

# Administration

## Addendum A Figures

Figure 1-1-A-1 Record of Freedom of Information (FOI) Processing Cost, DD Form 2086

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST FOR TECHNICAL DATA							
Please read instructions on reverse before completing form.							
1. REQUEST NUMBER	2. TYPE OF REQUEST (if one)		3. DATE COMPLETED (YYMMDD)				
	a. INITIAL	b. APPEAL					
<b>4. CLERICAL HOURS (F-3025-8 and below)</b>			TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)		
a. SEARCH				X \$ 13.25	•		
b. REVIEW/EXCISING					•		
c. CORRESPONDENCE AND FORMS PREPARATION					•		
d. OTHER ACTIVITY					•		
e. MINIMUM CHARGE					\$ 0.30	•	
<b>5. PROFESSIONAL HOURS (0-1 - 0-405-8 - GS/GM-15)</b>			TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)		
a. SEARCH				X ACTUAL HOURLY RATE	•		
b. REVIEW/EXCISING					•		
c. COORDINATION/APPROVAL/DENIAL					•		
d. OTHER ACTIVITY					•		
e. MINIMUM CHARGE					1/2 HOURLY RATE	•	
<b>6. EXECUTIVE HOURS (0-705/GM-16/ES 1 and above)</b>			TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)		
a. SEARCH				X ACTUAL HOURLY RATE	•		
b. REVIEW/EXCISING					•		
c. COORDINATION/APPROVAL/DENIAL					•		
d. MINIMUM CHARGE					1/2 HOURLY RATE	•	
<b>7. COMPUTER SEARCH</b>			TOTAL HOURS (1)		HOURLY RATE (2)	COST (3)	
a. MACHINE HOURS				X \$12.25 OR MINIMUM ACTUAL OR MINIMUM	•		
b. PROGRAMMER/OPERATOR TIME					•		
- Clerical					•		
					•		
					•		
<b>8. REPRODUCTION</b>			NUMBER (1)	RATE (2)	COST (3)		
a. AERIAL PHOTOGRAPHS, SPECIFICATIONS, PERMITS, CHARTS, BLUEPRINTS, AND OTHER TECHNICAL DOCUMENTS				X \$ 2.50	•		
b. ENGINEERING DATA (Microfilm)					•		
- Aperture cards					•		
- Silver duplicate negative, per card					.75	•	
- When keypunched and verified, per card					.85	•	
- Diazo duplicate negative, per card					.85	•	
- When keypunched and verified, per card					.75	•	
- 35 mm roll film, per frame					.50	•	
- 16 mm roll film, per frame					.45	•	
- Paper prints (engineering drawings), each					1.50	•	
- Paper reprints of microfilm indices, each					.10	•	
c. AUDIOVISUAL MATERIALS (insert actual cost in block (2))						•	
d. OTHER TECHNICAL DATA RECORDS						•	
Charges for any additional services not specifically provided above shall be made by components at the following rates:						•	
- Minimum charge for office copy (up to six images)					\$ 3.50	•	
- Each additional image				.10	•		
- Each typewritten page				3.00	•		
- Certification and validation with seal, each				5.20	•		
- Hand-drawn plots and sketches, each hour or fraction thereof				12.00	•		
* Chargeable to all requesters.							
<b>B. For FOI Office Use Only</b>							
a. SEARCH FEES PAID		d. TOTAL PAID		B. TOTAL PROCESSING COSTS			
b. REVIEW FEES PAID		e. DATE PAID (YYMMDD)		h. TOTAL CHARGED			
c. COPY FEES PAID		f. TOTAL COLLECTABLE COSTS		i. FEES WAIVED / REDUCED (if one)			
				YES	NO		

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Figure 1-1-A-1 Record of Freedom of Information (FOI) Processing Cost, DD Form 2086 (Continued)

INSTRUCTIONS FOR COMPLETING DD FORM 2086-1	
<i>This form is used to record costs associated with the processing of a Freedom of Information request for technical data.</i>	
<p><b>1. REQUEST NUMBER</b> - First two digits will express Calendar Year followed by dash (-) and Component's request number, i.e., 87-001.</p> <p><b>2. TYPE OF REQUEST</b> - Mark the appropriate block to indicate initial request or appeal of a denial.</p> <p><b>3. DATE COMPLETED</b> - Enter year, month and day, i.e., 870621.</p> <p><b>4. CLERICAL HOURS</b> - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:</p> <p style="margin-left: 20px;"><b>Search</b> - Time spent in locating from the files the requested information.</p> <p style="margin-left: 20px;"><b>Review / Excluding</b> - Time spent reviewing the document content and determining if the entire document must retain its classification or segments could be excised thereby permitting the remainder of the document to be declassified. In reviews for other than classification, FOI exemptions 2 through 9 should be considered.</p> <p style="margin-left: 20px;"><b>Correspondence and Forms Preparation</b> - Time spent in preparing the necessary correspondence and forms to answer the request.</p> <p style="margin-left: 20px;"><b>Other Activity</b> - Time spent in activity other than above, such as, duplicating documents, hand carrying documents to other locations, restoring files, etc.</p> <p style="margin-left: 20px;">- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category. Both search and review costs are chargeable to the requester.</p> <p><b>5. PROFESSIONAL HOURS</b> - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:</p> <p style="margin-left: 20px;"><b>Search / Review / Excluding, and Other Activity</b> - See explanation above.</p> <p style="margin-left: 20px;"><b>Coordination / Approval / Denial</b> - Time spent coordinating the staff action with interested offices or agencies and obtaining the approval for the release or denial of the requested information.</p> <p style="margin-left: 20px;">- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category. Both search and review costs are chargeable to the requester.</p>	<p><b>6. EXECUTIVE HOURS</b> - For each applicable activity category, enter the time expended to the nearest 15 minutes in the total hours column. The activity categories are:</p> <p style="margin-left: 20px;"><b>Search / Review / Excluding</b> - See explanation above.</p> <p style="margin-left: 20px;"><b>Coordination / Approval / Denial</b> - See explanation above.</p> <p style="margin-left: 20px;">- Multiply the time in the total hours column in each category by the hourly rate and enter the cost figures for each category. Review costs are chargeable to the requester.</p> <p><b>7. COMPUTER SEARCH</b> - Enter exact computer processing value in the total hours column. The salary scale (requesting to Items 4 and/or 5) for the programmer/operator executing the search will be recorded as part of the computer search cost, and entered in the appropriate block.</p> <p style="margin-left: 20px;">- Multiply the total hours by the computer hourly rates and enter the cost figures. Computer search will be based on direct cost only of the Central Processing Unit, input/output devices, and memory capacity of the actual computer configuration used. This amount is fully chargeable to the requester.</p> <p><b>8. REPRODUCTION</b> - Enter the number of pages or items reproduced.</p> <p style="margin-left: 20px;">- Multiply by the rate per copy and enter cost figures. The entire cost is chargeable to the requester. Reproduction cost for audiovisual material is the actual cost of reproducing the material, including the wage of the person doing the work.</p> <p><b>9. FOR FOI OFFICE USE ONLY</b> -</p> <p style="margin-left: 20px;"><b>Search Fees Paid</b> - Enter total search fees paid by the requester.</p> <p style="margin-left: 20px;"><b>Review Fees Paid</b> - Enter total review fees paid by the requester.</p> <p style="margin-left: 20px;"><b>Copy Fees Paid</b> - Enter the total of copy fees paid by the requester.</p> <p style="margin-left: 20px;"><b>Total Paid</b> - Add search fees paid and copy fees paid. Enter total in the total paid block.</p> <p style="margin-left: 20px;"><b>Date Paid</b> - Enter year, month and day, i.e., 871024, the fee payment was received.</p> <p style="margin-left: 20px;"><b>Total Collectable Costs</b> - Add the blocks in the cost column marked with an asterisk and enter total in the total collectable cost block. Only search, reproduction and printed records are chargeable to the requester. Further discussion of collectable costs is contained in Chapter VI, Section 3, DoD Regulation 5400.7-R.</p> <p style="margin-left: 20px;"><b>Total Processing Costs</b> - Add all blocks in the cost column and enter total in the total processing cost block. The total processing cost in most cases will exceed the total collectable cost.</p> <p style="margin-left: 20px;"><b>Total Charged</b> - Enter the total amount that the requester was charged, taking into account the fee waiver threshold and fee waiver policy.</p> <p style="margin-left: 20px;"><b>Fees Waived/Reduced</b> - Indicate if the cost of processing the request was waived or reduced by placing an "X" in the "Yes" block or an "X" in the "No" block.</p>

DD Form 2086-1 Reverse, JUN 89

# Administration

## Figure 1-1-A-2 Form to be Used by Contractor to Obtain Information

I, (name of person giving consent), hereby authorize (name of person, organization, or institution) to release to the Department of Defense, *TRICARE Management Activity (TMA)* or their designee, (name of contractor) information related to my medical treatment and, if necessary, photocopies of any medical records which may be required for adjudication of my claim for *TRICARE* benefits. This consent will expire \_\_\_\_\_ from the date shown below; however, I reserve the right to withdraw this authorization at anytime

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person giving consent

**Figure 1-1-A-3 Authorization to Disclose Information**

(FORM TO BE USED BY **THE** CONTRACTORS TO DISCLOSE INFORMATION)

I, (name of person giving consent), hereby authorize **TRICARE Management Activity (TMA)** to release to (name of party information related to whom information is to be disclosed) information related to my medical treatment and, if necessary, photocopies of any medical records which may be required for adjudication of my claim for **TRICARE** benefits. This consent will expire \_\_\_\_\_ from the date shown below; however, I reserve the right to withdraw this authorization at any time

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person giving consent

## Figure 1-1-A-4 Return of Mail Order Pharmacy Prescription

Dear TRICARE Beneficiary:

Effective \_\_\_\_\_ **(date)** \_\_\_\_\_, the Department of Defense began offering a National Mail Order Pharmacy service to all TRICARE beneficiaries, regardless of whether they are enrolled in Prime or using Standard or Extra.

This National Mail Order Pharmacy service is independent of all other TRICARE benefits and is no longer administered by **(name of the TRICARE Managed Care Support Contractor)**. Effective \_\_\_\_\_ **(date)** \_\_\_\_\_, we discontinued all Mail Order Pharmacy operations which previously existed in TRICARE Region \_\_\_\_\_.

Since we no longer provide a Mail Order Pharmacy service, we are returning your prescription to you. You may have the prescription filled by your local TRICARE pharmacy, or by the National Mail Order Pharmacy contractor. The contractor to whom the prescription must be sent **for Mail Order Pharmacy service only** is:

[National Mail Order Pharmacy Contractor Name, Address and Toll-Free Number]

Please send all future prescriptions **for Mail Order Pharmacy service** to the above address. The addresses for all other TRICARE claims and correspondence remain unchanged. If you have questions about the National Mail Order Pharmacy program, you may call the contractor's toll-free number listed above, or call your local TRICARE Service Center.

[MCS Contractor Name]

