

National Aeronautics and Space Administration



**Headquarters**

Washington, DC 20546-0001

April 25, 2017

Office of Communications

Beryl Lipton  
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[34901-62377711@requests.muckrock.com](mailto:34901-62377711@requests.muckrock.com)

FOIA: 17-HQ-F-00513

Dear Ms. 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.

This letter is to inform you that additional time is necessary to coordinate and consult with another NASA office having a substantial subject-matter interest in the determination of the request in accordance with 5 U.S.C. § 552. Please be advised, if documents exist we anticipate portions of the documents to be withheld pursuant to FOIA Exemption 5 U.S.C. § 552 (b)(6). We hope to send you our final response within the next few weeks.

FOIA Exemption 5 U.S.C. § 552 (b)(6), “. . . exempts from mandatory disclosure personal and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.”

In accordance with NASA FOIA Regulations, 14 CFR §1206.700 you have the right to treat this delay as a denial and may appeal this decision within 90 days from the date of this letter. Your appeal must be in writing and should be addressed to:

Administrator  
NASA Headquarters  
Executive Secretariat  
MS 9R17  
300 E Street, S.W.  
Washington, DC 20546  
ATTN: FOIA Appeals

The appeal should be marked “Appeal under the Freedom of Information Act” both on the envelope and the face of the letter. A copy of your initial request must be enclosed

along with a copy of the adverse determination and any other correspondence with the FOIA office. In order to expedite the appellate process and ensure full consideration of your appeal, your appeal should contain a brief statement of the reasons you believe this decision to be in error.

We regret the delay and appreciate your consideration in this matter. Please feel free to contact me at [hq-foia@nasa.gov](mailto:hq-foia@nasa.gov) or 202-358-2462, for further assistance, or you may contact Miriam Brown-Lam, Principal Agency FOIA Officer and Chief Public Liaison at (202) 358-0718.

Sincerely,

A handwritten signature in black ink, appearing to read "Josephine Sibley". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Josephine Sibley  
HQ FOIA Public Liaison Officer