JONES DAY

51 LOUISIANA AVENUE, N.W. • WASHINGTON, D.C. 20001-2113
TELEPHONE: 202-879-3939 • FACSIMILE: 202-626-1700

Direct Number: (202) 879-3795
vudupa@jonesday.com

July 14, 2009

VIA UPS

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Alexander Morris
F.O.I.A. Officer
Department of Energy
1000 Independence Avenue, S.W.
Washington, D.C. 20585

Re: Freedom of Information Act Request –

Mr. Morris:

Pursuant to the Freedom of Information Act ("F.O.I.A."), 5 U.S.C. § 552, and on behalf of our client, I request copies of the following information:

> Any and all handbooks, reference guides, manuals, records, documents, notes, memoranda, reports, correspondence or other writing (collectively "records"), whether maintained in paper or electronic form, detailing the policies and procedures for: 1) employees responsible for fueling, maintaining, driving, and washing GSA Fleet Vehicles; 2) employees authorized to use a GSA Fleet Vehicle Credit Card or any other government issued credit card, including activation steps and purchase guidelines; and, 3) employees seeking reimbursement for work-related expenses.

For the purpose of determining fees, I am seeking information based on capacity as an individual requester for personal use. agrees to pay the costs associated with copying, retrieving, reviewing and delivering the requested information up to $250.00. Should these costs exceed $250.00, please contact me at the below listed phone number or email address.

Please provide copies of the requested information to my attention within twenty (20) business days from the receipt of this F.O.I.A. Request Letter, as provided by F.O.I.A. and the above-referenced regulations. The requested information may be provided in whichever format is most convenient for the DOE including electronic files or paper copies. If the provision of any of the information requested above is denied, please provide an index along with a detailed explanation of the specific reason(s) and statutory basis for each denial. If part of any document

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responsive to this request is claimed to be exempt from disclosure, please provide the remaining non-exempt portions.

The requested information should be delivered to:

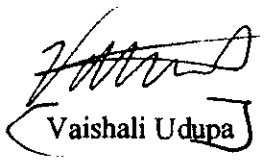
Vaishali Udupa
Jones Day
51 Louisiana Avenue, NW
Washington, DC 20001

- or -

vudupa@jonesday.com

Please contact me if you have any questions regarding this F.O.I.A. Request. Thank you for your attention to this important matter.

Sincerely yours,



Vaishali Udupa

cc: Joseph W. Clark