

# 5824.203 Policy

(S-90) Upon receipt of a request under this subpart, the DISA employee shall inform the requester that they must file a Freedom of Information Act request to the address below. Requests can be sent via USPS, fax or e-mail. Advise requester(s) that the FOIA Office is the focal point of all such information and that official information may only be released through the FOIA Office or their authorized designee.

Defense Information Systems Agency

ATTN: Headquarters FOIA Requester Service Center

P.O. Box 549

Ft Meade, MD 20755-0549 FAX: (301) 225-0510

[disa.meade.gc.mbx.foia@mail.mil](mailto:disa.meade.gc.mbx.foia@mail.mil)

**Parent topic:** [SUBPART 5824.2 - FREEDOM OF INFORMATION ACT](#)