

March 3-4 FOIA Officers' Offsite

Spector, Rachel X <rachel.spector@sol.doi.gov>

Thu 2/13/2020 3:17 PM

To: Santos, Adrienne M <adrienne.santos@bsee.gov>; May, Brian A <bmay@usgs.gov>; Wilson, Charis <Charis_Wilson@nps.gov>; Ingersoll, Janet L <JANET.INGERSOLL@BIA.GOV>; Alexander, Keiosha A <kaalexander@blm.gov>; Parsky, Keith <Keith_Parsky@ost.doi.gov>; Meacham, Kelly N <Kelly.Meacham@bia.gov>; Purvis, Lance <Lance.Purvis@sol.doi.gov>; Short Bull, Marietta <Marietta.Shortbull@bia.gov>; Piland, Michelle L <mpiland@usbr.gov>; Alcantara, Natasha Y <Natasha.Alcantara@boem.gov>; Awoniyi, Oladele B <oawoniyi@osmre.gov>; Witt, Ryan C <rwitt@blm.gov>; Willis, Cathy M <cathy_willis@fws.gov>; Jewett, Stefanie C <stefanie_jewett@doioig.gov>; Fairman, Leah S <leah_fairman@ios.doi.gov>

Cc: Strayhorn, Darrell R <Darrell.Strayhorn@sol.doi.gov>; Cafaro, Cindy S <cindy.cafaro@sol.doi.gov>; Wanderer, Agnes C <agnes.wanderer@sol.doi.gov>; Cooper, Renee D <Renee.Cooper@sol.doi.gov>

Dear FOIA Officers,

You are cordially invited to our long-awaited offsite meeting that is now set for March 3-4. The meeting will be held in person at the Main Interior Building South Penthouse, from 9:00-4:30 each day. We have a full schedule of meaningful presentations and activities planned and will send a detailed agenda to you next week. For those of you who will be travelling from out of town, please firm up your travel arrangements and if you run into any difficulty getting your travel funded, please let me know as soon as possible.

There are also a few things we need from you in preparation for the meeting:

By next Tuesday, 2/18:

- (1) Please email me to confirm that you will be attending or advise me of any difficulties.
- (2) We have left a time slot open for a topic selected by the FOIA Officers. Our plan is to collect your suggestions and discuss them at our monthly meeting next week. Please, therefore, send me your suggested topics.

By Monday, 2/24:

As part of our activities during the meeting, we will be using the DOJ Office of Information Policy's [FOIA Self-Assessment Toolkit](#). The purpose of the session is to identify the areas in which each bureau/office program has strengths and best practices to share, as well as challenges or roadblocks that need support in the form of policies, procedures, tools or other resources. This discussion will partially inform the DFO's prioritization of policy/procedure development. Please take the time (it will likely require several hours) to walk through the self-assessment toolkit and score your own bureau/office program on each milestone using the attached Excel document. Although you are encouraged to think about the evidence for scoring each milestone as well as the areas for improvement/next steps related to each milestone, you don't need to put that all in writing - we just need your scores. Please return your completed scoring spreadsheet to the DFO's new staff assistant, Renee Cooper, at renee.cooper@sol.doi.gov.

Thank you for your help. I am looking forward to seeing you on March 3rd,

Rachel

Rachel Spector
Deputy Chief Freedom of Information Act Officer
Office of the Solicitor
U.S. Department of the Interior
(202) 208-6029

Fwd: Tentative Agenda and Lunch Order Form for March 3-4 FOIA Officers Offsite

Spector, Rachel X <rachel.spector@sol.doi.gov>

Tue 2/25/2020 4:24 PM

To: Santos, Adrienne M <adrienne.santos@bsee.gov>; May, Brian A <bmay@usgs.gov>; Wilson, Charis <Charis_Wilson@nps.gov>; Ingersoll, Janet L <JANET.INGERSOLL@BIA.GOV>; Alexander, Keiosha A <kaalexander@blm.gov>; Parsky, Keith <Keith_Parsky@ost.doi.gov>; Bell, Meleanie <Meleanie_Bell@ost.doi.gov>; Meacham, Kelly N <Kelly.Meacham@bia.gov>; Purvis, Lance <Lance.Purvis@sol.doi.gov>; Short Bull, Marietta <Marietta.Shortbull@bia.gov>; Piland, Michelle L <mpiland@usbr.gov>; Alcantara, Natasha Y <Natasha.Alcantara@boem.gov>; Awoniyi, Oladele B <oawoniyi@osmre.gov>; Witt, Ryan C <rwitt@blm.gov>; Willis, Cathy M <cathy_willis@fws.gov>; Fairman, Leah S <leah_fairman@ios.doi.gov>
Cc: Cafaro, Cindy S <cindy.cafaro@sol.doi.gov>; Wanderer, Agnes C <agnes.wanderer@sol.doi.gov>; Banco, Nicholas A <nicholas.banco@sol.doi.gov>; Cooper, Renee D <Renee.Cooper@sol.doi.gov>

 3 attachments (119 KB)

Tentative Agenda - 2020 FOIA Officers Offsite Meeting.docx; Lunch Order Form - Greenberry's.docx; DOJ FOIA Self-Assessment Scoring Sheet.xlsx;

Dear FOIA Officers,

Please find attached the tentative agenda for our two-day offsite meeting next week. We have incorporated many of your ideas and look forward to your active participation. Please note that the Solicitor will be joining us on Tuesday and the Secretary on Wednesday.

The agenda includes a working lunch on Tuesday, which will be provided by the DFO. **Please complete the attached lunch order form** to make your selections (choose a sandwich or salad, a bag of chips, and a cookie) and **email it back to Renee Cooper by close of business this Friday, 2/28.**

In addition, thank you to those of you who have sent in your completed DOJ [FOIA Self-Assessment Toolkit](#) scoring sheet. In order for this exercise to be meaningful, we very much need all of your responses in advance of the meeting, so that we can conduct some analysis to plan the session. The blank scoring sheet is attached for those of you who have not yet completed yours. **Please email your scores to Renee as soon as possible, but by no later than close of business this Thursday, 2/27.**

Looking forward to seeing you next week,
Rachel

**Department of Justice, Office of Information Policy
FOIA Self-Assessment Toolkit**

Bureau/Office: FILL IN

Scoring:

- 4 The bureau/office does this and has strong evidence of success
- 3 The bureau/office generally does this, but there are inconsistencies, lack of evidence, or room for improvement
- 2 The bureau/office has a policy of doing this, but it does not regularly occur in practice
- 1 The bureau/office is not yet doing this and/or there are major obstacles to progress

Module	Milestone	Score
1	1.A	
1	2.A	
1	3.A	
1	4.A	
1	5.A	
1	6.A	
1	7.A	
1	8.A	
2	1.A	
2	2.A	
2	3.A	
2	4.A	
2	5.A	
2	6.A	
2	7.A	
2	8.A	
3	1.A	
3	2.A	
3	3.A	
3	4.A	
3	5.A	
4	1.A	
4	2.A	
4	3.A	
4	4.A	
4	5.A	
5	1.A	
5	2.A	
5	3.A	
5	4.A	
5	5.A	
5	1.B	
5	2.B	
5	3.B	
5	4.B	
5	5.B	
6	1.A	
6	2.A	
6	3.A	
6	4.A	
6	5.A	
6	6.A	
6	7.A	
6	1.B	
6	2.B	
6	3.B	
6	4.B	
6	5.B	
6	6.B	
6	1.C	

6	2.C	
7	1.A	
7	2.A	
7	3.A	
7	4.A	
7	5.A	
7	6.A	
7	7.A	
7	8.A	
7	9.A	
7	10.A	
7	1.B	
7	2.B	
7	3.B	
7	4.B	
8	1.A	
8	2.A	
8	3.A	
8	4.A	
8	5.A	
8	6.A	
8	1.B	
8	2.B	
8	3.B	
8	4.B	
8	1.C	
8	2.C	
8	3.C	
8	1.D	
8	2.D	
8	3.D	
8	4.D	
8	5.D	
8	6.D	
8	1.E	
8	2.E	
8	3.E	
8	4.E	
8	5.E	
8	6.E	
9	1.A	
9	2.A	
9	3.A	
9	4.A	
9	5.A	
9	1.B	
9	2.B	
9	3.B	
9	4.B	
9	5.B	
9	6.B	
9	7.B	
10	1.A	
10	2.A	
10	3.A	
11	1.A	
11	2.A	
11	3.A	
11	4.A	
11	5.A	

11	1.B	
11	2.B	
11	3.B	
11	4.B	
11	5.B	
11	6.B	
12	1.A	N/A
12	2.A	N/A
12	1.B	N/A
12	2.B	N/A
12	3.B	N/A
12	4.B	N/A
12	5.B	N/A
12	6.B	N/A
12	1.C	N/A
12	2.C	N/A
12	3.C	N/A
12	4.C	N/A
12	5.C	N/A
13	1.A	
13	2.A	
13	3.A	
13	4.A	
13	5.A	
13	1.B	
13	2.B	
13	3.B	
13	4.B	

We will score item 12 at the Department level only

Greenberry's Coffee Name: _____

~ Lunch Bags

Lunch Order – Pick 1			
All lunches (choose sandwich or salad) come with chips, cookie & water			
Sandwiches & Wraps			
Please Circle Bread Choice for Sandwich:			
rustic sourdough	hearty multigrain	wrap	
Stacked Turkey: Smoked turkey, Havarti cheese, roasted red tomatoes, green-leaf lettuce and a touch of mayo			
Signature Curry Chicken Salad: Curry chicken salad, Havarti cheese, fresh tomato and green-leaf lettuce			
Veggie: Grilled zucchini, goat cheese, hummus, grilled onion, cucumber, roasted red tomatoes and green-leaf lettuce			
Turkey Bacon Ranch: Smoked Turkey, Applewood smoked bacon, ranch dressing, queso cheese, lettuce and tomato			
Tuna Salad: Tuna salad, Cheddar cheese, fresh tomato and green-leaf lettuce			
BLT: Applewood smoked bacon, fresh tomato and green-leaf lettuce			
Chipotle Turkey: Smoked turkey breast, Chipotle Ranch, Monterey Jack, lettuce and tomato			
Santa Fe Wrap: Chicken, lettuce, cheese, tomatoes, roasted corn, black beans, onion, and chipotle ranch dressing (wrap option only)			
Chicken Caesar: Chicken, lettuce, tomatoes, parmesan cheese, Caesar dressing (wrap option only)			
Greek with Chicken: Diced chicken, roasted red tomatoes, grilled onions, Kalamata olives, green-leaf lettuce, goat cheese, dressed with Balsamic vinaigrette			
Salads			
Southwest Salad: Lettuce, cheddar, fresh tomato, roasted corn, red onion, black beans, diced chicken and chipotle ranch dressing			
Cobb Salad: Chicken, tomato, red onion, blue cheese crumbles, bacon and egg on lettuce			
Spring Mix Salad: Chicken, spring mix lettuce, chicken, mandarin oranges, strawberries, blueberries and poppy seed dressing			
Blue Billy Goat Salad: Baby spinach topped with fresh blueberries, goat cheese, pumpkin seeds, and blueberry pomegranate vinaigrette			
Chef: Smoked turkey, smoked ham, Cheddar Jack cheese, tomato and cucumber on green-leaf lettuce with Ranch dressing			
Kettle Chips (Please circle one)			
Plain	BBQ	Salt n Vinegar	Funky Fusion
Cookie (Please circle one)			
Chocolate Chip	Oatmeal Raisin	Peanut Butter	White Chocolate Macadamia



**2020 Department of the Interior FOIA Officers Offsite Meeting
 March 3-4, 2020
 Stewart Lee Udall Main Interior Building, South Penthouse**

Tentative Agenda

Tuesday, March 3		
9:00 am	Welcome & Logistics	Rachel Spector, Deputy Chief FOIA Officer & Director, Departmental FOIA Office (DFO)
9:15 am	Leadership Welcome	Daniel Jorjani, Solicitor & Chief FOIA Officer
9:30am	Exemption 5 & Foreseeable Harm	Rachel Spector & Cindy Cafaro, DFO
10:30 am	Morning break	
10:45 am	Year-End Review of Case Law Changes	Department of Justice (DOJ) Office of Information Policy
12:00 pm	Working Lunch: Role of the DFO	Rachel Spector, DFO
1:00 pm	Interactions with Requesters	National Archives & Records Administration Office of Government Information Services (OGIS)
2:30 pm	Afternoon break	
2:45 pm	Resolving Conflict and Building Relationships as a FOIA Officer	DFO Office of Collaborative Action and Dispute Resolution (CADR) OGIS
4:30 pm	Optional social event	
Wednesday, March 4		
9:00 am	DOJ FOIA Self-Assessment Toolkit	DFO CADR
11:45 am	Lunch break	
1:00 pm	FOIAonline Demo	Wendy Schumacher, Office of the Secretary FOIA Office
2:30 pm	Afternoon break	
2:45 pm	FOIA Litigation Panel	Office of the Solicitor
3:45 pm	Office 365 Transition Challenges & Tips	Agnes Wanderer, DFO
4:15 – 4:30 pm	Closing	David Bernhardt, Secretary of the Interior