



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

August 7, 2006

James Klotz

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Dear Mr. Klotz:

This in response to your Freedom of Information Act (FOIA) request of July 9, 2006, for copies of the National Personnel Records Center (NPRC) internal FOIA and Privacy Act handbooks. Our office received your request on July 25, 2006, and it was assigned tracking number NGC06-204.

The NPRC does not have a FOIA or Privacy Act handbook. The enclosed CD-ROM contains images from NPRC's formal operating instructions for processing the various kinds of requests for copies of information from military service records. It also includes images from the NPRC Case Reference Guide (CRG), which consists of summaries of the formal instructions. Employees regularly refer to the CRG and formal instructions via personal computer when preparing responses.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal. Address your appeal to the Deputy Archivist (ND), National Archives and Records Administration, College Park, Maryland 20740. Your appeal should be received within 35 calendar days of the date of this letter and it should explain why you think this response does not meet the requirements of the FOIA. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." All correspondence should reference the tracking number NGC06-204.

Also, should you have any general questions on this FOIA request and its handling, feel free to contact me at (301) 837-2025; you may also call the FOIA customer service center at (301) 837-FOIA (3642).

Sincerely,

MATTHEW J. OLSEN  
FOIA Specialist  
Office of General Counsel

Enclosure: 1 CD-ROM