

ANNEX B-2:
LETTER FORMAT FOR
REQUEST FOR DOCUMENT OR INFORMATION
(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)

SUBJECT: Request for Information

OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
ATTN: DAMI-CDD
1000 ARMY PENTAGON
WASHINGTON, D.C. 20310-1000

1. **Documentary/Information Request.** The document or information described below is requested by the Government of _____ (INSERT NAME OF YOUR COUNTRY) for its official use. The requested document or information is not available to my Government via the U.S. Government Printing Office nor the National Technical Information Service or an FMS Publications Account.

DOCUMENTS

- a. Document title or description
- b. Document identification number (if known)
- c. Classification (if known)
- d. Document date/edition (if known)
- e. Originating agency/command:

INFORMATION

A separate letter should be submitted for each type of information requested.

2. **Request Justification.** The following statement(s) are offered in explanation of my Government's need for the information requested:
(INSERT JUSTIFICATION FOR THE RELEASE OF THE INFORMATION/MATERIAL) _____

3. **Cost Reimbursement.** Costs incident to this request will be paid upon receipt of instructions from the U.S. Army.

4. **Statement of Sponsorship.** If the requested information is provided, the Government of _____ (INSERT NAME OF YOUR COUNTRY) _____ will observe and carry out the following responsibilities with respect to the care, use and disposition of such information:

5. it is accepted solely for the purpose of information and will accordingly be treated as disclosed in confidence, and will be afforded a degree of security protection at least equal to that afforded our own classified information of the same classification level; (b) it will not be provided to anyone who is not an officer, employee or agent of this Government, except as specified in the request without the express consent of the United States Government (USG); (c) if classified, all personnel subsequently authorized access to such material or information will have the required classification level and have an official need for access; (d) the information will be used only for the purpose specified in this request; (e) we will promptly and fully inform the USG of any compromise, or possible compromise, of U.S. classified information, or misuse of unclassified official information furnished pursuant to this request; (f) if the U.S. information is to be subsequently furnished to a commercial or government-owned contractor: (1) such information will be transmitted through official channels; (2) the specified contractor will have been granted a facility security clearance by this Government at a level of the U.S. information involved; (3) all contractor personnel requiring access to such information will have been cleared to the appropriate level by this Government; and (4) we will assume any responsibility for administering security measures for the protection of such information while it is in the possession of the contractor to include periodic inspections and briefings to ensure that the information is being adequately protected; and (g) we will use our best endeavors to ensure that the information is not dealt with in any manner likely to prejudice the right of the private owner thereof, if any, to

SUBJECT: Request for Documentary Information (continued)

obtain patent or other like statutory protection; regardless of any other markings which may appear on the documentary information, we will ensure that the information is not declassified or downgraded without the written approval of the originating U.S. agency.

FOR THE GOVERNMENT OF (INSERT NAME OF YOUR COUNTRY)

PLEASE AFFIX EMBASSY SEAL BELOW:

(Signature of Military Attaché)

(Typed Name of Signatory)

(Typed Title of Signatory)

(Typed Name of Embassy)