DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

5720
Ser DNS-36KF/19U102989
September 30, 2019

Sent via email to: (b) (6) [redacted]

Mrs. Gloria J. Matzig
(b) (6) [redacted]

Dear Mrs. Matzig:

This is in reference to your Freedom of Information Act (FOIA)/Privacy Act (PA) request dated September 30, 2019. Your request was received in our office on the same day and assigned case number DON-NAVY-2019-011780.

It has been determined that if Mr. Sparks service records still exist, they are no longer in the possession and control of the Navy, but may be maintained by National Personnel Records Center (NPRC) located:

National Personnel Records Center
Military Personnel Records Branch
1 Archives Drive
St. Louis, MO 63132-5100

In view of the above determination, your request is being returned, recommending that you write directly to the above-identified official to request a copy of Mr. Sparks's service records. To assist you in making your request to that official, a blank SF-180 form, which you need to complete and attach to your request letter, is being included as Enclosure 1.

Please be advised, however, that without the written authorization from Mr. Sparks, only minimal information can be released to you. If Mr. Sparks is deceased, please ensure that you attached proof of death (i.e., death certificate or obituary) to ensure that you are afforded the maximum amount of information and if you have access to a computer, you may file your request online at http://www.archives.gov/st-louis/military-personnel/ or via fax to: (314) 801-9195.

In this instance, the fees associated with the processing of your request are waived, but this action is not indicative of how future requests will be handled.

For this determination, you have the right to seek dispute resolution services from either the DoD Navy Component FOIA Public Liaison, Mr. Chris Julka, at: Christopher.a.julka@navy.mil, via phone: (703) 697-0031; or by contacting the Office of Government Information Services at:(https://ogis.archives.gov/), (202) 741-5770, ogis@nara.gov.

Questions regarding the action this office has taken to process your request may be directed to our FOIA Service Center at (202) 685-0412 or via email at donfoia-pa@navy.mil.

Sincerely,

C. Messner
DON FOIA
Government Information Specialist

Enclosure: 1. SF-180