

National Aeronautics and Space Administration



Headquarters

Washington, DC 20546-0001

March 16, 2017

Office of Communications

Beryl Lipton
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FOIA: 17-HQ-F-00513

Dear Mr. Lipton:

Thank you for your Freedom of Information Act (FOIA) request dated and received in our office March 14, 2017, at the NASA Headquarters FOIA Office. Your request was assigned FOIA Case Number 17-HQ-F-00513 and was for:

1. Any available log of appeals submitted to this agency or the agency tasked with processing Freedom of Information Act appeals for this division. Please provide such logs for the period from January 1, 2015 through December 31, 2016. Please, if possible, include with the log the following items:

- the request number associated with the FOIA in question
- the appeal number assigned to the appeal
- the description of the subject matter addressed by the request
- the division or office of initial receipt
- the date on which the appeal was received
- the date on which the appeal was closed
- the determination or final disposition status of the appeal

2. All appeal letters and opinion letters associated with appeals for which the determination was to reverse, in whole or in part, the decision of the initial request agency. Please provide such letters for appeals closed during the period from January 1, 2015 through December 31, 2016.

3. All appeal letters and opinion letters associated with appeals for which the determination was to remand the request to the appropriate agency. Please provide such letters for appeals closed during the period from January 1, 2015 through December 31, 2016.

4. All appeal letters and opinion letters associated with appeals for which the determination was to affirm the decision of the initial agency. Please provide such letters for appeals closed during the period from January 1, 2015 through December 31, 2016.

5. Any instructive or guiding materials provided to and/or utilized by employees of this department's Freedom of Information Act office. Please include any manuals, procedural materials, reference guides, checklists, training materials, flow charts, directives, memorandums, legal decisions, presentations, or similar material used in the process of an appeal by this office or the office tasked to process FOIA appeals for this office. Any guiding materials used for the preparation of an appeal package should be considered responsive to, though not the entirety of, this element of this request.

6. The name and contact information for the appropriate appeal authority to whom appeals for this agency should be directed. If such information exists as part of a template letter sent to requesters, provision of this document will be considered satisfactory.

Please provide responsive materials on a rolling basis.

NASA processes all FOIA requests in a multi-track processing system, based upon the date of receipt and the amount of work and time involved in processing the request. In accordance with 14 CFR § 1206.400, your request has been placed in the complex queue and it will generally take 20 working days or more to process. Issues concerning processing, fees, fee status, clarification of request, etc., will be addressed in a separate letter once we begin processing your request.

If you have any other questions, please feel free to contact me at 202-358-2462 or hq-foia@nasa.gov.

Sincerely,



Josephine Sibley
HQ FOIA Public Liaison Officer