VIA EMAIL

July 6, 2020

FEMA Information Management Division
FOIA Request
500 C Street SW
Mailstop 3172
Washington, DC 20472
fema-foia@fema.dhs.gov

Chief Privacy Officer/Chief FOIA Officer
The Privacy Office
U.S. Department of Homeland Security
245 Murray Lane SW
Washington, DC 20528
foia@hq.dhs.gov

Brandon Gaylord
Freedom of Information Officer
Department of Health and Human Services
Hubert H. Humphrey Building
Room 729H
200 Independence Avenue SW
Washington, DC 20201
FOIARequest@hhs.gov

FOIA Officer
OSD/JS FOIA Requester Service Center
Freedom of Information Division
1155 Defense Pentagon
Washington, DC 20301-1155
whs.mc-alex.esd.mbx.osd-js-foia-requester-service-center@mail.mil

Alexis R. Graves
Departmental FOIA Officer
U.S. Department of Agriculture
1400 Independence Avenue SW
South Building
Room 4104
Washington, DC 20250-0706
USDAFOIA@ocio.usda.gov

Re: Expedited Freedom of Information Act Request

Dear FOIA Officer:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the implementing regulations of your agency, American Oversight makes the following request for records.

The outbreak of the novel coronavirus, SARS-CoV-2, and the disease it causes, COVID-19, has been declared a public health emergency at both the national and international levels. Since late 2019, the virus has spread across the globe, sickened millions of people, and resulted in nearly 500,000 deaths. This is a rapidly evolving situation that is demanding coordinated attention and action across the federal government, and cooperation with state and local officials.

As the country has struggled with personal protective equipment (PPE) shortages for essential workers, COVID-19 outbreaks in meat processing plants, and other disruptions to normal supply chains, individuals in the public and private sectors have raised concerns about potential food shortages.

American Oversight seeks records with the potential to shed light on your agency’s analysis of and response to potential food shortages.

**Requested Records**

American Oversight seeks expedited review of this request for the reasons identified below and requests that your office produce the following records as soon as practicable, and at least within twenty business days:

Any memoranda, analyses, modeling, findings, predictions, charts, or briefing materials about potential or actual food shortages related to the coronavirus pandemic by the Food Supply Chain Task Force.

According to public reporting, a Food Supply Chain Task Force ("Task Force") has been created to aid administration officials responding to the pandemic. While public reporting has not made clear which agency houses the Food Supply Chain Task Force, one document bearing "the seals of the Federal Emergency Management Agency, the

---


Department of Homeland Security and the Department of Health and Human Services,” entitled “Senior Leadership Brief COVID-19” and dated on April 2, 2020, included information from the Task Force. American Oversight seeks other records regarding food shortages, actual or potential, produced by that Food Supply Chain Task Force.

American Oversight believes that your office is in the best position to know the location of these records. At a minimum, a reasonable search should begin by making custodial inquiries of the members of the Food Supply Chain Task force. American Oversight is available to work with your office if further locating information is needed.

Given that this request seeks specific, recent, and readily identifiable set of documents, American Oversight expects that this request can be processed on the Simple Processing Track in a prompt manner, in addition to warranting expedited processing.

Please provide all responsive records from March 15, 2020, through the date the search is conducted.

Fee Waiver Request

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii) and your agency’s regulations, American Oversight requests a waiver of fees associated with processing this request for records. The subject of this request concerns the operations of the federal government, and the disclosures will likely contribute to a better understanding of relevant government procedures by the general public in a significant way. Moreover, the request is primarily and fundamentally for non-commercial purposes.

American Oversight requests a waiver of fees because disclosure of the requested information is “in the public interest because it is likely to contribute significantly to public understanding of operations or activities of the government.” The public has a significant interest in potential food shortages. Records with the potential to shed light on this matter would contribute significantly to public understanding of operations of the federal government, including whether federal officials have predicted and prepared for potential food shortages. American Oversight is committed to transparency and makes the responses agencies provide to FOIA requests publicly available, and the public’s understanding of the government’s activities would be enhanced through American Oversight’s analysis and publication of these records.

This request is primarily and fundamentally for non-commercial purposes. As a 501(c)(3) nonprofit, American Oversight does not have a commercial purpose and the release of the information requested is not in American Oversight’s financial interest. American Oversight’s mission is to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its

8 Id.
10 See, e.g. Zarroli, supra note 6.
11 See, e.g. Nazaryan & Winter, supra note 6.
public website and promotes their availability on social media platforms, such as Facebook and Twitter.13

American Oversight has also demonstrated its commitment to the public disclosure of documents and creation of editorial content through numerous substantive analyses posted to its website.14 Examples reflecting this commitment to the public disclosure of documents and the creation of editorial content include the posting of records related to an ethics waiver received by a senior Department of Justice attorney and an analysis of what those records demonstrated regarding the Department's process for issuing such waivers;15 posting records received as part of American Oversight's "Audit the Wall" project to gather and analyze information related to the administration's proposed construction of a barrier along the U.S.-Mexico border, and analyses of what those records reveal;16 posting records regarding potential self-dealing at the Department of Housing & Urban Development and related analysis;17 posting records and analysis relating to the federal government's efforts to sell nuclear technology to Saudi Arabia;18 and posting records and analysis regarding the Department of Justice's decision in response to demands from Congress to direct a U.S. Attorney to undertake a wide-ranging review and make recommendations regarding criminal investigations relating to the President's political opponents and allegations of misconduct by the Department of Justice itself and the Federal Bureau of Investigation.19

Accordingly, American Oversight qualifies for a fee waiver.

**Application for Expedited Processing**

Pursuant to 5 U.S.C. § 552(a)(6)(E)(1) and your agency's regulations, American Oversight requests that your agency expedite the processing of this request.

13 American Oversight currently has approximately 15,600 page likes on Facebook and 104,000 followers on Twitter. American Oversight, Facebook, [https://www.facebook.com/weareoversight/](https://www.facebook.com/weareoversight/) (last visited June 26, 2020); American Oversight (@weareoversight), Twitter, [https://twitter.com/weareoversight](https://twitter.com/weareoversight) (last visited June 26, 2020).

14 News, American Oversight, [https://www.americanoversight.org/blog](https://www.americanoversight.org/blog).


I certify to be true and correct to the best of my knowledge and belief that the information requested is urgently needed in order to inform the public concerning actual or alleged government activity, and American Oversight is primarily engaged in disseminating the information it received from public records requests to the public. Recent reporting demonstrates that there is clearly an urgent need to inform the public regarding the matters that are the subject of American Oversight’s FOIA request: how the federal government is responding to the pandemic and, more specifically, whether food shortages have been or are currently predicted.

First, American Oversight has requested records with the potential to shed light on the steps the administration has taken to respond to the novel coronavirus outbreak, which has resulted in a major public health emergency. Because the virus has already killed over a hundred thousand people in the United States and is on the rise in over 20 states, there is plainly an urgent need to inform the public about how the federal government is responding to the pandemic. The widespread and exceptional media interest on coronavirus demonstrates that the public urgently needs information about the federal government’s efforts and policies concerning the subject matter of this request.

Moreover, I certify to be true and correct to the best of my knowledge and belief that there is an urgent need to inform the public about potential food shortages. The public is deeply concerned about potential food shortages and increased grocery prices, as evidenced by early stockpiling of food and the media's continuous coverage of COVID-19 outbreaks in food

---

**Footnotes:**


I further certify that American Oversight is primarily engaged in disseminating information to the public. American Oversight’s mission is to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. Similar to other organizations that have been found to satisfy the criteria necessary to qualify for expedition, American Oversight “‘gathers information of potential interest to a segment of the public, uses its editorial skills to turn the raw material into a distinct work, and distributes that work to an audience.’” American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, and other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter. As discussed previously, American Oversight has demonstrated its commitment to the public disclosure of documents and creation of editorial content.

Accordingly, American Oversight’s request satisfies the criteria for expedition.

**Guidance Regarding the Search & Processing of Requested Records**

In connection with its request for records, American Oversight provides the following guidance regarding the scope of the records sought and the search and processing of records:

- Please search all locations and systems likely to have responsive records, regardless of format, medium, or physical characteristics.

- Our request for records includes any attachments to those records or other materials enclosed with those records when they were previously transmitted. To the extent that an email is responsive to our request, our request includes all prior messages sent or received in that email chain, as well as any attachments to the email.

- Please search all relevant records or systems containing records regarding agency business. Do not exclude records regarding agency business contained in files, email accounts, or devices in the personal custody of your officials, such as personal email accounts or text messages. Records of official business conducted using unofficial systems or stored outside of official files are subject to the Federal Records Act and FOIA. It is not adequate to rely on policies and procedures that require officials to move such information to official systems within a certain period of time; American Oversight has a right to records contained in those files even if material has not yet been moved to official systems or if officials have, by intent or through negligence, failed to meet their obligations.

- Please use all tools available to your agency to conduct a complete and efficient search for potentially responsive records. Agencies are subject to government-wide requirements to manage agency information electronically, and many agencies have adopted the National Archives and Records Administration (NARA) Capstone program, or similar policies. These systems provide options for searching emails and other

---


electronic records in a manner that is reasonably likely to be more complete than just searching individual custodian files. For example, a custodian may have deleted a responsive email from his or her email program, but your agency’s archiving tools may capture that email under Capstone. At the same time, custodian searches are still necessary; agencies may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.

- In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If a request is denied in whole, please state specifically why it is not reasonable to segregate portions of the record for release.

- Please take appropriate steps to ensure that records responsive to this request are not deleted by the agency before the completion of processing for this request. If records potentially responsive to this request are likely to be located on systems where they are subject to potential deletion, including on a scheduled basis, please take steps to prevent that deletion, including, as appropriate, by instituting a litigation hold on those records.

**Conclusion**

If you have any questions regarding how to construe this request for records or believe that further discussions regarding search and processing would facilitate a more efficient production of records of interest to American Oversight, please do not hesitate to contact American Oversight to discuss this request. American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight and your agency can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in an electronic format by email. Alternatively, please provide responsive material in native format or in PDF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15th Street NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

We share a common mission to promote transparency in government. American Oversight looks forward to working with your agency on this request. If you do not understand any part of this request, please contact Megan Field at foia@americanoversight.org or 202.897.2465. Also, if American Oversight’s request for a fee waiver is not granted in full, please contact us immediately upon making such a determination.

Sincerely,

[Signature]

Austin R. Evers
Executive Director
American Oversight