

FOIA Appeal Rights
Department of the Navy

If any part of your request has been denied, you have the right to make an appeal.

Time limit: The appeal must be received within 90 calendar days from the date of the letter of denial.

What to provide: Please provide a letter requesting an appeal, with a copy of your initial request and a copy of the letter of denial, in an envelope marked "Freedom of Information Act Appeal." You are encouraged (though not required) to provide an explanation why you believe the redactions were inappropriate or our search was inadequate. Also, please provide a copy of your appeal letter to the office that had denied your request.

Transmitting the Appeal:

The quickest way to make an appeal is to use FOIAonline. To do so, go to FOIAonline (a website which appears as the top item if you search the internet for "FOIAonline"), establish an account if you have not already (click "Create an Account," the bottom of three green buttons on the right of the FOIAonline home page), locate your original request (enter a keyword or the tracking number of the request in the "Search for" field on the "Search" tab), click on the request, and then click on the "Create Appeal" tab in the left-hand column. The basic information from your request will be duplicated for you, and you can type in the basis of your appeal.

Alternatively, you may mail your appeal to:

The Judge Advocate General (Code 14)
1322 Patterson Avenue SE, Suite 3000,
Washington Navy Yard, DC 20374-5066

Note: the preceding address is the default address. Alternatively, you may send it to the Department of the Navy General Counsel if appropriate (the Office of the General Counsel generally handles issues outside of those of the uniformed service). That address is as follows:

Department of the Navy,
Office of the General Counsel,
1000 Navy Pentagon, Room 5A532
Washington, DC 20350-1000