

May 10, 2006 e-mail to Jeffrey Marks of Latham & Watkins, attaching standard questions (on behalf and for the consideration of Team Telecom) to be answered by SkyPort Communications, Inc., in connection with their application for the transfer of control of its international 214 license (a license granted by the FCC related to calling between U.S. and foreign countries).

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From: Papoi, Catherine
Sent: Wednesday, January 06, 2010 11:44 AM
To: Fox, Julia; Grossman, Jordan
Cc: Papoi, Catherine
Subject: RE: January 4, 2010 FOIA Weekly Report

I do not believe we submitted a report last week, but please be sure to let me know if you have any requests from this week's report that you would like me to tag for front office review and approval prior to release.

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: Fox, Julia
Sent: Wednesday, January 06, 2010 12:19 AM
To: Lockett, Vania
Cc: Papoi, Catherine; Grossman, Jordan
Subject: RE: January 4, 2010 FOIA Weekly Report

Vania,

Thanks very much for your report. Would it be possible for you to provide information about any FOIA requests that have come in from major organizations or news outlets related to the 12/25 incident? We finalize the report Thursday morning, so anything you can provide by COB Wednesday would be great.

Thank you.

Julia

From: Lockett, Vania
Sent: Monday, January 04, 2010 2:36 PM
To: Fox, Julia
Cc: Papoi, Catherine
Subject: January 4, 2010 FOIA Weekly Report

Julia,

Attached is our report of significant FOIA activity. 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

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: [FOIA Officers](#)
Cc: ["Papoi, Catherine"](#)
Subject: ***FRONT OFFICE REVIEW NOTIFICATION***January 7, 2010
Date: Thursday, January 07, 2010 10:36:46 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

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records between January 1, 2007, and the present, to include records of phone conversations or meetings concerning requests from any U.K. government authorities, including but not limited to representatives of the Independent Police Complaints Commission (IPCC), for DHS assistance in the following: 1) A British investigation of a U.K. citizen named Atif Amin, and 2) Obtaining information about David Armstrong or the National Security News Service.

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From: [Janet, Kevin <TSA FOIA>](#)
To: [Papoi, Catherine;](#)
Subject: RE: ***ACTION NECESSARY***
Date: Thursday, January 07, 2010 10:40:52 AM

I will be the reviewing official.

From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Thursday, January 07, 2010 10:33 AM
To: Papoi, Catherine
Cc: Papoi, Catherine
Subject: ***ACTION NECESSARY***
Importance: High

On yesterday's FOIA Officer teleconference we announced that by 5pm yesterday each component must designate one senior level official that will be reviewing all packages the component sends forth to me for front office approval. This individual will be held personally accountable for assuring that each letter and package is of superior quality. These packages are reviewed by Secretary Napolitano's office. As of this morning, I have not received notification of your component's designee. Please advise immediately.

On a related matter, the FOIA Officer teleconference is held every other Wednesday. With the many recent and evolving disclosure issues to discuss, it is very important that every component have a senior level disclosure official call in. If you have not been participating in these calls, please assure that you do going forward.

Thank you,

Catherine

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From: [KAY, ELISSA G](#)
To: [Papoi, Catherine;](#)
Subject: RE: ***FRONT OFFICE REVIEW NOTIFICATION***January 7, 2010
Date: Thursday, January 07, 2010 11:07:21 AM
Attachments: [2010F04234 Tait.pdf](#)
[2010F04119 Kiertzner.pdf](#)

Catherine,
#4, we responded to the requestor earlier this week. The documents that TSA provided were not responsive to the requestor's request.
#5, we also responded to the requestor earlier this week. There is a current open investigation, so the information is held in its entirety.

The Dec 16, Fowler, request, I've not yet seen.

Elissa Kay
FOIA Division, Acting Director
Customs and Border Protection
799 9th Street, NW, Mint Annex
Washington, DC 20229

(b) (6)
[202-325-0230](tel:202-325-0230) (7th floor fax) or [202-325-0700](tel:202-325-0700) (10th floor fax)
[202-325-0150](tel:202-325-0150) (FOIA Main #)

'Life isn't about how to survive the storm but how to dance in the rain.'

From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Thursday, January 07, 2010 10:37 AM
To: FOIA Officers
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE REVIEW NOTIFICATION***January 7, 2010
Importance: High

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From: [Papoi, Catherine](#)
To: [Wiley, Miles;](#)
Subject: RE: ***ACTION NECESSARY***
Date: Thursday, January 07, 2010 12:34:00 PM

Thanks and happy new year!

Catherine Papoi, J.D., CIPP/G
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From: Wiley, Miles
Sent: Thursday, January 07, 2010 12:34 PM
To: Papoi, Catherine
Subject: RE: ***ACTION NECESSARY***

I regret that I was not on the call yesterday. I foolishly scheduled a doctor appointment at that time.

As for your question, it is me.

Miles

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

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Phone: 703.235.0790/Fax: 703.235.0443

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From: [Lockett, Vania](#)
To: [Papoi, Catherine;](#)
cc: (b) (6)
Subject: FW: Flagged Case: 10-0244
Date: Thursday, January 07, 2010 12:38:51 PM
Attachments: [10-0244 Keaney Initial Request.pdf](#)
[10-0244 Final Response Ack Letter.pdf](#)

Catherine,

Jimmy informs me that we already responded to this recently tagged request. ICE is processing this request.

Thanks.

Vania

From: (b) (6)
Sent: Thursday, January 07, 2010 11:38 AM
To: Lockett, Vania
Subject: Flagged Case: 10-0244

Vania,

I was just told that 10-0244 was flagged by the front office. I have already closed and sent out a response to the requester. The case is being handled by ICE as the requester sent them the request directly too. I confirmed that ICE has received it.

I assume that I still need to tell ICE that is it flagged correct?

Thanks,

(b) (6)
FOIA Program Specialist
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) [@hq.dhs.gov](#)

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message is strictly prohibited. If you have received this in error, please reply immediately to the sender and delete this message. Thank You.

From: [Papoi, Catherine](#)
To: [Grossman, Jordan](#); [Fox, Julia](#);
cc: ["Papoi, Catherine"](#);
Subject: FW: ***FRONT OFFICE REVIEW NOTIFICATION***January 7, 2010
Date: Thursday, January 07, 2010 12:44:00 PM
Attachments: [2010F04234 Tait.pdf](#)
[2010F04119 Kiertzner.pdf](#)

Jordan and Julia,

As we did not receive the list of front office tagged cases until late last night, I could not send out the notification email to the components until this morning. Therefore, some of the components already sent out letters to the requesters of flagged cases. Please see the attached responses that CBP sent out. There may be more forthcoming. 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: KAY, ELISSA G [mailto:elissa.kay@dhs.gov]
Sent: Thursday, January 07, 2010 11:06 AM
To: Papoi, Catherine
Subject: RE: ***FRONT OFFICE REVIEW NOTIFICATION***January 7, 2010

Catherine,

#4, we responded to the requestor earlier this week. The documents that TSA provided were not responsive to the requestor's request.

#5, we also responded to the requestor earlier this week. There is a current open investigation, so the information is held in its entirety.

The Dec 16, Fowler, request, I've not yet seen.

Elissa Kay
FOIA Division, Acting Director
Customs and Border Protection
799 9th Street, NW, Mint Annex
Washington, DC 20229

(b) (6)

202-325-0230 (7th floor fax) or 202-325-0700 (10th floor fax)
202-325-0150 (FOIA Main #)

'Life isn't about how to survive the storm but how to dance in the rain.'

From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Thursday, January 07, 2010 10:37 AM
To: FOIA Officers
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE REVIEW NOTIFICATION***January 7, 2010
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 December 29, 2009, **Tegan Millspaw**, a representative of **Judicial Watch, Inc.**, in Washington, D.C., requested from U.S. Immigration and Customs Enforcement (ICE) copies of the following: 1) All records of meetings and/or communications between ICE and non-

governmental organizations concerning parole policy for asylum seekers, and 2) All records concerning the decision to revise ICE's policy for arriving aliens with credible fear claims.

- On December 29, 2009, **Tegan Millspaw**, a representative of **Judicial Watch, Inc.**, in Washington, D.C., requested from U.S. Immigration and Customs Enforcement (ICE) copies of the following: 1) All records of ICE's policies on establishing the identity of aliens who do not possess valid identity documents, 2) A copy of ICE's Record of Determination/Parole Determination Worksheet, and 3) All statistical reports on parole requests received from arriving aliens found to have a "credible" fear or persecution of torture.

- On December 30, 2009, **Sean Riordan**, a staff attorney with the **American Civil Liberties Union**, in San Diego, California, requested from U.S. Immigration and Customs Enforcement (ICE) copies of any records pertaining to the California Enforcement Operation.

- On November 13, 2009, the Transportation Security Administration (TSA) referred to U.S. Customs and Border Protection (CBP) four (4) pages of a significant report responsive to a May 3, 2007 request from **Jim Kiertzner**, a reporter with **WDIV-TV4** in Detroit, Michigan, who seeks records related to an incident on Northwest Airlines Flight 57 from Amsterdam to Memphis on April 21, 2007. Prior to referring this request to CBP, TSA released to WDIV-TV4 eighteen (18) pages of records with certain information withheld pursuant to FOIA Exemptions (b)(2), (b)(3), (b)(6), and (b)(7)(C).

- On December 15, 2009, **Stephen Tait**, a reporter with the **Times Herald**, in Port Huron, Michigan, requested from U.S. Customs and Border Protection (CBP) any video that depicts the December 1, 2009, detainment and/or arrest of Peter Watts, a Canadian science fiction writer, on or near the Blue Water Bridge, including footage of the events leading up to his detention and/or arrest.

- On December 18, 2009, **Nicholas Phillips** of the **Riverfront Times** in Saint Louis, Missouri, requested from United States Citizenship and Immigration Services (USCIS) all releasable records, from any time period, pertaining to a private individual.

- On December 18, 2009, **T. Conway**, an individual from Chicago, Illinois, requested from United States Citizenship and Immigration Services (USCIS) the number of applications (both approved and not approved) for Optional Practical Training (OPT) Science, Technology, Engineering, Mathematics (STEM) extensions.

- On December 18, 2009, **Thomas Louis Dublin**, an ethnic history teacher of the **State University of New York, Binghamton** from Brackney, Pennsylvania, requested from United States Citizenship and Immigration Services (USCIS) any documents pertaining to the legal disposition or settlement of the 1994 African American employees'

lawsuit against the Immigration and Naturalization Service.

- On December 21, 2009, **Matthew Weldon** of **Samuel Goldman & Associates** requested from the Department of Homeland Security (DHS) a copy of each response received by DHS Attorney Erica Bomsey to her May 10, 2006 e-mail to Jeffrey Marks of Latham & Watkins, attaching standard questions (on behalf and for the consideration of Team Telecom) to be answered by SkyPort Communications, Inc., in connection with their application for the transfer of control of its international 214 license (a license granted by the FCC related to calling between U.S. and foreign countries).

- On December 22, 2009, **Ashley Huebner**, Supervising Attorney for the **National Immigrant Justice Center** Asylum Project requested from the Department of Homeland Security (DHS) all records reflecting the frequency with which or the procedures by which information regarding Tier III terrorist groups is shared or disseminated, including, but not limited to: 1) Any documents reflecting how or whether USCIS employees are informed as to what organizations other employees at their same service center or local office have identified as Tier III terrorist organizations, 2) Any documents reflecting how or whether USCIS employees are informed as to what organizations employees at other service centers or local offices have identified as Tier III terrorist organizations, 3) Any documents relating to correspondence between USCIS service centers or local offices and DHS-ICE Office of Chief Counsel relating to the designation of an organization as a Tier III terrorist organization, 4) Any documents relating to correspondence between DHS and any other representative of the U.S. Government regarding the substantive criteria or procedural guidelines used to determine whether an organization constitutes a Tier III terrorist organization, other than communication, which have been made available to the public, relating to those organizations specifically exempted from Tier III terrorist organization designation by the Secretaries of State and Homeland Security pursuant to the discretionary authority provided under INA § 212(d)(3)(B)(i), 5) Any documents relating to correspondence between DHS and any person or entity other than a representative of the U.S. Government regarding the substantive or procedural guidelines used to determine whether an organization constitutes a Tier III terrorist organization, and 6) Any documents relating to communication with the media concerning the application of INA § 212(d)(3)(B)(vi)(III), including internal communications regarding media inquiries.

- On December 22, 2009, **Elliot Spagat** a correspondent for the **Associated Press** in San Diego, California, requested from the United States Coast Guard (USCG) records regarding the collision of a Coast Guard boat and a recreation boat near Shelter Island during the San Diego Bay Parade of Lights on December 20, 2009.

- On December 23, 2009, **Nancy Morawetz**, Supervising Attorney

with the **Immigrant Rights Clinic, Washington Square Legal Services**, in New York, New York, requested from the Department of Homeland Security (DHS) an expansive list of records concerning individuals who were not present in the United States at the time that a United States federal court overturned a decision ordering removal or their immigration case was reopened by an Immigration Judge or the Board of Immigration Appeals.

- On December 24, 2009, **Melissa Keaney**, a Loyola Public Interest Law Fellow with the **National Immigration Law Center** in Los Angeles, California, requested from the Department of Homeland Security (DHS) all completed Secure Communities Initiative Surveys submitted to DHS or Immigration and Customs Enforcement (ICE).
- On December 24, 2009, **David Armstrong**, Senior Correspondent for the **National Security News Service**, requested from the Department of Homeland Security (DHS) records between January 1, 2007, and the present, to include records of phone conversations or meetings concerning requests from any U.K. government authorities, including but not limited to representatives of the Independent Police Complaints Commission (IPCC), for DHS assistance in the following: 1) A British investigation of a U.K. citizen named Atif Amin, and 2) Obtaining information about David Armstrong or the National Security News Service.
- On December 15, 2009, **Sarah Mehta** of **Human Rights Watch** in New York, New York, requested from Immigration and Customs Enforcement (ICE) records concerning non-citizens with mental disabilities or mental illnesses in immigration removal and asylum proceedings and who are or have been held in detention facilities at any time from September 1, 2004 to the present.
- On December 16, 2009, **Russell Carollo**, a Pulitzer Prize winning journalist in Pueblo, Colorado, requested from the Department of Homeland Security (DHS) copies of all databases containing information related in any way to travel by DHS employees and/or financed by DHS. This would include, but not be limited to, travel paid for by other entities, public or private.
- On December 16, 2009, **David C. Fowler**, Associate Professor and Head of the Acquisitions Department for the **Knight Library, University of Oregon** in Eugene, Oregon, requested from the Department of Homeland Security (DHS) records for the end of each Fiscal Year (FY) through FY 2009, to include personnel counts for certain investigative occupations in U.S. Citizenship and Immigration Services (USCIS), Customs and Border Protection (CBP), Immigration and Customs Enforcement (ICE), and the Transportation Security Administration (TSA) for occupations in the following series: 0080, 0083, 0085, 1801, 1802, 1810, 1811, 1881, 1884, 1890, 1885, and 1896.
- On December 16, 2009, **Sebastian Mollo** of the **Pharmaceutical Security Institute** in Vienna, Virginia, requested from Immigration and

Customs Enforcement (ICE) a detailed inventory of the 39,453 counterfeit pharmaceutical products seized during “Operation Holiday Hoax,” which ran from December 8 to December 13, 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
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From: [Grossman, Jordan](#)
To: [Lockett, Vania](#)
Cc: [Fox, Julia](#)
Subject: RE: July 6, 2009 Weekly FOIA Report
Date: Monday, July 06, 2009 1:53:24 PM

Great. Thank you!

From: Lockett, Vania
Sent: Monday, July 06, 2009 8:47 AM
To: Grossman, Jordan
Subject: FW: July 6, 2009 Weekly FOIA Report

Jordan,

Please note that this office is in the process of issuing new guidance to the components based on last week's meeting. As that guidance has not yet been disseminated, the current report does not include information about material that was released through FOIA. I hope to have the new guidance out this week.

Thanks.

Vania

From: Lockett, Vania
Sent: Monday, July 06, 2009 8:16 AM
To: Lockett, Vania; Holzerland, William; (b) (6) <CTR>; Ressler, Shila; Dooley, William; 'Hoffman, Jonathan'; 'Bomsey, Erica'; Privacy Office; SUZUKI, SHARI; Zimmerman-Pate, Marty; Worthy, Gayle; 'Marshall, Gloria L'; 'Catrina Pavlik (cmpavlik@fins3.dhs.gov)'; 'Donald Taylor (DTaylor@comdt.uscg.mil)'; Dorgan, Mark; Hawkins, Sandra L.; McNeely, James; CRCL Counsel; (b) (6); Snowden, Deborah TSA-FOIA; Russell, Michael; Plofker, Howard TSA OCC; (b) (6); (b) (6); Welsh, Brian; Newhouse, Victoria TSA OCC; Young, Sophia G; Hawkins, Donald K; Janet, Kevin TSA FOIA; Lee, Charmaine; Wiley, Miles; Turner, Alisa; Delawter, Denise; Bertucci, Nicole M; HANSON, MARK; Mason, Quinton; Cejka, Diane T; Balaban, Dorothy; (b) (6); Page, Michael; Jacobs, Gilbert L; Gentile, Dominick; Eggleston, Jill A; Palmer, David; McAfee, Sean M; Borrero, Charles; Gray, Larry; Payne, Latita M; LYNCH, PETER T; (b) (6); 'Grossman, Jordan'
Subject: July 6, 2009 Weekly FOIA Report

Good morning all,

Attached is the weekly FOIA report. Please let me know if there are questions.

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: [Lockett, Vania](#)
To: [Papoi, Catherine;](#)
Subject: Referral of Tagged Requests - Template
Date: Friday, January 08, 2010 11:06:55 AM
Attachments: [Ack Transfer of Tagged Request.doc](#)

Catherine,

I've been receiving questions from our team regarding the tagged requests and how to notify components that requests have been tagged by the Front Office. I know that you are already sending a weekly list to the components that specifically mentions the fact that the requests may come to them as referrals, but it wouldn't hurt to add some language to our referral memos in those instances where our office learns that the Front Office has tagged a request before the referral is made. Attached is a template including some language similar to the language used in your weekly e-mail. Let me know if you concur.

Thx.

Vania T. Lockett, CIPP/G

Associate Director, Disclosure & FOIA Operations
Privacy Office
U.S. Department of Homeland Security
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From: [Papoi, Catherine](#)
To: [Callahan, Mary Ellen](#);
Subject: Re: FYI
Date: Monday, January 11, 2010 2:17:46 PM

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: Callahan, Mary Ellen
To: Papoi, Catherine
Cc: 'Papoi, Catherine' <Catherine.Papoi@dhs.gov>
Sent: Mon Jan 11 10:25:20 2010
Subject: RE: FYI

Fine.

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: Papoi, Catherine
Sent: Monday, January 11, 2010 10:24 AM

To: Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: FYI

Julia Fox called to let me know that the front office wants to start flagging all requests reported on the weekly reports.

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](#)
To: [FOIAHQ;](#)
cc: [Papoi, Catherine;](#)
Subject: HQ FOIA Operations Update
Date: Monday, January 11, 2010 9:08:00 AM

Last week Vania, Bill and I met to discuss HQ FOIA operations. After a discussion about our current operational challenges, I opted to shift some duties around to best utilize our limited resources. The large increase in multi-component case coordination, litigation and the front office coordination is causing a resource drain. Our current stats indicate that our office refers out only 40% of incoming cases to the components for direct response. We keep the remaining 60% (approximately 50 cases per month) in-house because they are solely related to components for which we process or are multi-component cases that we are coordinating. Bottom line: we need to focus on getting more responses out the door.

One of the operational changes involves James taking over reporting, file management, as-assigned liaison follow-up, §508 oversight and FOIA inbox management. This will free up time for the processors that were assisting with these collateral duties to focus on processing cases. Please provide James any and all access/information necessary for him to take over these re-assigned duties. Additionally, all processors are going to the DHS hands-on §508 compliance training. Each processor will be responsible for making any documents they process §508 compliant if they are to be posted in the e-reading room. Lastly, Bill will be assisting Vania in the final case review process. I appreciate your anticipated cooperation and support regarding these changes. If there are any questions, please do not hesitate to stop by. Thanks.

Catherine

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: [Fox, Julia](#)
To: [CBPTASKING](#); [TEZAK, JOSEPH E](#); [BELL, CHRISTINA A](#); [STACEY, ANNE-MARIE](#); [Schmidt, Julie](#); [Flores, Gina](#); [Lockett, Vania](#); [Johnson, Denise](#); [Holmes, Tequilla](#); [Kaufman, Gail](#); [Hogan, Megan](#)
Subject: Reminder: Weekly reports due today
Date: Monday, January 11, 2010 9:17:51 AM

Good morning,

Just a quick reminder: please submit weekly reports by **5pm today** at the latest. Earlier submissions are always appreciated.

Thank you and please let me know if there are any questions.

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: [Papoi, Catherine](#)
To: [Hawkins, Sandra L.](#); [Papoi, Catherine](#); [Holzerland, William](#);
[Callahan, Mary Ellen](#);
Subject: RE: Status of FOIA Annual Report
Date: Monday, January 11, 2010 9:30:00 AM

MEC- just a heads-up on the FOIA annual report status. Let's see what Phil says, but wanted you to have awareness. We sent the report to the front office on Thursday 1/7.

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: Hawkins, Sandra L. [mailto:Sandra.L.Hawkins@dhs.gov]
Sent: Monday, January 11, 2010 9:25 AM
To: Papoi, Catherine; Holzerland, William
Subject: FW: Status of FOIA Annual Report

See below on the FOIA Annual Report. Let me know if MEC should get involved.

Thanks!

Sandy

Sandra L. Hawkins

Director of Administration
Privacy Office
U.S. Department of Homeland Security
245 Murray Lane, SW, Mail Stop 0550
Arlington, VA 20598-0550
Telephone: (b) (6)
Fax: (703) 235-0442
E-mail: Sandra.L.Hawkins@dhs.gov

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From: [Shaw, Rachel](#)
Sent: Monday, January 11, 2010 9:24 AM
To: Hawkins, Sandra L.
Cc: ESLIAISON2; Allen-Gifford, Patrice
Subject: RE: Status of FOIA Annual Report

Hi Sandy,

[We need to discuss this with Phil McNamara, who is in a meeting, but we will ask as soon as he is available. S2 has not returned from her trip, so we need to see if we can move this past her office while she is away.](#)

[Rachel Shaw](#)
Correspondence Analyst
Office of the Executive Secretariat
Department of Homeland Security
[w\(b\) \(6\)](#) [c\(b\) \(6\)](#)

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From: Hawkins, Sandra L.
Sent: Monday, January 11, 2010 9:10 AM
To: Shaw, Rachel

Subject: RE: Status of FOIA Annual Report

Hi Rachel,

We are requesting clearance today. This report is past due to DOJ. Can you advise if S2's office will release it for transmission today?

Thank you for all your help.

Sandy

Sandra L. Hawkins
Director of Administration
Privacy Office
U.S. Department of Homeland Security
245 Murray Lane, SW, Mail Stop 0550
Arlington, VA 20598-0550
Telephone: (703) 235-0756
Fax: (703) 235-0442
E-mail: Sandra.L.Hawkins@dhs.gov

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From: [Shaw, Rachel](#)
Sent: Monday, January 11, 2010 9:06 AM
To: Hawkins, Sandra L.; ESLIAISON2
Subject: RE: Status of FOIA Annual Report

This report is in the Deputy Secretary's office as of 1/8.

[Rachel Shaw](#)
Correspondence Analyst
Office of the Executive Secretariat
Department of Homeland Security

[w\(b\) \(6\)](#) [c\(b\) \(6\)](#)

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From: Hawkins, Sandra L.
Sent: Monday, January 11, 2010 8:48 AM
To: ESLIAISON2
Subject: Status of FOIA Annual Report
Importance: High

Please advise on the status of the FOIA Annual Report that was submitted for Front Office clearance on Thursday.

Thank you.

Sandy

Sandra L. Hawkins
Director of Administration
Privacy Office
U.S. Department of Homeland Security
245 Murray Lane, SW, Mail Stop 0550
Arlington, VA 20598-0550
Telephone: (b) (6)
Fax: (703) 235-0442
E-mail: Sandra.L.Hawkins@dhs.gov

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From: [Papoi, Catherine](#)
To: [Callahan, Mary Ellen](#);
Subject: RE: ***ACTION NECESSARY***
Date: Monday, January 11, 2010 11:11:00 AM

ok

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: Callahan, Mary Ellen
Sent: Monday, January 11, 2010 11:06 AM
To: Papoi, Catherine
Cc: 'Papoi, Catherine'
Subject: RE: ***ACTION NECESSARY***

It will be Mia, I talked to David.

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: Papoi, Catherine

Sent: Monday, January 11, 2010 11:03 AM
To: Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: FW: ***ACTION NECESSARY***
Importance: High

I am at a loss. Neither Mia, nor David, will respond to the below. Suggestions?
Should I forward this to Audrey?

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:Catherine.Papoi@dhs.gov]
Sent: Friday, January 08, 2010 2:26 PM
To: Day, Mia; Palmer, David
Cc: Papoi, Catherine
Subject: FW: ***ACTION NECESSARY***
Importance: High

I am still waiting for the name of the individual that will be responsible for QC of the OGC responses that are flagged by the front office. All of the other components have sent me their designee's name. Please advise today.

Catherine

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:Catherine.Papoi@dhs.gov]
Sent: Thursday, January 07, 2010 10:33 AM
To: Papoi, Catherine
Cc: Papoi, Catherine
Subject: ***ACTION NECESSARY***
Importance: High

On yesterday's FOIA Officer teleconference we announced that by 5pm yesterday each component must designate one senior level official that will be reviewing all packages the component sends forth to me for front office approval. This individual will be held personally accountable for assuring that each letter and package is of superior quality. These packages are reviewed by Secretary Napolitano's office. As of this morning, I have not received notification of your component's designee. Please advise immediately.

On a related matter, the FOIA Officer teleconference is held every other Wednesday. With the many recent and evolving disclosure issues to discuss, it is very important that every component have a senior level disclosure official call in. If you have not been participating in these calls, please assure that you do going forward.

Thank you,

Catherine

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: [Lockett, Vania](#)
To: [Lockett, Vania](#)
Subject: FW: Introduction of the Front Office FOIA Specialist
Date: Wednesday, February 17, 2010 2:30:12 PM

From: Dorgan, Mark
Sent: Monday, January 11, 2010 12:50 PM
To: Lockett, Vania
Subject: RE: Introduction of the Front Office FOIA Specialist

Sounds good.

From: Lockett, Vania
Sent: Monday, January 11, 2010 12:46 PM
To: Dorgan, Mark
Subject: Re: Introduction of the Front Office FOIA Specialist

No, based on my discussion with Catherine, I think I should let you meet with Phil first. I think there some follow up discussions w/him last week, and we should all be on the same page now.

Vania T. Lockett, CIPP/G
Associate Director, Disclosure & FOIA Operations
Privacy Office
U.S. Department of Homeland Security
Office: 1.866.431.0486 or 703.235.0790
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

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From: Dorgan, Mark
To: Lockett, Vania
Sent: Mon Jan 11 11:05:31 2010
Subject: FW: Introduction of the Front Office FOIA Specialist

Vania,

I just want to make sure that there is still interest in the meeting tomorrow at 3:30.

Mark

From: Greenwood, Kennedy <CTR>
Sent: Thursday, January 07, 2010 6:11 PM
To: Dorgan, Mark
Subject: RE: Introduction of the Front Office FOIA Specialist

Ok, thank you.

From: Dorgan, Mark
Sent: Thursday, January 07, 2010 6:10 PM
To: Greenwood, Kennedy <CTR>
Subject: Re: Introduction of the Front Office FOIA Specialist

Sure, no problem.

From: Greenwood, Kennedy <CTR>
To: Dorgan, Mark
Cc: Hamidi, Heela
Sent: Thu Jan 07 17:42:45 2010
Subject: RE: Introduction of the Front Office FOIA Specialist

Good Evening Mr. Dorgan,

I was wondering if I could reschedule this meeting for later in the day on Tuesday, 1/12. How does 3:30pm sound?

Kennedi A. Greenwood

(b) (6)

From: Greenwood, Kennedy <CTR>
Sent: Thursday, January 07, 2010 1:18 PM
To: Dorgan, Mark
Subject: RE: Introduction of the Front Office FOIA Specialist

Mr. Dorgan,

I will send you an invite for a meeting next Tuesday, 1/12 at 10am.

Thank you,

Kennedi A. Greenwood

(b) (6)

From: Dorgan, Mark
Sent: Thursday, January 07, 2010 1:14 PM
To: Greenwood, Kennedy <CTR>
Subject: RE: Introduction of the Front Office FOIA Specialist

Ms. Greenwood,

Thanks for contacting me. I am available all day Tuesday, so any time on that day will work.

Mark

From: Greenwood, Kennedy <CTR>
Sent: Thursday, January 07, 2010 12:36 PM

To: Dorgan, Mark
Cc: Hamidi, Heela
Subject: FW: Introduction of the Front Office FOIA Specialist

Mr. Dorgan,

I am contacting you on behalf of Phil McNamara. Mr. McNamara would like to meet with you early next week to discuss outstanding/pending Front Office FOIA requests. Phil has a flexible schedule on Monday, Jan. 11th and Tuesday, Jan. 12th. On Monday, he has an open day except from 2:00pm - 3:00pm. And on Tuesday, he has an open day from 9:00am – 1:30pm and from 3:00pm to 5:00pm. Please let me know what day and time work best for you and I will send you an invite for the meeting on behalf of Phil.

Thank you,

Kennedi A. Greenwood
Special Assistant
Office of the Executive Secretary
Office of the Secretary
Department of Homeland Security
(b) (6)

From: McNamara, Phil
Sent: Thursday, January 07, 2010 9:57 AM
To: Dorgan, Mark
Cc: Callahan, Mary Ellen; Murtagh, Sean; **Greenwood, Kennedi** <CTR>
Subject: RE: Introduction of the Front Office FOIA Specialist

Mark –

Nice meeting you earlier this morning. As discussed, let's get a meeting on the books for early next week to discuss outstanding/pending Front Office FOIA requests. I've copied my assistant Kennedi Greenwood who can help set up a time for next Monday / Tuesday.
Thanks so much and I look forward to working with you.
- phil

From: Callahan, Mary Ellen
Sent: Wednesday, January 06, 2010 7:12 PM
To: McNamara, Phil; Dorgan, Mark
Cc: Callahan, Mary Ellen; Papoi, Catherine; Sandweg, John; Shlossman, Amy
Subject: Introduction of the Front Office FOIA Specialist

Hi, Phil, hope you are doing well. Per our conversation with the Front Office last month, I wanted to introduce you to Mark Dorgan. As I mentioned in the meeting, you in the Executive Secretariat will distribute the Front Office FOIA requests; Mark will directly and personally process each of those FOIA responses once the documents have gathered. If I get a chance, I will bring Mark down for an introduction, but wanted to meet each other. As we discussed, if you can find Mark a desk near the Exec Sec, that would help facilitate the process.

Thanks again. Please let me know if you have any questions.

Best,

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: [Papoi, Catherine](#)
To: [FOIA Officers](#)
Cc: ["Papoi, Catherine"](#)
Subject: ***REVIEW NOTIFICATION***January 12, 2010
Date: Tuesday, January 12, 2010 8:14:05 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 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

Flagged requests:

- On January 4, 2010, **Ashley Hu1ebner**, an attorney with the **National Immigration Justice Center**, in Chicago, Illinois, requested from U.S. Immigration and Customs Enforcement (ICE) copies of policies pertaining to Tier III terrorist organizations.
- On January 5, 2010, **Ted Bridis**, a news editor with *The Associated Press*, in Washington, D.C., requested from the Department of Homeland Security (DHS) copies of all communications directing DHS FOIA staff to amend the protocol of processing requests or relating to the involvement of the Front Office and staff members in the review, approval, and formulation of FOIA responses.
- On January 5, 2010, **Michael Ravnitzky**, a self-proclaimed journalist from Silver Spring, Maryland, requested from the United States Citizenship and Immigration Services (USCIS) records pertaining to eleven prior Ravnitzky FOIA requests to USCIS.
- On January 5, 2010, **Sean Riordan**, a staff attorney with the **American Civil Liberties Union**, in San Diego, California, requested from U.S. Immigration and Customs Enforcement (ICE) copies of any records pertaining to the Secure Communities Program in San Diego County in May, 2009, and in Imperial County in September 2009.
- On January 6, 2010, **Larry Barker**, an investigative reporter with *KRQE News 13/KASA Fox 2*, in Albuquerque, New Mexico, requested from the United States Coast Guard (USCG) records regarding USCG aircraft VC-37A flights to and from any airports in New Mexico as well as the purpose of the flights, flight logs, and passenger manifests from January 1, 2009, to the present.
- On January 6, 2010, **Charles McLravy**, a reporter for *Inside Edition* in New York City, New York, requested from U.S. Customs and Border Protection (CBP) copies of any documents, videotapes, cassettes, or photographs that CBP has regarding the now deceased Michael Joseph Jackson.
- On January 6, 2010, **Dianne Solis**, a senior writer for *Dallas Morning*

News, in Dallas, Texas, requested from the United States Citizenship and Immigration Services (USCIS) statistics for individuals who have been denaturalized from October 1, 2000, to the present, to include countries they entered from and were sent back to.

- On December 14, 2009, **Veena Dubal**, a staff attorney for the **Asian Law Caucus**, in New York City, New York, requested the following from U.S. Customs and Border Protection (CBP): 1) The February 2006 ICE memo authored by Ted Stark regarding federal agencies' creation and use of internal lists of "special interest countries," 2) Any documentation regarding the existence of any proposed list(s) of countries classified as "special interest countries," 3) Any documentation regarding the existence of any proposed list of countries used for national security purposes, and 4) Any and all documentation regarding the definition of "special interest alien."
- On December 28, 2009, **Camaron Abundes**, a reporter for *KRGV-TV*, in Weslaco, Texas, requested from U.S. Customs and Border Protection (CBP) copies of emails, records, videos, call logs, or other documentation in reference to a bomb threat on December 25, 2009, at the Hidalgo International Bridge in Hidalgo, Texas.
- On December 28, 2009, **Brian Joseph**, a staff reporter with *The Orange County Register*, in Sacramento, California, requested from the United States Coast Guard (USCG) records regarding the collision of a Coast Guard helicopter and Marine Corps helicopter on October 29, 2009.
- On December 31, 2009, **Laurence Jarvik**, an individual from Washington, D.C., requested from the Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) policies and procedures to authorize persons accused as terrorists to reside in the United States.

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
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Washington, D.C. 20528
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From: [Fox, Julia](#)
To: [Lockett, Vania](#)
Subject: RE: REMINDER: Reports Due at 5pm Today
Date: Monday, July 13, 2009 4:08:29 PM

I did. He forwarded it to me. Thank you!

From: Lockett, Vania
Sent: Monday, July 13, 2009 4:07 PM
To: Fox, Julia
Subject: Re: REMINDER: Reports Due at 5pm Today

Julia,

I sent the FOIA report to Jordan this morning. Did you receive it?

Thanks.

Vania T. Lockett, CIPP/G
Associate Director, Disclosure & FOIA Operations
Privacy Office
U.S. Department of Homeland Security
Office: 1.866.431.0486 or 703.235.0790
Fax: 703.235.0443
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From: Fox, Julia
To: Cheshire, Terri; Contreras, January; Flores, Gina; Hogan, Megan; Lockett, Vania; Kaufman, Gail; MARICA, STEPHANIE; STACEY, ANNE-MARIE; CBPTASKING; Johnson, Denise; Holmes, Tequilla
Cc: Grossman, Jordan
Sent: Mon Jul 13 14:38:42 2009
Subject: REMINDER: Reports Due at 5pm Today
Good afternoon,

Thanks very much to those of you who have already submitted your reports for this week!

If you have not yet submitted your report, please do so by 5pm today. As Jordan Grossman mentioned in his email on Friday, starting this week I'll be taking the lead on communicating with you about the weekly report, so please send the report to me and cc Jordan. I'll be in touch with you later in the week about any follow-up questions that come up.

Please feel free to contact me at any time if you have questions about the reports.

Thank you for all your help!

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: [Papoi, Catherine](mailto:Catherine.Papoi@dhs.gov)
Subject: FW: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009
Date: Tuesday, January 12, 2010 12:05:08 PM
Attachments: [10-0126 Counsel Initial Request.pdf](#)
[10-0126 Counsel Acknowledgement Letter v2.doc](#)

Catherine,

Have you heard back from Mary Ellen regarding the attached response to Liberty Counsel or concerning the clearance process for ARRA-related records?

Thanks.

Vania

From: Lockett, Vania [mailto:Vania.Lockett@dhs.gov]
Sent: Friday, January 08, 2010 12:50 PM
To: Callahan, Mary Ellen; Lockett, Vania
Cc: Papoi, Catherine
Subject: RE: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

Mary Ellen,

Attached is the original request and proposed response.

Thanks.

Vania

From: Callahan, Mary Ellen [mailto:Mary.Ellen.Callahan@dhs.gov]
Sent: Friday, January 08, 2010 12:42 PM
To: Lockett, Vania; Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: RE: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

Dind't get a chance to discuss today. Send me how you propose it.

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: Lockett, Vania [mailto:Vania.Lockett@dhs.gov]
Sent: Friday, January 08, 2010 12:41 PM
To: Callahan, Mary Ellen
Cc: Papoi, Catherine

Subject: FW: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

Mary Ellen,

Am I cleared to issue the response this office originally proposed to send in response to the Liberty Counsel request?

Thanks.

Vania

From: Callahan, Mary Ellen
Sent: Wednesday, December 16, 2009 5:35 PM
To: catherine.papoi@dhs.gov; Lockett, Vania; Palmer, David
Subject: Fw: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

Thoughts?

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

From: Shlossman, Amy
To: Callahan, Mary Ellen
Sent: Wed Dec 16 17:31:59 2009
Subject: FW: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

There doesn't seem to be a standard across the board with FOIA responses about whether we include the text from the actual request in the response letter (sometimes it's summarized, sometimes included in total).

For FOIA's that make specific allegations against the department, we'd like to use the same standard we use with congressional and other correspondence- acknowledge receipt of the request, but don't repeat the allegations in our response.

This response caught our attention, because the allegations that were included in our response letter are particularly inflammatory, including:

“In your request letter you also indicated that Ms. Porter believes that DHS may have information pertaining to her because she was advised by AT&T that her telephone lines have been wiretapped and because DHS issued a report entitled *Rightwing Extremism: Current Economic and Political Climate Fueling Resurgence in Radicalization and Recruitment.*”

A revised response letter with the request/ allegations deleted is attached.

If there are legal reasons why we need to include the request in the response verbatim, let us know.

Thanks.

From: Grossman, Jordan
Sent: Wednesday, December 16, 2009 4:14 PM
To: Shlossman, Amy
Subject: FW: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

From: Fox, Julia
Sent: Wednesday, December 16, 2009 4:07 PM
To: Grossman, Jordan
Subject: FW: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

This is due back to Catherine tomorrow.

The response letter explains that the requester did not provide the required information for this search.

From: Papoi, Catherine
Sent: Monday, December 14, 2009 9:01 AM
To: Grossman, Jordan; Fox, Julia
Cc: 'Papoi, Catherine'
Subject: ***FRONT OFFICE REVIEW REQUEST***December 14, 2009

Jordan and Julia,

Privacy 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!

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: Saturday, December 12, 2009 11:06 AM
To: Papoi, Catherine
Cc: (b) (6) Lockett, Vania

Subject: Response to 10-0126/Liberty Counsel (Tagged Request)

Catherine,

The attached response pertains to a request tagged by the Front Office. Please let me know once you receive clearance to release this to the requester.

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

Direct: (b) (6)

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