



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY CORRECTIONS COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-6100

DAPM-ACC

POLICY LETTER #18

MAR 12 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Processing Requests and Inquiries for Information

1. Requests and inquires for information sent directly to United States Army Corrections Command (ACC) facilities will be processed as indicated below to promote timeliness, consistency and completeness of responses provided to interested parties by the command.
 - a. Requests for information under the provisions of the Freedom of Information Act (FOIA)/Privacy Act (PA), received outside of the ACC chain of command will be redirected back through the originating channels to ACC for processing and disposition.
 - b. The Commandant, United States Disciplinary Barracks will continue to exercise Initial Denial Authority under provisions in Army Regulation 25-55 and 340-21.
 - c. Congressional inquiries received at any ACC correctional facility will be immediately redirected back through the originating channels to ACC for processing and disposition.
2. This policy letter supersedes ACC Policy Letter #18, dated December 31, 2008.
3. Point of contact for the policy is PP Corrections Program Specialist, Operations Division, ACC Headquarters, (703) 428-7714/ 328-7714.

PP

COL, MP
Commanding

DISTRIBUTION:

COMMANDER, ARMY CORRECTIONS BRIGADE, FORT LEAVENWORTH
COMMANDER, ARMY REGIONAL CORRECTIONAL FACILITY, JOINT BASE LEWIS-McCHORD
COMMANDER, REGIONAL CORRECTIONAL FACILITY, FORT SILL
COMMANDER, US ARMY REGIONAL CORRECTIONAL FACILITY - EUROPE
COMMANDER, US ARMY REGIONAL CORRECTIONAL FACILITY - KOREA