U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Information Officer
High Performance Computing and Communications

February 12, 2018

MEMORANDUM FOR: Stephen Lipps - OGC

FROM: Lola Stith
NOAA FOIA Office

SUBJECT: FOIA Request No. DOC-NOAA-2018-000302

I am forwarding a copy of the attached FOIA request for your immediate attention. Please produce one, or two in the case of withheld documents, set of all documents (retain your originals in accordance with the proper record schedule) that may be responsive to the request and upload into FOIAonline. If processing outside of the FOIAonline system, print a set to send to the FOIA requester. If any documents or parts of documents are withheld, you must keep both the unredacted and redacted versions in FOIAonline with rare exceptions. These documents may include final documents, drafts, notes, informal records, and electronic records. You must search every place that could reasonably be expected to have responsive documents. The search must be documented on the "Document of Search" page (Page 3).

Make sure that you identify any documents or portions of documents that originated with another office, agency or bureau that need to be referred for disclosure determinations.

One set of copies (not original documents) should be produced without additional annotation; on the second set, please identify whether you believe the document, or any portion of it, should be withheld from disclosure because it is not an agency record, outside the scope of the request, privileged, confidential, an invasion of personal privacy, or for any other legitimate reason recognized by FOIA. You must include the FOIA exemption next to any information you identify as protected from disclosure. Please ensure that the information withheld under FOIA is **securely redacted**. The office that originated a document must make disclosure determinations for that document.

The search period is through November 17, 2017. Documents created after this date are not responsive to the request.

Refer to FOIA Exemptions for Tasker Memo (http://www.corporateservices.noaa.gov/~foia/sample_letters/) for list of FOIA exemptions for your use in making disclosure determinations.

We would like to respond in a timely manner, please respond to the requester by **December 18, 2017.**

In accordance with the NAO (http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_205/205-14.html) Lead Office, please upload the close-out letter and the completed Tasker (this document) into FOIAonline (https://foiaonline.regulations.gov) within one day of completion.

Please include in the FOIAonline file documentation of (attached form acceptable):

1) Which office(s) originated the documents.
2) How the search was conducted (e.g., which data base searched and the search terms). Contact the FOIA Liaison or Office of General Counsel for suggestions and clarification.
3) Who in the originating office made the disclosure determination(s).

THIS RESPONSE MUST BE SIGNED BY A SENIOR OFFICIAL IN YOUR OFFICE.

[ ] My office closed this request due to non-payment of fees or requester's failure to respond to correspondence (aka administrative close-out).

[ ] My office copied for our files and transmitted to the requester all documents in our possession that are responsive and can be released in entirety.

[X] My office copied, noted the exemption, and held all documents in our possession which are responsive and we have found reason to partially withhold.

[ ] My office copied, noted the exemption, and held all documents in our possession which are responsive and we have found reason to withhold entirely.

[ ] My office referred all documents in our possession which are responsive to the originating office, bureau, or federal agency for disclosure determination(s).

[ ] My office conducted a search and the records are available online.

[ ] My office conducted a search and did not find any responsive documents.

[ ] A foreseeable harm review and analysis was not applicable.

[ ] A foreseeable harm review and analysis has been completed for all withheld documents and portions of documents and it has been determined that disclosure of the withheld materials would result in harm to an interest protected by the asserted exemption or that disclosure is prohibited by law. If Foreseeable Harm checklist is not provided in FOIAonline, provide the name of the person who completed the foreseeable harm review and analysis _____.

Check **all** exemptions that apply:
[ ] (b)(4)
[X] (b)(6) and (b)(7)(C)

[ ] Interim response **[X] Final response**

Susan S. Beresford
_____ _____
Signature (Senior Official) Date

Susan S. Beresford, paralegal, for
Charles Green, Deputy Section Chief

Documentation of Search (add rows as needed)

Office where documents originated	**Person recommending Disclosure Determination**	**Database or physical location searched**	**Search terms for database queries**
GCES/HQ	Susan S. Beresford	JustWare and GCLD and Administrative Records	NE98031A, Lawrence Yacubian

Y / N Discussed search terms with requester = **N**

Susan S. Beresford
Signature (contact person)

2/12/18
Date

Susan S. Beresford