Department of Energy
Washington, DC 20585

January 9, 2009

MEMORANDUM TO: MARIAN WILCOX, FOIA OFFICER
ENVIRONMENT MANAGEMENT CONSOLIDATED
BUSINESS CENTER

FROM: VERLETTE L. GATLIN
DEPUTY DIRECTOR
OFFICE OF INFORMATION RESOURCES

SUBJECT: FOIA REQUEST OF LYNNE SKELLEY (FOIA-2009-000012)

The attached request submitted by Ms. Lynne Skelley is transferred to your office for action. Ms. Skelley submitted the request under the Freedom of Information Act. Please conduct a search for responsive documents and inform him of the results of the search.

For your information, I also attached a copy of our correspondence to Ms. Skelley. If you have any additional questions about this transmittal, please contact Ms. Vera Dunmore of my staff on (202) 586-4047.

Attachments

Printed with soy ink on recycled paper

Department of Energy
Washington, DC 20585

January 9, 2009

Ms. Lynne Skelley
8400 Westpark Drive, 4th Floor
McLean, VA 22102

Re: FOIA-2009-000012

Dear Ms. Skelley:

This is in further response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. 552. You asked for a copy of basic contract # DEAC2405OH20178.

Any documents that may exist at the DOE that are responsive to the request are under the jurisdiction of the Environment Management Consolidated Business Center (EMCBC). For this reason, I have sent the request to Ms. Marian Wilcox, the FOIA Officer at that location, to conduct a search of their files.

In compliance with the FOIA, the 20 day response time will begin when the EMCBC receives the request. Ms. Wilcox will provide you a response about the releasability of any responsive documents that are located.

If you have any questions about the processing of the request, please contact Ms. Marian Wilcox at the EMCBC at 250 East 5th Street, Suite 500, Cincinnati, OH, 45202. She also can be contacted on (513) 246-0582.

This is the final response that you will receive about your request from this office. You may contact Ms. Vera Dunmore of my staff on (202) 586-4047 with any questions about this letter.

I appreciate the opportunity to assist you.

Sincerely,

Verlette L. Gatlin, Deputy Director
FOIA and Privacy Act Office
Office of Information Resources

Printed with soy ink on recycled paper