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Description of document: Department of Justice (DOJ) Executive officers' Meeting Notes, October 2016 - August 2017

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Department of Justice  
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**U.S. Department of Justice**  
Justice Management Division  
*Office of General Counsel*

Washington, D.C. 20530

SEP 18 2017


FOIA Request #109280

I am responding on behalf of the Justice Management Division (JMD) to your Freedom of Information Act (FOIA) request dated June 28, 2017, that was forwarded to JMD by the Mail Referral Unit, seeking "meeting notes from each DOJ Executive Officer's Meeting during the time period October 1, 2016 to the present." We searched within JMD records, and responsive documents are attached. Some information is redacted under Exemption 5 of the FOIA, which protects the deliberative process.

You may contact our FOIA Public Liaison, Karen McFadden, at (202) 514-3101 or [Karen.McFadden@usdoj.gov](mailto:Karen.McFadden@usdoj.gov), for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202 741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to your request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, N.W., Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at: <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be postmarked or transmitted electronically within 90 days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

  
Arthur E. Gary  
General Counsel

**From:** [Frone, Jamila \(OARM\)](#)  
**To:** [Alston, Rae N \(OARM\)](#); [Barsoum, Monica \(OARM\)](#); [Carpenter, Eleanor A \(OARM\)](#); [Cervoni, Rena J \(OARM\)](#); [Delaney, Hilary S \(OARM\)](#); [Fillbach, Trisha A. \(OARM\)](#); [Guyther, Veronica R \(OARM\)](#); [Harrison, Wanda Mariah \(OARM\)](#); [Hunter, Sue \(OARM\)](#); [Person, Kim \(OARM\)](#); [Rowe, Janie M \(OARM\)](#); [Salans, Marc R \(OARM\)](#); [Sears, Leyonta \(OARM\)](#); [Villa, Aristia K \(OARM\)](#); [Willis, Deana \(OARM\)](#)  
**Subject:** summary of Executive Officers meeting  
**Date:** Friday, October 21, 2016 3:34:00 PM

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1. DOJ is converting to a cloud based email and collaboration services system (ECS). The system will provide access to Microsoft Office 365 virtually anywhere and anytime. Documents, email, calendars and contacts will be accessible across devices and locations. This conversion will happen in phases starting next month with JMD . OARM will be phased in with the SMOs in January. I don't have any more details on this... I am sure there will be more to come.
2. The transition for the new President and his/her team is underway. For our purposes what we need to know that that both campaigns are preparing to hit the ground running and begin transition meetings immediately following the election. OARM might be asked to provide information for briefings to the DAG and/or JMD.

Please let me know if you have questions.

Jamila Frone, Director | Office of Attorney Recruitment and Management | U.S. Department of Justice

202-514-3905 | 450 5th Street NW, Suite 10200, Washington, DC | [www.justice.gov/oarm](http://www.justice.gov/oarm)

**From:** [Frone, Jamila \(OARM\)](#)  
**To:** [Alston, Rae N \(OARM\)](#); [Barsoum, Monica \(OARM\)](#); [Carpenter, Eleanor A \(OARM\)](#); [Cervoni, Rena J \(OARM\)](#); [Delaney, Hilary S \(OARM\)](#); [Dozier, Linda \(OARM\)](#); [Fillbach, Trisha A. \(OARM\)](#); [Guyther, Veronica R \(OARM\)](#); [Hunter, Sue \(OARM\)](#); [Person, Kim \(OARM\)](#); [Rowe, Janie M \(OARM\)](#); [Salans, Marc R \(OARM\)](#); [Sears, Leyonta \(OARM\)](#); [Villa, Aristia K \(OARM\)](#); [Willis, Deana \(OARM\)](#); [Winship, Kelly H. \(OARM\)](#)  
**Subject:** XO meeting summary  
**Date:** Tuesday, August 22, 2017 5:33:00 PM

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All: Last Friday Trisha and I attended to Department's executive officers meeting. Below is a summary of the highlights. Please let me know if you have any questions.  
Jamila

1. The DOJ reorganization/restructure plan: (b) (5) [REDACTED]

2. Advertising senior leadership positions: Leadership has put a halt filling any senior leadership positions in a component until the presidentially appointed component-head has been named. Senior positions should not be advertised or filled until a permanent person is on board.

3. New requirement for approval of non-DOJ conferences: Moving forward, only conferences where DOJ exceeds \$250K in spending must be approved in advance. None of the conferences typically on OARM's calendar reach the \$250K limit. In addition, for reporting purposes, the new reporting requirement will only ask for components to report back the number of employees who attended a conference. We will no longer be required to provide an estimate on spending/cost.

4. Reimbursable activities: DOJ has a working group in place to make the RA process easier. The goal is to find other avenues that would eliminate RAs.

5. Electronic signatures: DOJ is coming up with a policy that will probably be rolled out in 2018 regarding electronic signatures. A memo will be circulated in the coming weeks that provides best practices on using electronic signatures.

6. VERA/VSIP: There will not be a DOJ wide VERA/VSIP. There may be some flexibilities given to some offices that are overstaffed to offer them, but there will not be an agency-wide call offering VERA/VSIP.

7. The learning management system will be off line until 8/31 because it is moving to the cloud. Training systems will be up and running on 9/1.

Reorganization / Restructure - Lee Lofthus

(b) (5) [Redacted]

Budget Update - Jolene Lauria

FY-19 preparation guidance has been submitted. Michele will be working with our budget liaison to prepare SEPS's submission. The guidance does request reductions. As we received specific language, we will share with you. Jolene encouraged component who have not signed reimbursable agreement to do so or explain why.

CIO Update - Joe Klimavicz

OCIO has moved approximately 45,000 mailboxes to Office 365 cloud and track to covert 75,00 by the end of this year. That gives us more robust security and capabilities. OCIO is enhancing it network abilities at Pocatello and Clarksburg. Second, the DOJ learning management system will be moved to the cloud at the end of August. This will result in the system being down for approximately two weeks, August 11- 31, 2017.

Management and Planning – Mike Allen

A fraud prevention workshop invite has/will be extended to those with responsibilities in HR, acquisition, and Executive Officers. This is needed to do an assessment of our controls and what we are doing to improve our controls as part of the fraud prevention and elimination act passed last year. Neil Ryder is requesting representatives to attend.

There is a new coffee shop in RFK on the first in room 1317.

New Limits On Administrative Leave – Mari Barr Santangelo

Congress has implemented new administrative leave regulations for disciplinary leave that restrict Departments to 3-30 days periods for a total of 90 days. Additional time will require a detailed request to Congress for consideration. OPM is finalizing the regulation with a final implementation planned for September 19, 2017. Components are asked to start looking at alternatives to administrative leave, i.e details, limited duty assignment, telework.