

Tab 1

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January 23, 2007

VIA EMAIL & CERTIFIED MAIL;
RETURN RECEIPT REQUESTED

Ms. Sue Ellen Sloca
FOIA Officer
U.S. Department of the Interior
Office of the Secretary
MS-120, SIB
1951 Constitution Avenue, NW
Washington, DC 20240

Email: osfoia@nbc.gov

Re: Freedom of Information Act Request

Dear Ms. Sloca:

This is a request under the Freedom of Information Act, 5 U.S.C. § 552, et seq.

I request a copy of the following document or documents containing the following information relating to James E. Cason, who is currently employed by the Department of the Interior:

- (1) official personnel folder (OPF);
- (2) employee performance file or folder (EPF);
- (3) present and past position titles and occupational series;
- (4) present and past salary rates (including performance awards or bonuses, incentive awards, merit pay amount,

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Meritorious or Distinguished Executive Ranks, and allowances and differentials);

(5) present and past duty stations (including identifying information regarding places of employment); and

(6) position or job descriptions; identification of job responsibilities, elements, and/or performance standards.

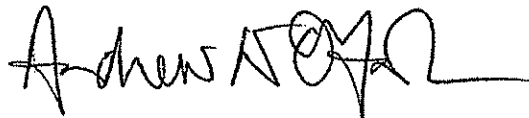
Pursuant to 5 U.S.C. § 552(a)(4)(A)(ii)(III), I am willing to pay reasonable charges for the search for and duplication of records responsive to this request.

I respectfully note your Office's obligations under the Freedom of Information Act to provide all responsive documents; to respond in a timely fashion; and if you deny all or any part of this request, to cite the specific exemption you think justifies your refusal to release the information and notify me of the appeal procedures available under the law. Please note that I expect you to release all segregable portions of otherwise exempt material, and reserve the right to appeal your decision to withhold any of the information I have requested.

Please contact me with any questions you may have about this request or if you need additional information.

Thank you for your anticipated assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew D. O'Toole". The signature is stylized and includes a long horizontal flourish at the end.

Andrew D. O'Toole