal law
- d. **Exemption 4**: trade secrets and other confidential business information

e. **Exemption 5:** inter-agency or intra-agency communications that are protected by legal privileges

f. **Exemption 6:** information involving matters of personal privacy

g. **Exemption 7:** records or information compiled for law enforcement purposes, to the extent that the production of those records (A) could reasonably be expected to interfere with enforcement proceedings,

h. **Exemption 8:** information relating to the supervision of financial institutions

i. **Exemption 9:** geological information on wells

IV. EXEMPTION 3 STATUSES

Statute	Information Withheld	Case Citation	Number of times relied upon per component	Total Number of Times Relied upon by Agency
N/A	N/A	N/A	0	0

V. FOIA REQUESTS

A. Received, Processed, and Pending FOIA Requests

	Number of Request Pending at start of Fiscal Year	Number of Request Received in Fiscal Year	Number of Request Processed in Fiscal Year	Number of Request Pending as of end of Fiscal Year
Agency Overall	0	4	4	0

B. (1) Disposition of FOIA Requests – All FOIA Requests

	# of Full Grants	# of Partial Grants/Partial Denials	# of full denials Based on Exemptions	# of Full denials Based on Reasons Other than Exemptions										
				No Records	All Records Referred to Another Component Agency	Request Withdrawn	Fee-Related Reasons	Records not Reasonably Described	Improper FOIA Request for Another Reason	Not Agency Record	Duplicate Request	Other *Explain in Chart Below	TOTAL	
Agency Overall	1	3	0	0	0	0	0	0	0	0	0	0	0	4

B. (2) Disposition of FOIA Requests - “Other” Reasons for “Full Denials Based on Reasons Other than Exemptions” from Section V, B (1) Chart 1.

	Description of “Other” Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied upon	TOTAL
Agency Overall	N/A	0

B. (3) Disposition of FOIA Requests – Number of Times Exemptions Applied

	Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6	EX. 7	Ex. 8	Ex. 9
Agency Overall	0	0	0	1	0	2	0	0	0

VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS

A. Received, Processed and Pending Administrative Appeals

	Number of Appeals Pending as of Start of Fiscal Year	Number of Appeals Received in Fiscal Year	Number of Appeals Processed in Fiscal Year	Number of Appeal Pending as of End of Fiscal Year
Agency Overall	0	1	1	0

B. Disposition of Administrative Appeals – All Processed Appeals

	Number Affirmed on Appeal	Number Partially Affirmed & Partially Reversed/Remanded on Appeal	Number Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons	TOTAL
Agency Overall	1	0	0	0	1

C. (1) Reasons for Denial on Appeal – Number of Times Exemptions Applied

	Ex. 1	Ex. 2	Ex. 2	Ex. 3	Ex.4	Ex. 5	Ex. 6	Ex. 7	Ex. 8	Ex. 9
Agency Overall	0	0	0	0	0	0	1	0	0	0

C. (2) Reasons for Denial on Appeal – Reasons Other than Exemptions

	No Records	Records Referred at Initial Request Level	Request With-drawn	Fee-Related Reason	Records not Reasonably Described	Improper Request for Other Reasons	Not Agency Record	Duplicate Request or Appeal	Request in Litigation	Appeal Based Solely on Denial of Request for Expedited Processing	Other *Explain in chart below
Agency Overall	1	0	0	0	0	0	0	0	0	0	0

C. (3) Reasons for Denial on Appeal – “Other” Reasons from Section VI, C (2) Chart

Description of “Other” Reasons for Denial on Appeal from Chart C (2) & Number of Times Those Reasons Were Relied upon	TOTAL
N/A	0

C. (4) Response Time for Administrative Appeals

	Median # of Days	Average #of Days	Lowest # of Days	Highest # of Days
Agency Overall	25	25	25	25

C. (5) Ten Oldest Pending Administrative Appeals

		10 th Oldest Appeal	9th	8th	7th	6th	5th	4th	3th	2th	Oldest Appeal
Agency Overall	Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days	0	0	0	0	0	0	0	0	0	0

VII. FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS

A. Processed Requests – Response Time for All Processed Perfected Requests

	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median # of Days	Average #of Days	Lowest # of Days	Highest # of Days	Median # of Days	Average #of Days	Lowest # of Days	Highest # of Days	Median # of Days	Average #of Days	Lowest # of Days	Highest # of Days
Agency Overall	32	32	25	39	49	49	47	51	N/A	N/A	N/A	N/A

VIII. REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

A. Requests for Expedited Processing

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days
Agency Overall	0	0	N/A	N/A

B. Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days
Agency Overall	0	0	N/A	N/A

IX. FOIA PERSONNEL AND COSTS

	PERSONNEL			Costs		
	Number of “Full-Time FOIA Employees	Number of “Equivalent Full-Time FOIA Employees”	Total Number of “Full-Time FOIA Staff”	Processing Costs	Litigation- Related Costs	Total Costs
Agency Overall	0	0	0	0	0	0

X. FEES COLLECTED FOR PROCESSING REQUESTS

	Total Amount of Fees Collected	Percentage of Total Costs
Agency Overall		

XI. FOIA REGULATIONS

The agency’s regulations implementing the FOIA, which include its fee schedule, is AFRH Agency Directive 1-4.

XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. Backlogs of FOIA Requests and Administrative Appeals

	Number of Backlogged Requests as of End of Year	Number of Backlogged Appeals as of End of Fiscal Year
Agency Overall	0	0

B. Consultations on FOIA Requests – Received, Processed, and Pending Consultations

	Number of Consultations Received from Other Agencies that Were Pending at AFRH as of Start of the Fiscal Year	Number of Consultations Received from Other Agencies During the Fiscal Year	Number of Consultations from Other Agencies that Were Processed by AFRH During the Fiscal Year	Number of Consultations from Other Agencies that Were Pending at AFRH as of End of Fiscal Year
Agency Overall	0	0	0	0

C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies and Pending at AFRH

		10 th Oldest Consultations	9th	8th	7th	6th	5th	4th	3th	2th	Oldest Consultation
Agency Overall	Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days	0	0	0	0	0	0	0	0	0	0

D. Comparison of Numbers of Requests from Previous and Current Annual Report – Requests Received, Processed, and Backlogged

	NUMBER OF REQUEST RECEIVED		NUMBER OF REQUEST PROCESSED	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
Agency Overall	0	4	0	4

	Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged requests as of End of the Fiscal Year from Current Annual Report
Agency Overall	0	0

E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report – Appeals Received, Processed, and Backlogged

	NUMBER OF APPEALS RECEIVED		NUMBER OF APPEALS PROCESSED	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
Agency Overall	0	1	0	1

	Number of Backlogged Appeals as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Appeals as of End of the Fiscal Year from Current Annual Report
Agency Overall	0	0