

From: [Fox, Julia](#)
To: [Lockett, Vania](#)
Subject: RE: Weekly report follow up - Please reply by COB today.
Date: Tuesday, November 10, 2009 1:31:38 PM

Thanks very much.

From: Lockett, Vania
Sent: Tuesday, November 10, 2009 1:31 PM
To: Fox, Julia
Subject: RE: Weekly report follow up - Please reply by COB today.

Julia,

I forwarded your e-mail to our international privacy team. They should respond shortly.

Thanks.

Vania

From: Fox, Julia
Sent: Tuesday, November 10, 2009 1:24 PM
To: Lockett, Vania
Subject: Weekly report follow up - Please reply by COB today.

Hi Vania,

US-VISIT reported this in their weekly report this week, but thought that the Privacy Office might have additional information.

Do you know where exactly the European delegation was from? Also, did anything significant come out of this briefing?

On **November 10th**, US-VISIT and the Privacy Office briefed a European delegation on US-VISIT's privacy practices in Washington, D.C. Closed Press.

Thank you

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

(b)(6) (w) | (b)(6) (c)
(b)(6)

From: [Grossman, Jordan](#)
To: [Lockett, Vania](#)
Subject: Re: More info.
Date: Thursday, June 04, 2009 8:54:41 AM

Thanks!

From: Lockett, Vania
To: Grossman, Jordan
Sent: Thu Jun 04 08:52:05 2009
Subject: RE: More info.

Jordan,

I have forwarded this to Sandy Hawkins, Director of Administration for the Privacy Office.

Thanks much.

Vania

From: Grossman, Jordan [mailto:(b)(6)]
Sent: Wednesday, June 03, 2009 7:07 PM
To: Lockett, Vania
Subject: More info.

Could you provide more information on this? (OPA just sent it to us)

- **6/10:** The Privacy Office will host a public workshop in Washington, DC, to provide training on the privacy compliance process at DHS. Open Press.

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)
(b)(6)

Papoi, Catherine

From: McNamara, Phil
Sent: Friday, November 13, 2009 2:56 PM
To: Lockett, Vania; (b)(6) Papoi, Catherine
Cc: Murtagh, Sean
Subject: RE: [CLEARANCE REQUIRED] FOIA 09-517 Final Response

Catherine / Vania –

(b) (5)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Please advise.

Thanks,
-- phil

From: Lockett, Vania
Sent: Monday, November 09, 2009 11:50 AM
To: (b)(6)
Cc: McNamara, Phil; Murtagh, Sean
Subject: [CLEARANCE REQUIRED] FOIA 09-517 Final Response

(b)(6)

Attached for clearance by the Front Office is a proposed response to a FOIA request from Frederick C. Peck who seeks the following information regarding I&A's rightwing extremism product: (1) The author or authors of the document, to include their names, billet assignments and military ranks and/or GS or SES ratings; and (2) A description of the mission and organization of the Extremism and Radicalization Branch of the Homeland Environment Threat Analysis Division.

You will note that our response to Item 1 is consistent with previous responses addressing this issue. If there are questions regarding Item 1, please defer to my office.

(b) (5)

[REDACTED]

Please also be advised that both Noah Kroloff and Amy Shlossman expressed an interest in reviewing the rightwing extremism-related responses.

Attachments:

1. FOIA Request
2. Proposed Response Letter
3. I&A's Cleared Mission Statement
4. I&A's Clearance on Response Letter

Regards,

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
Direct: (b)(6)
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

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From: [Papoi, Catherine](#)
To: [Lockett, Vania](#)
Subject: FW: DHS FOIA Report for the Dates of 06 November through 12 November 2009
Date: Friday, November 13, 2009 4:02:48 PM
Attachments: [FOIA 2010-0214 Response.pdf](#)
[REVIEW NOTIFICATIONNovember 2 2009.msg](#)
[FOIA Front Office Review.msg](#)
Importance: High

FYI

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

From: Papoi, Catherine [[mailto:\(b\)\(6\)](mailto:(b)(6)@)]
Sent: Friday, November 13, 2009 3:52 PM
To: Taylor, Donald
Cc: Callahan, Mary Ellen; Papoi, Catherine; Lytle, Marshall CAPT; Richardson, Sherry; Bell, Hiram
Subject: FW: DHS FOIA Report for the Dates of 06 November through 12 November 2009
Importance: High

Donald-

Please see the attached email dated 11/2/09 putting you on notice that the response to Don Morris of the Senior News Artist was tagged by the DHS Secretary's Office for review. In addition, I sent a reminder email to all FOIA Officers on 11/4/09 regarding the importance of this review requirement. Your below report indicates that USCG sent a response to a front office tagged request without the requisite DHS front office review on 11/5/09. Please indicate if this is correct.

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

From: (b)(6) [mailto:(b)(6)]
Sent: Thursday, November 12, 2009 1:55 PM
To: (b)(6) V
Cc: Lockett, Vanla; Taylor, Donald; Coates, Yvonne; LaBrec, Ronald CDR;
Sporn, Karen
Subject: DHS FOIA Report for the Dates of 06 November through 12
November 2009

Good afternoon,

Below are the significant FOIA requests for the Coast Guard for the
dates of 30 October through 05 November 2009:

I. Efficiency and Transparency - Steps taken to
increase transparency and make forms and processes used by the general
public more user-friendly, particularly web-based and FOIA related
items:

II. FOIA Requests

* No significant requests were received during this reporting
period.

III. FOIA Releases

* On November 5, 2009 the United States Coast Guard (USCG)
responded to Mr. Don Morris of the Senior News Artist via telephone and
informed him that the information request is available on the National
Response Center (NRC) website.

IV. FOIA Litigation

* No FOIA litigation involving the United States Coast Guard (USCG)
occurred during this reporting period.

(b)(6)
Management and Policy Analyst
U.S. Coast Guard (CG-611)
Office of Info Management
2100 Second St, S.W. Stop 7111
Washington DC 20593-0001
Phone: (b)(6)
Fax: 202-475-3929

Papoi, Catherine

From: Papoi, Catherine
Sent: Friday, November 13, 2009 4:29 PM
To: Callahan, Mary Ellen
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

(b) (5)

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

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From: Callahan, Mary Ellen
Sent: Friday, November 13, 2009 4:26 PM
To: Papoi, Catherine
Subject: Re: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

(b) (5)

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

From: Papoi, Catherine
To: Callahan, Mary Ellen
Sent: Fri Nov 13 13:59:23 2009
Subject: FW: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

(b) (5)

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: Friday, November 13, 2009 1:55 PM
To: Papoi, Catherine
Cc: Fox, Julia; Lockett, Vania
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Attached are our office's suggested edits.

From: Papoi, Catherine
Sent: Friday, November 13, 2009 12:20 PM
To: Grossman, Jordan
Cc: Fox, Julia; Lockett, Vania
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Perfect. My office number is (b)(6) I will have Vania join us to make sure we can answer all of your questions. Thanks.

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: Friday, November 13, 2009 12:18 PM
To: Papoi, Catherine
Cc: Fox, Julia
Subject: Re: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Let's say 2?

From: Papoi, Catherine
To: Grossman, Jordan
Cc: Fox, Julia
Sent: Fri Nov 13 11:53:25 2009

Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Jordan, I am around anytime after 1:30. What works for you?

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: Thursday, November 12, 2009 7:07 PM
To: Papoi, Catherine
Cc: Fox, Julia
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Hi Catherine,

I have a few questions about this one – is there a good time to call you tomorrow after 11?

Thanks!

From: Papoi, Catherine
Sent: Monday, November 09, 2009 10:27 AM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Jordan and Julia,

Privacy/HQ forwarded the attached request and proposed response pertaining to rightwing extremism 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!

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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delete this message. Thank you.

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)
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)
Fax: 703.235.0443
(b)(6)

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Papoi, Catherine

From: Papoi, Catherine (b)(6)
Sent: Friday, November 13, 2009 11:46 AM
To: Shlossman, Amy
Cc: Papoi, Catherine
Subject: FW: FOIA Search Request (DHS/OS/PRIV 10-0115)
Follow Up Flag: Follow up
Flag Status: Completed
Attachments: 10-0115_ESEC_Signed Cy.pdf; 10-0115 Sullivan Initial Request.pdf

Hi Amy. Mary Ellen asked me to contact you regarding the above FOIA request from the AP seeking documents that address using the word "terror." If you would give me a call when ever you have a minute, it would be great. My BB is (b)(6) Thanks.

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: Papoi, Catherine [mailto:(b)(6)]
Sent: Friday, November 13, 2009 9:00 AM
To: Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: FW: FOIA Search Request (DHS/OS/PRIV 10-0115)

(b) (5)

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
Sent: Thursday, November 12, 2009 4:02 PM
To: Papoi, Catherine
Subject: FW: FOIA Search Request (DHS/OS/PRIV 10-0115)

Catherine – The request you inquired about is attached.

From: Lockett, Vania
Sent: Tuesday, November 10, 2009 7:38 AM
To: (b)(6)
Cc: McNamara, Phil; Murtagh, Sean
Subject: FOIA Search Request (DHS/OS/PRIV 10-0115)

(b)(6)

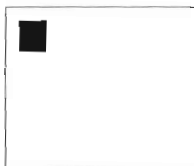
Please find the attached FOIA request from Eileen Sullivan of the Associated Press. Note that the Office of Public Affairs was also tasked to search for records.

If you have any questions regarding this request, you may reach me at (b)(6)

Regards,

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
Direct: (b)(6)
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From: [Papoi, Catherine](#)
To: [FOIA Officers](#)
Cc: ["Papoi, Catherine"](#); ["Kaufman, Gail"](#); ["Gary, Lizzy"](#)
Subject: ***REVIEW NOTIFICATION***November 13, 2009
Date: Friday, November 13, 2009 11:59:43 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 (b)(6). **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 the "One DHS" coordination effort.

Catherine

FOIA Requests:

- On October 26, 2009, **Randy Tyler**, a Legal Fellow with the *American Civil Liberties Union* in Seattle, Washington, requested the following from the Department of Homeland Security (DHS) copies of the following records: 1) Any records regarding Law Enforcement Terrorism Prevention Program (LETPP) grants issued to any agency in Washington State, and 2) Records concerning surveillance, investigation or collection of information about "expressive activity" in Washington State from January 1, 2005 to the present.
- On October 26, 2009, **Ms. Luisa Yanez**, a journalist for *The Miami Herald*, in Miami, Florida, requested from the United States Coast Guard (USCG) records from the Meriel boatlift, which took place between April and October 1980, to specifically include records regarding the names and personal information of the refugees transported on U.S. vessels, the names of the vessels that transported the refugees, and any reports and investigations initiated by Sector Miami of the USCG regarding the boatlift.
- On October 30, 2009, **Eric Ofum**, the President of **Equal Rights for Persons with Disabilities International, Inc.** in Houston, Texas, requested from United States Citizenship and Immigration Services (USCIS) statistical data of continents and countries whose citizens' applications for "T" and "U" Visas were granted in 2008 and 2009.
- On November 2, 2009, **Ms. Ruth Ann Weidel**, a private individual, requested from the United States Coast Guard (USCG) copies of the following records: 1) Records concerning disciplinary actions taken against Coast Guard civilian and military attorneys, and 2) Actions taken against Coast Guard civilians by the Coast Guard within the last ten years.
- On November 2, 2009, **Mr. Jim Jakobs**, an assignment manager for *KCRA-TV* in Sacramento, California, requested from the United States Coast Guard (USCG) records concerning an October 29, 2009, midair collision involving a USCG C-130 and Marine Corps AH-1 Super Cobra Helicopter, to specifically include records of communications between air traffic controllers and the two military aircraft.
- On November 3, 2009, **Steven Wilker**, an attorney with **Tonkon Torp, LLP**, which represents the *American Civil Liberties Union*, in Portland, Oregon, requested from the U.S. Secret Service (USSS) records concerning protocols, policies and procedures of the

USSS in connection with the treatment of peaceful protestors from January 1, 2005, to the present.

- On November 4, 2009, **Heather Somerville**, a journalist for *Medill News Service, Northwestern University*, in Chicago, Illinois, requested from United States Citizenship and Immigration Services (USCIS) all records from September 30, 2008, through September 30, 2009, concerning denied Visa applications from Guatemala.
- On October 30, 2009, **Mr. Michael Blood**, a political journalist for *The Associated Press*, in Los Angeles, California, requested from the United States Coast Guard (USCG) records concerning an October 29, 2009, midair collision involving a USCG C-130 and Marine Corps AH-1 Super Cobra Helicopter, to specifically include records of communications between air traffic controllers and the two military aircraft as well as the flight path of the aircraft.

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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Papoi, Catherine

From: Papoi, Catherine
Sent: Tuesday, November 17, 2009 11:16 AM
To: Grossman, Jordan
Cc: Fox, Julia; Lockett, Vania; Papoi, Catherine
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Any further word on this? Thanks,

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
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From: Grossman, Jordan
Sent: Friday, November 13, 2009 1:55 PM
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Cc: Fox, Julia; Lockett, Vania
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Perfect. My office number is (b)(6) I will have Vania join us to make sure we can answer all of your questions. Thanks.

C

Catherine Papoi, J.D., CIPP/G
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Cc: Fox, Julia
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Let's say 2?

From: Papoi, Catherine
To: Grossman, Jordan
Cc: Fox, Julia
Sent: Fri Nov 13 11:53:25 2009
Subject: RE: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Jordan, I am around anytime after 1:30. What works for you?

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

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Thanks!

From: Papoi, Catherine
Sent: Monday, November 09, 2009 10:27 AM
To: Grossman, Jordan; Fox, Julia

Cc: Papoi, Catherine

Subject: ***FRONT OFFICE FOIA REVIEW REQUESTED***November 9, 2009

Jordan and Julia,

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Catherine Papoi, J.D., CIPP/G
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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

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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,

000567

1/26/2010

(b)(6)

FOIA Specialist
McNeil Technologies, Inc
Supporting the Privacy Office
U.S. Department of Homeland Security

Main: 7 1.866-431.0486

Direct: (b)(6)

Fax: 703.235.0443

(b)(6)

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From: [Papoi, Catherine](#)
To: [FOIA Officers](#)
Cc: ["Papoi, Catherine"](#)
Subject: ***FRONT OFFICE REVIEW NOTIFICATION***November 18, 2009
Date: Wednesday, November 18, 2009 11:35:22 AM

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 (b)(6). **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 November 6, 2009, **Emily Beth Friedberg**, an individual from Huntington Woods, Michigan, requested from United States Citizenship and Immigration Services (USCIS) records concerning designation by USCIS as an EB-5 center in 2008, specifically the initial proposal and all documents submitted by David Voelker and George E. Brower II (Gulf Coast Funds Management, Inc.).
- On November 6, 2009, **Michael Arcilesi**, of *WDIV News*, in Detroit, Michigan, requested from the Office of Inspector General (OIG) records concerning federal grant money awarded to the City of Detroit for homeland security since 9/11/02, to specifically include the status of grants and whether any money was returned to the federal government.
- On November 6, 2009, **William Luther**, Deputy Director of Photography of *San Antonio Express News*, in San Antonio, Texas, requested from the Federal Law Enforcement Training Center (FLETC) any information about Sgt. Kimberly Munley, the civilian police officer involved in the Ft. Hood shooting spree, and a photo of Ms. Munley to use with stories about her decisive actions during the shootings.
- On November 9, 2009, the Department of Defense referred to the U.S. Secret Service documents responsive to a June 29, 2009, request from **Jenny Small** of **Judicial Watch, Inc.** in Washington, D.C., seeking any and all records, from May 2009 to present, concerning the cost of President and First Lady Obama's trip to New York on May 30, 2009.
- On November 9, 2009, **Joel Millman**, a reporter with *The Wall Street Journal*, in Portland, Oregon, requested from United States Citizenship and Immigration Services (USCIS) records concerning Cuban Medical Professional Parole Program (CMPP), to specifically include the number of qualified parolees that have applied for parole under the CMPP and the countries, in order of greatest number of applicants.
- On November 10, 2009, **Margot Kaminski**, Student Director of the Media Freedom & Information Access Practicum of **Yale Law School**, New Haven, Connecticut, requested from the Office of Intelligence and Analysis (I&A) records concerning the relationship of Department of Homeland Security's (DHS's) State, Local, and Regional Fusion Center Initiative and Connecticut State agencies, to specifically

- include correspondence and agreements from 2003 to present.
- On November 10, 2009, **Margot Kaminski**, Student Director of the Media Freedom & Information Access Practicum of **Yale Law School**, New Haven, Connecticut, requested from the Office of Intelligence and Analysis (I&A) records concerning the Department of Homeland Security (DHS) State, Local, and Regional Fusion Center Initiative, to specifically include information and record locator systems made accessible to Connecticut State officials from 2003 to present.
- On November 10, 2009, **Margot Kaminski**, Student Director of the Media Freedom & Information Access Practicum of **Yale Law School**, New Haven, Connecticut, requested from the Office of Intelligence and Analysis (I&A) records concerning the Department of Homeland Security (DHS) State, Local, and Regional Fusion Center Initiative and Connecticut agencies, to specifically include budgetary allocations from 2003 to present.
- On November 12, 2009, the **Liberty Counsel**, a nonprofit organization in Lynchburg, Virginia, requested from the Department of Homeland Security (DHS) the following records on behalf of their client, a nationally syndicated radio host: 1) Records concerning any monitoring, surveillance, observation or collection of information and the client's activities, 2) Any analysis or evaluation of any monitoring, surveillance, observation or collection of information and the client's activities, 3) Records relating or referring to any other federal, state or local government agency involved in monitoring, surveillance, observation or collection of information relating to the client, and 4) Any records relating to any communication between DHS or any other government agency and any court or tribunal relating to any monitoring, surveillance, observation or collection of information relating to the client.
- On November 12, 2009, **Eileen Sullivan**, journalist for *The Associated Press*, in Washington, D.C., requested from the Department of Homeland Security (DHS) copies of all FOIA requests received by DHS and its components from November 5, 2009, to the present.
- On November 12, 2009, **Kevin Bogardus**, journalist for *The Hill*, in Washington, D.C., requested from the Department of Homeland Security (DHS) copies of any and all logs of correspondence from Members of Congress from January 20, 2009, to the present.

Late Entries

- On November 4, 2009, the Department of Transportation referred to the Department of Homeland Security (DHS) documents responsive to a request from the **Council on American-Islamic Relations (CAIR)**, concerning an incident that took place on November 20, 2006, on US Airways.
- On November 05, 2009, **Eileen Sullivan**, journalist for *The Associated Press*, in Washington, D.C., requested from the Department of Homeland Security (DHS) copies of written directives or guidance, formal or informal, that were delivered to the secretary, her chiefs of staff, deputy secretary, speech writers and public affairs staff by consultants, White House officials, transition team members and advisors about the use of the word "terror" or any variation of it since January 2009.
- On November 5, 2009, **Benet Wilson**, a representative with *Aviation Week*, in Washington, D.C., requested from the Transportation Security Administration (TSA), a copy of an incident report concerning an incident occurring at Orlando International Airport, relating to a client.

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](#); [Papoi, Catherine](#)
Cc: [Grossman, Jordan](#)
Subject: RE: (PRIV/FOIA) Please reply by 4pm Wednesday
Date: Wednesday, November 18, 2009 11:37:09 AM

Thank you, Vania.

From: Lockett, Vania
Sent: Wednesday, November 18, 2009 7:57 AM
To: Fox, Julia; Papoi, Catherine
Cc: Grossman, Jordan
Subject: RE: (PRIV/FOIA) Please reply by 4pm Wednesday

Julia,

The attachment actually includes the referral letter from the Department of Transportation and the 6-page e-mail string that was referred to DHS to review for release. Based on the information found in the 6-page e-mail string, it appears that the incident involved individuals being removed from a US Airways flight. This e-mail string should not have been attached. Please do not distribute it outside of DHS. The Department of Transportation will make the final decision on release of these documents. They are only seeking our input.

Thanks.

Vania

From: Fox, Julia
Sent: Wednesday, November 18, 2009 7:49 AM
To: Papoi, Catherine; Lockett, Vania
Cc: Grossman, Jordan
Subject: Re: (PRIV/FOIA) Please reply by 4pm Wednesday

The Nov 20, 2006 incident
Thank you!

From: Papoi, Catherine
To: Fox, Julia; Lockett, Vania
Cc: Grossman, Jordan
Sent: Wed Nov 18 07:47:23 2009
Subject: Re: (PRIV/FOIA) Please reply by 4pm Wednesday

What type of information are you seeking? Info re the incident itself or about the request?

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

This communication, along with any attachments, is covered by federal and state law governing

electronic communications and may contain confidential and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this in error, please reply immediately to the sender and delete this message. Thank you.

From: Fox, Julia
To: Lockett, Vania; Papoi, Catherine
Cc: Grossman, Jordan
Sent: Tue Nov 17 22:32:13 2009
Subject: (PRIV/FOIA) Please reply by 4pm Wednesday

Dear Vania and Catherine,

Below please find follow-up questions related to the weekly report. Thank you for your assistance in answering these, and please let me know if there are any questions.

1 - Can you provide any more information about this incident?

- On **November 4th**, the Department of Transportation referred to DHS documents responsive to a request from the **Council on American-Islamic Relations** concerning an incident that took place on November 20th, 2006, on U.S. Airways.

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

(b)(6) (w) | (b)(6) (c)

(b)(6)

From: [Lockett, Vania](#)
To: [Lockett, Vania](#)
Subject: FW: Action Directives for FOIA and GAO requests
Date: Wednesday, February 17, 2010 2:11:24 PM

From: Palmer, David
Sent: Thursday, March 26, 2009 6:04 PM
To: Button, Christopher; Lockett, Vania; Clark-Moe, Loren
Cc: Sandweg, John; Totaro, Juliana; (b)(6) Shlossman, Amy
Subject: RE: Action Directives for FOIA and GAO requests

Chris –

(b) (5)

Regards,

David

David J. Palmer
Deputy Associate General Counsel - Legal Counsel
Office of the General Counsel
Department of Homeland Security

(b)(6) (desk)
(b)(6) (cell)
202 282-9186 (fax)

This message may contain attorney-client communications, attorney work product, and agency deliberative communications, all of which may be privileged and not subject to disclosure outside the agency or to the public. Please consult with the Department of Homeland Security, Office of the General Counsel before disclosing any information contained in this email.

From: Button, Christopher
Sent: Thursday, March 26, 2009 5:26 PM
To: Lockett, Vania; Palmer, David; Clark-Moe, Loren
Cc: Sandweg, John; Totaro, Juliana; (b)(6) Shlossman, Amy
Subject: RE: Action Directives for FOIA and GAO requests

(b) (5)

Chris Button
Acting Executive Secretary
U.S. Department of Homeland Security
Phone: (b)(6)
Cell: (b)(6)
E-mail: (b)(6)

From: Lockett, Vania
Sent: Thursday, March 26, 2009 4:36 PM
To: Button, Christopher; Palmer, David; Clark-Moe, Loren

Cc: Sandweg, John; Totaro, Juliana; (b)(6)
Subject: RE: Action Directives for FOIA and GAO requests

Chris,

(b) (5)
[Redacted]

[Redacted]

If you have further questions regarding the FOIA request, you may reach me at (b)(6)

Thank you.

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
Direct: (b)(6)
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

From: Button, Christopher
Sent: Thursday, March 26, 2009 11:55 AM
To: Palmer, David; Lockett, Vania; Clark-Moe, Loren
Cc: Sandweg, John; Totaro, Juliana; (b)(6)
Subject: Action Directives for FOIA and GAO requests

(b) (5)
[Redacted]

Chris Button
Acting Executive Secretary

U.S. Department of Homeland Security

Phone: (b)(6)

Cell: (b)(6)

E-mail: (b)(6)

Holzerland, William

From: Holzerland, William
Sent: Tuesday, December 29, 2009 1:39 PM
To: Callahan, Mary Ellen; Kropf, John
Subject: RE: Where are the foias?

communicated this information to OIG several times. (b) (5)

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 1:28 PM
To: Holzerland, William; Kropf, John
Subject: Re: Where are the foias?

(b) (5)

Mary Ellen Callahan
Chief Privacy Officer
Department of Security
Work: (b) (6)
Cell: (b) (6)

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

From: Holzerland, William
To: Callahan, Mary Ellen; Kropf, John
Sent: Tue Dec 29 13:17:01 2009
Subject: RE: Where are the foias?

(b) (5)

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 12:30 PM
To: Holzerland, William; Kropf, John
Subject: Re: Where are the foias?

Ok, fun.

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b) (6)
Cell: (b) (6)

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

From: Holzerland, William
To: Callahan, Mary Ellen; Kropf, John
Sent: Tue Dec 29 12:29:04 2009
Subject: RE: Where are the foias?

The front office sent the questions at 8:30pm, but has zinged me already for a response...in addition to sending an additional question that was not included with the

two sent over last evening. They wanted the response this morning since they're trying to finalize their WH report early this afternoon.

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 12:25 PM
To: Holzerland, William; Kropf, John
Subject: Re: Where are the foias?

Cd we have waited on answering the weekly questions? Seems to me the production is more urgent.

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

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

From: Holzerland, William
To: Callahan, Mary Ellen; Kropf, John
Sent: Tue Dec 29 12:10:03 2009
Subject: RE: Where are the foias?

I am working on front office questions re: the weekly report. One of their questions pertains to OIG and ICE and I have had both components scrambling on that issue all morning. OIG just sent over their letter on the ACLU issue and I will review it ASAP. They're not done reviewing the responsive records yet. ICE has not yet revised their letter based on my comments on last night's draft.

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 12:04 PM
To: Holzerland, William; Kropf, John
Subject: Where are the foias?

Did you send up? If not, what is eta?

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

Holzerland, William

From: Holzerland, William
Sent: Tuesday, December 29, 2009 9:35 PM
To: Callahan, Mary Ellen
Subject: Re: Where are the foias?

(b) (5)

William H. Holzerland, CIPP/G
U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

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

From: Callahan, Mary Ellen
To: Holzerland, William; Kropf, John
Sent: Tue Dec 29 18:16:07 2009
Subject: Re: Where are the foias?

(b) (5)

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

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

From: Holzerland, William
To: Callahan, Mary Ellen; Kropf, John
Sent: Tue Dec 29 16:55:19 2009
Subject: RE: Where are the foias?

(b) (5)

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 1:28 PM
To: Holzerland, William; Kropf, John
Subject: Re: Where are the foias?

(b) (5)

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

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

From: Holzerland, William

To: Callahan, Mary Ellen; Kropf, John
Sent: Tue Dec 29 13:17:01 2009
Subject: RE: Where are the foias?

(b) (5)

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 12:30 PM
To: Holzerland, William; Kropf, John
Subject: Re: Where are the foias?

Ok, fun.

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

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

From: Holzerland, William
To: Callahan, Mary Ellen; Kropf, John
Sent: Tue Dec 29 12:29:04 2009
Subject: RE: Where are the foias?

The front office sent the questions at 8:30pm, but has zinged me already for a response...in addition to sending an additional question that was not included with the two sent over last evening. They wanted the response this morning since they're trying to finalize their WH report early this afternoon.

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 12:25 PM
To: Holzerland, William; Kropf, John
Subject: Re: Where are the foias?

Cd we have waited on answering the weekly questions? Seems to me the production is more urgent.

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

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

From: Holzerland, William
To: Callahan, Mary Ellen; Kropf, John
Sent: Tue Dec 29 12:10:03 2009
Subject: RE: Where are the foias?

I am working on front office questions re: the weekly report. One of their questions pertains to OIG and ICE and I have had both components scrambling on that issue all morning. OIG just sent over their letter on the ACLU issue and I will review it ASAP. They're not done reviewing the responsive records yet. ICE has not yet revised their letter based on my comments on last night's draft.

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

From: Callahan, Mary Ellen
Sent: Tuesday, December 29, 2009 12:04 PM
To: Holzerland, William; Kropf, John

Subject: Where are the foias?

Did you send up? If not, what is eta?

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security

Work: (b)(6)

Cell: (b)(6)

Holzerland, William

From: Holzerland, William
Sent: Wednesday, December 30, 2009 6:58 PM
To: Callahan, Mary Ellen
Subject: Ice aclu

(b) (5)



William H. Holzerland, CIPP/G
U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

Holzerland, William

From: Holzerland, William
Sent: Wednesday, December 30, 2009 11:41 PM
To: Grossman, Jordan; Fox, Julia; (b)(6)
Cc: (b)(6) Callahan, Mary Ellen
Subject: RE: 2 FOIAs coming in tomorrow

Attachments: 10-FOIA-1427 Draft First Response with Fee Estimate 20091231.doc



10-FOIA-1427
Draft First Respo...

Good evening all,

Attached is the revised ICE letter for the interim response to ACLU. Please let me know if there are any questions. Thanks again!
regards,
Bill

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

From: Grossman, Jordan
Sent: Wed 12/30/2009 3:46 PM
To: H [redacted] Julia; (b)(6)
Cc: (b)(6) Callahan, Mary Ellen
Subject: Re: 2 FOIAs coming in tomorrow

Thanks!

From: Holzerland, William
To: Gr [redacted] lia (b)(6) (b)(6)
Cc: (b)(6) (b)(6) Callahan, Mary Ellen
Sent: Wed Dec 30 15:44:59 2009
Subject: RE: 2 FOIAs coming in tomorrow

Thank you, Jordan. I've asked ICE FOIA to revise their letter and to resolve the question about the files mentioned below. I will get right back to you on this.

Regards,

Bill

From: Grossman, Jordan
Sent: Wednesday, December 30, 2009 3:33
To: Ho [redacted] Julia; (b)(6)
Cc: (b)(6) Callahan, Mary Ellen
Subject: RE: 2 FOIAs coming in tomorrow

Could you revise the ICE response letter to align with the language used in the OIG response letter for the areas where it is discussing the same issues (i.e. some of the exemptions, fee waivers, etc.) so we can ensure we are consistent?

Also, the file for (b)(6) appear to be identical - did one get left out by mistake?

Thanks!

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

From: Holzerland, William
Sent: Tuesday, December 29, 2009 9:28 PM
To: Holzerland, William; Grossman, Jordan; Fox, Julia; (b)(6)
Cc: (b)(6) Callahan, Mary Ellen
Subject: RE: 2 FOIAs coming in tomorrow

Good evening all,

Attached is the draft ICE interim response letter for your review. The responsive records for the interim response will be sent up via CD tomorrow morning.

thank you,

Bill

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

From: Holzerland, William
Sent: Tue 12/29/2009 1:54 PM
To: Grossman, Jordan; Fox, Julia; (b)(6)
Cc: (b)(6) Callahan, Mary Ellen
Subject: RE: 2 FOIAs coming in tomorrow

Good afternoon all,

The draft Office of Inspector General interim response letter is attached for your review. The responsive records themselves are too voluminous to send via email. I will bring a CD containing the responsive records to the NAC personally.

The ICE FOIA Office is revising the draft letter for their interim response and will be sending the letter over for review shortly. The responsive records for the ICE interim response will be sent along with the letter; these records have been released in response to previous FOIA requests.

Thank you,

Bill

William H. Holzerland, CIPP/G

U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

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

From: Callahan, Mary Ellen
Sent: Monday, December 28, 2009 3:35 PM
To: Grossman, Jordan; Fox, Julia; (b)(6)
Cc: Holzerland, William; (b)(6)
Subject: 2 FOIAs coming in tomorrow

Jordan and Julia -

(b) (5)



Thanks so much,
Mary Ellen

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

Holzerland, William

From: Holzerland, William
Sent: Wednesday, December 30, 2009 2:48 PM
To: Callahan, Mary Ellen
Subject: RE: Do I want to know

Done and done. She's going to get back to me shortly.

-----Original Message-----
From: Callahan, Mary Ellen
Sent: Wednesday, December 30, 2009 2:40 PM
To: Holzerland, William
Subject: Re: Do I want to know

(b) (5) [Redacted]

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

----- Original Message -----
From: Holzerland, William
To: Callahan, Mary Ellen
Sent: Wed Dec 30 14:38:43 2009
Subject: RE: Do I want to know

(b) (5) [Redacted]

-----Original Message-----
From: Callahan, Mary Ellen
Sent: Wednesday, December 30, 2009 2:33 PM
To: Holzerland, William
Subject: Re: Do I want to know

What did they say yesterday when you dropped it off?

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

----- Original Message -----
From: Holzerland, William
To: Callahan, Mary Ellen
Sent: Wed Dec 30 14:30:13 2009
Subject: RE: Do I want to know

(b) (5) [Redacted]

Thanks,
Bill

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

From: Callahan, Mary Ellen
Sent: Wednesday, December 30, 2009 11:37 AM
To: Holzerland, William
Subject: Re: Do I want to know

Ok cool. Tx.

Mary Ellen Callahan
Chief Privacy Officer
Department of Security
Work: (b)(6)
Cell: (b)(6)

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

From: Holzerland, William
To: Callahan, Mary Ellen
Sent: Wed Dec 30 11:34:41 2009
Subject: RE: Do I want to know

No, I mean 19k+ from ICE alone. And they've not completed their search yet. They have boatloads of records on this subject. I went over to ICE and had them burn me a CD and took it to the NAC this morning. So we're set for now.

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

From: Callahan, Mary Ellen
Sent: Wednesday, December 30, 2009 11:22 AM
To: Holzerland, William
Subject: Re: Do I want to know

(b) (5)

Mary Ellen Callahan
Chief Privacy Officer
Department of Security
Work: (b)(6)
Cell: (b)(6)

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

From: Holzerland, William
To: Callahan, Mary Ellen
Sent: Tue Dec 29 22:03:04 2009
Subject: Re: Do I want to know

(b) (5)

William H. Holzerland, CIPP/G
U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

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

From: Callahan, Mary Ellen
To: Holzerland, William
Sent: Tue Dec 29 21:48:16 2009
Subject: Re: Do I want to know

Ugh. Thanks.

Mary Ellen Callahan
Chief Privacy Officer
Department of Security
Work: (b)(6)
Cell: (b)(6)

----- Original Message -----
From: Holzerland, William
To: Callahan, Mary Ellen
Sent: Tue Dec 29 21:35:38 2009
Subject: Re: Do I want to know

(b) (5)
The responsive records are apparently too voluminous to send via email, so I am headed over to ICE bright and early to pick them up and drive them to the NAC.

William H. Holzerland, CIPP/G
U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

----- Original Message -----
From: Callahan, Mary Ellen
To: Holzerland, William
Sent: Tue Dec 29 20:15:14 2009
Subject: Do I want to know

The status?

Mary Ellen Callahan
Chief Privacy Officer
Department of Security
Work: (b)(6)
Cell: (b)(6)

Holzerland, William

From: Holzerland, William
Sent: Wednesday, December 30, 2009 3:01 PM
To: (b)(6)
Subject: Re: ACLU letter 10-1427

Not yet cleared. I just pinged them for status 10 minutes ago and just now got a response. Will keep you posted.

William H. Holzerland, CIPP/G
U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

From: (b)(6) <(b)(6)>
To: Holzerland, William <(b)(6)>
Sent: Wed Dec 30 14:52:10 2009
Subject: ACLU letter 10-1427

Checking on the letter and documents. Have they been approved by front office to go out – we are nearing the end of day and last FedEx pickup.

Thanks,
Stacy

(b)(6)
Supervisory Paralegal Specialist, FOIA/PA
Freedom of Information Act Office
Immigration and Customs Enforcement

(b)(6) desk
(b)(6) blackberry

Holzerland, William

From: Holzerland, William
Sent: Thursday, December 31, 2009 1:36 PM
To: Callahan, Mary Ellen; (b)(6)
Subject: Re: Reminder re: Proofreading, Writing/Statutory Resources, etc.

(b) (5)

William H. Holzerland, CIPP/G
U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

From: Callahan, Mary Ellen
To: Holzerland, William; (b)(6); (b)(6)
Sent: Thu Dec 31 13:16:48 2009
Subject: Re: Reminder re: Proofreading, Writing/Statutory Resources, etc.

(b) (5)

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security
Work: (b)(6)
Cell: (b)(6)

From: Holzerland, William
To: FOIA Officers; FOIAHQ
Cc: Callahan, Mary Ellen
Sent: Thu Dec 31 12:27:55 2009
Subject: Reminder re: Proofreading, Writing/Statutory Resources, etc.

All,

As most of you are aware, the DHS front office has been tagging requests they wish to review and approve prior to issuing a response. This is just a friendly reminder that FOIA offices Department-wide ought to remember the response letters we issue are our face to the public. It goes without saying that our letters must be substantively sound with respect to our application of the statute and the DHS Interim FOIA regs. However, we also need to pay attention to the minutiae, including the use of proper grammar and punctuation, as well as using correct citation format in every single letter that leaves this Department. I suggest sharing the following resources widely within component FOIA offices.

<http://www.plainlanguage.gov/> - A site containing information on how to improve communication from the Federal government to the public. The site contains resource guides and training and it's free.

<http://www.bartleby.com/141/> - Here's a link to the 1999 edition The Elements of Style by William Strunk, Jr. This

book, originally published in 1918, is a valuable resource and can be purchased at a relatively cheap price from many reputable booksellers.

http://www.dhs.gov/xlibrary/assets/FOIA_FedReg_Notice.pdf - DHS Interim FOIA and Privacy Act Regulations. We must all be familiar with their provisions and apply them correctly.

http://www.justice.gov/oip/foia_guide09.htm - The Department of Justice Guide to the Freedom of Information Act (2009 Edition)

<http://www.justice.gov/opcl/1974privacyact-overview.htm> - The DOJ Office of Privacy and Civil Liberties (OPCL) has primary responsibility for Department of Justice privacy policy. This link takes you to the 2004 edition of the Overview of the Privacy Act of 1974.

<http://www.legalcitation.net/> - This link is a decent stopgap resource though, but if your office does not own a copy of the Bluebook: A Uniform System of Citation, I suggest purchasing one. You can also purchase an online subscription here: <http://www.legalbluebook.com/>.

My favorite professor in journalism school used to exhort us to, "get the name of the dog, the brand of the beer, the color and make of the sports car," when chasing down a story. The point is details matter. Our communications with the public should be clear, concise and always accurate. We have tremendous people working in this Department and the products we put out should always be excellent. Please take an extra moment to proofread prior to sending a product to your boss, this office or the Department's front office for review.

Thanks again for everyone's hard work in 2009 and I wish everyone the best of health and happiness in 2010.

Regards,
Bill

William H. Holzerland, CIPP/G
U.S. Department of Homeland Security
Associate Director,
Disclosure Policy & FOIA Program Development
(703) 235-0790

Kroloff, Noah

From: Murtagh, Sean [b(2) & b(6)]
Sent: Thursday, February 12, 2009 1:37 PM
To: Shlossman, Amy
Cc: Button, Christopher; Neal, Sonnita; Totaro, Juliana; Kroloff, Noah; Clark-Moe, Loren
Subject: RE: Large group of FOIA requests for ESEC

Amy,

We're working with Loren on this to get more information from the requester. Once we find out more, we'll let you know. We can loop in OGC on the FOIA request if necessary, but I think PRIV already has mechanisms where they do that with these requests.

From: Shlossman, Amy
Sent: Thursday, February 12, 2009 12:18 PM
To: Murtagh, Sean
Cc: Button, Christopher; Neal, Sonnita; Totaro, Juliana; Kroloff, Noah
Subject: RE: Large group of FOIA requests for ESEC

At this point we can release the action directives themselves, right?

Nothing else that has come in from the components is final.

What's GC's take on this?

From: Murtagh, Sean
Sent: Thursday, February 12, 2009 12:02 PM
To: Shlossman, Amy
Cc: Button, Christopher; Neal, Sonnita; Totaro, Juliana
Subject: FW: Large group of FOIA requests for ESEC

[b(5)]

[b(5)]

From: Neal, Sonnita
Sent: Thursday, February 12, 2009 11:44 AM
To: Murtagh, Sean
Subject: FW: Large group of FOIA requests for ESEC

Sonnita Neal
Office of the Executive Secretariat
U.S. Department of Homeland Security
Phone: [b(2) & b(6)]
Fax: (202) 447-3221

sonnita.neal@dhs.gov

From: Clark-Moe, Loren
Sent: Tuesday, February 10, 2009 2:56 PM
To: Neal, Sonnita
Subject: RE: Large group of FOIA requests for ESEC

I missed two more:

January 27 regarding national planning
January 21 regarding transportation security

Loren Clark-Moe
Department of Homeland Security
Privacy Office
b(2) & b(6)

b(5)

b(2) & b(6)

Kroloff, Noah

From: Shlossman, Amy
Sent: Wednesday, February 25, 2009 5:21 PM
To: Kudwa, Amy; Smith, Sean; Kroloff, Noah
Subject: RE: FOIA Requests From AP Concerning S1 Directives

(b) (5)



From: Kudwa, Amy
Sent: Wednesday, February 25, 2009 5:16 PM
To: Shlossman, Amy; Smith, Sean; Kroloff, Noah
Subject: RE: FOIA Requests From AP Concerning S1 Directives

(b) (5)



From: Shlossman, Amy
Sent: Wednesday, February 25, 2009 4:35 PM
To: Kudwa, Amy; Smith, Sean; Kroloff, Noah
Subject: Fw: FOIA Requests From AP Concerning S1 Directives

(b) (5)



From: Lockett, Vania
To: Kudwa, Amy
Cc: Clark-Moe, Loren; Kroloff, Noah; Smith, Sean; Shlossman, Amy; Simmons, Caroline
Sent: Wed Feb 25 16:31:47 2009
Subject: RE: FOIA Requests From AP Concerning S1 Directives
Amy (Kudwa),

(b) (5)



I can be reached at (b)(2) & (b)(6) if you have questions.

Thanks.

Vania

From: Shlossman, Amy
Sent: Wednesday, February 25, 2009 4:23 PM
To: Lockett, Vania; Simmons, Caroline
Cc: Clark-Moe, Loren; Kroloff, Noah; Smith, Sean; Kudwa, Amy
Subject: Re: FOIA Requests From AP Concerning S1 Directives

(b) (5) [REDACTED] Thanks.

From: Lockett, Vania
To: Simmons, Caroline
Cc: Shlossman, Amy; Lockett, Vania; Clark-Moe, Loren
Sent: Wed Feb 25 16:19:45 2009
Subject: FW: FOIA Requests From AP Concerning S1 Directives

(b)(2) & [REDACTED]

(b)(2) & [REDACTED]

Vania T. Lockett, CIPP/G
Acting Deputy Chief FOIA Officer
Privacy Office
U.S. Department of Homeland Security
Main: 1.866.431.0486 or 703.235.0790
Direct: (b)(2) & (b)(6) [REDACTED]
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

From: Lockett, Vania
Sent: Wednesday, February 18, 2009 8:44 AM
To: Kroloff, Noah; Smith, Sean; Kudwa, Amy
Subject: RE: FOIA Requests From AP Concerning S1 Directives
Importance: High

All,

I am re-attaching copies of the FOIA requests. I appreciate your assistance in locating the responsive records.

(b) (5) [REDACTED] Please give me a call at (b)(2) & [REDACTED]

(b)(2) [REDACTED] to discuss this.

&

Thank you.

Vania

From: Shlossman, Amy
Sent: Wednesday, February 18, 2009 8:41 AM
To: Lockett, Vania; Kroloff, Noah; Smith, Sean; Kudwa, Amy

Subject: Re: FOIA Requests From AP Concerning S1 Directives

I am traveling with the Secretary today and will not be back until tomorrow. Please work with Noah Kroloff and Amy Kudwa in public affairs on this request.

From: Lockett, Vania
To: Shlossman, Amy
Sent: Wed Feb 18 08:25:07 2009
Subject: FW: FOIA Requests From AP Concerning S1 Directives

b(2) & b(6)

Vania T. Lockett, CIPP/G
Acting Deputy Chief FOIA Officer
Privacy Office
U.S. Department of Homeland Security
Main: 1.866.431.0486 or 703.235.0790
Direct: b(2) & b(6)
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

From: Murtagh, Sean
Sent: Tuesday, February 17, 2009 5:07 PM
To: Lockett, Vania
Cc: Neal, Sonnita; Clark-Moe, Loren
Subject: FW: FOIA Requests From AP Concerning S1 Directives

Vania,

(b) (5)

Sean

From: Neal, Sonnita
Sent: Tuesday, February 17, 2009 1:22 PM
To: Murtagh, Sean
Subject: FW: FOIA Requests From AP Concerning S1 Directives
Importance: High

Sonnita Neal
Office of the Executive Secretariat

U.S. Department of Homeland Security

Phone: (b)(2) & b(6)

Fax: (202) 447-3221

(b)(2) & b(6)

From: Lockett, Vania
Sent: Friday, February 13, 2009 3:35 PM
To: Neal, Sonnita
Cc: Clark-Moe, Loren
Subject: FW: FOIA Requests From AP Concerning S1 Directives
Importance: High

Sonnita,

We previously advised that the Associated Press would be withdrawing the attached ten requests; however, the requester has since submitted ten new requests, essentially seeking the same information, but pointing out that oral reports were due to Exec Sec prior to the written reports. Most were due between the last week in January and the first week in February. The requester wants the oral reports. Are there written versions or transcripts of the oral reports?

(b) (5)

(b) (5)

Please give me a call at (b)(2) & b(6)

Thanks.

Vania

From: Lockett, Vania
Sent: Friday, February 13, 2009 11:38 AM
To: Lockett, Vania; FOIA Officers; Pietra, Peter
Cc: Palmer, David; Borrero, Charles; Holzerland, William; Clark-Moe, Loren; Ryan, Michael <CTR>; Byrd, Pauline; Snowden, Deborah TSA-FOIA
Subject: RE: FOIA Requests From AP Concerning S1 Directives
Importance: High

(b) (6)

(b) (6)

(b) (6)

Vania T. Lockett, CIPP/G
Acting Deputy Chief FOIA Officer
Privacy Office
U.S. Department of Homeland Security
Main: 1.866.431.0486 or 703.235.0790
Direct: (b)(2) & b(6)
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

From: Lockett, Vania

000597

3/29/2010

(b) (6)

b(2) & b(6)

Kroloff, Noah

From: Shlossman, Amy
Sent: Friday, February 27, 2009 12:59 PM
To: Lockett, Vania; Simmons, Caroline
Cc: Clark-Moe, Loren; Kroloff, Noah; Smith, Sean; Kudwa, Amy; Totaro, Juliana
Subject: Re: FOIA Requests From AP Concerning S1 Directives

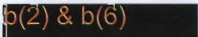
I have not participated in all of the oral briefs, so I definitely don't have a complete inventory of what's come in. JJ from exec sec can forward copies of the materials provided at those mtgs.

From: Lockett, Vania
To: Shlossman, Amy; Simmons, Caroline
Cc: Clark-Moe, Loren; Kroloff, Noah; Smith, Sean; Kudwa, Amy
Sent: Fri Feb 27 12:44:30 2009
Subject: RE: FOIA Requests From AP Concerning S1 Directives

(b) (5)



b(2) & b(6)



From: Shlossman, Amy
Sent: Wednesday, February 25, 2009 4:23 PM
To: Lockett, Vania; Simmons, Caroline
Cc: Clark-Moe, Loren; Kroloff, Noah; Smith, Sean; Kudwa, Amy
Subject: Re: FOIA Requests From AP Concerning S1 Directives

(b) (5)



Thanks.

From: Lockett, Vania
To: Simmons, Caroline
Cc: Shlossman, Amy; Lockett, Vania; Clark-Moe, Loren
Sent: Wed Feb 25 16:19:45 2009
Subject: FW: FOIA Requests From AP Concerning S1 Directives

b(2) & b(6)

b(2) &

Vania T. Lockett, CIPP/G
Acting Deputy Chief FOIA Officer
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Main: 1.866.431.0486 or 703.235.0790
Direct: b(2) & b(6)
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

From: Lockett, Vania
Sent: Wednesday, February 18, 2009 8:44 AM
To: Kroloff, Noah; Smith, Sean; Kudwa, Amy
Subject: RE: FOIA Requests From AP Concerning S1 Directives
Importance: High

All,

I am re-attaching copies of the FOIA requests. I appreciate your assistance in locating the responsive records.

(b) (5) Please give me a call at b(2) & b(6)
b(2) & to discuss this.

Thank you.

Vania

From: Shlossman, Amy
Sent: Wednesday, February 18, 2009 8:41 AM
To: Lockett, Vania; Kroloff, Noah; Smith, Sean; Kudwa, Amy
Subject: Re: FOIA Requests From AP Concerning S1 Directives

I am traveling with the Secretary today and will not be back until tomorrow. Please work with Noah Kroloff and Amy Kudwa in public affairs on this request.

From: Lockett, Vania
To: Shlossman, Amy
Sent: Wed Feb 18 08:25:07 2009
Subject: FW: FOIA Requests From AP Concerning S1 Directives
Ms. Shlossman,

I left you a voice mail this morning, but I also wanted to follow up with copies of the eleven amended Freedom of Information Act (FOIA) requests submitted to DHS by the Associated Press, seeking copies of any notes, memos,

000600

3/29/2010