DEPARTMENT OF THE NAVY

FOIA REQUESTER SERVICE CENTERS

If you file a FOIA request with a DON activity, the DON activity that received your request will send you an acknowledgement letter (via mail, email, fax, etc.) within 5 business days, providing you with the date your request was received, assigning it a case tracking number, and identifying a point of contact and a telephone number to address any questions you may have.

If you are unable to discern the status of your request call one of the FOIA Requester Service Centers for status or contact the DON FOIA Public Liaison, Ms. Robin Patterson, on 202-685-0412.

The following activities are identified as DON FOIA Requester Service Centers:

BUMED FOIA REQUESTER SERVICE CENTER

POC: Della Garcia
Telephone: (202) 762-3090
Fax: (202) 762-3092
Email: della.garcia@med.navy.mil

Address: Chief, Bureau of Medicine and Surgery (MOOJA)
2300 E Street NW
Washington, DC 20372-5000

Website: http://www.med.navy.mil/Pages/Default.aspx

CNO / SECNAV FOIA REQUESTER SERVICE CENTER & DON FOIA PUBLIC LIASON

POC: M. Phyllis Shaw
Telephone: (202) 685-0412
Fax: (202) 685-6580
Email: DONFOIA-PA@navy.mil

Address: Chief of Naval Operations (DNS-36)
2000 Navy Pentagon
Washington, DC 20350-2000

Website: http://foia.navy.mil/

Updated 3/29/2012
JUDGE ADVOCATE GENERAL FOIA REQUESTER SERVICE CENTER

POC: LT Lisa Senay
Telephone: (703) 614-5360
Fax: (703) 614-9400
Email: lisa.senay@navy.mil
Address: Judge Advocate General (Code 13)
1322 Patterson Avenue, SE Ste 3000
Washington Navy Yard, DC 20372-5066

MARINE CORPS ACTIVITIES FOIA REQUESTER SERVICE CENTERS

POC: Tracy Ross
Telephone: (703) 614-4008
Fax: (703) 614-6287
Email: smbHQMCFOIAREQSVCTR@usmc.mil
Address: Commandant of the Marine Corps (ARSF)
Headquarters USMC, FOIA/PA Section
Federal Building #2
Navy Annex, Room 3134
Washington, DC 20380-1775
Website: http://hqinet001.hqmc.usmc.mil/FOIA/index.htm

MILITARY SEALIFT COMMAND FOIA REQUESTER SERVICE CENTER

POC: Lorna Taylor
Telephone: (202) 685-5156
Fax: (202) 685-5052
Email: lorna.taylor@navy.mil
Address: Commander, Military Sealift Command (FOIA)
914 Charles Morris Court SE
Washington Navy Yard, DC 20398-5540
Website: http://www.msc.navy.mil/

Updated 3/29/2012
NAVY INSTALLATIONS COMMAND FOIA REQUESTER SERVICE CENTER

POC: LT Ayana Pitterson
Telephone: (202) 433-2923
Fax: (202) 433-3396
Email: CNI_HQ_FOIA@navy.mil

Address: Commander, Navy Installations Command
716 Sicard Street, SE, Suite 1000
Washington Navy Yard, DC 20374

Website: http://www.cnic.navy.mil/CNIC_HQ_Site/index.htm

NAVAL AIR SYSTEMS COMMAND FOIA REQUESTER SERVICE CENTER

POC: Joanne Neppach
Telephone: (301) 342-9564
Fax: (301) 342-1292
Email: joanne.neppach@navy.mil
Address: Commander, Naval Air Systems Command (FOIA)
Bldg 435, Ste A
47046 Lijjencratz Road
Patuxent River NAS, MD 20670-1550

Website: http://www.navair.navy.mil/

NAVAL CRIMINAL INVESTIGATIVE SERVICE FOIA REQUESTER SERVICE CENTER

POC: LT Shaka Thorne
Telephone: (571) 305-9092
Fax: (571) 305-9867
Email: NCISFOIA@navy.mil
Address: Naval Criminal Investigative Service Headquarters (Code 00LJF)
27130 Telegraph Road
Quantico, VA 22134-2253

Website: http://www.ncis.navy.mil/AboutNCIS/Pages/default.aspx

NAVAL FACILITIES COMMAND FOIA REQUESTER SERVICE CENTER

POC: James H. Dixon
Telephone: (202) 685-3229

Updated 3/29/2012
Fax: (202) 685-1483  
Email: James.h.dixon2@navy.mil  

Address: Commander, Naval Facilities Engineering Command  
Freedom of Information Act Coordinator  
Building 212, Code 09C  
1314 Harwood Street, S.E.  
Washington Navy Yard, DC 20374-5018  
Telephone 202 685-3231  
Facsimile 202 433-5759  

Website: https://portal.navfac.navy.mil/portal/page/portal/navfac/  

NAVAL HISTORIC & HERITAGE COMMAND FOIA REQUESTER SERVICE CENTER  

POC: Daniel A Jones  
Telephone: (202) 433-9677  
Fax: (202) 433-  
Email: daniel.a.jones4@navy.mil  

Address: Commander, Naval Historic & Heritage Command  
Freedom of Information Act Coordinator  
805 Kidder Breeze St SE # 1  
Washington, DC 20374-5055  
(202) 433-4882  

Website: http://www.history.navy.mil/  

NAVAL INSPECTOR GENERAL FOIA REQUESTER SERVICE CENTER  

POC: Pat Chase-Ramsey  
Telephone: (202) 433-2186  
Fax: (202) 433-3277  
Email: patricia.chaseramsey@navy.mil  

Address: Naval Inspector General (Code OOK)  
1254 9th Street SE  
Washington Navy Yard, DC 20374-5006  

Website: http://www.ig.navy.mil/  

Updated 3/29/2012
NAVAL SAFETY CENTER FOIA REQUESTER SERVICE CENTER

POC: Nancy Jones
Telephone: (757) 444-3520 ext. 7047
Fax: (757) 445-9125
Email: nancy.jones@navy.mil
Address: Commander, Naval Safety Center
         375 A Street
         Norfolk, VA 23511-4399

Website: http://www.safetycenter.navy.mil/

NAVAL SEA SYSTEMS COMMAND FOIA REQUESTER SERVICE CENTER

POC: Donna Hamlin
Telephone: (202) 781-4124
Fax: (202) 781-4719
Email: NAVSEAFOA@navy.mil
Address: Commander, Naval Sea Systems Command
         1333 Isaac Hull Avenue
         Washington Navy Yard, DC 20376-1080

Website: http://www.navsea.navy.mil/default.aspx

NAVAL SUPPLY SYSTEMS COMMAND FOIA REQUESTER SERVICE CENTER

POC: Norma Crowther
Telephone: (717) 605-1798
Fax: (717) 605-1694
Email: foianvsuphq@navy.mil
Address: Commander, Naval Supply Systems Command (Code 939P)
         5450 Carlisle Pike
         P.O. Box 2050
         Mechanicsburg, PA 17055-0791

Website: http://www.navsup.navy.mil/navsup

Updated 3/29/2012
NAVY PERSONNEL COMMAND (NPC) & BUREAU OF NAVAL PERSONNEL (BUPERS) FOIA REQUESTER SERVICE CENTER

Also services the Enlisted Placement Management Center, Naval Education and Training Command and Naval Reserve Personnel Center.

POC: Dave German  
Telephone: (901) 874-3165  
Fax: (901) 874-2615  
Email: npc_foia@navy.mil

Address: Commander, Navy Personnel Command (Code Pers 00J6)  
5720 Integrity Drive  
Millington, TN 58055-0600

Website: http://www.public.navy.mil/bupers-npc/reference/foia/Pages/default.aspx

OFFICE OF CIVILLIAN HUMAN RESOURCES FOIA REQUESTER SERVICE CENTER

POC: Laurie Bortz  
Telephone: (202) 685-6412  
Fax: (202) 685-6616

Address: Director, Office of Civilian Human Resources (OOC)  
614 Sicard Street SE Ste 100  
Washington Navy Yard, DC 20374-5072

Website: http://www.donhr.navy.mil/

OFFICE OF NAVAL INTELLIGENCE FOIA REQUESTER SERVICE CENTER

POC: Jeana Watson  
Telephone: (301) 669-2048  
Fax: (301) 669-3509  
Email: jwatson@nmic.navy.mil

Address: Commander, Office of Naval Intelligence (OCB)  
4251 Suitland Road  
Washington, DC 20395-5720

Website: http://www.oni.navy.mil/Media/foia.htm

Updated 3/29/2012
OFFICE OF NAVAL RESEARCH FOIA REQUESTER SERVICE CENTER

POC: Holly Adams
Telephone: (703) 696-0171
Fax: (703) 696-6909
Email: FOIA@onr.navy.mil

Address: Office of Naval Research
Office of Counsel Attn: FOIA
875 North Randolph Street Room 627
Arlington, VA 22203-1955

Website: http://www.onr.navy.mil/

SPACE AND NAVAL WARFARE SYSTEMS COMMAND FOIA REQUESTER SERVICE CENTER

POC: Susan James
Telephone: (619) 524-7052
Fax: (619) 524-7054
Email: SPAWAR.FOIA@navy.mil

Address: Commander, Space and Naval Warfare Systems Command (Code 3.5)
4301 Pacific Highway OT-4
San Diego, CA 92110-3127

Website: http://www.public.navy.mil/spawar/Pages/default.aspx

COMMANDER U.S. FLEET FORCES COMMAND FOIA REQUESTER SERVICE CENTER

Also services Naval Forces Europe, Naval Forces Central Command, and Operational Test and Evaluation.

POC: Linda Alvers
Telephone: (757) 836-3630
Fax: (757) 836-3603
Email: Linda.alvers@navy.mil

Address: Commander, U.S. Fleet Forces Command (Code N00P1)
1562 Mitscher Avenue Ste 250
Norfolk, VA 23511-2487

Website: http://www.cffc.navy.mil/

Updated 3/29/2012