The National Security Archive

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Phone: 202.994.7045
Fax: 202.994.7005
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http://www.nsarchive.org

February 18, 2009

Carolyn Lawson
FOIA/Privacy Act Group
1000 Independence Avenue, S.W.
Washington, DC 20585

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FEB 18 2009 04

Re: Request under the FOIA, in reply refer to Archive #20090201DOE002

Dear Ms. Lawson:

Pursuant to the Freedom of Information Act (FOIA), I hereby request the following:

> All documents, including but not limited to memoranda, memoranda of conversation, transcripts, emails, cables, recordings, speeches, policy statements, summaries, and briefings related in whole or in part to transition preparation, direction, and guidance for agencies, during the 2008-2009 presidential transition.
>
> I have attached a document to assist your search for related records. Please include, but do not limit yourself to, those items listed in the "Transition Direction for Agencies," or documentary actions pursuant to the "Transition Direction for Agencies."

If you regard any of these documents as potentially exempt from the FOIA's disclosure requirements, I request that you nonetheless exercise your discretion to disclose them in keeping with President Obama's January 21, 2009, memorandum on the FOIA, which clearly expressed a presumption in favor of disclosure.

As the FOIA requires, please release all reasonably segregable nonexempt potions of documents. To permit me to reach an intelligent and informed decision about whether and how to file an administrative appeal of any denied material, please describe any withheld records (or portions thereof) and explain the basis for your exemption claims.

FOIA-2009-000097

Joan

An Independent non-governmental research institute and library located at the George Washington University, the Archive collects and publishes declassified documents obtained through the Freedom of Information Act. Publication royalties and tax deductible contributions through The National Security Archive Fund, Inc. underwrite the Archive's Budget.

As a representative of the news media, the National Security Archive qualifies for "representative of the news media" status under 5 U.S.C. Sec. 552(a)(4)(A)(ii)(II) and, therefore, may not be charged search and review fees. (See *National Security Archive v. U.S. Department of Defense*, 880 F.2d 1381 (D.C.Cir. 1989), cert denied, 110 S Ct. 1478 (1990)). This request is made as part of a scholarly and news research project that is intended for publication and is not for commercial use. For details on the Archive's research and extensive publication activities please see our website at www.nsarchive.org.

To expedite the release of the requested documents, please disclose them on an interim basis as they become available to you, without waiting until all the documents have been processed. Please notify me before incurring any photocopying costs over $100. If you have any questions regarding the identity of the records, their location, the scope of the request or any other matters, please call me at (202) 994-7000 or email me at foiamail@gwu.edu. I look forward to receiving your response within the twenty-day statutory time period.

Sincerely,

Yvette M. Ch

-for- Meredith Fuchs
General Counsel

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

DEPUTY DIRECTOR
FOR MANAGEMENT

July 18, 2008

To: PMC Members

From: Clay Johnson

CC: Josh Bolten, White House Chief of Staff

Transition Direction

I provide you the attached, minimum transition preparation guidance, which you helped develop. I ask each of you to formally assure me (by brief, return email) that your agency will perform these tasks by the dates indicated. I know that most of you have already done this and more to ensure the continuity of public services during the transition to the new Administration, and to assist the current non-career employees to exit successfully.

Transition Direction for Agencies

Goal 1: Help ensure continuity of public services during the transition to the new Administration

- By 8/1: Identify a knowledgeable, capable career official to lead/coordinate the transition, and communicate internally and externally.
- By 10/15: Indentify the career official who will be responsible for acting in place of the departing/departed political official, for each major bureau and office of the department/agency, and communicate internally and externally. Ensure compliance with your agency's delegation of authorities and the Vacancies Act.
- By 11/1: Ensure all COOP and NRF procedures are tested and understood by the senior career officials referenced above.
- By 11/1: Prepare a brief summary of the department's basic organization, current mission/function/performance goals, and key personnel.
- By 11/1: Identify and summarize the "hot" policy, internal management, legal and infrastructure issues to require immediate attention by the new Administration officials. Ensure the information is approved for release to the intended audience.
- By 11/1: Prepare to provide the work tools and new employee briefings: badges, computers, blackberries, parking, work spaces, access to secure information and areas, ethics briefings and the like.
- In mid-October and, if desired, again after the election: OMB DDM to create the opportunity for career transition leads to meet to confer with each other and others from whom they seek counsel.
- In general:
  - Work to ensure every program/initiative is as you are proud to have it, as of 1/20/09.
  - Ensure all program improvement, high risk improvement and management improvement goals and plans are as all stakeholders are proud to have them, and available to the public, as planned.
  - Do transition planning with (not to) career officials

Goal 2: Help current non-career employees exit successfully

- By 8/04, develop for delivery as needed a briefing on what a departing political can and cannot take with them.
- By 8/04, develop for delivery as needed a briefing on "exit ethics" and post-service health benefit coverage, retirement estimates, etc. Include information about who to contact with related questions after they have left government service.

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FAX COVER SHEET

Date: February 18, 2009

To: Carolyn Lawson, FOIA/PA Group

Organization: Department of Energy

From: **The National Security Archive**

Number of pages (including cover sheet) ~~3~~ 5

If there is a problem with this transmission, please call us at 202-994-7000 as soon as possible.

Message: **NEW FOIA REQUEST**

In reply, please refer to Archive #20090201DOE002

Thank you for all your assistance in processing this request.

Regards,
Yvette M. Chin
FOIA Coordinator