

# EXHIBIT A

Darek J. Kitlinski  
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800-688-5429 fax  
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February 15, 2023

**Commandant (CG-611)**

Attn FOIA Officer  
US Coast Guard Stop 7710  
2703 Martin Luther King Jr Ave SE  
Washington DC 20593-7710  
Via email to [efoia@uscg.mil](mailto:efoia@uscg.mil)

Dear FOIA Officers:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, Privacy Act 5 U.S.C. § 552(a), and the implementing regulations of your agency, I make the following request for records. I request that your agency produce the following records within twenty business days:

- A. All email communications (including emails, email attachments, complete email chains, calendar invitations, and calendar invitation attachments) retained and managed by Coast Guard Cyber Command that contain the keyword "**Kitlinski**" sent or received by **Mr. Jason Wimer**:

Please provide all responsive records from September 1, 2014, through the present. To be clear, I request that complete email chains be produced, displaying both sent and received messages. For example, Mr. Wimer's response to a responsive email and the initial received message are responsive to this request and should be produced. To accommodate you and reduce the number of potentially responsive records to be processed and produced, I limit my request to exclude emails already provided in Discovery for Eastern District of Virginia (EDVA) case number 1:16-cv-00060-LO-IDD and litigation in DC District Court case number 1:22-cv-02391.

**Guidance Regarding the Search & Processing of Requested Records**

In connection with my request for records, I provide the following guidance regarding the scope of the records sought and the search and processing of records:

- Please search all locations and systems likely to have responsive records, regardless of format, medium, or physical characteristics.

▪ My request for records includes any attachments to those records or other materials enclosed with those records when they were previously transmitted. To the extent that an email is responsive to our request, my request includes all previous messages sent or received in that email chain and any attachments.

▪ Please search all relevant records or systems containing records regarding agency business. Do not exclude records regarding agency business contained in files, email accounts, or devices in the personal custody of your officials, such as personal email accounts or text messages. Records of official business conducted using unofficial systems or stored outside of official files are subject to the Federal Records Act and FOIA<sup>1</sup>. It is not adequate to rely on policies and procedures that require officials to move such information to official systems within a certain period of time; I have a right to records contained in those files, even if material has not yet been moved to official systems or if officials have, by intent or through negligence, failed to meet their obligations.<sup>2</sup>

▪ Please use all tools available to your agency to conduct a complete and efficient search for potentially responsive records. Agencies are subject to governmentwide requirements to manage agency information electronically<sup>3</sup>, and many agencies have adopted the National Archives and Records Administration (NARA) Capstone program, the Preservation of Electronic Messages and Other Records Act, 44 U.S.C. § 29, § 33, or similar mandates and policies. On October 30, 2018, your agency acknowledged compliance with the White House Office of Management and Budget (OMB)/NARA Managing Government Records Directive (M-12-18)<sup>4</sup>. These systems provide options for searching emails and other electronic records in a manner reasonably likely to be more complete than just searching individual custodian files. For example, a custodian may have deleted a responsive email from his or her email program, but your agency's archiving tools may capture that email under Capstone. At the same time, custodian searches are still necessary; agencies may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.

▪ In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If a

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<sup>1</sup> See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, 827 F.3d 145, 149–50 (D.C. Cir. 2016); cf. *Judicial Watch, Inc. v. Kerry*, 844 F.3d 952, 955–56 (D.C. Cir. 2016)

<sup>2</sup> See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, No. 14-cv-765, slip op. at 8 (D.D.C. Dec. 12, 2016)

<sup>3</sup> Presidential Memorandum—Managing Government Records, 76 Fed. Reg. 75,423 (Nov. 28, 2011), <https://obamawhitehouse.archives.gov/the-pressoffice/2011/11/28/presidential-memorandum-managing-government-records>; Office of Mgmt. & Budget, Exec. Office of the President, Memorandum for the Heads of Executive Departments & Independent Agencies, “Managing Government Records Directive,” M-12-18 (Aug. 24, 2012), <https://www.archives.gov/files/recordsmgmt/m-12-18.pdf>.

<sup>4</sup> <https://www.archives.gov/files/records-mgmt/rcs/schedules/departments/department-of-homeland-security/rg-0026/grs-6-1-0026-2019-0001-c.pdf>

request is denied in whole, please state specifically why it is not reasonable to segregate portions of the record for release.

▪ Please take appropriate steps to ensure that records responsive to this request are not deleted by the agency before the completion of processing for this request. If records potentially responsive to this request are likely to be located on systems where they are subject to potential deletion, including on a scheduled basis, please take steps to prevent that deletion, including, as appropriate, by instituting a litigation hold on those records.

### **Conclusion**

If you have any questions regarding how to construe this request for records or believe that further discussions regarding search and processing would facilitate a more efficient production of records of interest to me, please do not hesitate to contact me to discuss this request. I welcome an opportunity to discuss this request with you before you undertake your search or incur search or duplication costs. By working together at the outset, your agency and I can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in an electronic format by email. Alternatively, please provide responsive material in native or PDF format on a CD or DVD drive. Please send any responsive material by mail to Darek J. Kitlinski, PO Box 40146, Arlington, VA 22204. If it accelerates the release of responsive records to me, please provide responsive material on a rolling basis.

Sincerely,

A handwritten signature in black ink, appearing to be 'Darek Kitlinski', written over a horizontal line.

Darek Kitlinski

| FOR NARA USE ONLY |                        |
|-------------------|------------------------|
| Number            | GRS-6-1-0026-2019-0001 |
| Received Date     | Oct 30, 2018           |
| Total Accounts    | 162                    |

Agencies are reminded that NARA reserves the right to review agency email practices and records. Pursuant to 36 CFR 1239.20, NARA may undertake an inspection involving high risk to significant records. Problems may be identified through a risk assessment or through other means, such as reports in the media, Congressional inquiries, allegations of unauthorized destruction, reports issued by the GAO or an agency's Inspector General, or observations by NARA staff members.

**VERIFICATION FOR IMPLEMENTING GRS 6.1: EMAIL MANAGED UNDER A CAPSTONE APPROACH**

**SECTION A: Agency and Scope Information**

This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) selection of which GRS 6.1 items the agency is proposing to use; and 4) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

NOTE: One form is required for each unique implementation plan (for example, if implementation is limited to two program offices, but each program office differs in their implementation, one form for each is required) and/or per record group (RG) included (for example, a department implementing Capstone on behalf of their components which have separate record group numbers would need to submit one form per component/record group). This ensures that all positions are appropriately identified and documented. As a general rule, each record group number will require a separate form.

Name of Agency to Which this Form Applies:

Record Group Number:

*\*\* Please spell out full agency name. Please do not use acronyms.*

Is this form superseding a previous submission?  YES  NO

If yes, provide previous tracking number assigned by NARA:

GRS 6.1 item(s) proposed for use:  ALL  ITEM 010  ITEM 011  ITEM 012

Implementation scope for this submission:  Agency-Wide  Component/Office (explain in additional scope comments)

**Additional Scope Comments.** If an agency did not check "all" under the "GRS 6.1 item(s) proposed for use" section, please summarize how other email is to be managed. If applicable, please include in this section all other RGs for which your agency is submitting a separate form (for example, "The department will also be submitting forms for the following additional components: [list of components, with their record group number]."

This schedule shall apply to emails and all related system platforms.

*\*\* Note: Box will expand to accommodate text.*

**Cutoff Instructions.** Agencies using item 010 must also include the cutoff instructions to be used for implementation (for example, "cutoff of email will be annual" or "cutoff of email will be by employee tenure").

Cutoff of emails at the end of the calendar year.

*\*\* Note: Box will expand to accommodate text.*

**Transfer Instructions.** Agencies using item 010 must also include the transfer instructions to be used for implementation (for example, "transfer when 15 years old" or "transfer when 20 years old"). Transfer time must be between 15 and 25 years when using GRS 6.1, item 010.

Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.

*\*\* Note: Box will expand to accommodate text.*

**Legacy Email Scope.** Agencies using this GRS are expected to apply the items being used to all legacy (existing) email. Please provide any general information on legacy email below (for example, "no legacy email exists for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption" or "agency will be including legacy email for all items being used, dating back to approximately 2010.")

Agency will be including all existing, official USCG emails in the new Capstone Program.

*\*\* Note: Box will expand to accommodate text.*

**Capstone Officials and Classified Accounts.** Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems? NOTE: This information will be used by NARA  YES  NO for transfer planning purposes.

**URL to Agency Organization Chart** (If not available online, please attach with your submission. NARA reserves the right to request additional information to facilitate review):

Attached

*\*\* Note: Box will expand to accommodate text.*

**Contact Information for Agency Records Officer** (Name, Email, and Phone):

James Roppel, James.D.Roppel@uscg.mil, (202) 475-3531

*\*\* Note: Box will expand to accommodate text.*

**Whom should NARA contact if there are any questions about this form, or the information contained within?** (Name, Email, and Phone). NOTE: *only complete if different from above.*

james Roppel, James.D.Roppel@uscg.mil, (202) 475-3531

*\*\* Note: Box will expand to accommodate text.*

**SECTION B: List of Capstone Accounts (GRS 6.1, item 010)**

This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010.

The number of accounts is an estimate of the number of accounts affiliated with an entry. For example, the head of the agency may be one Executive Director who utilizes two (2) different accounts to conduct business. In this case the entry would be "Executive Director" and the number of accounts would be "2."

Some agencies may not have any positions for certain categories. Please explain why under each applicable category. (For example, "We do not have any regional administrators" or "These positions are included under another submission" or "all the positions in this category are already covered in other categories.") Please refer to GRS 6.1, the corresponding FAQ #6, and the definitions provided within each category below for additional information on which positions must be included in a Capstone approach.

This section is required even in instances where only the temporary items (011 and/or 012) are being used, in which case it acts as an exception list.

NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names or email addresses (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

**Category 1) The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent.** The very top executive of the agency. For cabinet level agencies, this is typically a Secretary. For independent agencies, and components within cabinet level agencies, this may be a Commissioner, Administrator, Director, or a specialized title (such as "Archivist of the United States"). For other agencies, including Commissions and Boards, this may be a Chairman, Executive Director, a group of Commissioners, Council Members, Board Members, or the equivalent. Most agencies will have one position for this category (although the one position may have multiple email accounts); some agencies, such as Commissions and Boards, may have multiple positions in the category. **\*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

| POSITION TITLE / ROLE   |                 | # of Accounts      |
|---|-----------------|--------------------|
| Add Row   | Remove Last Row | Commandant (CG-00) |
|   |                 | 3                  |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 | 3                  |

**Category 2) Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable position(s).** Generally the second-tier of management within an agency, this may include Under Secretaries, Assistant Secretaries, Assistant Commissioners, Vice Chairmen, etc. Some agencies may use other terminology, such as "Associate." The number of positions at this level will vary greatly agency to agency. Some may only have one, such as an Assistant Commissioner, while others may have multiple, such as numerous Assistant Secretaries each with oversight of a specific program, bureau, or line of business within the agency. **\*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

| POSITION TITLE / ROLE   |                 | # of Accounts           |
|---|-----------------|-------------------------|
| Add Row   | Remove Last Row | Vice Commandant (CG-09) |
|   |                 | 3                       |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 | 3                       |



**Category 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s).** Most of the first- and second-tier executives covered in the first two categories have corresponding deputy position(s) that assist in the daily operations of the agency. This includes Deputy Secretaries, Deputy Commissioners, Deputy Assistant Commissioners, etc. The number of deputy positions will also vary greatly from agency to agency. **\*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")**

|   |                 | POSITION TITLE / ROLE                        | # of Accounts |
|---|-----------------|--|---------------|
| Add Row   | Remove Last Row | Deputy Commandant for Operations (DCO)       | 3             |
| Add Row   | Remove Last Row | Deputy Commandant for Mission Support (DCMS) | 3             |
| Add Row   | Remove Last Row | LANTAREA Commander (LANTAREA-00)             | 3             |
| Add Row   | Remove Last Row | PACAREA Commander (PACAREA-00)               | 3             |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 |  | 12            |

**Category 4) Staff assistants to all positions in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides.** For those senior officials in categories 1 and 2, important work is often carried out by special assistants, confidential assistants, military assistants, aides, executive assistants, etc. They may send email on behalf of senior officials and/or their email account contains email closely related to the responsibilities and actions of the senior officials they support. For example, a "special assistant" to the Secretary of Defense, or a "Counselor" to Secretary of Health and Human Services would fall into this category. **\*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")**

|   |                 | POSITION TITLE / ROLE                               | # of Accounts |
|---|-----------------|---|---------------|
| Add Row   | Remove Last Row | Executive Assistant to the Commandant (CG-00E)      | 3             |
| Add Row   | Remove Last Row | Special Assistant to the Commandant (CG-00E)        | 3             |
| Add Row   | Remove Last Row | Executive Assistant to the Vice Commandant (CG-09E) | 3             |
| Add Row   | Remove Last Row | Executive Secretariat (CG-09ES)                     | 3             |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 |   | 12            |

**Category 5) Principal management positions, such as Chief Operating Officer, Chief Information Officer, and Chief Financial Officer, and/or their equivalent(s).** These positions tend to be those executives who have operational and management responsibilities within an agency, including Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer. These positions are often required by statute or Executive Order, such as, for example, the Chief Financial Officer Act and the Chief Technology Officer Act. For some agencies, these positions may already be covered by other categories. **\*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

|  |  | POSITION TITLE / ROLE | # of Accounts |
|--|--|-----------------------|---------------|
|--|--|-----------------------|---------------|



|   |                 |  |    |
|---|-----------------|--|----|
| Add Row   | Remove Last Row | Assistant Commandant for Resources / CFO (CG-8)                      | 3  |
| Add Row   | Remove Last Row | Assistant Commandant for C4IT/Chief Information Officer (CIO) (CG-6) | 3  |
| Add Row   | Remove Last Row | Director of Financial Operations / Comptroller (CG-8C)               | 3  |
| Add Row   | Remove Last Row | Chief, Privacy Program (CG-6P)                                       | 3  |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 |  | 12 |

**Category 6) Directors of significant program offices, and/or their equivalent(s).** Those Directors (or equivalents, such as Executive Directors, Managers, Directorates, or Chiefs) that oversee and manage major program offices, bureaus, or lines of business that support the agency mission. For example, many agencies will have a Director that oversees Congressional and Legislative affairs, or a Director that oversees one specific mission-related program office. For some agencies, these positions may already be covered by other categories. **\*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

| POSITION TITLE / ROLE |                 | # of Accounts  |   |
|-----------------------|-----------------|--|---|
| Add Row               | Remove Last Row | Director, Government & Public Affairs Directorate (CG-092)             | 3 |
| Add Row               | Remove Last Row | Judge Advocate General & Chief Counsel (CG-094)                        | 3 |
| Add Row               | Remove Last Row | Assistant Commandant for Human Resources (CG-1)                        | 3 |
| Add Row               | Remove Last Row | Assistant Commandant for Intelligence & Criminal Investigations (CG-2) | 3 |
| Add Row               | Remove Last Row | Assistant Commandant for Engineering & Logistics (CG-4)                | 3 |
| Add Row               | Remove Last Row | Assistant Commandant for Prevention Policy (CG-5P)                     | 3 |
| Add Row               | Remove Last Row | Assistant Commandant for Response Policy (CG-5R)                       | 3 |
| Add Row               | Remove Last Row | Assistant Commandant for Capability (CG-7)                             | 3 |
| Add Row               | Remove Last Row | Assistant Commandant for Acquisition (CG-9)                            | 3 |
| Add Row               | Remove Last Row | Commander, CGCYBER (CGCYBER)   | 3 |
| Add Row               | Remove Last Row | FORCECOM Commander (CG-FC-C)   | 3 |
| Add Row               | Remove Last Row | Director of Operations Resource Management (DCO-8)                     | 3 |
| Add Row               | Remove Last Row | Director of Global MOTR Coordination Center (DCO-G)                    | 3 |
| Add Row               | Remove Last Row | Director of International Affairs & Foreign Policy (DCO-I)             | 3 |
| Add Row               | Remove Last Row | Director, National Command Center (DCO-NCC)                            | 3 |
| Add Row               | Remove Last Row | Chief, Emerging Policy Staff (DCO-X)                                   | 3 |

|   |                 |  |    |
|---|-----------------|--|----|
| Add Row   | Remove Last Row | Commander, National Strike Force (NSFCC)   | 3  |
| Add Row   | Remove Last Row | Director of Commercial Regulations & Standards (CG-5PS)                              | 3  |
| Add Row   | Remove Last Row | Director of Marine Transportation Systems (CG-5PW)                                   | 3  |
| Add Row   | Remove Last Row | Director of Law Enforcement, Maritimes Security & Defense Operations Policy (CG-5RE) | 3  |
| Add Row   | Remove Last Row | Director of Incident Management & Preparedness Policy (CG-5RI)                       | 3  |
| Add Row   | Remove Last Row | Director, National Pollution Fund Center (NPFC)                                      | 3  |
| Add Row   | Remove Last Row | Director, Coast Guard Counter Intelligence Service (CGCIS)                           | 3  |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 |  | 69 |

**Category 7) Principal regional officials, such as Regional Administrators, and/or their equivalent(s).** Those agencies with a regional structure must include the accounts of principal regional officials. For most agencies with a regional presence this will be limited to Regional Administrators, or those officials who are responsible for the management and operations of specific regional areas (e.g., an agency that has 10 regions to carry out mission-critical activities would include those 10 Regional Administrators). It does not pertain to the heads of individual offices within regions, such as, but not limited to, customer-service centers, processing centers, or administrative offices that conduct routine activities (e.g., passport offices, or Social Security claims processing offices). **\*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

|   |                 | POSITION TITLE / ROLE                 | # of Accounts |
|---|-----------------|---------------------------------------|---------------|
| Add Row   | Remove Last Row | District Commander, District 1 (D1)   | 3             |
| Add Row   | Remove Last Row | District Commander, District 5 (D5)   | 3             |
| Add Row   | Remove Last Row | District Commander, District 7 (D7)   | 3             |
| Add Row   | Remove Last Row | District Commander, District 8 (D8)   | 3             |
| Add Row   | Remove Last Row | District Commander, District 9 (D9)   | 3             |
| Add Row   | Remove Last Row | District Commander, District 11 (D11) | 3             |
| Add Row   | Remove Last Row | District Commander, District 13 (D13) | 3             |
| Add Row   | Remove Last Row | District Commander, District 14 (D14) | 3             |
| Add Row   | Remove Last Row | District Commander, District 17 (D17) | 3             |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 |                                       | 27            |

**Category 8) Roles or positions that routinely and directly advise the above positions, including special advisers, General Counsels, Chiefs of Staff, Inspectors General, etc.** Many management positions routinely provide advice and oversight to the agency in the course of daily business, and are involved in mission related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. For most agencies this will include General Counsels, Chiefs of Staff, Inspectors General and special advisers (such as "Policy Advisors") within the top tiers of the agency. This does not include those that advise on purely administrative issues. For example, a Chief of Staff within a lower tier of the agency would not be included in this category. **\*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

| POSITION TITLE / ROLE |                 | # of Accounts   |    |
|-----------------------|-----------------|---|----|
| Add Row               | Remove Last Row | Chaplain of the Coast Guard (CG-00A)  | 3  |
| Add Row               | Remove Last Row | Master Chief Petty Officer of the Coast Guard (CG-00B)                              | 3  |
| Add Row               | Remove Last Row | Director, Civil Rights Directorate (CG-00H)   | 3  |
| Add Row               | Remove Last Row | Chief Administrative Law Judge (CG-00J)   | 3  |
| Add Row               | Remove Last Row | Director, Commandant's Advisory Group (CAG)   | 3  |
| Add Row               | Remove Last Row | DHS Enterprise Networks Operations Center Senior Official (DD-CGCYBER DHS ENOC)     | 3  |
| Add Row               | Remove Last Row | U.S. Cyber Command (USCYBERCOM) Flag Officer (DD-CGCYBER USCYBERCOM)                | 3  |
|                       |                 | <i>(total number of accounts for this category; this number will auto-populate)</i> | 21 |

**Category 9) Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions).** This category is a catch all for any position that was filled by Presidential Appointment with Senate Confirmation (PAS) but not represented in any of the other categories. For most agencies the PAS positions will already be captured in categories 1 through 8, and no other PAS positions will need to be identified. **\*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

| POSITION TITLE / ROLE |                 | # of Accounts   |  |
|-----------------------|-----------------|---|--|
| Add Row               | Remove Last Row | Not applicable; no positions in this category exist.                                |  |
|                       |                 | <i>(total number of accounts for this category; this number will auto-populate)</i> |  |

**Category 10) Additional roles and positions that predominately create permanent records related to mission critical functions or policy decisions and/or are of historical significance.** These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories. **\*If no positions are identified, briefly explain why (for example, "Not applicable; no positions in this category exist.")**

| POSITION TITLE / ROLE |  | # of Accounts |
|-----------------------|--|---------------|
|                       |  |               |

|   |                 |   |   |
|---|-----------------|---|---|
| Add Row   | Remove Last Row | USCG Federal on Scene Coordinator, Spills of National Significance (SONS) (MER) | 3 |
| <i>(total number of accounts for this category; this number will auto-populate)</i> |                 |   | 3 |

**SECTION C: Agency Approvals**

NOTE: Hard-copy or printed and scanned forms will not be accepted.

By checking these boxes, you are confirming that this form has been reviewed and approved by the appropriate agency officials, and is ready for review by the National Archives and Records Administration. The information provided on this form will be made publicly available, unless the agency provides, in its email submission, NARA with a proper citation requiring the protection of this information. Type in your name and title, check the approval box, and enter the date of approval.

| TITLE and PRINTED NAME   | APPROVAL                                     | DATE         |
|--|--|--------------|
| Agency Records Officer <input type="text" value="James D. Roppel"/>                                | <input checked="" type="checkbox"/> Approved | Mar 28, 2019 |
| Senior Agency Official, Records Management <input type="text" value="Dr. John A. Zangardi SAORM"/> | <input checked="" type="checkbox"/> Approved | Oct 25, 2018 |

**Submit this form as an attachment to an email to GRS\_Team@nara.gov for processing and approval.** You may also submit the form automatically by pressing here:

----- Below for NARA Use Only -----

| TITLE and PRINTED NAME  | STATUS                                       |                                 | DATE         |
|---|--|---------------------------------|--------------|
| Chief Records Officer for the U.S. <input type="text" value="Laurence Brewer"/> | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Denied | Jul 22, 2019 |
| If denied, reason:  |  |                                 |              |
|   |  |                                 |              |

U.S. Department of Justice

## Certification of Identity

FORM APPROVED OMB NO. 1103-0016  
EXPIRES 05/31/2023

**Privacy Act Statement.** In accordance with 28 CFR Section 16.41(d) personal data sufficient to identify the individuals submitting requests by mail under the Privacy Act of 1974, 5 U.S.C. Section 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of U.S. Department of Justice systems of records are not wrongfully disclosed by the Department. Requests will not be processed if this information is not furnished. False information on this form may subject the requester to criminal penalties under 18 U.S.C. Section 1001 and/or 5 U.S.C. Section 552a(i)(3).

Public reporting burden for this collection of information is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Suggestions for reducing this burden may be submitted to the Office of Information and Regulatory Affairs, Office of Management and Budget, Public Use Reports Project (1103-0016), Washington, DC 20503.

Full Name of Requester <sup>1</sup> Darek Jozef KitlinskiCitizenship Status <sup>2</sup> USA Social Security Number <sup>3</sup> \_\_\_\_\_Current Address P.O. Box 40146 Arlington VA 22204Date of Birth [REDACTED] Place of Birth [REDACTED]**OPTIONAL: Authorization to Release Information to Another Person**

This form is also to be completed by a requester who is authorizing information relating to himself or herself to be released to another person.

Further, pursuant to 5 U.S.C. Section 552a(b), I authorize the U.S. Department of Justice to release any and all information relating to me to:

**Print or Type Name**

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.

Signature <sup>4</sup> [Signature] Date 2/15/23

<sup>1</sup> Name of individual who is the subject of the record(s) sought.

<sup>2</sup> Individual submitting a request under the Privacy Act of 1974 must be either "a citizen of the United States or an alien lawfully admitted for permanent residence," pursuant to 5 U.S.C. Section 552a(a)(2). Requests will be processed as Freedom of Information Act requests pursuant to 5 U.S.C. Section 552, rather than Privacy Act requests, for individuals who are not United States citizens or aliens lawfully admitted for permanent residence.

<sup>3</sup> Providing your social security number is voluntary. You are asked to provide your social security number only to facilitate the identification of records relating to you. Without your social security number, the Department may be unable to locate any or all records pertaining to you.

<sup>4</sup> Signature of individual who is the subject of the record sought.



## Darek Kitlinski

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**From:** Darek Kitlinski  
**Sent:** Wednesday, February 15, 2023 11:26 AM  
**To:** HQS-SMB-FOIA  
**Cc:** Ferguson, James B LT USCG (USA)  
**Subject:** New FOIA/PA Request  
**Attachments:** 02.15.2023 FOIA PA Reqeust Darek Kitlinski.pdf

Please see attached FOIA PA Request.

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**From:** Ferguson, James B LT USCG (USA) <James.B.Ferguson@uscg.mil>  
**Sent:** Friday, January 27, 2023 1:41 PM  
**To:** Darek Kitlinski <darek@kitlinski.net>  
**Cc:** Dreier, Douglas (USADC) <Douglas.Dreier@usdoj.gov>  
**Subject:** Response to FOIA Request

Good Afternoon Mr. Kitlinski

I have attached a copy of our cover letter and our email production in response to your FOIA request.

Enjoy the weekend.

Respectfully,  
James Ferguson  
Lieutenant, U.S. Coast Guard

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Staff Attorney  
Office of the Judge Advocate General - Claims & Litigation (CG-LCL)  
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Email: [James.B.Ferguson@uscg.mil](mailto:James.B.Ferguson@uscg.mil)