

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY

WASHINGTON, D.C. 20502

January 11, 2006

MEMORANDUM TO STANLEY S. SOKUL
GENERAL COUNSEL

FROM: JOHN H. MARBURGER, III
DIRECTOR 
RE: DESIGNATION OF CHIEF FOIA OFFICER UNDER E.O. 13392

Pursuant to Section 2(a) of Executive Order 13398, *Improving Agency Disclosure of Information*, I hereby designate you as the Chief FOIA Officer for the Office of Science and Technology Policy (OSTP).

In this regard, you shall perform all the duties of the Chief FOIA Officer as specified in the Order, including conducting a review of OSTP's FOIA operations, preparing an improvement plan for my approval by June 14, 2006 (including concrete milestones and recommendations for needed adjustments to OSTP's FOIA-related policies, practices, funding or personnel), making recommendations to me for the establishment of a FOIA Requester Service Center, designating a FOIA Public Liaison, ensuring that all required postings appear on OSTP's website, and filing all required reports with the Office of Management and Budget and the Department of Justice.

You shall also recommend to me any other adjustments or actions that may be needed to ensure that OSTP fully complies with Executive Order 13392's mandates.

cc: Sharon Hays, Chief of Staff
Daniel Byers, Deputy Chief of Staff
Dave Hodge, Operations Manager for Budget and Administration