

---

**From:** Ricker, Monique T. EOP/USTR <Monique\_T\_Ricker@ustr.eop.gov>  
**Sent:** Thursday, March 26, 2020 12:59 PM  
**To:** FOIA <foia@americanoversight.org>; FN-USTR-FOIA <FN-USTR-FOIA@ustr.eop.gov>  
**Subject:** [Ext]RE: FOIA Request (USTR-20-0365)

Ms. Monahan,

This email is the final response of the Office of the United States Trade Representative (USTR) to Freedom of Information Act (FOIA) No. FY20-81 submitted on February 28, 2020 requesting an email sent by Acting White House Chief of Staff Mick Mulvaney on or around February 27, 2020 regarding communications pertaining to COVID-19.

An eDiscovery search of the files of the office of the USTR, Chief of Staff, and Public and Media Affairs located no records responsive to your request. Therefore, the FOIA office requested our Executive Secretary conduct a manual search. She confirmed that no one in the Front Office received this email.

USTR is also processing a request from your office for all final directives, orders, decision memoranda, or guidance from President Trump, Vice President Pence, any EOP or HHS staff regarding public statements or appearances, website updates or changes, or communications or press strategy on the coronavirus, COVID-19. This eDiscovery search also did not produce an email from Mr. Mulvaney.

This constitutes a complete response to your request. You may contact me or my colleague Janice Kaye at FOIA@ustr.eop.gov or 202-395-3419 for further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may also administratively appeal by writing to: FOIA Office, ATTN: Janice Kaye, Office of the US Trade Representative, Anacostia Naval Annex, Bldg. 410/Door 123, 250 Murray Lane, S.W., Washington, D.C. 20509.

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. Both the letter and the envelope should be clearly marked: "Freedom of Information Act Appeal" and should include a reference to the FOIA Case File number listed above. Heightened security in force may delay mail delivery; therefore we suggest that you also email any such appeal to foia@ustr.eop.gov.

In the event you are dissatisfied with the results of any such appeal, judicial review will thereafter be available to you in the United States District Court for the judicial district in which you reside or have your principal place of business, or in the District of Columbia, where we searched for the records you requested.

Thank you,  
Monique

Monique T. Ricker  
FOIA Program Manager/Attorney

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE  
WASHINGTON DC 20508

---

**From:** FOIA <foia@americanoversight.org>  
**Sent:** Friday, February 28, 2020 5:26 PM  
**To:** FN-USTR-FOIA <FN-USTR-FOIA@ustr.eop.gov>  
**Subject:** [EXTERNAL] FOIA Request (USTR-20-0365)

Dear FOIA Officer:

Please find attached a request for records under the Freedom of Information Act.

Sincerely,

Vibha Kannan  
Paralegal  
American Oversight  
[foia@americanoversight.org](mailto:foia@americanoversight.org)  
>[www.americanoversight.org](http://www.americanoversight.org)< | @weareoversight

FOIA: USTR-20-0365