

# EXHIBIT Q

**From:** Hope, Brian  
**To:** Newton, Jonathan; No, Fredrick; Farren, Victor  
**Cc:** Dolph, Becky; Minoli, Kevin; Reeder, John  
**Subject:** Awareness Review Guidance  
**Date:** Tuesday, August 08, 2017 9:31:00 AM  
**Importance:** High

---

Team –

Ryan Jackson has just issued instructions to have all AO FOIA releases reviewed by the FEAT team prior to distribution for awareness review by the political team. Please send Becky Dolph all proposed releases that are currently in the awareness review process, as well as all future proposed releases. At the conclusion of her team's review, they will forward the proposed release for the political team's awareness review. They will cc both the AO FOIA professional responsible for the request and me. At the conclusion of the awareness review period, I will sign the response letter, and we will upload the responsive documents to FOIAonline and release them to the requestor as per usual.

Jonathan –

Please communicate this guidance to the other AO FOIA professionals.

Let me know if you have any questions. Thanks.

- Brian

Brian T. Hope  
Acting Director  
Office of the Executive Secretariat  
Office of the Administrator  
(202) 564-8212