UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Office of Privacy and Information
Management

Reference #2020-03260

March 17, 2020

Melanie Sloan
American Oversight
1030 15th Street NW, Suite B255
Washington, DC 20005

Dear Melanie Sloan,

This letter is the final response to your Freedom of Information Act (FOIA) request addressed to the Office of Personnel Management (OPM) on February 25, 2020. You requested:

> "1. All email communications (email messages, email attachments, complete email chains, calendar invitations, and attachments thereto) sent by (1) anyone serving in the capacity of White House Liaison or White House Advisor (including anyone serving as their Chiefs of Staff or Deputies) to (2) anyone with an email address ending in .com / .net / .org / .edu / .mail / .us.
> American Oversight has limited its request to sent messages of the specified agency officials to reduce the volume of potentially responsive records.
> American Oversight still requests complete email chains. So, for example, if the White House Liaison sent a response to an incoming message from an email address specified above, the email chain containing the initially received message and the response is responsive to this request.
> Please provide all responsive records from January 1, 2019, through the date the search is conducted.
> 2. All records reflecting communications (including emails, email attachments, text messages, messages on messaging platforms (such as Slack, GChat or

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Google Hangouts, Lync, Skype, or WhatsApp), telephone call logs, calendar invitations, calendar entries, meeting notices, meeting agendas, informational material, talking points, any handwritten or electronic notes taken during any oral communications, summaries of any oral communications, or other materials) of (1) anyone serving in the capacity of White House Liaison or White House Advisor (including anyone serving as their Chiefs of Staff or Deputies) with or about (2) any of the below specified external entities or individuals:

i. Virginia "Ginni" Thomas or any person communicating on her behalf, such as Crystal Clayton

ii. Barbara Ledeen or any person communicating on her behalf

iii. Becky Norton Dunlop or any person communicating on her behalf

Please provide all responsive records from January 1, 2019, through the date the search is conducted.

3. All records reflecting communications (including emails, email attachments, text messages, messages on messaging platforms (such as Slack, GChat or Google Hangouts, Lync, Skype, or WhatsApp), telephone call logs, calendar invitations, calendar entries, meeting notices, meeting agendas, informational material, talking points, any handwritten or electronic notes taken during any oral communications, summaries of any oral communications, or other materials) between (1) any political appointees* in the immediate front Office of the Secretary (or the senior-most official at your agency) as well as anyone serving in the capacity of White House Liaison or White House Advisor (including anyone serving as their Chiefs of Staff or Deputies) and (2) John

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McEntee, head of the Presidential Personnel Office at the White House, or anyone communicating on his behalf.

Please provide all responsive records from February 1, 2020, through the date the search is conducted.

*"Political appointee" should be understood as any person who is a Presidential Appointee with Senate Confirmation (PAS), a Presidential Appointee (PA), a Non-career SES, any Schedule C employees, or any persons hired under Temporary Non-career SES Appointments, Limited Term SES Appointments, or Temporary Transitional Schedule C Appointments.

4. All records reflecting the content of a meeting between (1) anyone serving in the capacity of White House Liaison or White House Advisor (including anyone serving as their Chiefs of Staff or Deputies) and (2) John McEntee, head of the Presidential Personnel Office at the White House, on or about February 20, 2020,3 including any calendar entries, emails and other written communications about the meeting, agendas, lists of meeting attendees, minutes, summaries, handwritten notes, talking points, transcripts, or materials displayed or exchanged during the meeting.

Please provide all responsive records from February 1, 2020, through the date the search is conducted."

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Your FOIA request is denied because it does not reasonably describe the records sought. The FOIA and OPM's regulations implementing FOIA requires that requests describe the records sought with sufficient detail to allow an agency employee familiar with the subject area of the request to locate the records with a reasonable amount of effort. 5 CFR 294.108(c). Your request does not adequately describe the records sought; therefore, we are unable to process your request at this time. Moreover, the manner in which the request is currently posed- as a general search in all email accounts pose an undue burden on the agency to process. If you wish to pursue your requests, please resubmit it with sufficient detail that will assist an agency employee with readily identifying the requested records.

The undersigned is responsible for this determination. You have the right to appeal this decision. Should you wish to do so, you must send your appeal and a copy of this letter, within 90 days of the date of this letter, to:

U.S. Office of Personnel Management
Office of the General Counsel
1900 E Street, N.W.
Washington, D.C. 20415

Both the front of the envelope and the first page of your letter should be marked "FOIA Appeal." Copies of the FOIA regulations are available at www.opm.gov/efoia .

The Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and federal agencies as a non-exclusive alternative to litigation. You may contact OGIS in any of the following ways:

The U.S. National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road - OGIS
College Park, MD 20740-6001
Telephone: 202-741-5770 or 1-877-684-6448
Fax: 202-741-5769OGIS
Email: ogis@nara.gov

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You may also seek additional assistance from OPM's Public Liaison, Wen Liu. The OPM FOIA Public Liaison can be reached as follows:

Email: Wen.Liu@opm.gov
Telephone Hotline: 202-606-1153

Sincerely,



Wen Liu
FOIA Manager
Office of Privacy and Information Management

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