




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/2009app/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
Brad Buswell, Acting Under Secretary, Science and Technology Directorate
Rand Beers, Under Secretary, National Protection & Programs Directorate
Mark Sullivan, Director, USSS
Jan Leshner, Chief of Staff for Operations
Noah Kroloff, Chief of Staff for Policy
Ivan Fong, General Counsel
Elaine Duke, Under Secretary, Management
Philip Reitingner, Deputy Under Secretary, National Protection & Programs Directorate
Dallas Brown, Chief Operating Officer, National Protection & Programs Directorate
Greg Schaffer, Assistant Secretary, Office of Cyber Security and Communications
James Snyder, Acting Assistant Secretary, Infrastructure Protection
David Heyman, Assistant Secretary, Office of Policy
Alan Bersin, Assistant Secretary, Office of International Affairs
Bridger McGaw, Acting Assistant Secretary, Private Sector Office
Juliette Kayyem, Assistant Secretary, Office of Intergovernmental Programs
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
Chuck Galloway, Acting Director of the Domestic Nuclear Detection Office
Connie L. Patrick, Director, Federal Law Enforcement Training Center
Janet Woodka, Federal Coordinator, Recovery and Rebuilding of Gulf Coast Region,
Dr. Alexander Garza, Acting Assistant Secretary, Office of Health Affairs/Chief Medical Officer
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