

**AMERICAN BATTLE  
MONUMENTS  
COMMISSION**

**Annual Freedom of Information Act  
Report**

**Fiscal Year 2021**

## **I. Basic Information Regarding Report**

### ***1. Name, title, address, and telephone number of person(s) to be contacted with questions about the report:***

Jennifer Li  
Chief Information Officer  
American Battle Monuments Commission (ABMC)  
2300 Clarendon Blvd, Suite 500  
Arlington, VA 22201  
+1 (703) 584 1530  
[FOIA@abmc.gov](mailto:FOIA@abmc.gov)

### ***2. Electronic link for access to the Report on the agency Web site.***

<https://www.abmc.gov/foia/foia-reports>

### ***3. How to obtain a copy of the report in paper form.***

Contact Jennifer Li at the address, telephone number, or email address listed above.

## **II. Making a FOIA Request**

### ***1. Names, addresses, and telephone numbers of all individual agency components that receive FOIA requests.***

For the names, addresses, and telephone numbers, visit our website at: <https://www.abmc.gov/foia>

### ***2. Brief description of why some requests are not granted and an overview of certain general categories of the agency's records to which the FOIA exemptions apply.***

If a request is not granted, it is possible that ABMC may not have the records that requesters seek. Frequently requesters contact ABMC for records that we do not hold, for example:

- service records;
- casualty lists; and
- information on burials within the United States.

**Learn more** about ABMC and other agencies that have relevant information:

- <https://www.abmc.gov/about-us/faqs>
- <https://www.abmc.gov/foia/foia-reference-guide>

**Search ABMC Burials and Memorializations:** <https://www.abmc.gov/database-search>

Most ABMC documents, records, and publications are accessible through FOIA. However, the FOIA contains nine types of records which the agency may routinely exempt from disclosure. See 5 U.S.C. Sections 552 (b)(1) through (b)(9).

For ABMC records, potentially applicable exemptions are most likely to be limited to:

1. Internal personnel rules and agency practices, 5 U.S.C. & 552(b)(2).
2. Information specifically exempted from disclosure by another statute, 5 U.S.C. & 552(b)(3).
3. Trade secrets and commercial or financial information obtained from a person and privileged or confidential, 5 U.S.C. & 552(b)(4).
4. Inter- or intra-agency memoranda or letters which would not be available to a party in litigation with the agency, 5 U.S.C. & 552(b)(5).
5. Personnel, medical and similar files, disclosure of which would constitute a clearly unwarranted invasion of personal privacy, 5 U.S.C. & 552(b)(6).

Even if a record falls within one of these FOIA exemptions, ABMC may, in some circumstances, release the records, depending upon the exemption at issue and the circumstances of the FOIA request.

*Electronic link to agency FOIA regulations.*

The ABMC FOIA Regulations contained in 36 C.F.R. Part 404 may be accessed via:  
<https://www.abmc.gov/foia/foia-regulations>.

### **III: Acronyms, Definitions, and Exemptions**

#### **Definitions of terms used in this report:**

- a. Administrative Appeal** – a request to a federal agency asking that it review at a higher administrative level a FOIA determination made by the agency at the initial request level.
- b. Average Number** – the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.
- c. Backlog** – the number of requests or administrative appeals that are pending at an agency at the end of the fiscal year that are beyond the statutory time period for a response.
- d. Component** – for agencies that process requests on a decentralized basis, a "component" is an entity, also sometimes referred to as an Office, Division, Bureau, Center, or Directorate, within the agency that processes FOIA requests. The FOIA now requires that agencies include in their Annual FOIA Report data for both the agency overall and for each principal component of the agency.
- e. Consultation** – the procedure whereby the agency responding to a FOIA request first forwards a record to another agency or component within the same agency for its review because that other agency has an interest in the document. Once the agency in receipt of the consultation finishes its review of the record, it responds back to the agency or component within the same agency that forwarded it. That agency, in turn, will then respond to the FOIA requester.

**f. Exemption 3 Statute** – a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.

**g. FOIA Request** – a FOIA request is generally a request to a federal agency for access to records concerning another person (i.e., a "third-party" request), or concerning an organization, or a topic of interest. FOIA requests also include requests made by requesters seeking records concerning themselves (i.e., "first-party" requests) when those requesters are not subject to the Privacy Act, such as non-U.S. citizens. Moreover, because all first-party requesters should be afforded the benefit of both the access provisions of the FOIA as well as those of the Privacy Act, FOIA requests also include any first-party requests where an agency determines that it must search beyond its Privacy Act "systems of records" or where a Privacy Act exemption applies, and the agency looks to FOIA to afford the greatest possible access. All requests which require the agency to utilize the FOIA in responding to the requester are included in this Report.

Additionally, a FOIA request includes records referred to the agency for processing and direct response to the requester. It does not, however, include records for which the agency has received a consultation from another agency. (Consultations are reported separately in Section XII of this Report.)

**h. Full Grant** – an agency decision to disclose all records in full in response to a FOIA request.

**i. Full Denial** – an agency decision not to release any records in response to a FOIA request because the records are exempt in their entirety under one or more of the FOIA exemptions, or because of a procedural reason, such as when no records could be located.

**j. Median Number** – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

**k. Multi-Track Processing** – a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.

**i. Expedited Processing** – an agency will process a FOIA request on an expedited basis when a requester satisfies the requirements for expedited processing as set forth in the statute and in agency regulations.

**ii. Simple Request** – a FOIA request that an agency using multi-track processing places in its fastest (non-expedited) track based on the low volume and/or simplicity of the records requested.

**iii. Complex Request** – a FOIA request that an agency using multi-track processing places in a slower track based on the high volume and/or complexity of the records requested.

**l. Partial Grant/Partial Denial** – in response to a FOIA request, an agency decision to disclose portions of the records and to withhold other portions that are exempt under the FOIA, or to otherwise deny a portion of the request for a procedural reason.

**m. Pending Request or Pending Administrative Appeal** – a request or administrative appeal for which an agency has not taken final action in all respects.

**n. Perfected Request** – a request for records which reasonably describes such records and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.

**o. Processed Request or Processed Administrative Appeal** – a request or administrative appeal for which an agency has taken final action in all respects.

**p. Range in Number of Days** – the lowest and highest number of days to process requests or administrative appeals.

**q. Time Limits** – the time period in the statute for an agency to respond to a FOIA request (ordinarily twenty working days from receipt of a perfected FOIA request).

**r. Concise descriptions of the nine FOIA exemptions:**

a. **Exemption 1:** classified national defense and foreign relations information.

b. **Exemption 2:** information that is related solely to the internal personnel rules and practices of an agency.

c. **Exemption 3:** information that is prohibited from disclosure by another federal law.

d. **Exemption 4:** trade secrets and other confidential business information.

e. **Exemption 5:** inter-agency or intra-agency communications that are protected by legal privileges.

f. **Exemption 6:** information involving matters of personal privacy.

g. **Exemption 7:** records or information compiled for law enforcement purposes, to the extent that the production of those records (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or (F) could reasonably be expected to endanger the life or physical safety of any individual.

h. **Exemption 8:** information relating to the supervision of financial institutions.

i. **Exemption 9:** geological information on wells.

## Annual FOIA Report

### 3. Agency Component Abbreviations

| Component Abbreviation | Component Name                       |
|------------------------|--------------------------------------|
| ABMC                   | American Battle Monuments Commission |

### IV. Exemption 3 Statutes

| Statute | Type of Information Withheld | Case Citation | Agency / Component | Number of Times Relied upon by Agency / Component | Total Number of Times Relied upon by Agency Overall |
|---------|------------------------------|---------------|--------------------|---|---|
| N/A     | N/A                          | N/A           | ABMC               | 0   | 0   |

### V.A. FOIA REQUESTS -- RECEIVED, PROCESSED AND PENDING FOIA REQUESTS

| Agency / Component | Number of Requests Pending as of Start of Fiscal Year | Number of Requests Received in Fiscal Year | Number of Requests Processed in Fiscal Year | Number of Requests Pending as of End of Fiscal Year |
|--------------------|---|--|---|---|
| ABMC               | 0   | 19   | 19  | 0   |
| AGENCY OVERALL     | 0   | 19   | 19  | 0   |

### V.B.(1). DISPOSITION OF FOIA REQUESTS -- ALL PROCESSED REQUESTS

| Agency / Component | Number of Full Grants | Number of Partial Grants / Partial Denials | Number of Full Denials Based on Exemptions | Number of Full Denials Based on Reasons Other than Exemptions |   |                   |                    |                                  |  |                   |                   |                               | TOTAL |
|--------------------|-----------------------|--|--|---|---|-------------------|--------------------|----------------------------------|--|-------------------|-------------------|-------------------------------|-------|
|                    |                       |  |  | No Records  | All Records Referred to Another Component or Agency | Request Withdrawn | Fee-Related Reason | Records not Reasonably Described | Improper FOIA Request for Other Reason | Not Agency Record | Duplicate Request | Other *Explain in Chart Below |       |
| ABMC               | 3                     | 4  | 0  | 11  | 0   | 0                 | 0                  | 1                                | 0                                      | 0                 | 0                 | 0                             | 19    |

|                |   |   |   |    |   |   |   |   |   |   |   |   |    |
|----------------|---|---|---|----|---|---|---|---|---|---|---|---|----|
| AGENCY OVERALL | 3 | 4 | 0 | 11 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 19 |
|----------------|---|---|---|----|---|---|---|---|---|---|---|---|----|

**V.B.(2). DISPOSITION OF FOIA REQUESTS -- "OTHER" REASONS FOR "FULL DENIALS BASED ON REASONS OTHER THAN EXEMPTIONS"**

| Agency / Component | Description of "Other" Reasons for Denials from Chart B(1) | Number of Times "Other" Reason Was Relied Upon | TOTAL |
|--------------------|--|--|-------|
| ABMC               | N/A  | 0  | 0     |
| AGENCY OVERALL     |  |  | 0     |

**V.B.(3). DISPOSITION OF FOIA REQUESTS -- NUMBER OF TIMES EXEMPTIONS APPLIED**

| Agency / Component | Ex. 1 | Ex. 2 | Ex. 3 | Ex. 4 | Ex. 5 | Ex. 6 | Ex. 7(A) | Ex. 7(B) | Ex. 7(C) | Ex. 7(D) | Ex. 7(E) | Ex. 7(F) | Ex. 8 | Ex. 9 |
|--------------------|-------|-------|-------|-------|-------|-------|----------|----------|----------|----------|----------|----------|-------|-------|
| ABMC               | 0     | 0     | 0     | 0     | 0     | 4     | 0        | 0        | 0        | 0        | 0        | 0        | 0     | 0     |
| AGENCY OVERALL     | 0     | 0     | 0     | 0     | 0     | 4     | 0        | 0        | 0        | 0        | 0        | 0        | 0     | 0     |

**VI.A. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS -- RECEIVED, PROCESSED, AND PENDING ADMINISTRATIVE APPEALS**

| Agency / Component | Number of Appeals Pending as of Start of Fiscal Year | Number of Appeals Received in Fiscal Year | Number of Appeals Processed in Fiscal Year | Number of Appeals Pending as of End of Fiscal Year |
|--------------------|--|---|--|--|
|                    |  |   |  |  |







| Component      |                        | Appeal |     |     |     |     |     |     |     |     | Appeal |
|----------------|------------------------|--------|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| ABMC           | Date of Appeal         | N/A    | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A    |
|                | Number of Days Pending | 0      | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |
| AGENCY OVERALL | Date of Appeal         | N/A    | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A    |
|                | Number of Days Pending | 0      | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0      |

**VII.A. FOIA REQUESTS -- RESPONSE TIME FOR ALL PROCESSED PERFECTED REQUESTS**

| Agency / Component | SIMPLE                |                        |                       |                        | COMPLEX               |                        |                       |                        | EXPEDITED PROCESSING  |                        |                       |                        |
|--------------------|-----------------------|------------------------|-----------------------|------------------------|-----------------------|------------------------|-----------------------|------------------------|-----------------------|------------------------|-----------------------|------------------------|
|                    | Median Number of Days | Average Number of Days | Lowest Number of Days | Highest Number of Days | Median Number of Days | Average Number of Days | Lowest Number of Days | Highest Number of Days | Median Number of Days | Average Number of Days | Lowest Number of Days | Highest Number of Days |
| ABMC               | 2                     | 4.2                    | 1                     | 14                     | 2.5                   | 11.7                   | 1                     | 16                     | N/A                   | N/A                    | N/A                   | N/A                    |
| AGENCY OVERALL     | 2                     | 4.2                    | 1                     | 14                     | 2.5                   | 11.7                   | 1                     | 16                     | N/A                   | N/A                    | N/A                   | N/A                    |

**VII.B. PROCESSED REQUESTS -- RESPONSE TIME FOR PERFECTED REQUESTS IN WHICH INFORMATION WAS GRANTED**

| Agency / Component | SIMPLE           |                   |                  |                   | COMPLEX          |                   |                  |                   | EXPEDITED PROCESSING |                   |                  |                   |
|--------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|----------------------|-------------------|------------------|-------------------|
|                    | Median Number of | Average Number of | Lowest Number of | Highest Number of | Median Number of | Average Number of | Lowest Number of | Highest Number of | Median Number of     | Average Number of | Lowest Number of | Highest Number of |

|                | Days | Days | Days | Days | Days | Days  | Days | Days | Days | Days | Days | Days |
|----------------|------|------|------|------|------|-------|------|------|------|------|------|------|
| ABMC           | 10   | 8.33 | 1    | 14   | 12.5 | 13.25 | 1    | 16   | N/A  | N/A  | N/A  | N/A  |
| AGENCY OVERALL | 10   | 8.33 | 1    | 14   | 12.5 | 13.25 | 1    | 16   | N/A  | N/A  | N/A  | N/A  |

**VII.C. PROCESSED SIMPLE REQUESTS -- RESPONSE TIME IN DAY INCREMENTS**

| Agency / Component | <1-20 Days | 21-40 Days | 41-60 Days | 61-80 Days | 81-100 Days | 101-120 Days | 121-140 Days | 141-160 Days | 161-180 Days | 181-200 Days | 201-300 Days | 301-400 Days | 401+ Days | TOTAL |
|--------------------|------------|------------|------------|------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------|-------|
| ABMC               | 9          | 0          | 0          | 0          | 0           | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0         | 9     |
| AGENCY OVERALL     | 9          | 0          | 0          | 0          | 0           | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0         | 9     |

**VII.C. PROCESSED COMPLEX REQUESTS -- RESPONSE TIME IN DAY INCREMENTS**

| Agency / Component | <1-20 Days | 21-40 Days | 41-60 Days | 61-80 Days | 81-100 Days | 101-120 Days | 121-140 Days | 141-160 Days | 161-180 Days | 181-200 Days | 201-300 Days | 301-400 Days | 401+ Days | TOTAL |
|--------------------|------------|------------|------------|------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------|-------|
| ABMC               | 9          | 0          | 0          | 0          | 0           | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0         | 9     |
| AGENCY OVERALL     | 9          | 0          | 0          | 0          | 0           | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0         | 9     |

**VII.C. PROCESSED REQUESTS GRANTED EXPEDITED PROCESSING -- RESPONSE TIME IN DAY INCREMENTS**



|  |         |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|
|  | Pending |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|

**VIII.A. REQUESTS FOR EXPEDITED PROCESSING**

| Agency / Component | Number Granted | Number Denied | Median Number of Days to Adjudicate | Average Number of Days to Adjudicate | Number Adjudicated Within Ten Calendar Days |
|--------------------|----------------|---------------|-------------------------------------|--------------------------------------|---|
| ABMC               | 0              | 0             | N/A                                 | N/A                                  | 0   |
| AGENCY OVERALL     | 0              | 0             | N/A                                 | N/A                                  | 0   |

**VIII.B. Requests for Fee Waiver**

| Agency / Component | Number Granted | Number Denied | Median Number of Days to Adjudicate | Average Number of Days to Adjudicate |
|--------------------|----------------|---------------|-------------------------------------|--------------------------------------|
| ABMC               | 0              | 0             | N/A                                 | N/A                                  |
| AGENCY OVERALL     | 0              | 0             | N/A                                 | N/A                                  |

**IX. FOIA Personnel and Costs**

| Agency / Component | PERSONNEL                            |   |  | COSTS            |                          |             |
|--------------------|--------------------------------------|---|--|------------------|--------------------------|-------------|
|                    | Number of "Full-Time FOIA Employees" | Number of "Equivalent Full-Time FOIA Employees" | Total Number of "Full-Time FOIA Staff" | Processing Costs | Litigation-Related Costs | Total Costs |
|                    |                                      |   |  |                  |                          |             |

|                |   |      |      |          |      |          |
|----------------|---|------|------|----------|------|----------|
| ABMC           | 0 | 0.01 | 0.01 | 15750.00 | 0.00 | 15750.00 |
| AGENCY OVERALL | 0 | 0.01 | 0.01 | 15750.00 | 0.00 | 15750.00 |

**X. Fees Collected for Processing Requests**

| Agency / Component | Total Amount of Fees Collected | Percentage of Total Costs |
|--------------------|--------------------------------|---------------------------|
| ABMC               | 0.00                           | 0.0000                    |
| AGENCY OVERALL     | 0.00                           | 0.0000                    |

**XI.A. Number of Times Subsection (C) Used**

| Agency / Component | Number of Times Subsection Used |
|--------------------|---------------------------------|
| ABMC               | 0                               |
| AGENCY OVERALL     | 0                               |

**XI.B. Number of Subsection (A)(2) Postings**

| Agency / Component | Number of Records Posted by the FOIA Office | Number of Records Posted by Program Offices |
|--------------------|---|---|
|                    |   |   |

|                |   |   |
|----------------|---|---|
| ABMC           | 0 | 4 |
| AGENCY OVERALL | 0 | 4 |

**XII.A. Backlogs of FOIA Requests and Administrative Appeals**

| Agency / Component | Number of Backlogged Requests as of End of Fiscal Year | Number of Backlogged Appeals as of End of Fiscal Year |
|--------------------|--|---|
| ABMC               | 0  | 0   |
| AGENCY OVERALL     | 0  | 0   |

**XII.B. CONSULTATIONS ON FOIA REQUESTS -- RECEIVED, PROCESSED, AND PENDING CONSULTATIONS**

| Agency / Component | Number of Consultations Received from Other Agencies that were <u>Pending</u> at the Agency as of <u>Start</u> of the Fiscal Year | Number of Consultations <u>Received</u> from Other Agencies During the Fiscal Year | Number of Consultations Received from Other Agencies that were <u>Processed</u> by the Agency During the Fiscal Year | Number of Consultations Received from Other Agencies that were <u>Pending</u> at the Agency as of <u>End</u> of the Fiscal Year |
|--------------------|---|--|--|---|
| ABMC               | 0   | 0  | 0  | 0   |
| AGENCY OVERALL     | 0   | 0  | 0  | 0   |

**XII.C. CONSULTATIONS ON FOIA REQUESTS -- TEN OLDEST CONSULTATIONS RECEIVED FROM OTHER AGENCIES AND PENDING AT THE AGENCY**

| Agency / Component |                | 10th Oldest Consultation | 9th | 8th | 7th | 6th | 5th | 4th | 3rd | 2nd | Oldest Consultation |
|--------------------|----------------|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|---------------------|
| ABMC               | Date           | N/A                      | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A                 |
|                    | Number of Days | 0                        | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0                   |
| AGENCY OVERALL     | Date           | N/A                      | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A                 |
|                    | Number of Days | 0                        | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0                   |

**XII.D.(1). COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT -- REQUESTS RECEIVED AND PROCESSED**

| Agency / Component | NUMBER OF REQUESTS <u>RECEIVED</u>                                |   | NUMBER OF REQUESTS <u>PROCESSED</u>                                |  |
|--------------------|---|---|--|--|
|                    | Number Received During Fiscal Year from Last Year's Annual Report | Number Received During Fiscal Year from Current Annual Report | Number Processed During Fiscal Year from Last Year's Annual Report | Number Processed During Fiscal Year from Current Annual Report |
| ABMC               | 14  | 19  | 15   | 19   |
| AGENCY OVERALL     | 14  | 19  | 15   | 19   |

**XII.D.(2). COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT -- BACKLOGGED REQUESTS**

| Agency / Component | Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual | Number of Backlogged Requests as of End of the Fiscal Year from Current |
|--------------------|---|---|
|                    |   |   |



|                | Report | Annual Report |
|----------------|--------|---------------|
| ABMC           | 0      | 0             |
| AGENCY OVERALL | 0      | 0             |

**XII.E.(1). COMPARISON OF NUMBERS OF ADMINISTRATIVE APPEALS FROM PREVIOUS AND CURRENT ANNUAL REPORT -- APPEALS RECEIVED AND PROCESSED**

| Agency / Component | NUMBER OF APPEALS <u>RECEIVED</u>                                 |   | NUMBER OF APPEALS <u>PROCESSED</u>                                 |  |
|--------------------|---|---|--|--|
|                    | Number Received During Fiscal Year from Last Year's Annual Report | Number Received During Fiscal Year from Current Annual Report | Number Processed During Fiscal Year from Last Year's Annual Report | Number Processed During Fiscal Year from Current Annual Report |
| ABMC               | 0   | 0   | 0  | 0  |
| AGENCY OVERALL     | 0   | 0   | 0  | 0  |

**XII.E.(2). COMPARISON OF NUMBERS OF ADMINISTRATIVE APPEALS FROM PREVIOUS AND CURRENT ANNUAL REPORT -- BACKLOGGED APPEALS**

| Agency / Component | Number of Backlogged Appeals as of End of the Fiscal Year from Previous Annual Report | Number of Backlogged Appeals as of End of the Fiscal Year from Current Annual Report |
|--------------------|---|--|
| ABMC               | 0   | 0  |
| AGENCY OVERALL     | 0   | 0  |