

MODEL PRIVACY ACT REQUEST FOR DISCLOSURE

DIRECTIONS: FILL IN INFORMATION WHERE INDICATED BELOW TO CREATE YOUR PRIVACY ACT REQUEST LETTER

[HEADING – STATE ADDRESS TO AND FROM]

[DATE]

Dear [REDACTED]:

Pursuant Section 552a(d)(1) of the Privacy Act, I request that the Department of the Air Force [STATE NAME OF GOVERNMENT AGENCY] provide me a copy of all records, documents and other information regarding my having been ordered to accept administration of and/or my refusing administration of any COVID vaccination as required by the Secretary of Defense, the Secretary of the Air Force or other military authority, including, but not limited to, all records, notes, memoranda, recordings, correspondence, texts, emails, GOMARS, reprimands and letters of admonishment.

In addition, please provide me a copy of all records, documents and information regarding: [STATE HERE SPECIFIC INFORMATION YOU MIGHT WANT, SIMILAR TO AS STATED BELOW]

1. The denial to me of airdrop requalification training during [state period];
2. Why I did not receive the Distinguished Flying Cross for my participation in the 2021 Kabul Airlift when several of my colleagues did; and
3. My eligibility for and why I was not promoted to [state rank] during [state period].

In order to assist you in your research for these records, please use the following information:

MY FULL NAME:

MY CURRENT ADDRESS:

MY DATE OF BIRTH:

MY CITIZENSHIP STATUS:

If you deny any part of this request, please cite each specific exemption that justifies your refusal to provide the information and inform me of any available procedure by which I can appeal the denial.

Please let me know if you have any question. Thank you for your assistance.

[SIGNATURE AND SIGNATURE IDENTIFICATION]