

Security Administration the total number of FOIA requests pending or awaiting responses as of August 10, 2009.

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: 703.235.0790/Fax: 703.235.0443

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From: [Fox, Julia](#)
To: [Lockett, Vania](#)
Cc: [Papoi, Catherine](#)
Subject: RE: Reminder: Weekly reports due at 12 noon
Date: Tuesday, October 13, 2009 10:08:27 AM

Thank you!

From: Lockett, Vania
Sent: Tuesday, October 13, 2009 10:04 AM
To: Fox, Julia
Cc: Papoi, Catherine
Subject: RE: Reminder: Weekly reports due at 12 noon

Julia,

Attached is this week's FOIA report along with copies of the incoming requests. Please let me know if you have questions.

Regards,

Vania T. Lockett, CIPP/G
Associate Director, Disclosure & FOIA Operations
Privacy Office
U.S. Department of Homeland Security
Tel: (b) (6)
Fax: 703-235-0443
<http://www.dhs.gov/foia>

From: Fox, Julia
Sent: Tue 10/13/2009 9:03 AM
To: CBPTASKING; TEZAK, JOSEPH E; STACEY, ANNE-MARIE; MARICA, STEPHANIE; BELL, CHRISTINA A; Flores, Gina; Schmidt, Julie; Kaufman, Gail; Holmes, Tequilla; Johnson, Denise; Lockett, Vania; Hogan, Megan
Subject: Reminder: Weekly reports due at 12 noon

Good morning all,

I hope you enjoyed the three day weekend! Just a quick reminder that weekly reports are due by **12 noon today**.

Please let me know if you have any questions.

Thank you!

Julia

Julia Fox
Special Assistant
Office of the Chief of Staff | Office of the Secretary
Department of Homeland Security

(b) (6) (w) | (b) (6) c)
julia.fox@dhs.gov

From: [Lockett, Vania](mailto:Vania.Lockett@dhs.gov)
To: [Lockett, Vania](mailto:Vania.Lockett@dhs.gov)
Subject: FW: FOIA Request for Office of the Secretary's Weekly Report
Date: Wednesday, February 17, 2010 2:59:14 PM

From: Grossman, Jordan [mailto:Jordan.Grossman@dhs.gov]
Sent: Tuesday, June 02, 2009 4:41 PM
To: Lockett, Vania
Subject: RE: FOIA Request for Office of the Secretary's Weekly Report

Hi Vania,

[How exactly would you go about collecting the information on this request if the front office were to give it the go-ahead? \(In other words, from whom would you be asking for information, and what documents would you be seeking?\).](#)

Thanks!

From: Lockett, Vania [mailto:Vania.Lockett@dhs.gov]
Sent: Friday, May 22, 2009 3:06 PM
To: Grossman, Jordan
Cc: Callahan, Mary Ellen (b) (6)
Subject: FOIA Request for Office of the Secretary's Weekly Report

Jordan,

Attached for your information is a FOIA request received by this office seeking a copy of the "Weekly Departmental Report for the Department of Homeland Security produced between January 1, 2009 and May 1, 2009," which was further described as the "brief report from each of the offices... produced through the Office of the Secretary."

Although this particular request does not fit the criteria you set forth for inclusion in the weekly report of significant FOIA requests (i.e. he is an individual who is a blogger and not tied to a broader news organization), due to the subject matter, I thought you may want to be aware of this request. This office will task the Executive Secretariat to search for responsive records.

If you have questions, feel free to give me a call a (b) (6)

Thank you.

Vania T. Lockett, CIPP/G

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From: Callahan, Mary Ellen
To: Lockett, Vania; Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: Re: *** REVIEW REQUIRED: FOIA WEEKLY REPORT ***
Date: Tuesday, October 13, 2009 10:35:21 AM

Tx. I would like to see the responses when it is final, just for my awareness.

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security

(b) (6)

From: Lockett, Vania <Vania.Lockett@dhs.gov>
To: Callahan, Mary Ellen <Mary.Ellen.Callahan@dhs.gov>; Lockett, Vania <Vania.Lockett@dhs.gov>
Cc: Papoi, Catherine <Catherine.Papoi@dhs.gov>
Sent: Tue Oct 13 10:01:08 2009
Subject: RE: *** REVIEW REQUIRED: FOIA WEEKLY REPORT ***

Mary Ellen,

Thanks. I've incorporated your edits.

As for the request on social media, we are coordinating the response within PRIV and tasking I&A, OPS, and USCIS in addition to the Privacy Office to search for records.

Thanks.

Vania T. Lockett, CIPP/G
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From: Callahan, Mary Ellen [mailto:Mary.Ellen.Callahan@dhs.gov]
Sent: Tue 10/13/2009 9:57 AM
To: Lockett, Vania; Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: RE: *** REVIEW REQUIRED: FOIA WEEKLY REPORT ***

A few small edits. No idea on H&H, but I know Meg, if you need me to call. What are you doing about the social media inquiry? Pls keep me in the loop. Tx.

From: Lockett, Vania [mailto:Vania.Lockett@dhs.gov]
Sent: Friday, October 09, 2009 2:33 PM
To: Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: *** REVIEW REQUIRED: FOIA WEEKLY REPORT ***

Mary Ellen,

Attached for your review is a copy of the FOIA Weekly Report due to the Front Office by Noon

Tuesday, October 13, 2009. Also attached are copies of the incoming FOIA requests associated with those items reported in Section II of the report. Please let me know if you concur.

You will note that one of the requests listed is from Hogan & Hartson and seeks records regarding policies w/r/t our ability or inability to access certain census data, as well as records of opinions or conclusions made concerning this topic. If you have any insight into this topic, please let me know.

Regards,

Vania

Papoi, Catherine

From: Papoi, Catherine
Sent: Wednesday, October 14, 2009 1:06 PM
To: Lockett, Vania
Subject: RE: ***REVIEW NOTIFICATION****October 7, 2009

Sounds good. Thanks.

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
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From: Lockett, Vania
Sent: Wednesday, October 14, 2009 1:05 PM
To: Papoi, Catherine
Cc: 'Papoi, Catherine'
Subject: RE: ***REVIEW NOTIFICATION****October 7, 2009

Thanks, Catherine. What we are sending out is an acknowledgement letter, not the final response. As you noted, we're going to search in non-PA systems of records, and the letter advises the requester of just that.

Vania

From: Papoi, Catherine
Sent: Wednesday, October 14, 2009 12:58 PM
To: Lockett, Vania
Cc: 'Papoi, Catherine'
Subject: RE: ***REVIEW NOTIFICATION****October 7, 2009

Toni just came to me on these again. b5

hanks.

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From: Lockett, Vania
Sent: Friday, October 09, 2009 10:26 AM
To: Papoi, Catherine
Subject: RE: ***REVIEW NOTIFICATION****October 7, 2009

Thanks... glad I reached out to you to confirm.

So does the Front Office want to review all the acknowledgment letters as well?

Vania

From: Papoi, Catherine
Sent: Friday, October 09, 2009 10:22 AM
To: Lockett, Vania
Subject: Re: ***REVIEW NOTIFICATION****October 7, 2009

I think Toni and I had a miscommunication. b5



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From: Lockett, Vania
To: Papoi, Catherine
Sent: Fri Oct 09 10:14:59 2009
Subject: RE: ***REVIEW NOTIFICATION****October 7, 2009

Catherine, I have a question on a couple of these cases that were tagged by the Front Office. Toni mentioned that she had spoken to you about these so I want to make sure I understand the background before I sign off on an acknowledgement letter.

- On September 29th, J. Scott Tarbutton, a representative of Cozen O'Connor, in Philadelphia, PA, requested from DHS all records pertaining to Abu Zubaydah, former senior leader of Al Qaida, to specifically include records of interrogations and intelligence reports. (FOIA cases 09-1048 and

09-1049 aggregated)

- On **September 29th**, **J. Scott Tarbutton**, a representative of **Cozen O'Connor**, in Philadelphia, Pennsylvania, requested from the Department of Homeland Security (DHS) all records pertaining to Khalid Sheikh Mohammed, former senior leader of Al Qaida, to specifically include records of interrogations and intelligence reports. (FOIA cases 09-1050 and 09-1051 aggregated)

According to Toni she spoke with you about the above two requests (copies also attached for your reference), which seek records on two former Al Qaida members re 9/11. I don't know the citizenship status of these individuals, but Toni mentioned she'd discussed with you [b5]

but I want to confirm that with you since these requests are of interest to the Front Office and/or White House, and there is quite a bit of info already publicly available about the two former Al Qaida members.

Thanks.

Vania

From: Papoi, Catherine
Sent: Wednesday, October 07, 2009 10:49 AM
To: FOIA Officers
Cc: Papoi, Catherine
Subject: ***REVIEW NOTIFICATION***October 7, 2009
Importance: High

Please review the below list and determine if your component will be responding to any of the requests. Be aware that a request may not have been sent to you directly, but instead come to you as a referral from my office or another component. Prior to final release, the DHS HQ Front Office will review the responses to the below FOIA requests. I will coordinate the process. When your component finalizes the release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. Again, **it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** If your office has already responded to one of the below requests, please forward the entire release package (letter and records) to me via email immediately. Thank you for your continued work on this "One DHS" coordination effort.

Catherine

- On **September 18th**, **Amy Browne** of **WERU-FM** in East Orland, ME, requested from the Federal Emergency Management Agency all documents that pertain to current or proposed responses to a flu pandemic, nationally or regionally.
- On **September 23rd**, **Matt Robinson**, an independent journalist in East New Orleans, LA, requested from the Federal Emergency Management Agency (FEMA) all communications and correspondence between FEMA, TL Industries, Simplifi Business, Forest River Homes and other contractors.
- On **September 28th**, **David Enrich** of **The Wall Street Journal** in New York, NY, requested from DHS all records of government contracts between DHS and Citigroup, Inc. and its affiliates between September 30, 2007, and the present, to specifically include all correspondence related to contract

negotiations and awards, bids and applications submitted by Citigroup, and descriptions of roles played by Citigroup or its affiliates under such contracts.

- On **September 28th**, **Melissa Keaney** of the **National Immigration Law Center** in Los Angeles, CA, requested from DHS all records related to the Secure Communities Program from March 28, 2008, to the present.
- On **September 29th**, **J. Scott Tarbutton**, a representative of **Cozen O'Connor**, in Philadelphia, PA, requested from DHS all records pertaining to Abu Zubaydah, former senior leader of Al Qaida, to specifically include records of interrogations and intelligence reports.
- On **September 29th**, **J. Scott Tarbutton**, a representative of **Cozen O'Connor**, in Philadelphia, Pennsylvania, requested from the Department of Homeland Security (DHS) all records pertaining to Khalid Sheikh Mohammed, former senior leader of Al Qaida, to specifically include records of interrogations and intelligence reports.
- On **September 29th**, **John Althen** of **Judicial Watch** in Washington, D.C., requested from DHS all documents concerning the construction of centrifuge facilities near Qom, Iran.
- On **October 1st**, **Janice Nicely** from **LRP Publications** in Palm Beach Gardens, FL, requested from the Transportation Security Administration (TSA) internal TSA Disciplinary Review Board opinions and decisions from May 1, 2008, through August 31, 2008.
- On **October 1st**, various news outlets requested from the Transportation Security Administration (TSA) documentation related to an incident between Representative Jason Chaffetz and a TSA agent on September 21, 2009 at Salt Lake City International Airport. **Thomas Burr** with **Salt Lake Tribune** requested all videos of the TSA checkpoint from 11:00AM to 2:00PM that day. **Mary Rice** with **KUTV** in Salt Lake City requested the surveillance video of the incident. **John Hollenurst** with **KSL-Television** in Salt Lake City requested all notes, audio recordings, video recordings and records pertaining to the incident. **Lee Davidson** with **Desert Morning News** in Salt Lake City requested written notes or reports by TSA officials that describe the incident.
- On **October 1st**, **Marcia Carroll**, a researcher for **Multinational Monitor** in Washington, D.C., requested from the Transportation Security Administration (TSA) documents (including but not limited to, emails, letters, reports, studies, meeting minutes) relating to safety and privacy issues of whole body imaging machines.
- On **October 1st**, **Chris Paschenko** with **Galveston County Daily News** in Galveston, TX requested the following from the Transportation Security Administration (TSA): 1) all documents pertaining to the issuance of a Transportation Worker Identification credential to Mark J. Semkiw, and 2) how many and what types of waivers have been granted since the Transportation Worker Identification Program began.

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Papoi, Catherine

From: Fox, Julia
Sent: Monday, October 19, 2009 10:41 AM
To: Papoi, Catherine
Cc: Grossman, Jordan
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Good morning Catherine,

We have finalized our review on this one. Thank you!

From: Papoi, Catherine
Sent: Friday, October 16, 2009 9:45 AM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Jordan and Julia,

DHS/MGMT forwarded the attached incoming request and proposed response for your review. Pursuant to your September 30, 2009 email, your office will review the release and provide a response to my office within three days of receipt. Please let me know as soon as you have finalized your review. Thank you and have a great weekend.

C

Catherine Papoi, J.D., CIPP/G
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Papoi, Catherine

From: Papoi, Catherine [Catherine.Papoi@dhs.gov]
Sent: Monday, October 19, 2009 10:52 AM
To: Dorgan, Mark
Cc: Papoi, Catherine
Subject: RE: ***RESPONSE REVIEW NOTIFICATION****October 2, 2009

Mark, this is good to go out. Thanks for forwarding.

C

Catherine Papoi, J.D., CIPP/G
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From: Dorgan, Mark
Sent: Friday, October 16, 2009 9:39 AM
To: Papoi, Catherine
Subject: RE: ***RESPONSE REVIEW NOTIFICATION****October 2, 2009

Sorry, too much caffeine this morning. The records attached were the result of a database query, so we removed the name column, as it was not sought.

From: Papoi, Catherine
Sent: Friday, October 16, 2009 9:34 AM
To: Dorgan, Mark
Subject: RE: ***RESPONSE REVIEW NOTIFICATION****October 2, 2009

Mark, I don't see the attachment. Thanks.

Catherine Papoi, J.D., CIPP/G
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From: Dorgan, Mark
Sent: Friday, October 16, 2009 8:59 AM
To: Papoi, Catherine
Subject: FW: ***RESPONSE REVIEW NOTIFICATION***October 2, 2009

Catherine,

Attached is the proposed response to Mr. Carlstrom. I will await permission prior to releasing the records.

- **7/28: Greg Carlstrom** of *The Federal Times* (Springfield, VA) requested from DHS a list of the five most expensive international airline tickets purchased by agency employees traveling on official business during FY2008, including origin and destination locations, cost, and the fare class of the ticket, as well as a copy of the five largest international travel reimbursements from FY2008.

Mark

From: Papoi, Catherine
Sent: Friday, October 02, 2009 11:55 AM
To: Dorgan, Mark
Cc: Catherine.Papoi@dhs.gov
Subject: ***RESPONSE REVIEW NOTIFICATION***October 2, 2009

Prior to final release, the DHS Front Office will review the responses to the below FOIA requests. I will coordinate the process. When your component finalizes the release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. Again, **it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** If your office has already responded to one of the below requests, please forward the entire release package (letter and records) to me via email by C.O.B. Monday, October 5th. In addition, by C.O.B. Monday, October 5th, please email all of the below incoming request letters to me. Thank you for your work on this front.

Catherine

- On **August 17th**, **Travis Reed** of the *AP* (Miami, FL) requested copies of any and all memoranda or documents regarding DHS employee travel to and booking of conventions and meetings in resort, gambling and vacation areas; Reed also seeks any and all summations, expenditure reports and cost analyses relating to DHS employees' premium air travel, by first and business class.
- **7/28: Greg Carlstrom** of *The Federal Times* (Springfield, VA) requested from DHS a list of the five most expensive international airline tickets purchased by agency employees traveling on official business during FY2008, including origin and destination locations, cost, and the fare class of the ticket, as well as a copy of the five largest international travel reimbursements from FY2008.
- **7/28: Charles Lane** of *WSHU/NPR* (Fairfield, CT) requested from DHS Management correspondence with Rep. Tim Bishop, Rep. Steve Israel, and Rep. Peter King, as well as Sen.

Charles Schumer and Sen. Kirsten Gillibrand, that referenced ARRA or “stimulus.” This request was also received by TSA.

- **7/1: Jace Larson** with *9NEWS, K*USA-TV* in Denver requested from DHS all publicly releasable details of airline tickets purchased from 1/1/09 to present for employees based in the Denver metro area, to include: date of ticket purchase; date of air travel; price/amount paid; fair code of purchased ticket; flight departure, transfer and arrival cities; carrier; purpose of trip; name of traveler; name of agency; and other releasable information about travel.

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Papoi, Catherine

From: Callahan, Mary Ellen
Sent: Tuesday, October 20, 2009 6:58 PM
To: Papoi, Catherine
Cc: catherine.papoi@dhs.gov; Callahan, Mary Ellen
Subject: Re: Right-wing extremism case

No, no response, I say go ahead. Thanks, mec Mary Ellen Callahan Chief Privacy Officer
Department of Homeland Security

(b) (6)

----- Original Message -----

From: Papoi, Catherine
To: Callahan, Mary Ellen
Cc: 'catherine.papoi@dhs.gov' <catherine.papoi@dhs.gov>
Sent: Tue Oct 20 17:46:50 2009
Subject: Right-wing extremism case

Any response from Noah pertaining to the right wing extremism case sent for his review?
Julia and Jordan will clear on it by tomorrow. Thanks.

C

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
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From: [Papoi, Catherine](#)
To: [Lockett, Vania](#)
Subject: Re: ***REVIEW NOTIFICATION***October 21, 2009
Date: Wednesday, October 21, 2009 3:52:28 PM

Good plan!

Catherine Papoi, J.D., CIPP/G
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From: Lockett, Vania
To: Papoi, Catherine
Sent: Wed Oct 21 15:44:08 2009
Subject: RE: ***REVIEW NOTIFICATION***October 21, 2009

b5

From: Papoi, Catherine
Sent: Wednesday, October 21, 2009 3:43 PM
To: Lockett, Vania
Subject: Re: ***REVIEW NOTIFICATION***October 21, 2009

Ok.

Catherine Papoi, J.D., CIPP/G
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From: Lockett, Vania

To: Papoi, Catherine
Sent: Wed Oct 21 15:35:33 2009
Subject: RE: ***REVIEW NOTIFICATION***October 21, 2009

Nevermind, Cat... I see now this was tagged by the Front Office so I guess we should coordinate it.

From: Papoi, Catherine
Sent: Wednesday, October 21, 2009 3:33 PM
To: Lockett, Vania
Subject: Fw: ***REVIEW NOTIFICATION***October 21, 2009

Are we coordinating this?

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From: Wiley, Miles
To: Papoi, Catherine
Sent: Wed Oct 21 13:12:35 2009
Subject: RE: ***REVIEW NOTIFICATION***October 21, 2009

This one would fall under S&T but it has not been referred to us.

On **October 13th**, **Eileen Sullivan** of *The Associated Press* in Washington, D.C., requested from DHS copies of all FOIA requests received by DHS and its components from January 1, 2009, to the present.

Miles C. Wiley III
Executive Secretary
Science and Technology Directorate
Office: 202-254-6819
Fax: 202-254-6172
miles.wiley@dhs.gov
miles.c.wiley@dhs.gov
miles.wiley@dhs.ic.gov

From: Papoi, Catherine
Sent: Wednesday, October 21, 2009 12:15 PM
To: FOIA Officers
Cc: Papoi, Catherine; Callahan, Mary Ellen
Subject: ***REVIEW NOTIFICATION***October 21, 2009

Please review the below list and determine if your component will be responding to any of the requests. Be aware that a request may not have been sent to you directly, but instead come to you as a referral from my office or another component. Prior to final release, the DHS HQ Front Office will review the responses to the below FOIA requests. I will coordinate the process. When your component finalizes the release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. Again, **it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** If your office has already responded to one of the below requests, please forward the entire release package (letter and records) to me via email immediately. Thank you for your continued work on this “One DHS” coordination effort.

Catherine

FOIA Requests

- On **October 8th**, **Melissa Keaney** of the **National Law Center** in Washington, D.C., requested from Immigration and Customs Enforcement (ICE) records concerning the ICE Secure Communities Program (SCP), dated from March 28, 2008, to the present, to specifically include: 1) SCP policies, procedures, and training materials provided to state and local government agencies, 2) records regarding the SCP’s “risk-based” classification approach, 3) records regarding the use and issuance of immigration detainers or holds pursuant to the SCP, 4) aggregate data or statistical reports related to individuals placed under immigration detainers pursuant to the SCP, and 5) contracts or agreements with any non-governmental entity for implementation of the SCP.
- On **October 13th**, **Adam Pursch** of **Fox 13 News** in Salt Lake City, UT, requested from the Transportation Security Administration (TSA) video footage regarding an incident between Representative Jason Chaffetz and TSA officials at Salt Lake International Airport on September 21, 2009, to specifically include reports, transcripts, surveillance video, or audio recordings of this incident.
- On **October 13th**, **R.E. Loesch** from **AZ Traditions** in Surprise, AZ, requested from the Secret Service all records relating to any visit that the following individuals made to the White House from January 20, 2009, to the present: Association of Community Organizers for Reform Now and the Service Employees International Union, to specifically include information from two systems known formally as the White House Access Control System and the White House visitor logs.
- On **October 13th**, **Eileen Sullivan** of **The Associated Press** in Washington, D.C., requested from DHS copies of all FOIA requests received by DHS and its components from January 1, 2009, to the present.
- On **October 13th**, **Eileen Sullivan** of **The Associated Press** in Washington, D.C., requested from DHS all appointment calendars and other records reflecting personal visits, meetings, and other correspondence from January 21, 2009, to the present for Secretary Janet Napolitano, Chiefs of Staff Noah Kroloff and Jan Leshner, Immigration and Customs Enforcement Chief of Staff Suzanne Barr, and Customs and Border Protection Chief of Staff Marco Lopez.
- On **October 14th**, **John Althen** of **Judicial Watch** in Washington, D.C., requested from the Coast Guard all documents pertaining to the construction of centrifuge facilities near Qom, Iran.
- On **October 15th**, **Timothy Kehrer** from the **Democratic Senatorial Campaign**

Committee in Washington, D.C., requested from U.S. Citizenship and Immigration Services (USCIS) all correspondence between Senator John Ensign and/or representatives from his office and USCIS including letters, reports, other relevant material relating to Sue Lowden, The Archon Corporation, Sahara Resorts, and Pioneer Hotel and Gambling Hall.

- On **October 15th**, **Steven Emerson** of *SAE Productions* in Washington, D.C., requested from DHS all records pertaining to an August 31, 2009, meeting between DHS and the Michigan State chapter of the Council on American Islamic Relations (CAIR-MI). Steven Emerson also requested from DHS all of the above records pertaining to an August 19, 2009, meeting between DHS, Customs and Border Protection, and the Washington State chapter of the Council on American-Islamic Relations. Emerson has made similar requests in the past.

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: 703.235.0790/Fax: 703.235.0443

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From: [Lockett, Vania](#)
To: (b) (6)
Subject: RE: Flagged Cases
Date: Thursday, October 22, 2009 8:26:46 AM

No, let's refer them and note in the referral memo that these were flagged by the Front Office and that they should submit any proposed releases to Catherine for review prior to release. You can borrow from the language below:

Prior to final release, the DHS HQ Front Office will review the responses to the below FOIA requests. I will coordinate the process. When your component finalizes the release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. Again, **it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** If your office has already responded to one of the below requests, please forward the entire release package (letter and records) to me via email immediately. Thank you for your continued work on this "One DHS" coordination effort.

Thanks for checking.

Vania

From: (b) (6) <CTR>
Sent: Thursday, October 22, 2009 8:24 AM
To: Lockett, Vania
Subject: Flagged Cases

I have two flagged cases. We were going to transfer them to NPPD and CBP respectively. Since they are now flagged, does this change our process for transferring them? We aren't releasing anything ourselves in this instance, but maybe since they are flagged we should?

(b) (6)
FOIA Specialist
McNeil Technologies, Inc
Supporting the Privacy Office
U.S. Department of Homeland Security
Main: 703.235.0790/1.866.431.0486
Direct: (b) (6)

(b) (6) [@associates.dhs.gov](mailto:(b) (6)@associates.dhs.gov)

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From: [Callahan, Mary Ellen](#)
To: [Grossman, Jordan](#); [Lockett, Vania](#); [Sandweg, John](#)
Cc: [Callahan, Mary Ellen](#); [Callahan, Mary Ellen](#); [Kropf, John](#)
Subject: RE: (FOIA) Please reply by noon on Wednesday.
Date: Wednesday, June 03, 2009 3:06:43 PM

Jordan – As Vania mentioned, when we first report “significant items”, it is when we first receive the request, therefore by definition the status is “pending.” As you know given the weekly report request, the process is multi-layered -- including identifying the right component or office, informing them of the request, having them do a search, reviewing the materials, and then having the original component review the production as appropriate -- therefore checking on status the week it is first submitted is probably not going to be very useful for you.

I was thinking that a brief tutorial on the FOIA process and procedures may be useful for you and whoever else would like to participate. Copying Sandweg in case he has attendees who should join. I think having more insight into the process may help refine your (and the White House) questions.

Please let me know what works for you.

Thanks,
Mary Ellen

Mary Ellen Callahan, CIPP
Chief Privacy Officer
U.S. Department of Homeland Security
245 Murray Lane SW, Mail Stop 0655
Washington, DC 20528-0655
Telephone: (b) (6)
Fax: (703) 235-0442
E-mail: Mary.Ellen.Callahan@dhs.gov
Website: www.dhs.gov/privacy

From: Grossman, Jordan [mailto:Jordan.Grossman@dhs.gov]
Sent: Wednesday, June 03, 2009 12:19 PM
To: Lockett, Vania
Cc: Callahan, Mary Ellen
Subject: RE: (FOIA) Please reply by noon on Wednesday.

Thanks.

From: Lockett, Vania [mailto:Vania.Lockett@dhs.gov]
Sent: Wednesday, June 03, 2009 12:04 PM
To: Grossman, Jordan
Cc: Callahan, Mary Ellen
Subject: RE: (FOIA) Please reply by noon on Wednesday.

Jordan,

I have provided answers to your questions below. In the future, please keep in mind that our weekly reports of significant FOIA activity generally include requests that were received during that week or in the week prior. As such, the status is usually that the request has been received and is in the process of being acknowledged or tasked to components for search. For a more detailed status update, you may want to wait two-to-three weeks before asking for a status update.

Until a search is conducted, we may not have answers to questions like “are [the reports] classified?”

Also, please be advised that FOIA requestors are only required to provide a reasonable description of the records sought (i.e. enough information to allow us to conduct an adequate search for records). In many cases, at this initial receipt of request stage, our knowledge of the requested records is limited to the information provided in the FOIA request. We frequently utilize publicly available research tools such as the DHS website and Google to obtain further information. Much of the information you asked for was found on the DHS website. I strongly urge you to utilize our website to research this type of information in the future.

Q1. Why was this included even though it’s from January? What is the Post Order Custody Review process?

- **1/13: Judy Rabinovitz**, an attorney for the ACLU (NY), requested from ICE records and statistics compiled for an OIG review pertaining to the Post Order Custody Review process. The request includes records related to ICE’s compliance with detention limits for aliens with a final order of removal from the United States.

A1: This request was originally received by OIG and ICE and reported in January. It was inadvertently reported a second time after ICE received a June 1, 2009, referral of records from OIG. ICE conducts post order custody reviews of removable aliens to determine if continued detention is in compliance with laws and regulations. ICE is to assure that aliens meet the conditions of their release. You may also wish to review OIG report 07-28 titled "ICE's Compliance with Detention Limits for Aliens with a Final Order of Removal from the United States" for additional information. See http://www.dhs.gov/xoig/assets/mgmttrpts/OIG_07-28_Feb07.pdf. Further information can also be found on www.dhs.gov or www.ice.gov.

Q2. What is this facility? What is the status of this request?

- **5/12: Vanita Gupta**, from the ACLU (NY), requested from ICE copies of records pertaining to the T. Don Hutto Facility in Taylor, Texas.

A2: The T. Don Hutto Facility in Taylor, Texas is a detention facility (a place where we house illegal immigrants until which time they have a hearing and then are deported). See <http://www.ice.gov/pi/news/factsheets/huttofactsheet.htm>. The ICE FOIA Office received this request on May 28, 2009, and tasked its Detention and Removal Office to provide records to the FOIA Office for review by June 5, 2009.

Q3. Has she contacted OPA? What is the status of this request?

- **5/18: Elizabeth Dwoskin** of *The Village Voice* (NY) requested from USCIS records, memos and documents regarding identity and security check procedures and national security reporting requirements.

A3: We do not have knowledge of whether this requester has contacted OPA. The Asylum division of USCIS has located responsive records, which are pending review by the USCIS FOIA Office.

Q4. What is the status of this request?

- **5/20: Anthony Rothert** of the ACLU (MO), requested from USCIS the total number of detainees and total number of aliens whose custody is assumed by DHS.

A4: Upon review of this request, USCIS determined that it is solely under the purview of ICE and deferred to ICE to respond directly to the requestor.

Q5. What is the status of this request?

- **5/26: Anne Weismann**, a representative of **Citizens for Ethics and Responsibility in**

Washington, requested from USSS all records pertaining to visits made by energy company CEOs to the White House or the residence of the Vice President from January 21, 2009 to the present.

A5: A status update from USSS is pending, as it must be approved by both the DOJ Federal Programs Branch and the White House before it can be released to you. However, as you were previously advised, the Secret Service has received a number of requests regarding access records to the White House Complex and/or the Vice President's Residence for this Administration as well as the past several administrations. At this time, the Secret Service responds to these requests by drafting a "litigation pending" letter based on the cases of Citizens for Responsibility and Ethics in Washington v. Department of Homeland Security, et al., Civil No. 06-1912, pending in the United States District Court for the District of Columbia, and appellate Case No. 09-5014, pending in the United States Court of Appeals for the District of Columbia Circuit; as well as the case of Citizens for Responsibility and Ethics in Washington v. Department of Homeland Security, et al., Civil No. 08-1535, pending in the United States District Court for the District of Columbia, and appellate Case No. 09-5015, pending in the United States Court of Appeals for the District of Columbia Circuit (consolidated with appellate Case No. 09-5014). Each letter states that after resolution of the litigation, the Secret Service will respond further to the request if necessary. However, each such request is treated individually, and each letter may vary depending upon which records are being requested. The Department of Justice, Federal Programs Branch, reviews these letters before they are sent out.

Q6. What is the status of this request?

- **5/27: Michael Filler**, Associate Director for *The International Brotherhood of Teamsters* (Washington, D.C.), requested from TSA records pertaining to the total number of employees who have union dues withheld and the name of the labor organization for which the dues are being paid, on an airport by airport basis.

A6: This request was received in the TSA FOIA Office on May 26, 2009. On May 27, TSA acknowledged receipt of request and initiated search taskings within the Office of Human Capital (OHC) and the Office of Chief Counsel (OCC). OHC should be forwarding responsive records to the FOIA Office today at which point TSA can process and send to OCC for concurrence.

Q7. What is the status of this request? Are these public reports or are they classified?

- **5/28: Michael Ravnitzky**, an individual from Silver Spring, MD, requested from DHS a copy of the October 2006 NSTAC Report on Global Infrastructure Resiliency and a copy of the February 2008 NSTAC Report on Network Operations Centers.

A7: This request was received in the Privacy Office as of May 28, 2009, and is scheduled to be referred to the National Protection and Programs Directorate (NPPD) for processing by June 5, 2009. Until a search is conducted and responsive records are located, we cannot answer as to their classification level. The NPPD FOIA Office is currently researching this matter.

Q8. What is the status of this request? What is the background of the DHS Branding Committee and the DHS Web Content and Design Committee?

- **5/28: Michael Ravnitzky**, an individual from Silver Spring, MD, requested from DHS the meeting minutes and agendas for the DHS Branding Committee and the DHS Web Content and Design Committee for the time period from January 1, 2006 to the present.

A8: This request was received in the Privacy Office as of May 28, 2009, and is scheduled to be tasked out this week to the Management Directorate (MGMT) and the Office of Public Affairs (OPA) to search for records. As for the background of the DHS Branding Committee and DHS Web Content and Design Committee, this question should be directed to OPA, the office charged with management of the DHS brand and identity. More information is available at www.dhs.gov/branding or 202-282-8010.

Q9. What is the status of this request? What is NCS?

- **5/28: Michael Ravnitzky**, an individual from Silver Spring, MD, requested from DHS the NCS Directives 3-2, 3-5, 3-6, 3-7, and 3-10, Minimum Requirements for Continuity Communications Capabilities.

A9: This request was received in the Privacy Office as of May 28, 2009, and is scheduled to be referred to the National Protection and Programs Directorate by June 5, 2009. NCS stands for National Communications System. "The mission of the NCS is to assist the President, the National Security Council, the Homeland Security Council, the Office of Science and Technology Policy and the Office of Management and Budget, in the coordination of the planning for and provisioning of national security and emergency preparedness communications for the Federal Government under all circumstances, including crisis or emergency, attack, recovery and reconstitution." For more information on this system, please visit <http://www.ncs.gov/faq.html>.

Q10. What is the status of this request? What is the PACER system? How does it relate to DHS?

- **5/28: Carl Malamud**, President of *Public.Resource.Org*, requested from DHS all records concerning funding, including memoranda of understanding, for DHS' access to the PACER system run by the Administrative Office of the Courts.

A10: This request was received by the Privacy Office on May 28, 2009, and we are in the process of determining the scope of the request prior to acknowledging it. PACER is a system run by the Administrative Office of the Courts. It is used by DHS attorneys to access case and docket information from the courts. You may wish to visit <http://pacer.psc.uscourts.gov/> for more information on PACER. Below is some information pasted from this website:

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index via the Internet. [Links](#) to all courts are provided from this web site. Electronic access is available by [registering](#) with the PACER Service Center, the judiciary's centralized registration, billing, and technical support center.

Each court maintains its own databases with case information. Because PACER database systems are maintained within each court, each jurisdiction will have a different URL. Accessing and querying information from each service is comparable; however, the format and content of information provided may differ slightly.

PACER is a service of the United States Judiciary. The PACER Service Center is operated by the Administrative Office of the United States Courts.

For more information see the [PACER Description](#) page.

Q11. What is the status of this request? When was this conference?

- **5/28: Steven Emerson**, a representative of *SAE Productions*, (Washington, D.C.), requested from DHS all records of correspondence between DHS and the following individuals and groups related to a conference organized by the University of Delaware Center for Islamic Studies titled "The American Muslim Community and the U.S. Government: Need for Constructive Engagement": 1) Muqtedar Khan, 2) Dr. Abubaker al Shimgiyeti, 3) Council on American Islamic Relations, 4) Muslim American Society – Freedom Foundation, and 5) International Institute of Islamic Thought.

A11: This request was received in the Privacy Office as of May 28, 2009. We are currently working on an acknowledgment and tasking the request to the Executive Secretariat and to the Office of Civil Rights and Civil Liberties to search for records. As for the referenced conference, according to the request letter, it took place on April 28, 2009. For further information on the conference, I suggest reaching out to CRCL or the University of Delaware.

If you have questions, please give me a call.

Regards,

Vania T. Lockett, CIPP/G

Acting Departmental Disclosure Officer

Privacy Office

U.S. Department of Homeland Security

Main: 1.866.431.0486 or 703.235.0790

Direct: (b) (6)

Fax: 703.235.0443

Web: <http://www.dhs.gov/foia>

From: Grossman, Jordan [mailto:Jordan.Grossman@dhs.gov]

Sent: Tuesday, June 02, 2009 9:07 PM

To: Lockett, Vania

Subject: (FOIA) Please reply by noon on Wednesday.

Some follow up on the weekly report. If these requests are actually fairly minor, please let me know (tried to include only those that involved a nonprofit, media organization, or that will generate interest as opposed to individual requesters).

Why was this included even though it's from January? What is the Post Order Custody Review process?

- **1/13: Judy Rabinovitz**, an attorney for the ACLU (NY), requested from ICE records and statistics compiled for an OIG review pertaining to the Post Order Custody Review process. The request includes records related to ICE's compliance with detention limits for aliens with a final order of removal from the United States.

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Has she contacted OPA? What is the status of this request?

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What is the status of this request?

- **5/20: Anthony Rothert** of the ACLU (MO), requested from USCIS the total number of detainees and total number of aliens whose custody is assumed by DHS.

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Thanks!

Jordan Grossman
Special Assistant to the Chief of Staff
Office of the Secretary
U.S. Department of Homeland Security

(w): (b) (6)

(c): (b) (6)

jordan.grossman@dhs.gov

From: [Lockett, Vania](#)
To: [Papoi, Catherine](#)
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***
Date: Monday, October 26, 2009 5:10:01 PM

Catherine,

The first two documents are printouts from blogs. They are documents that were compiled by DHS for law enforcement purposes, making them DHS records. As for why they were included as responsive to this request, we included all of the source documents that mentioned abortion or pro-life activism. The request sought documents that were sources to the statements made in I&A's report with respect to pro-life activism and rightwing extremism.

Thanks.

Vania

From: Papoi, Catherine
Sent: Monday, October 26, 2009 4:58 PM
To: Lockett, Vania
Subject: Fw: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Thoughts?

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: 202-281-9663/Fax: 703.235.0443

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From: Grossman, Jordan <Jordan.Grossman@dhs.gov>
To: Papoi, Catherine <Catherine.Papoi@dhs.gov>; Fox, Julia <Julia.Fox@dhs.gov>
Sent: Mon Oct 26 16:29:28 2009
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Hi Catherine,

I apologize again for the delay. We're a little confused as to why the first two documents in this package have been included, as they don't seem directly relevant to the request and are neither official documents nor produced by the Department. Is there a particular reason for their inclusion?

Thanks! Again, sorry for the delay.

Jordan

From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Monday, October 26, 2009 8:22 AM
To: Papoi, Catherine; Grossman, Jordan; Fox, Julia
Subject: Re: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Are we clear on this one?

C

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: (b) (6) Fax: 703.235.0443

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From: Papoi, Catherine <Catherine.Papoi@dhs.gov>
To: Grossman, Jordan <Jordan.Grossman@dhs.gov>; Fox, Julia <Julia.Fox@dhs.gov>
Cc: Papoi, Catherine <Catherine.Papoi@dhs.gov>
Sent: Fri Oct 23 13:12:31 2009
Subject: Re: ***FRONT OFFICE FOIA REVIEW REQUESTED***

The requester is an individual.

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: (b) (6) Fax: 703.235.0443

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From: Grossman, Jordan
To: Papoi, Catherine; Fox, Julia
Cc: catherine.papoi@dhs.gov <catherine.papoi@dhs.gov>
Sent: Fri Oct 23 12:38:45 2009
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Hi Catherine-

I apologize again for the delay – we are reviewing as fast as possible. One quick question: is the requester a member of the media or advocacy organization or an individual?

Thanks!

From: Papoi, Catherine
Sent: Friday, October 23, 2009 7:52 AM
To: Grossman, Jordan; Fox, Julia
Cc: catherine.papoi@dhs.gov
Subject: Re: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Any word on this case?

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
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From: Papoi, Catherine
To: Grossman, Jordan; Fox, Julia
Cc: catherine.papoi@dhs.gov <catherine.papoi@dhs.gov>
Sent: Thu Oct 22 09:25:34 2009
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***

We really need to get this out the door this week. Can you review by COB tomorrow?

C

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: 703.235.0790/Fax: 703.235.0443

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From: Grossman, Jordan
Sent: Wednesday, October 21, 2009 5:03 PM
To: Papoi, Catherine; Fox, Julia
Cc: catherine.papoi@dhs.gov
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Hi Catherine,

We've had a few unexpected issues pop up this week, so we're going to need a bit more time. Sorry again for the delay!

From: Papoi, Catherine
Sent: Tuesday, October 20, 2009 5:45 PM
To: Fox, Julia
Cc: Grossman, Jordan; catherine.papoi@dhs.gov
Subject: Re: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Not a problem. Thanks for letting me know.

C

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: (b) (6) Fax: 703.235.0443

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From: Fox, Julia
To: Papoi, Catherine
Cc: Grossman, Jordan
Sent: Tue Oct 20 17:35:35 2009
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***

Catherine,

Due to unexpected and urgent tasks that we've had to deal with over the past three days, we're going to need an extra day for this one. Is it okay if we get back to you on this tomorrow?

Thank you,

Julia

From: Papoi, Catherine

Sent: Friday, October 16, 2009 8:22 AM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine; Callahan, Mary Ellen
Subject: ***FRONT OFFICE FOIA REVIEW REQUESTED***
Importance: High

Jordan and Julia,

Privacy/FOIA forwarded the attached incoming request and proposed response pertaining to rightwing extremism for your review. The release is comprised solely of open source material that has been cleared by I&A. Pursuant to your September 30, 2009 email, your office will review the release and provide a response to my office within three days of receipt. Please let me know as soon as you have finalized your review. Thank you and have a great weekend.

C

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
Washington, D.C. 20528
Phone: 703.235.0790/Fax: 703.235.0443

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From: [Lockett, Vania](#)
To: [Papoi, Catherine](#)
Subject: FW: ***FRONT OFFICE REVIEW REQUESTED***October 27, 2009
Date: Wednesday, October 28, 2009 7:33:20 AM
Attachments: [09-482 Interim Response 2 Draft JW -with DOJ Referral.doc](#)
[09-502 Interim Response 2 Draft JW -with DOJ referral.doc](#)
[Reports.pdf](#)
[09-474 Interim Response 2 - JW - Draft - with DOJ referral.doc](#)

Catherine – Regarding the package Julia inquired about where she found a duplicate document, it appears it was scanned in twice in error. Jimmy has removed the duplicate document from the package.

Thanks.

Vania

From: (b) (6) <CTR>
Sent: Tuesday, October 27, 2009 5:14 PM
To: Lockett, Vania
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***October 27, 2009

Vania,

She has the numbers off, but there does appear to be a duplicate in there. I took the duplicate out of the Reports PDF and changed the 3 Draft Interim responses to reflect the new page counts.

The duplicated document appears to have been scanned in twice since there is only 1 paper copy.

(b) (6)
FOIA Specialist
McNeil Technologies, Inc
Supporting the Privacy Office
U.S. Department of Homeland Security
Main: 7 (b) (6) 1.866 431.0486
Direct: (b) (6)
Fax: 703.235.1443
(b) (6) [@associates.dhs.gov](mailto:(b) (6)@associates.dhs.gov)

From: Lockett, Vania
Sent: Tuesday, October 27, 2009 4:31 PM
To: (b) (6) <CTR>
Subject: FW: ***FRONT OFFICE REVIEW REQUESTED***October 27, 2009

Jimmy – See the note from Julia Fox. Can you check the pages she is referring to and let me know if these are duplicates that we need to reconcile? Thanks.

Vania

From: Papoi, Catherine
Sent: Tuesday, October 27, 2009 4:29 PM
To: Lockett, Vania
Subject: FW: ***FRONT OFFICE REVIEW REQUESTED***October 27, 2009

Are there dups for a reason?

From: Fox, Julia
Sent: Tuesday, October 27, 2009 4:27 PM
To: Papoi, Catherine; Grossman, Jordan
Cc: 'Papoi, Catherine'
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***October 27, 2009

Hi Catherine,

We are still working on reviewing this one, but noticed what I think is some duplication. It appears that in the reports PDF pages 80-128 and 130-154 are identical. I wanted to let you know and see if we can delete the duplication. Still working on this, and will let you know when we are finished!

Thank you!

Julia

From: Papoi, Catherine
Sent: Tuesday, October 27, 2009 9:50 AM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE REVIEW REQUESTED***October 27, 2009

Jordan and Julia,

Privacy/HQ forwarded the attached three incoming requests and proposed responses pertaining to rightwing extremism for your review. Since we are releasing the same set of records for all three requests, they included the records only once. Also, they did not include copies of the records being withheld in full. Pursuant to your September 30, 2009 email, your office will review the release and provide a response to my office within three days of receipt. Please let me know as soon as you have finalized your review. Thank you!

C

Catherine Papoi, J.D., CIPP/G
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From: Lockett, Vania
Sent: Tuesday, October 27, 2009 8:38 AM
To: Papoi, Catherine

Cc: Lockett, Vania; (b) (6) <CTR>
Subject: Rightwing Extremism Releases for Front Office Clearance

Catherine,

Attached for clearance by the Front Office are draft responses to three FOIA requests seeking records relating to the rightwing extremism product. Since we are releasing the same set of records for all three requests, I have included the records only once. Also, I did not include copies of the records being withheld in full.

Please let me know if you have questions.

Thanks.

Vania T. Lockett, CIPP/G

Associate Director, Disclosure & FOIA Operations

Privacy Office

U.S. Department of Homeland Security

Main: 1.866.431.0486 or 703.235.0790

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Papoi, Catherine

From: Papoi, Catherine
Sent: Thursday, October 29, 2009 3:26 PM
To: Fox, Julia
Cc: Grossman, Jordan
Subject: RE: reminder: ***FRONT OFFICE FOIA REVIEW REQUESTED****October 27, 2009

Thx

Catherine Papoi, J.D., CIPP/G
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From: Fox, Julia
Sent: Thursday, October 29, 2009 3:21 PM
To: Papoi, Catherine
Cc: Grossman, Jordan
Subject: RE: reminder: ***FRONT OFFICE FOIA REVIEW REQUESTED****October 27, 2009

We have finalized our review and this is good to go

From: Papoi, Catherine
Sent: Thursday, October 29, 2009 1:03 PM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: reminder: ***FRONT OFFICE FOIA REVIEW REQUESTED****October 27, 2009
Importance: High

Just a reminder that the suspense date for the attached request is tomorrow.

C

Catherine Papoi, J.D., CIPP/G
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From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Tuesday, October 27, 2009 8:48 AM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE FOIA REVIEW REQUESTED***October 27, 2009
Importance: High

Jordan and Julia,

TSA forwarded the attached incoming request and proposed response to the October 13th request filed by Adam Pursch of Fox13 News, Salt Lake City, regarding Congressman Chaffetz's experience at the Salt Lake City International Airport on September 21, 2009. Apparently this response is representative of how they will respond to several other media requests for the same information. The response has already been cleared by TSA's Chief Counsel's Office, Public Affairs and the Acting TSA Administrator, Gale Rossides. Pursuant to your September 30, 2009 email, your office will review the release and provide a response to my office within three days of receipt. Please let me know as soon as you have finalized your review. Thank you.

C

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From: Janet, Kevin <TSA FOIA> [mailto:Kevin.Janet@dhs.gov]
Sent: Monday, October 26, 2009 3:20 PM
To: Papoi, Catherine
Subject: RE: ***REVIEW NOTIFICATION***October 21, 2009

Catherine, attached, please find our response to the October 13th request filed by Adam Pursch of Fox13 News, Salt Lake City, regarding Congressman Chaffetz's experience at the Salt Lake City International Airport on September 21, 2009. (See below). Your Office's timely review (and concurrence) would be greatly appreciated as our media requesters are anxious for TSA's response. This response is representative of how we will respond to several other media requests for the same information. (See

your review notification email of October 7th). FYI, this response has been cleared by our Chief Counsel's Office, Public Affairs and the Acting TSA Administrator, Gale Rossides. If you have any questions please don't hesitate to call. Thank you!

From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Wednesday, October 21, 2009 12:15 PM
To: FOIA Officers
Cc: Papoi, Catherine; Callahan, Mary Ellen
Subject: ***REVIEW NOTIFICATION****October 21, 2009

Please review the below list and determine if your component will be responding to any of the requests. Be aware that a request may not have been sent to you directly, but instead come to you as a referral from my office or another component. Prior to final release, the DHS HQ Front Office will review the responses to the below FOIA requests. I will coordinate the process. When your component finalizes the release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. Again, **it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** If your office has already responded to one of the below requests, please forward the entire release package (letter and records) to me via email immediately. Thank you for your continued work on this "One DHS" coordination effort.

Catherine

FOIA Requests

- On **October 8th**, **Melissa Keaney** of the **National Law Center** in Washington, D.C., requested from Immigration and Customs Enforcement (ICE) records concerning the ICE Secure Communities Program (SCP), dated from March 28, 2008, to the present, to specifically include: 1) SCP policies, procedures, and training materials provided to state and local government agencies, 2) records regarding the SCP's "risk-based" classification approach, 3) records regarding the use and issuance of immigration detainers or holds pursuant to the SCP, 4) aggregate data or statistical reports related to individuals placed under immigration detainers pursuant to the SCP, and 5) contracts or agreements with any non-governmental entity for implementation of the SCP.
- On **October 13th**, **Adam Pursch** of **Fox 13 News** in Salt Lake City, UT, requested from the Transportation Security Administration (TSA) video footage regarding an incident between Representative Jason Chaffetz and TSA officials at Salt Lake International Airport on September 21, 2009, to specifically include reports, transcripts, surveillance video, or audio recordings of this incident.
- On **October 13th**, **R.E. Loesch** from **AZ Traditions** in Surprise, AZ, requested from the Secret Service all records relating to any visit that the following individuals made to the White House from January 20, 2009, to the present: Association of Community Organizers for Reform Now and the Service Employees International Union, to specifically include information from two systems known formally as the White House Access Control System and the White House visitor logs.
- On **October 13th**, **Eileen Sullivan** of **The Associated Press** in Washington, D.C., requested from DHS copies of all FOIA requests received by DHS and its components from January 1, 2009, to the present.
- On **October 13th**, **Eileen Sullivan** of **The Associated Press** in Washington, D.C., requested from DHS all appointment calendars and other records reflecting personal visits, meetings, and other correspondence from January 21, 2009, to the present for Secretary Janet Napolitano, Chiefs of Staff Noah Kroloff and Jan Leshner, Immigration and Customs Enforcement Chief of Staff Suzanne Barr, and Customs and Border Protection Chief of Staff Marco Lopez.

- On **October 14th**, **John Althen** of **Judicial Watch** in Washington, D.C., requested from the Coast Guard all documents pertaining to the construction of centrifuge facilities near Qom, Iran.
- On **October 15th**, **Timothy Kehrer** from the **Democratic Senatorial Campaign Committee** in Washington, D.C., requested from U.S. Citizenship and Immigration Services (USCIS) all correspondence between Senator John Ensign and/or representatives from his office and USCIS including letters, reports, other relevant material relating to Sue Lowden, The Archon Corporation, Sahara Resorts, and Pionccr Hotel and Gambling Hall.
- On **October 15th**, **Steven Emerson** of **SAE Productions** in Washington, D.C., requested from DHS all records pertaining to an August 31, 2009, meeting between DHS and the Michigan State chapter of the Council on American Islamic Relations (CAIR-MI). Steven Emerson also requested from DHS all of the above records pertaining to an August 19, 2009, meeting between DHS, Customs and Border Protection, and the Washington State chapter of the Council on American-Islamic Relations. Emerson has made similar requests in the past.

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Papoi, Catherine

From: Papoi, Catherine [Catherine.Papoi@dhs.gov]
Sent: Thursday, October 29, 2009 7:10 PM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: Fw: Cheves FOIA request and OIG's response
Attachments: Cheves Response.pdf

FYI-please see below from the DHS OIG's office. I will remind the components to be vigilant about cases pegged for front office review.

C

Catherine Papoi, J.D., CIPP/G
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From: (b) (6) @dhs.gov
To: Papoi, Catherine <Catherine.Papoi@dhs.gov>
Cc: Reback, Richard; Gallo, Katherine; (b) (6); Thind, Aneet
Sent: Thu Oct 29 17:44:58 2009
Subject: Cheves FOIA request and OIG's response

Ms. Papoi:

Attached is OIG's response and a copy of the document that OIG found to be responsive to Mr. John Cheves' FOIA request. In your October 14, 2009 email, you identified this request as one that your office wants to review.

With apologies, we mailed the attached response to the requester yesterday! We have been marking the files your office has identified for review before a response is issued; however, this particular file was not marked. Therefore, by mistake a response went out before it was sent to your office for review.

Again, I apologize for this error.

<<Cheves Response.pdf>>

(b) (6)
*DHS/Office of Inspector General
Office of Counsel
(202) 254-4001*

From: [Papoi, Catherine](#)
To: [FOIA Officers](#)
Cc: ["Papoi, Catherine"](#)
Subject: ***REVIEW NOTIFICATION***November 2, 2009
Date: Monday, November 02, 2009 11:53:11 AM
Importance: High

Please review the below list and determine if your component will be responding to any of the requests. Be aware that a request may not have been sent to you directly, but instead come to you as a referral from my office or another component. **Prior to final release, the DHS HQ Front Office will review the responses to the below FOIA requests. I will coordinate the process.** When your component finalizes the release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. Again, **it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** If your office has already responded to one of the below requests, please forward the entire release package (letter and records) to me via email immediately. Thank you for your continued work on this "One DHS" coordination effort.

Catherine

FOIA Requests:

- On October 23, 2009, **Ashley Cadotte**, an individual from West Linn, Oregon, requested from the U.S. Secret Service (USSS) a copy of the White House visitor log for the month of June 2009.
- On October 26, 2009, **Rebecca Bernhardt**, a representative of the *American Civil Liberties Union of Texas* in Austin, Texas, requested from the Federal Emergency Management Agency (FEMA) all documents pertaining to Operation Stonegarden.
- On October 26, 2009, **Mr. Don Morris**, a representative of the *St. Petersburg Times*, in St. Petersburg, Florida, requested from the United States Coast Guard (USCG) records regarding the latest Cumulative Data and Graphics for Oil Spills Report.
- On October 26, 2009, **Mr. Brad Heath**, a reporter of *USA Today* in Washington, D.C., requested from Immigration and Customs Enforcement (ICE) a complete electronic copy of the Deportable Alien Control System (DACs) (with personal information redacted) along with associated documentation).
- On October 26, 2009, **Mr. Brad Heath**, a reporter of *USA Today* in Washington, D.C., requested from Immigration and Customs Enforcement (ICE) electronic records related to aliens encountered, detained, deported, or otherwise removed pursuant to the 287(g) program. Specifically, he is seeking any electronic database or other listing of encounters, charges, removals, or other actions taken by law enforcement acting under 287(g) authority.
- On October 27, 2009, **Todd Shepherd**, an individual from Golden, Colorado, requested from the Department of Homeland Security (DHS) inventories of lost, stolen, and/or damaged equipment/property for the Department during the calendar or fiscal year 2008.
- On October 27, 2009, **Jacqueline Stevens**, an individual from New York, New York, requested the following from the Department of Homeland Security (DHS): 1) All memorandums issued since 2002 from the Detention and Removal Office to Field Directors concerning the procedures for investigating claims to US Citizenship, and 2) All documents related to the production of these memorandums since 2002 to and from James Hayes, Jr. and Christopher Shanahan.
- On October 27, 2009, **Shoba Sivaprasad Wadhia**, Director of the **Pennsylvania State**

University Center for Immigrants' Rights in University Park, Pennsylvania, requested from United States Citizenship and Immigration Services (USCIS) current internal guidance and records regarding the use of prosecutorial discretion.

- On October 28, 2009, **Mr. Johanna Miller**, a representative of the **New York Civil Liberties Union** in New York, New York, requested the following from Immigration and Customs Enforcement (ICE): 1) all written agreements between the Department of Homeland Security and the State of New York, 2) all DHS policies and/or procedures for maintaining ICE's Automated Biometric Identifications System (IDENT), and 3) records utilized in the training of State and local law enforcement and correction officers and employees to participate in ICE's Secure Communities Program.
- On October 29, 2009, **Scott Armstrong**, a representative of **Information Trust**, in Santa Fe, New Mexico, requested from the Department of Homeland Security (DHS) records of immigration statistics and background material to produce publications concerning immigrants who arrived between 1895 and 1946.
- October 29, 2009, **Fredreka Schouten**, a representative of **USA Today** in Washington, D.C., requested from the U.S. Secret Service (USSS) copies of visitor logs and/or other records relating to any visits by 569 identified individuals made to the White House from January 20, 2009, to the present.

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From: [Papoi, Catherine](#)
To: [FOIA Officers](#)
Cc: [Papoi, Catherine](#); [Gary, Lizzy](#); [Kaufman, Gail](#); [Grossman, Jordan](#); [Fox, Julia](#)
Subject: FOIA Front Office Review
Date: Wednesday, November 04, 2009 1:32:27 PM

Since October 2nd, I have sent out weekly emails to put you on notice that the front office has requested review of specific FOIA requests under the purview of your office. This is a reminder to make certain that you are reviewing that weekly email and tagging those requests that must come to me before being released to the requester so that I may provide them to the DHS front office for review. When your component finalizes a release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. Again, **it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** Thank you for your continued work on this "One DHS" coordination effort and please contact me with any questions. Thank you.

Catherine

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From: [Lockett, Vania](#)
To: [Lockett, Vania](#)
Subject: FW: FOIA Process
Date: Wednesday, February 17, 2010 2:14:16 PM
Attachments: [Calendar Format Proactive Disclosure Memo.pdf](#)

From: Papoi, Catherine
Sent: Wednesday, November 04, 2009 12:54 PM
To: McNamara, Phil; Murtagh, Sean; Brown, Mary Ellen; Shlossman, Amy
Cc: Lockett, Vania; Holzerland, William; Papoi, Catherine
Subject: FOIA Process

Thanks to everyone for taking the time to meet this morning. Attached is the calendar guidance I mentioned. Also, I spoke with Bill and he is happy to come to the NAC to give a FOIA 101 presentation to you and your staff. Bill is copied on this email. Thanks again and do not hesitate to contact me if you ever have any concerns or questions. My direct dial is [REDACTED] and bb is [REDACTED]

Catherine

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Homeland Security

October 30, 2009

MEMORANDUM FOR: Distribution

FROM: Mary Ellen Callahan 
Chief FOIA Officer and Chief Privacy Officer

SUBJECT: Calendar Format for Proactive Disclosure

On August 26, 2009, Chief FOIA Officer Mary Ellen Callahan issued guidance on Proactive Disclosure and Departmental Compliance with Subsection (a)(2) of the Freedom of Information Act and directed the Department and its components to make certain categories of records available on their agency websites, to include historical daily schedules of the most senior agency officials. This document provides guidance on formatting senior officials' schedules.

Please note the following guidelines are intended to be general. The Privacy Office recommends posting the calendars of those at the Assistant Secretary (or equivalent) level or higher, however determining which officials constitute "senior agency officials" (as the term is used in the memorandum) will be up to individual components. As the core purpose of the Freedom of Information Act is to give the public insight regarding government operations, we recognize there may be instances where the disclosure of certain officials' calendars would result in products so greatly abridged for security reasons as to render them of limited value to the public. Such determinations will also be made by individual components.

There are at least three options for preparing historical schedules of those senior officials the component determined to proactively disclose. The first option is to only disclose public events, similar to what Secretary Clinton does at the State Department.¹ The second option is to take the complete calendar and redact the information that would be exempt from disclosure under FOIA, as if completing a FOIA request for the calendar. The third option, which is the one we recommend if possible, is to do a "public" version of your calendar with the FOIA-exempt information removed (rather than redacted).

In the interest of consistency, we recommend utilizing the following guidelines when preparing senior officials' calendars for posting regardless of which option you select. Components should

¹ <http://www.state.gov/r/pa/prs/appt/2009appt/index.htm>

post calendars in their electronic reading room retroactively, allowing at least two weeks to pass between the occurrence of the events and the posting of the calendars.

The format should be: *Location, Meeting Type: Description*

(i.e. "NAC, Weekly Staff Meeting: DHS Leadership")

- **Location:** Please specify the general location of events that take place outside of your main office. Three locations are self-explanatory (NAC, White House, Capitol Hill). For any other location, please specify "Offsite" and then list the location. If meetings are taking place during a trip, specify that these meetings are part of your travel itinerary.

NAC

White House

Capitol Hill

Offsite: (description)

Travel: (city/state or city/country)

Examples:

NAC, Weekly Staff Meeting: DHS Leadership

White House, Cabinet Meeting: Recovery Roadmap

Capitol Hill, Briefing: Classified

Offsite: Czech Embassy, Meeting: Information Sharing Agreements

Travel: Detroit, Michigan, Meeting: Arab-American Outreach

- **Meeting Type:** Please use the following terms to describe the events on your schedule:

Meeting

Committee Meeting

Staff Meeting

Preparation Meeting

Cabinet Meeting

Administrative Meeting

Briefing

Phone Call

Teleconference

Breakfast

Lunch

Dinner

Staff Interview

Media Interview

Office Time

Personal Leave

Personal Appointment

Examples:

NAC, **Administrative Meeting**: New Hiring Procedures

NAC, **Briefing**: Cybersecurity Capability

White House, **Cabinet Meeting**: Classified

For recurring meetings, use the format *Location, Frequency Type: Description*

Examples:

Offsite: Ronald Reagan Building, **Daily Briefing**: Classified

NAC, **Weekly Staff Meeting**: Senior Staff

Bi-Weekly Teleconference: FOIA Officers

- **Description:** Provide a succinct description of the meeting or event taking place. For meetings where the subject is classified, simply indicate “Classified.”

Examples:

White House, Cabinet Meeting: **Recovery Roadmap**

Offsite: Czech Embassy, Meeting: **Information Sharing Agreements**

Travel: Detroit, Michigan, Meeting: **Arab-American Outreach**

Offsite: Ronald Reagan Building, Daily Briefing: **Classified**

- **Other Notes:**

“Personal Leave” or “Personal Appointment”

- No further description is necessary

- Do not include when the personal event is occurring outside of normal business hours

Examples:

Doctor’s Appointment at 1pm, then returning to the office should read, “Personal Appointment”

Taking leave for a half day should read, “Personal Leave”

Distribution

Janet Napolitano, Secretary
Jane Holl Lute, Deputy Secretary
Jay Ahern, Acting Commissioner, CBP
Alejandro Mayorkas, Director, USCIS
Craig Fugate, Administrator, FEMA
John Morton, Assistant Secretary, ICE
Bart Johnson, Acting Under Secretary for Intelligence and Analysis
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Bridger McGaw, Acting Assistant Secretary, Private Sector Office
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Edmund M. "Ted" Sexton, Assistant Secretary, State and Local Law Enforcement
Admiral Thad W. Allen, Commandant, United States Coast Guard
Gale Rossides, Acting Assistant Secretary/Administrator, Transportation Security Administration
Richard Flowers, Acting Citizenship and Immigration Services Ombudsman
Timothy J. Keefer, Acting Officer for Civil Rights & Civil Liberties
John Leech, Acting Director of the Office of Counternarcotics Enforcement
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Richard L. Skinner, Inspector General
Chani Wiggins, Assistant Secretary, Office of Legislative Affairs,
Rear Admiral John Acton (USCG Ret), Director Operations Coordination
Sean Smith, Assistant Secretary, Office of Public Affairs

Papoi, Catherine

From: Lockett, Vania
Sent: Monday, November 09, 2009 11:17 AM
To: Papoi, Catherine
Subject: RE: PRIV 09-517 - RWE Case - Front Office Review Request

Will do. Thanks.

From: Papoi, Catherine
Sent: Monday, November 09, 2009 10:31 AM
To: Papoi, Catherine; Lockett, Vania
Subject: RE: PRIV 09-517 - RWE Case - Front Office Review Request

The more I think about it the more I think that we had better send these through the exec sec. Please have them note that both Noah and Amy Shlossman expressed an interest in reviewing these responses. I hanks.

C

Catherine Papoi, J.D., CIPP/G
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From: Papoi, Catherine
Sent: Monday, November 09, 2009 10:25 AM
To: Lockett, Vania
Subject: RE: PRIV 09-517 - RWE Case - Front Office Review Request

Last round I cc'd mec and she forwarded them to Noah. Let's just stick with that on these since technically these requests don't involve front-office records, right?

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From: Lockett, Vania
Sent: Friday, November 06, 2009 11:39 AM
To: Papoi, Catherine
Subject: FW: PRIV 09-517 - RWE Case - Front Office Review Request

Not sure if our discussion w/ESEC this week changes how we clear the rightwing-related cases. These were of particular interest to Noah Kroloff. Let me know your thoughts on whether we should route these through Sonnita with a note to have Kroloff clear. Thx.

Vania

From: Lockett, Vania
Sent: Friday, November 06, 2009 11:38 AM
To: Papoi, Catherine
Subject: FW: PRIV 09-517 - RWE Case - Front Office Review Request

Catherine – The attached rightwing extremism-related response has been cleared by I&A. I am forwarding this to you to obtain clearance from the Front Office.

Regards,

Vania

From: (b) (6) <CTR>
Sent: Friday, November 06, 2009 11:31 AM
To: Lockett, Vania
Subject: PRIV 09-517 - RWE Case - Front Office Review Request

Vania,

I&A Intelligence Office cleared the final response for PRIV 09-517. The Front Office now needs to clear before release.

Attached:

- 1) 09-517 Final Response Letter – Draft
- 2) 09-517 Initial Request
- 3) Email – Extremism and Radicalization Branch Mission Statement Draft (RE: F/U – FOIA 09-517 – Extremism and Radicalization Branch Mission Statement)
- 4) Email – I&A Intelligence clearance (PRIV 09-517)

Thank You,

(b) (6)
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1/26/2010