

## **I. BASIC INFORMATION REGARDING REPORT**

### **A. Questions about this report may be addressed to:**

Chief FOIA Officer  
Special Inspector General for Iraq Reconstruction  
2530 Crystal Drive  
Arlington, VA 22202-3940

Telephone: (703) 604-0432

Email: [FOIA@sigir.mil](mailto:FOIA@sigir.mil)

### **B. This report is available at <http://www.sigir.mil>.**

### **C. Paper copies may be requested by contacting the Chief FOIA Officer at the above address.**

## **II. MAKING A FOIA REQUEST**

### **A. FOIA requests must be in writing. Requests may be submitted in any one of the following ways:**

1. By mail to  
Chief FOIA Officer  
Special Inspector General for Iraq Reconstruction  
2530 Crystal Drive  
Arlington, VA 22202-3940

2. By fax to (703) 428-0818

3. By email to [foia@sigir.mil](mailto:foia@sigir.mil)

4. Online at <http://www.sigir.mil/foia>

### **B. SIGIR strives to be transparent in all aspects of its operations. All audit and inspection reports, “lessons learned” publications, and Congressional testimonies are available at <http://www.sigir.mil>.**

### **C. The most frequent reasons for a FOIA request not to be granted are:**

1. The agency has no records that are responsive to the request.

2. The request is denied in whole or in part in accordance with one or more exemptions as set forth in the FOIA.