



governmentattic.org

"Rummaging in the government's attic"

Description of document: Records in the Environmental Protection Agency (EPA) Office of Mission Support (OMS) concerning the sunseting and planned replacement of the FOIAonline system, 2021

Requested date: 09-December-2021

Release date: 28-March-2022

Posted date: 18-April-2022

Source of document: FOIA Request
National FOIA Office
US Environmental Protection Agency
1200 Pennsylvania Avenue NW (2310A)
Washington, DC 20460
[FOIAonline](#)

Preferred during COVID-19 pandemic:
[FOIAonline](#)

The governmentattic.org web site ("the site") is a First Amendment free speech web site and is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

March 28, 2022

OFFICE OF MISSION
SUPPORT

RE: Request Number EPA-2022-001306

This letter is in reference to your Freedom of Information Act (FOIA) request received by the U.S. Environmental Protection Agency on December 9, 2021, in which you requested records “concerning the sunseting of the FOIAonline system in September 2022, and planned replacement of this FOIA tracking and administration capability in the EPA FOIA Office.”

The Office of Mission Support has concluded its search for records responsive to your request and is providing a Partial Grant/Partial Denial.

Portions of the records you requested are being withheld pursuant to 5 U.S.C. § 552(b)(5), the Deliberative Process Privilege. The records are exempt from disclosure because they are predecisional and deliberative and would harm agency decision making if released.

Portions of the records you requested are being withheld pursuant to 5 U.S.C. § 552(b)(6) Personal Privacy. The records are exempt from disclosure because they contain personal information which would be an unwarranted invasion of personal privacy if released (PP).

You can access the records via FOIAonline.

Final Appeal Rights and Contact Information

This letter concludes our response to your request. You may appeal this determination by email at hq.foia@epa.gov, or by mail to the EPA’s National FOIA Office, U.S. EPA, 1200 Pennsylvania Avenue, N.W. (2310A), Washington, DC 20460 or through FOIAonline if you are an account holder. If you are submitting your appeal by hand delivery, courier service, or overnight delivery, you must address your correspondence to 1200 Pennsylvania Avenue, N.W., WJC-N Building, Room 7309C, Washington, DC 20460.

Your appeal must be in writing, and it must be received no later than 90 calendar days from the date of this letter. The Agency will not consider appeals received after the 90-calendar-day limit. Appeals received after 5:00 p.m. EST will be considered received the next business day. The appeal letter should include the FOIA tracking number listed above. For quickest possible handling, the subject line of your email, the appeal letter, and its envelope, if applicable, should be marked "Freedom of Information Act Appeal."

If you need any further assistance or would like to discuss any aspect of your request, you may seek assistance from EPA's FOIA Public Liaison at hq.foia@epa.gov or call (202) 566-1667. You may also seek assistance from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001; email: ogis@nara.gov; telephone: (202) 741-5770 or (877) 684-6448; or fax: (202) 741-5769. For all media inquiries, please contact press@epa.gov.

If you have any questions concerning this response, please contact Justin Bossard of my staff at 202-564-1872 or bossard.justin@epa.gov.

Sincerely,

**MARILYN
ARMSTRONG**

Digitally signed by
MARILYN ARMSTRONG
Date: 2022.03.24
13:35:17 -04'00'

Marilyn Armstrong, Deputy Director
Administrative Operations Division
Office of Resources and Business Operations

Appointment

From: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Sent: 9/27/2021 2:17:53 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Collard, Erin [Collard.Erin@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Henderson, Austin [Henderson.Austin@epa.gov]; Alvarado, David [alvarado.david@epa.gov]
Subject: FOIAonline Next Steps
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx; FOIAonline Transition Next Steps 10.13.21.pptx
Location: Microsoft Teams Meeting
Start: 10/13/2021 1:00:00 PM
End: 10/13/2021 1:30:00 PM
Show Time As: Busy

Required Attendees: Collard, Erin; Grimm, Patrick; Thompson, BrianK; Edwards, Jeff; Wells, Jeffrey
Optional Attendees: Henderson, Austin; Alvarado, David

Added materials 10/13/21 – lsg

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

Today's Date: 9/27/2021

- Title of meeting or event: FOIAonline Next Steps
- Purpose: Decision on FOIAonline Strategy
- Desired Outcome: Obtain CIO Approval to Move Forward

- Will there be advance materials? (Y/N) N
- If yes, provide the name of the individual providing materials:
- Date desired for meeting, or no later than: October 15th
- Length of meeting/event: Half Hour
- Location: *TEAMS*
- Participants:
 - **Vaughn Noga (send invite from his calendar)**
 - **Erin Collard**
 - **OMS-EI IO Staff as needed by CIO**
 - **Jeff Wells**
 - **Patrick Grimm**
 - **BrianK Thompson**
 - **Jeff Edwards**

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. Encourage users to submit FOIA requests via FOIA.gov. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead submit requests to FOIA.gov. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead include language to go to FOIA.gov. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAOnline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sunseting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

October 13, 2021

1

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

{Date\Time}

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

3



Questions and Discussion

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/17/2021 2:26:50 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
CC: Perkins, Shannon [perkins.shannon@epa.gov]
Subject: FW: FOIAonline Next Steps and Future

Importance: High

FYI: This is the note that Jeff Wells sent forward to Tim Epp in NFO this morning.

I will be sending a note to the Partners later tonight or tomorrow morning, along with a November 30th meeting invitation.

Laura and I have discussed the timing and comms on this, but I wanted to make sure we're all aware and in lock-step. More to come later today during our check-in.

And all of this while working on the recent (and amazing) deployment in EPA's AWS.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 8:43 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: FOIAonline Next Steps and Future
Importance: High

Good Morning Tim,

I wanted reach out to inform you that we will be sunseting FOIAonline at the end of FY23. On this date, our operation will shift from a shared service, to a FOIA case management system serving only NFO, as our sole customer. Please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners later this week. Our FOIAonline team would like to schedule a meeting to walk you through the timing and logistical details of the sunseting process, as well as the potential impacts to the NFO. As part of that, we would also like to reserve time for you to ask questions and allow for a more robust discussion. We'll reach out with some times.

I'd also like to collaborate with you to develop a brief desk statement for OPA. I'll send a draft to you shortly and would appreciate any comments or edits you/OGC care to make before we send it over to Nancy Grantham.

We're sure you're interested in our rationale behind this difficult decision. For our Shared Service Partners, there are a variety of cost effective solutions now available that are basically off the shelf that will serve them

as well or better than what we can cost effectively provide in the future with our custom solution. The market here has advanced enormously since we launched the FOIAonline system 10 years ago.

Ex. 5 Deliberative Process (DP)

Once we get past the next several weeks when we announce this to our partners and offer them our initial transition support, you can look for a separate meeting invitation to discuss the future solution for NFO in greater detail.

Thanks,
Jeff

Jeff Wells
Director
Office of Enterprise Information Programs (OEIP)
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW (2821T)
Washington, DC 20460

wells.jeffrey@epa.gov
202/566-1706 - Direct Line
Ex. 6 Personal Privacy (PP) - Mobile

Street Address: 6312A William Jefferson Clinton West Building, 1301 Constitution Ave. NW



Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/17/2021 2:50:35 PM
To: Keeling, Synta [Synta.Keeling@nlrb.gov]
CC: Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]
Subject: Re: FOIAonline

Good morning Synta,

I'm sorry that we are sunsetting as well... and just when we were all getting in sync and I felt like I had plateaued on my learning curve (or at least was approaching the plateau).

Here's a bit more information that might help raise your comfort level after receiving this news. Our communications strategy includes sending a message tomorrow to inform Partners. So we ask at this time that you keep this information close hold until then. In tomorrow's message to the Partners, we will give a better idea of how we will assist and guide the Partners through the sunsetting process which will include how to find a new FOIA case management solution. Details pertaining to the sunsetting timeline will be shared during a Partner meeting we hope to schedule by the end of November/beginning of December.

Please know that the sunsetting won't happen immediately and that Partners will have continued access to FOIAonline during the sunsetting. **The sunsetting will happen over a period of 2 years.** I hope you can trust that we will escort you and the other Partners through a thorough process at a comfortable pace that won't leave anyone in a lurch. Again, we will provide more details about the process and timeline at our next Partner meeting, and we plan for a series of meetings thereafter. In the interim, please feel free to reach out to me.

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Wednesday, November 17, 2021 8:51 AM
To: Keeling, Synta <Synta.Keeling@nlrb.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline

Good Morning Synta,

Thank you for your email. We will be setting up a meeting to discuss the details very soon. We'll be here to support you during the transition without a doubt.

At this time, FOIAonline is not recommending a specific alternative but we will put together a list that can assist with your market assessment.

Thanks again,
Jeff

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Keeling, Synta <Synta.Keeling@nlrb.gov>
Sent: Wednesday, November 17, 2021 8:40 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline

Good morning,

My CIO reached back about the retirement of FOIAonline. I'm sorry to hear this.

Can you please share the list of FOIA case management products and alternatives?

Thank you,

Synta Keeling

FOIA Branch Chief | Assistant General Counsel
National Labor Relations Board (NLRB)
FOIA Branch
synta.keeling@nlrb.gov
TEL (202) 273-2995 | Fax (202) 273-3642

Message

From: Stephanie Kost [Stephanie.Kost@fcc.gov]
Sent: 11/19/2021 12:28:23 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: RE: FOIAonline Next Steps and Future

Good Morning Jeff,

Surprised to hear this news and looking forward to the meeting. We are going to miss FOIAonline and working with you.

Thanks,
Stephanie

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/22/2021 1:39:51 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Fw: FOIAonline Sunset Desk Statement FINAL 11182021.docx
Attachments: FOIAonline Sunset Desk Statement FINAL 11182021.docx

EPA TO SUNSET FOIAOnline Service by the End of FY2023

November 18, 2021

In consultation with Office of the Federal Chief Information Officer, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of an agency's response to a request, and search for information previously made publicly available.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. EPA has therefore made the determination that it will no longer continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/22/2021 8:25:36 PM
To: Gonzalez, Barbara, OIG DoD [Barbara.Gonzalez@DODIG.MIL]
CC: Dorgan, Mark J., OIG DoD [Mark.Dorgan@DODIG.MIL]; Slutzkin, Searle, OIG DoD [Searle.Slutzkin@DODIG.MIL]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Re: End of FOIAonline Question

Good afternoon Barbara,

Unfortunately, you heard correctly. We will be sunsetting the program and shutter it on Dec 30th, 2023. Here's a bit more information that might help raise your comfort level after receiving this news. Our road map for the next 2 years will focus on guiding the Partners through the sunseting process which will include assisting Partners in the pursuit of finding a new FOIA case management solution. This information and more details pertaining to the sunseting timeline will be shared during a Partner meeting scheduled for November30th. You should have received an invitation. Please let me know if you haven't.

Keep in mind that the sunseting won't happen immediately (it will be a 2-year process), and Partners will have continued access to FOIAonline and the data it houses during this time. However, on December 30, 2023, the FOIAonline Program will completely shutdown and shutter. In anticipation of this final action, FOIAonline engineering efforts will create custom data exportation scripts for each Partner Agency. These scripts will be able to output Agency data in many desired formats to allow Partners to export their FOIAonline data to their new vendor well ahead of the December 30th shutdown date.

I hope you can trust that we will escort you and the other Partners through a thorough process at a comfortable pace that won't leave anyone in a lurch. Again, we will provide more details about the process and timeline at our next Partner meeting, and we plan for a series of meetings thereafter. In the interim, please feel free to reach out to me.

From: Gonzalez, Barbara, OIG DoD <Barbara.Gonzalez@DODIG.MIL>
Sent: Thursday, November 18, 2021 7:43 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Dorgan, Mark J., OIG DoD <Mark.Dorgan@DODIG.MIL>; Slutzkin, Searle, OIG DoD <Searle.Slutzkin@DODIG.MIL>
Subject: End of FOIAonline Question

Good Morning Jeff and Laura,

I hope all is well with you and yours.

I heard that EPA made the decision to sunset the FOIAonline Shared Service by the end of FY23. Could you confirm that this is actually the case please? If so, what does this mean for Partners who have been using it? What happens to our information?

We appreciate any information you can provide for us. We are available to discuss, if you like. Thank you in advance for your help.

Sincerely,

Barbara Gonzalez
Division Chief

Freedom of Information, Privacy and Civil Liberties Office
Department of Defense Office of Inspector General
4800 Mark Center Drive, Suite 10B24, Alexandria, VA 22350-1500
Phone: 703-604-9775 | Desk: 703-604-8758 | Fax: 571-372-7498

This e-mail is from the Department of Defense Office of Inspector General {DoD OIG}. It may contain Controlled Unclassified Information {CUI}, including information that is Law Enforcement Sensitive {LES}, subject to the Privacy Act, and/or other privileges and restrictions that prohibit release without appropriate legal authority. Do not disseminate without the approval of the DoD OIG. If received in error, please notify the sender by reply e-mail and delete all copies of this message.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/22/2021 8:52:42 PM
To: Oehrle, Christopher [Christopher.Oehrle@stb.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Re: FOIAonline Next Steps and Future

Good afternoon Chris,

Unfortunately, you heard correctly. We will be sunseting the program and shutter it on Dec 30th, 2023. Here's a bit more information that might help raise your comfort level after receiving this news. Our road map for the next 2 years will focus on guiding the Partners through the sunseting process which will include assisting Partners in the pursuit of finding a new FOIA case management solution. This information and more details pertaining to the sunseting timeline will be shared during a Partner meeting scheduled for November30th. You should have received an invitation. Please let me know if you haven't.

Keep in mind that the sunseting won't happen immediately (it will be a 2-year process). I hope you can trust that we will escort you and the other Partners through a thorough process at a comfortable pace that won't leave anyone in a lurch. Again, we will provide more details about the process and timeline at our next Partner meeting, and we plan for a series of meetings thereafter to cover a range of Partner concerns and questions. In the interim, please feel free to reach out to me.

From: Oehrle, Christopher <Christopher.Oehrle@stb.gov>
Sent: Thursday, November 18, 2021 3:59 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: FW: FOIAonline Next Steps and Future

Hi Laura,

In plain English, does this mean what I think it means – that we will have to find another way to manage our FOIA requests by September 30, 2021?

That is fine. We have two years, but I want to be clear before I notify our agency senior management. Thank you, Chris.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/23/2021 9:30:27 AM
To: Gonzalez, Barbara, OIG DoD [Barbara.Gonzalez@DODIG.MIL]
CC: Dorgan, Mark J., OIG DoD [Mark.Dorgan@DODIG.MIL]; Slutzkin, Searle, OIG DoD [Searle.Slutzkin@DODIG.MIL]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Re: End of FOIAonline Question

Thanks for your response, Barbara. In the meantime, please feel free to send to us your concerns... Partner input and feedback will help drive the communications element of this transition.

From: Gonzalez, Barbara, OIG DoD <Barbara.Gonzalez@DODIG.MIL>
Sent: Monday, November 22, 2021 3:36 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Dorgan, Mark J., OIG DoD <Mark.Dorgan@DODIG.MIL>; Slutzkin, Searle, OIG DoD <Searle.Slutzkin@DODIG.MIL>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: End of FOIAonline Question

Hi Laura,

We appreciate you providing a little more information. As you know this came as a shock, and I am sure we are not the only ones.

We look forward to the meeting, so we can get a better understanding of what will happen, when and how.

Thanks and have a wonderful Thanksgiving.

Sincerely,

Barb Gonzalez
Division Chief
DOD OIG FOIA

Desk Tele: 703-604-8758
Main FOIA Tele: 703-604-9775
FAX: 571-372-7498

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Monday, November 22, 2021 3:26 PM
To: Gonzalez, Barbara, OIG DoD <Barbara.Gonzalez@DODIG.MIL>
Cc: Dorgan, Mark J., OIG DoD <Mark.Dorgan@DODIG.MIL>; Slutzkin, Searle, OIG DoD <Searle.Slutzkin@DODIG.MIL>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: [Non-DoD Source] Re: End of FOIAonline Question

Good afternoon Barbara,
Unfortunately, you heard correctly. We will be sunseting the program and shutter it on Dec 30th, 2023. Here's a bit more information that might help raise your comfort level after receiving this news. Our road map for the next 2 years will focus on guiding the Partners through the sunseting process which will include assisting Partners in the pursuit of finding a new FOIA case management solution. This information

and more details pertaining to the sunseting timeline will be shared during a Partner meeting scheduled for November 30th. You should have received an invitation. Please let me know if you haven't.

Keep in mind that the sunseting won't happen immediately (it will be a 2-year process), and Partners will have continued access to FOIAonline and the data it houses during this time. However, on December 30, 2023, the FOIAonline Program will completely shutdown and shutter. In anticipation of this final action, FOIAonline engineering efforts will create custom data exportation scripts for each Partner Agency. These scripts will be able to output Agency data in many desired formats to allow Partners to export their FOIAonline data to their new vendor well ahead of the December 30th shutdown date.

I hope you can trust that we will escort you and the other Partners through a thorough process at a comfortable pace that won't leave anyone in a lurch. Again, we will provide more details about the process and timeline at our next Partner meeting, and we plan for a series of meetings thereafter. In the interim, please feel free to reach out to me.

From: Gonzalez, Barbara, OIG DoD <Barbara.Gonzalez@DODIG.MIL>

Sent: Thursday, November 18, 2021 7:43 AM

To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Cc: Dorgan, Mark J., OIG DoD <Mark.Dorgan@DODIG.MIL>; Slutzkin, Searle, OIG DoD <Searle.Slutzkin@DODIG.MIL>

Subject: End of FOIAonline Question

Good Morning Jeff and Laura,

I hope all is well with you and yours.

I heard that EPA made the decision to sunset the FOIAonline Shared Service by the end of FY23. Could you confirm that this is actually the case please? If so, what does this mean for Partners who have been using it? What happens to our information?

We appreciate any information you can provide for us. We are available to discuss, if you like. Thank you in advance for your help.

Sincerely,

Barbara Gonzalez
Division Chief

Freedom of Information, Privacy and Civil Liberties Office
Department of Defense Office of Inspector General
4800 Mark Center Drive, Suite 10B24, Alexandria, VA 22350-1500
Phone: 703-604-9775 | Desk: 703-604-8758 | Fax: 571-372-7498

This e-mail is from the Department of Defense Office of Inspector General {DoD OIG}. It may contain Controlled Unclassified Information {CUI}, including information that is Law Enforcement Sensitive {LES}, subject to the Privacy Act, and/or other privileges and restrictions that prohibit release without appropriate legal authority. Do not disseminate without the approval of the DoD OIG. If received in error, please notify the sender by reply e-mail and delete all copies of this message.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/23/2021 2:16:50 PM
To: Colbert, Lezlie [Lezlie.Colbert@nrc.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: Re: FOIAonline Next Steps and Future

Good morning Lezlie,

Our road map for the next 2 years will focus on guiding the Partners through the sunseting process which will include assisting Partners in the pursuit of finding a new FOIA case management solution. This information and more details pertaining to the sunseting timeline will be shared during a Partner meeting scheduled for November 30th. You should have received an invitation. Please let me know if you haven't.

On December 30, 2023, the FOIAonline Program will completely shutdown and shutter. In anticipation of this final action, FOIAonline engineering efforts will create custom data exportation scripts for each Partner Agency. These scripts will be able to output Agency data in many desired formats to allow Partners to export their FOIAonline data to their new vendor well ahead of the December 30th shutdown date.

We will provide more details about the process and timeline at our next Partner meeting, and we plan for a series of meetings thereafter, to cover specific topics such as that which you raised. Thanks for expressing your concerns. Partner input and feedback will help drive the communications element of this transition.

From: Colbert, Lezlie <Lezlie.Colbert@nrc.gov>
Sent: Thursday, November 18, 2021 3:51 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Good Afternoon,

I look forward to attending the meeting on the 30th. In the interim, I have a few questions about data migration. Will there be a cost associated with data migration? What is the planned method for data migration (raw data, etc.)?

Lezlie Colbert
FOIA, Library, and Information Collection Branch
Governance and Enterprise Management Services Division
Office of the Chief Information Officer
U.S. Nuclear Regulatory Commission

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: [External_Sender] FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/29/2021 4:43:31 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]
Subject: RE: Partner Meeting Prep Materials
Attachments: Internal Partner Sunset Meeting Annotated Agenda - BKT.docx

Quick points attached. I'm still reviewing the documents – but thank you. This is great and really helpful. I need to get this back to Wells later today.

Also – let's consider if we can get that initial meeting set by Dec 14/15th ... or if we want to push the whole thing back to January.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Monday, November 29, 2021 10:31 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: RE: Partner Meeting Prep Materials

Hi Laura,

This is great! I have a few suggestions/additions we can discuss.

Both agenda docs (pg 2 paragraph 2)

Ex. 5 Deliberative Process (DP)

Q & A:

Ex. 5 Deliberative Process (DP)

a

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Monday, November 29, 2021 8:53 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>

Subject: Partner Meeting Prep Materials

Importance: High

Good morning Brian and team,

For your consideration is a draft Partner Meeting Agenda for tomorrow. **This is the only document of those attached to this email that would be shared with the Partners.** You will notice that it provides a skeleton of the meeting topics to be presented/discussed. Please see the annotated meeting agenda for the information that could be presented for those respective agenda topics.

Brian, please see the attached annotated meeting agenda that provides proposed talking points. These are just some ideas; don't use if you don't see fit. Let me know if you'd like me to make some changes.

Additionally, attached is a table that provides initial Partner reactions to Brian's sunseting announcement. It's interesting to see the array of immediate concerns. Also attached is a draft Q&A document in preparation for tomorrow's meeting. This was developed in response to the Partners' immediate reactions and in response to concerns discussed during the desk statement development.

Please let me know if you'd like any changes or need clarification.

Partner Response to Sunsetting Announcement

On November 18 and 19, 2021, Brian Thompson sent an email to our Federal Partners announcing the sunsetting of the FOIAonline Shared Services Program. Provided below are the immediate Partner responses received.

| Partner | Date | Response |
|------------------------------------|----------|---|
| NLRB Synta Keeling | 11/17/21 | Can you please share the list of FOIA case management products and alternatives |
| DoD OIG Barbara Gonzalez | 11/18/21 | Could you confirm that this is actually the case please? If so, what does this mean for Partners who have been using it? What happens to our information? As you know this came as a shock, and I am sure we are not the only ones. We look forward to the meeting, so we can get a better understanding of what will happen, when and how. |
| NRC Lezlie Colbert | 11/18/21 | I have a few questions about data migration. Will there be a cost associated with data migration? What is the planned method for data migration (raw data, etc.)? |
| STB Chris Oehrle | 11/18/21 | does this mean what I think it means – that we will have to find another way to manage our FOIA requests by September 30, 2021? |
| | | |
| | | |
| | | |
| | | |

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/30/2021 1:24:21 PM
To: Danoff, Karen [Karen.Danoff@nrc.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
CC: Blaney, Stephanie [Stephanie.Blaney@nrc.gov]; Colbert, Lezlie [Lezlie.Colbert@nrc.gov]
Subject: RE: Meetings on FOIAonline Next Steps and Future

Karen,

Thank you for the email and good morning. There are no slides for today's meeting, but an Agenda and outline will be coming out later this morning. We will continue to have future meetings on this topic over the coming months and welcome a one-on-one meeting with you and the NRC team to help identify and address any questions you may have.

Thank you,
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Danoff, Karen <Karen.Danoff@nrc.gov>
Sent: Tuesday, November 30, 2021 8:22 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Cc: Blaney, Stephanie <Stephanie.Blaney@nrc.gov>; Colbert, Lezlie <Lezlie.Colbert@nrc.gov>
Subject: Meetings on FOIAonline Next Steps and Future

Good Morning,

We have a conflict in attending some of the meeting today at 1 pm on this topic. Will there be slides, or other information, sent out to all agency POCs from the meeting? Will there be future meetings on this topic for agency POCs?

We at NRC will most likely be contacting you outside the meetings with our specific questions, one of which data migration.

Thanks,
Karen

Karen Danoff
Government Information Specialist, FOIA Team
Governance & Enterprise Management Services Division
Office of the Chief Information Officer
US Nuclear Regulatory Commission
Rockville, MD 20852
301-415-5072
Karen.Danoff@nrc.gov

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Thursday, November 18, 2021 3:44 PM

To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>

Subject: [External_Sender] FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/29/2021 11:04:01 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]
Subject: Partner Meeting Materials
Attachments: Internal Partner Sunset Meeting Annotated Agenda - BKT LSJ JE.docx; Partner Meeting Agenda.docx; FOIAonlineSunsetting FAQs partners.docx; sunset partner responses.docx

Good evening Brian, Jeff, and Jasper,

Attached are the revised documents that reflect the comments and suggestions provided today. I encourage you to take a final look for your approval at the following:

Internal Annotated Agenda: I provided some more text pertaining to the FOIAonline versions beyond 3.0. Jeff, have I characterized things correctly? If further revisions are needed, please insert specific language directly into the document.

Also, Brian suggested including language directing specific questions to either Jasper, Jeff, or me. However, because of the upcoming holidays and leave, I was thinking perhaps sending questions to all three of us might be best. With one or two of us out, it's possible that one of us might be able to answer the question or part of the question. Do you agree? If not, I can still make that last change to the Partner facing agenda.

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

Agenda

November 30, 2021

1:00pm – 2:00pm

Annotated Agenda with Talking Points

I. Sunset Announcement

- *EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.*

II. Meeting Purpose and Structure

- *During today's meeting, we will discuss this decision, provide our high-level plans for the next two years so you can begin your program's transition, and listen to your needs and questions. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.*

III. Sunsetting Decision Rationale

- **FOIAonline Creation, Evolution, and Sunsetting Decision**
FOIAonline was first planned starting in 2010 and the first version was deployed in 2012. It was created in response to drivers for Open Government and to provide improved Freedom of Information Act (FOIA) responses, allowing a seamless way for the public to request information, for Agencies to track their progress and communicate with the public to ultimately provide the information being sought. EPA declared a FMFIA (Federal Manager's Financial Integrity Act) weakness in the electronic content management for responding to FOIAs, which spurred this development and implementation.

The Environmental Protection Agency (EPA), the Department of Justice, and the National Archives and Records Administration (NARA) initially worked together on the development of FOIAonline and with other agencies such as the Department of Defense (DoD), Department of Homeland Security (DHS), and the Department of Health and Human Services, the system was created.

The initial estimated cost to build the system was \$1.3 million, with estimated costs for annual operations and maintenance between \$500,000 and \$750,000.

Version 2.0 of the system was integrated with the E-Rulemaking service, sharing hosting and software platforms to provide a cost-effective shared solution for all parties. Later, it was planned that the E-Rulemaking service was to be upgraded and moved from the EPA to the General Services Administration (GSA). Migration of E-Rulemaking occurred in 2019.

This migration required the EPA to develop its own platform independent of the shared environment of previous versions. In addition, Version 2.0 exhibited significant performance issues, including the inability to support the range of report generation needed by all agencies and some public users.

Version 3.0 of FOIAonline is the result of those needed changes. Other drivers for Version 3.0 included a need to sustain annual database growth of 30%, support 19 partner agencies, onboarding new partner agencies, and move to the cloud storage environment for faster and more reliable insights and operations.

The migration to Version 3.0 did pose challenges to the FOIAonline program, some of which still exist today. The full complexity of the Version 3.0 design was not accurately reflected in the initial deployment and cost estimates, and the complexity of data migration was significantly underestimated. This led to a focus on stability and basic performance issues with a backlog of deferred functionality and other planned enhancements to the system's capabilities. We then moved to Version 4.0 with an Alfresco Community, followed by Version 4.5 that moved to EPA's AWS.

Running in parallel to these changes were workflow changes. The unique element of FOIAonline that has made this case management solution so attractive to users morphed into a significantly complex aspect of the program: individual Partner feature customizations. It became clear that there isn't a universal workflow throughout FOIAonline, and the changes Partners requested at times were specific to individual users and/or were not simple fixes due to the complexity of this case management system. As a result, rather than directing resources to advance the program as a whole, we've had to fracture our resources in order to address the creation, operation, and maintenance of each individual customization. We were focusing on updates rather than upgrades. Meanwhile, the commercial market for FOIA case management applications experienced significant growth, producing impressive and novel, off-the-shelf FOIA case management solutions now available to the Federal Government at a reasonable price point. The overhaul necessary for FOIAonline to catch up to the technological capabilities currently available would require immediate, large investments of both time and money. After such investments, FOIAonline would no longer be the lowest cost service.

IV. Overview of Sunsetting Schedule

Jan 1, 2022 -- May 31, 2022. **Build data export scripts for each agency.** Our engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. These export scripts will allow for us to migrate Partner existing data/information currently living at FOIAonline.

Nov, 2021 -- Nov, 2022. **Find and select a new FOIA case management system.** This allows time for Partners to select their respective new FOIA case management vendor while we will run FOIAonline for an additional ten (10) months.

Nov 1, 2022 -- Sept 30, 2023. **Partner onboarding and training with new service.** This period of time of 11 months allows for new vendors to onboard and train respective Partners.

Last week of Aug, 2023. As usual, FOIAonline help desk will run preliminary year end reports and raw data extracts. The FOIAonline team will guide Partners to meet the DOJ deadlines for year-end reporting.

Sept 30, 2023. **Last day for general public to access FOIAonline.** FOIAonline will also execute a communications strategy to inform the general public of our sunsetting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. **Run Year End Reporting.** FOIAonline will not accept new FOIA requests after Sept 30, 2023. Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by Partner's new vendor's solution. An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023.

Oct 1, 2023 – Dec 29, 2023. **Data Migration and Program Sunset Partner by Partner.** FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner occurs according to export data migration date.

December 30, 2023. **Program Sunset, Shutdown, and Shuttering.** On this date, the Program is completely shutdown and shuttered. All Partners will be locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor because all data will have been imported successfully to the vendor's solution.

V. FOIAonline Sunsetting Support

- We understand that in order for you to prepare for this transition, you need information. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition. We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

- **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be scheduled in January 2022

- **Budget and MOUs/MOAs:** reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
- **Case Management Alternatives:** FOIA.gov's current capabilities, case management alternatives, upcoming February 2022 *NexGen FOIA Tech Showcase*

- Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.

VI. Upcoming meetings and events:

- **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):**
- **Event: NexGen FOIA Tech Showcase in February 2022**

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoImMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIQSQfD4%2BdS2VWc%3D&reserved=0)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoImMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIQSQfD4%2BdS2VWc%3D&reserved=0" \t "_blank"], in conjunction with The [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7

C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[NexGen FOIA Tech Showcase.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYpE6ug%3D&reserved=0)

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

November 30, 2021

1:00pm – 2:00pm

Conference number: 202-991-0477

Pass Code: 401 505 483#

Agenda

- I. Sunset Announcement
- II. Meeting Purpose and Structure
- III. Sunsetting Decision Rationale
- IV. Overview of Sunsetting Schedule
- V. FOIAonline Sunsetting Support
 - a. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.
 - b. Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.
- VI. Upcoming meetings and events

Meeting: We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

 - **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be Scheduled in January 2022
 - **Budget and MOUs/MOAs:**
 - **Case Management Alternatives:**

Event: NexGen FOIA Tech Showcase in February 2022

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [HYPERLINK

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWF

pbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIOqSQfD4%2BdS2VWc%3D&reserved=0" \t "_blank"], in conjunction with The [[HYPERLINK](#)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[HYPERLINK](#)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0" \t "_blank"] (OIP), are hosting an event for federal agencies in February 2022 called the ***NexGen FOIA Tech Showcase***.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

FOIAonline Sunsetting Partner Reactions/Concerns/Questions

Anticipated FOIAonline Partner Reactions/Concerns/Questions

(Q) Why is FOIAonline sunsetting the program?

(A) *Since FOIAonline's inception in 2012, the commercial market for FOIA case management applications has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.*

(Q) How does sunsetting affect FOIAonline cost of operation/How will this impact Partner user fees?

(A) *During FY 23, Partners will see a significant price reduction for our service due to sunsetting the program; price reductions will be reflected in MOU/MOA contracts for FY24.*

(Q) Can a Partner be released from/break its MOU/MOA with EPA and leave FOIAonline early?

(Q) How will the phasing out/sunsetting impact Partner's daily work?

(A) *Partners can anticipate full functionality of FOIAonline throughout most of the sunsetting process. It won't be until September 30, 2023 that Partners will feel an impact. After September 30th, no new FOIA requests will be accepted via FOIAonline. At the beginning of October 2023, we will begin to freeze and migrate Partner FOIAonline case data to their new vendor's solution. Partners will be able to update existing cases leading up to the date at which we freeze and migrate their data. Once Partner data is migrated, new FOIA requests will be handled by their new vendor's solution. On December 30, 2023, the FOIAonline Program will completely shutdown and shutter: FOIAonline support will not be available, FOIAonline data will be inaccessible, and all Partners will be locked out of FOIAonline.*

(Q) How will Year End reporting be affected?

(A) *On October 1, 2023, FOIAonline will launch an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative. For FY23, Partners can rely on the usual, annual production of FOIAonline's Year End Reports and Raw Data Extracts for each Partner. However, FOIAonline will not produce FY24 Year End Reporting and Raw Data Exports. Because all Partner case data will have been imported successfully to a given Partner's vendor solution, the new vendor can generate Partner Year End Reports and Raw Data Exports in that solution without a problem.*

(Q) What happens to a FOIAonline FOIA request after the sunset date?

(A) *No new FOIA requests to FOIAonline will be accepted after September 30, 2023. Partners will be able to continue updating existing cases leading up to the date at which we freeze and migrate their data. We anticipate beginning data migration in October and running through December 2023 with an expected data migration per Partner taking*

approximately 24 hours. After Partner data migration, new FOIA requests will be handled by the Partner's new vendor solution.

(Q) Can a Partner still access information in their FOIAonline account after the sunset date?

(A) *No. On December 30, 2023, the FOIAonline Program will completely shutdown and shutter: FOIAonline support will not be available, FOIAonline data will be inaccessible, and all Partners will be locked out of FOIAonline. Additionally, we will dismantle and destroy all of our EPA AWS FOIAonline application environments. In anticipation of these final actions, FOIAonline engineering efforts will create custom data exportation scripts for each Partner Agency. These scripts will be able to output Agency data in many desired formats to allow Partners to export their FOIAonline data to their new vendor.*

(Q) What level of consultation will FOIAonline offer Partners to help find a replacement shared service?

(A) *The FOIAonline team has reached out to its Partner Agencies designated point of contact to initiate discussions on this transition and to assure Partners that we will guide them through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with an alternate FOIA case management system. Additionally, the FOIAonline team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and to assist our Federal Partners in finding a new solution. The first of such meetings is scheduled for November 30th.*

(Q) Can FOIA.gov serve as a replacement for FOIAonline?

(A) *Currently, FOIA.gov is not a FOIA case management system per se. FOIA.gov provides a central resource for the public to make a request for information that is not publicly available. As such, Partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same case management functions as our shared service.*

(Q) What will be the format of the exported data for migration?

(A) *FOIAonline is committed to working with other vendors to produce the most optimal format for importation into the new system. There are several data interchange formats that may be most suitable including, but not limited to, CSV, XML and other flat file formats.*

(Q) How will data be transferred from FOIAonline to new vendors during the migration?

(A) *FOIAonline is committed to ensuring data transmission is successful with security as our utmost concern. Exported data will be compressed, packaged, encrypted and password protected. Transferring data over encrypted communication channels is required/mandatory without exceptions.*

(Q) How long are we planning for Agencies to be without a FOIA solution where the public can submit requests?

(A) *We don't anticipate a lapse in service to the public: The general public can submit requests through FOIA.gov and they can be directed to whatever system an Agency uses – or it can be emailed to the specific Agency.*

(Q) What kind of assistance can I expect from EPA's technical team in identifying and evaluating my successor system?

(A) None. We can work to answer specific questions about the data exports and migration. We can work to set-up demos for the group. We will not be identifying or evaluating solutions.

(Q) What sort of technical assistance will I/can I expect?

(A) Migration and exporting the data, and ensuring the system maintains its useability throughout the next two years.

(Q) Will EPA's tech team meet one-on-one with each Agency's team to help them evaluate alternatives?

(A) No. We will meet with each Agency one-on-one to support them in their migration efforts and needs, but the evaluation of alternatives needs to be done by each Agency independent of the FOIAonline program. The FOIAonline program can provide support from other groups – such as the Chief FOIA Officer's Committee.

(Q) Will EPA be providing any contracting or acquisition support?

(A) No.

(Q) What sort of help can we expect from DOJ?

(A) Unclear.

(Q) What do we need to know about FOIA.gov for the new system we each acquire?

(A) As of now, the only requirement is that the new system should be able to have an API to accept requests submitted to FOIA.gov and redirect them back to the new system each Agency acquires.

(Q) Will agencies be able to team up and barter with providers to get a better deal - even if we acquire a system individually?

(A) Great question, that is something we can work together on and with acquisition teams from each Agency to determine if that is allowed and how it may be possible.

Additional questions to consider

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ How will FOIAonline incorporate existing list of enhancements?
- ✓ How will the sunset code freeze impact the Partners?

Partner Response to Sunsetting Announcement

On November 18 and 19, 2021, Brian Thompson sent an email to our Federal Partners announcing the sunsetting of the FOIAonline Shared Services Program. Provided below are the immediate Partner responses received.

| Partner | Date | Response |
|------------------------------------|----------|---|
| NLRB Synta Keeling | 11/17/21 | Can you please share the list of FOIA case management products and alternatives |
| DoD OIG Barbara Gonzalez | 11/18/21 | Could you confirm that this is actually the case please? If so, what does this mean for Partners who have been using it? What happens to our information? As you know this came as a shock, and I am sure we are not the only ones. We look forward to the meeting, so we can get a better understanding of what will happen, when and how. |
| NRC Lezlie Colbert | 11/18/21 | I have a few questions about data migration. Will there be a cost associated with data migration? What is the planned method for data migration (raw data, etc.)? |
| STB Chris Oehrle | 11/18/21 | does this mean what I think it means – that we will have to find another way to manage our FOIA requests by September 30, 2021? |
| | | |
| | | |
| | | |
| | | |

Message

From: Rivera, Sandra [Rivera.Sandra@epa.gov]
Sent: 11/30/2021 4:26:32 PM
To: Jones, Jasper [Jones.Jasper@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: FOIAonline Next Steps and Future
Attachments: Partner Meeting Agenda 11.30.2021.pdf

Hi Jasper and Jeff,

I was notified by our contractor CNSS who supports the CDX Help Desk regarding today's FOIA meeting that they were invited to. Please make sure to include me in any type of meetings where you will need CNSS to participate in as I am the COR for this contract.

Thanks

Sandra Rivera, MBA

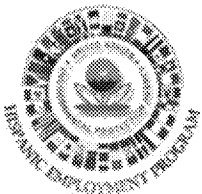
Environmental Protection Specialist
EPA's Hispanic Employment Program (HEP) Council Chair

U.S. Environmental Protection Agency
Office of Mission Support



OFFICE OF INFORMATION MANAGEMENT
PROVIDING INFORMATION MANAGEMENT SOLUTIONS TO MEET EPA MISSION NEEDS

1301 Pennsylvania Ave., NW
Mail Code: 2824T
Washington, DC 20460
202-564-1054



From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 30, 2021 9:13 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: [EXTERNAL] RE: FOIAonline Next Steps and Future

Good morning everyone,

Attached, please find an agenda for today's 1:00pm ET meeting. I look forward to our discussion in a few hours.

-Brian

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

-----Original Appointment-----

From: Thompson, BrianK

Sent: Thursday, November 18, 2021 3:59 PM

To: Thompson, BrianK; Edwards, Jeff; Johnson, Laura-S; christie.m.sharpe@cbp.dhs.gov; Bennett, Amy; sabrina.burroughs@cbp.dhs.gov; Bouziane, Michele; Tamara.Qureshi@csb.gov; Lewis.Oleinick@dla.mil; kathy.Dixon@dla.mil; Teresa.W.Smith@dla.mil; Williams, Darrell M CIV OSD ODAM (USA); bParsons@doc.gov; JGoode@doc.gov; Barbara.Gonzalez@DODIG.MIL; Mark.Dorgan@DODIG.MIL; Searle.Slutzkin@DODIG.MIL; rachel.spector; christopher.a.julka@navy.mil; Moubleaux, Joan; Weth, Patricia; Rementer, Nicole; vanessa.lamb@fcc.gov; Stephanie.Kost@fcc.gov; Benish.Shah@fcc.gov; rosborne@flra.gov; travis.lewis@gsa.gov; kimberly.veach@gsa.gov; Jennifer.Everling@mspb.gov; Fon.Muttamara@mspb.gov; Karin.Kelly@mspb.gov; Joseph.Scanlon@nara.gov; jeannette.wise@nara.gov; Mark.Jeweler@nlrb.gov; Julie.Yarbrough@nlrb.gov; Synta.Keeling@nlrb.gov; Stephanie.Blaney@nrc.gov; Karen.Danoff@nrc.gov; Lezlie.Colbert@nrc.gov; tina.ennis@nrc.gov; Perry.Camilla@pbgc.gov; Oreoluwa.Fashola@sba.gov; melinda.jones@sba.gov; MaryAnn.Zimmerman@ssa.gov; Lorrell.Woods@ssa.gov; Anthony.Tookes@ssa.gov; Torya.Mathes-Evans@ssa.gov; Stan.Cierlitsky@ssa.gov; Navdeep.Sarai@ssa.gov; Monica.de.los.Reyes@ssa.gov; Josue.Vega@ssa.gov; Lawrence.E.Walker.II@ssa.gov; Nianti.Colon-Torres@ssa.gov; Linda.Frye@ssa.gov; Christopher.Oehrie@stb.gov; Marquis.Toson@stb.gov; Schumacher, Wendy; Alcantara, Natasha Y; Haywood, Kenyetta (Federal; Krapels, Helen (USPC); Epp, Timothy; cindy.cafaro; robin.patterson@navy.mil; sally.hughes@usmc.mil; Gamez.Betty@pbgc.gov; Christopher.holleman@sba.gov; Steve.Husk@usdoj.gov; Anissa.Banks@usdoj.gov; Wells, Jeffrey; Grimm, Patrick
Cc: Jones, Jasper; Perkins, Shannon; Julka, Christopher A CIV USN DONCIO WASHINGTON DC (USA); Reagan, Sarah; Stewart, Tyler J CIV DLA INFO OPERATIONS (USA); Wheeler, Ashley; Alvarez, Nelson R CIV DLA INFO OPERATIONS (USA); Gulamali, Adil; Hickey, Tammy J CIV OSD OATSD (PCLT) (USA); Fuentes, Tonya R (Toni) CIV OSD OATSD (PCLT) (USA); Joshua Cooper; Rhonda Martinez; Sherice Mariani; Peters, Noah; Moore, Angela G; Saul, Lindsey A CIV DLA INFO OPERATIONS (USA); Chickris, Peter; Mansfield, Judith R CIV DLA INFO OPERATIONS (USA)

Subject: FOIAonline Next Steps and Future

When: Tuesday, November 30, 2021 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

Discuss this decision to sunset FOIAonline by FY23

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

This message originates outside of the Cherokee Nation Businesses' email system.
Use caution if this message contains attachments, links or requests for information.

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

November 30, 2021

1:00pm – 2:00pm

Teams Meeting

Agenda

- I. Sunset Announcement
- II. Meeting Purpose and Structure
- III. Sunsetting Decision Rationale
- IV. Overview of Sunsetting Schedule
- V. FOIAonline Sunsetting Support
 - a. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.
 - b. Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.
- VI. Upcoming meetings and events

Meeting: We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

 - **Sunsetting Process Logistics/Timing (tentatively scheduled for early January 2022):**
Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications
 - To be Scheduled in late January 2022
 - **Budget and MOUs/MOAs:**
 - **Case Management Alternatives:**

Event: NexGen FOIA Tech Showcase in February 2022

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's Technology Committee, in conjunction with The Office of Information Services (OGIS) at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) Office of Information Policy (OIP), are hosting an event for federal agencies in February 2022 called the ***NexGen FOIA Tech Showcase***.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 12/1/2021 12:39:38 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: FW: FOIAonline

No action needed, just FYI.

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Wednesday, December 1, 2021 7:21 AM
To: 'Talebian, Bobak (OIP)' <Bobak.Talebian@usdoj.gov>
Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>
Subject: RE: FOIAonline

Bobby,

How does your schedule look for tomorrow between 2-3?

Thank you
Vaughn

From: Talebian, Bobak (OIP) <Bobak.Talebian@usdoj.gov> ?

Sent: Tuesday, November 30, 2021 6:14 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>
Subject: FOIAonline

Hi Vaughn,

Hope you are doing well and you and your family had a nice Thanksgiving holiday. Do you have a quick 15-30 minutes to connect this week? Agencies (and members of the public) have reached out to me regarding notification that FOIAonline is sunseting. I think a quick update and discussion would be really helpful.

Thanks so much and look forward to talking with you.

Best,

Bobby

Message

From: Jones, Jasper [Jones.Jasper@epa.gov]
Sent: 12/1/2021 8:50:18 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: RE: Supplemented Partner Notes from meeting yesterday

Good afternoon Laura,

Thank you!

Kind regards,

Jasper

Jasper D Jones, M.P.A.

Budget Lead

Office of Enterprise Information Programs

Office of Mission Support | U.S. Environmental Protection Agency

(202) 566-2056 | jones.jasper@epa.gov

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Wednesday, December 1, 2021 4:43 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: Supplemented Partner Notes from meeting yesterday

Good morning,

I was able to supplement Jeff's notes with notes that I took as well. The added text is in red font.

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 30, 2021 3:46 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: Notes from earlier today

I counted 59+ people on the call. [I'm curious how many Partners were represented. We will find this out and get back to you.] FYI only.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 12/1/2021 10:24:59 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]
Subject: Sunsetting timeline
Attachments: FOIAonline sunsetting schedule 12012021.docx

Gentlemen,

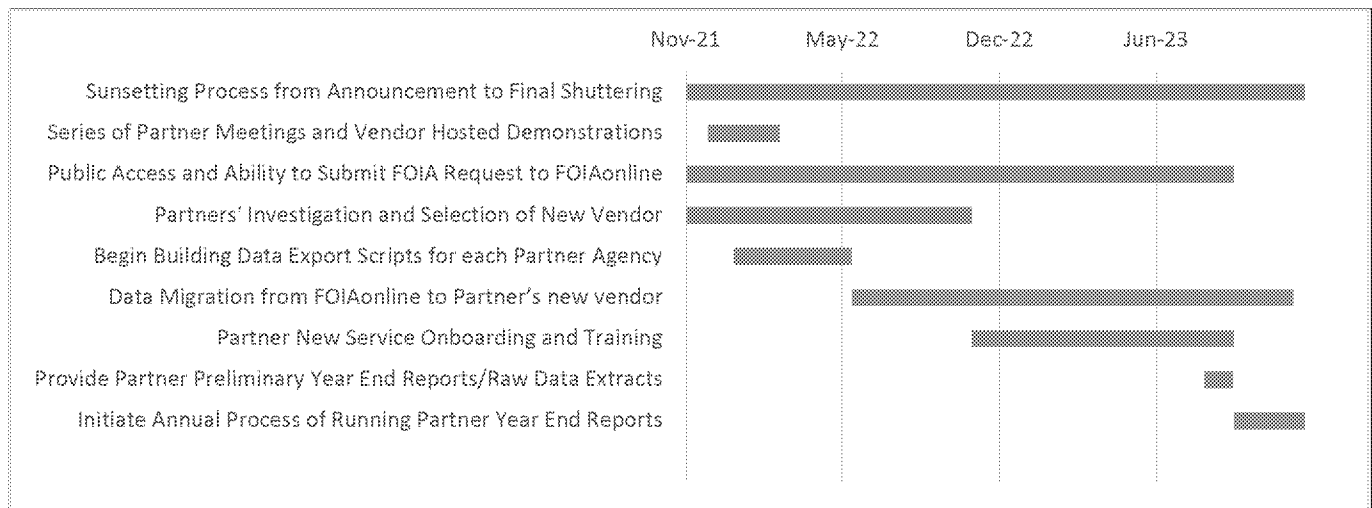
There's a lot of information and types of information we are trying to provide to the Partners. In addition to these complexities, we are providing Partners with an overview/high level look at things... so we want to provide enough information that won't cause confusion or an immediate need for additional information. That being said, please provide input on the materials I'm proposing we provide to the Partners. Is it useful? Do we need to present it differently?

Please look this over closely. The yellow highlighted areas need a double check. Do we have more Partner meetings we can list? Should I make the listing of meetings it's own section so it doesn't get buried?

I'm assuming we want to send this out this week? I will monitor emails tomorrow and Friday to ensure that any suggested revisions can be entered quickly so we can get this out to the Partners.

Proposed FOIAonline Sunsetting Schedule

At a Gantt Glance



Nov 2021. **Announce FOIAonline Sunsetting Decision/Commence Sunsetting Process.** Host the first of a series of Partner meetings to provide our high-level plans for the next two years so that Partners can begin taking steps to transition away from FOIAonline and FOIAonline can work with Partners to identify the support needed to complete this transition. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.

Nov 30, 2021 – Feb 2021. **Series of Partner Meetings, Vendor Hosted Demonstrations, and the NexGen FOIA Tech Showcase.**

- Nov 30 -- Sunsetting Overview and Next Steps
- Dec 15 -- FOIAXpress Demonstration. This demonstration will be hosted by FOIAXpress. The purpose of this demonstration is to provide an overview of the FOIAXpress case management solution as well as other features it has. The length of the meeting is to ensure there is plenty of time for questions. For more information on FOIAXpress go to <https://www.ains.com/foiaxpress/>.

To be scheduled in January 2022

- Sunsetting Process Logistics/Timing: Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
- Case Management Alternatives: FOIA.gov's current capabilities, case management alternatives, upcoming *February 2022 NexGen FOIA Tech Showcase*.

Nov 2021 -- Nov 2022. **Partners Investigate options and select a new FOIA case management system.** This allows time for Partners to select their respective new FOIA case management vendor while FOIAonline continues daily operations for an additional ten (10) months.

Jan 1, 2022 -- May 31, 2022. **Begin building data export scripts for each Partner Agency.** FOIAonline engineering efforts will commence with goals of creating custom data exportation scripts

for each Agency. These export scripts will allow for us to migrate Partners' existing data/information currently living at FOIAonline. Additionally, these scripts will be able to output Agency data in many desired formats and can be separated as desired (i.e., by sub-agency and/or chronologically).

Oct 1, 2022 – Dec 29, 2023 (FY23 and FY24). **FOIAonline Service Cost Reduction.** Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. A ten (10) month contract extension for CGI is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments.

June 1, 2022 – Dec 15, 2023. **Data Migration from FOIAonline to Partner's new vendor.** Data export scripts can be run upon request, and we can receive such requests as late as Dec 2023.

Nov 1, 2022 -- Sept 30, 2023. **Suggested Schedule for Partner new service onboarding and training.** This time period of 11 months allows for new vendors to onboard and train respective Partners.

Last week of Aug 2023. **Provide Partner Preliminary Year End Reports and Raw Data Extracts.** As usual, the FOIAonline help desk will run preliminary year end reports and provide raw data extracts. Additionally, the FOIAonline team will guide Partners to meet the DOJ deadlines for submitting year-end reports.

Sept 30, 2023. **Last day for general public to access and submit a FOIA request to FOIAonline.** FOIAonline will not accept new FOIA requests after Sept 30, 2023. New FOIA requests will be handled by Partner's new vendor's solution. FOIAonline will execute a communications strategy to inform the general public of our sunseting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of the upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. **Initiate annual process of running Partner Year End Reports.** An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. Agency users can conduct case cleanup, request Raw Data Extracts, and request Year End Reports up until the scheduled date on which we migrate a given Partner's data.

Oct 1, 2023 – Dec 29, 2023. **Period of scheduled data migration and program sunset Partner by Partner.** FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner correlates to the export data migration date.

Dec 30, 2023. **Program Sunset, Shutdown, and Shuttering.** On this date, the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor, as all data will have been imported successfully to the new vendor's solution.

| task | start date | end date | duration |
|--|------------|-----------|-----------|
| Sunsetting Process from Announcement to Final Shuttering | Nov-21 | 30-Dec-23 | 789 |
| Series of Partner Meetings and Vendor Hosted Demonstrations | Nov-21 | 28-Feb-22 | 90 |
| Public Access and Ability to Submit FOIA Request to FOIAonline | Nov-21 | 30-Sep-23 | 28-Nov-01 |
| Partners' Investigation and Selection of New Vendor | Nov-21 | Nov-22 | 365 |
| Begin Building Data Export Scripts for each Partner Agency | 1-Jan-22 | 31-May-22 | 150 |
| Data Migration from FOIAonline to Partner's new vendor | 1-Jun-22 | 15-Dec-23 | 562 |
| Partner New Service Onboarding and Training | 1-Nov-22 | 30-Sep-23 | 333 |
| Provide Partner Preliminary Year End Reports/Raw Data Extracts | Aug-23 | Sep-23 | 36 |
| Initiate Annual Process of Running Partner Year End Reports | 1-Oct-23 | 29-Dec-23 | 29-Mar-00 |

44501 45290

duration

789

90

698

365

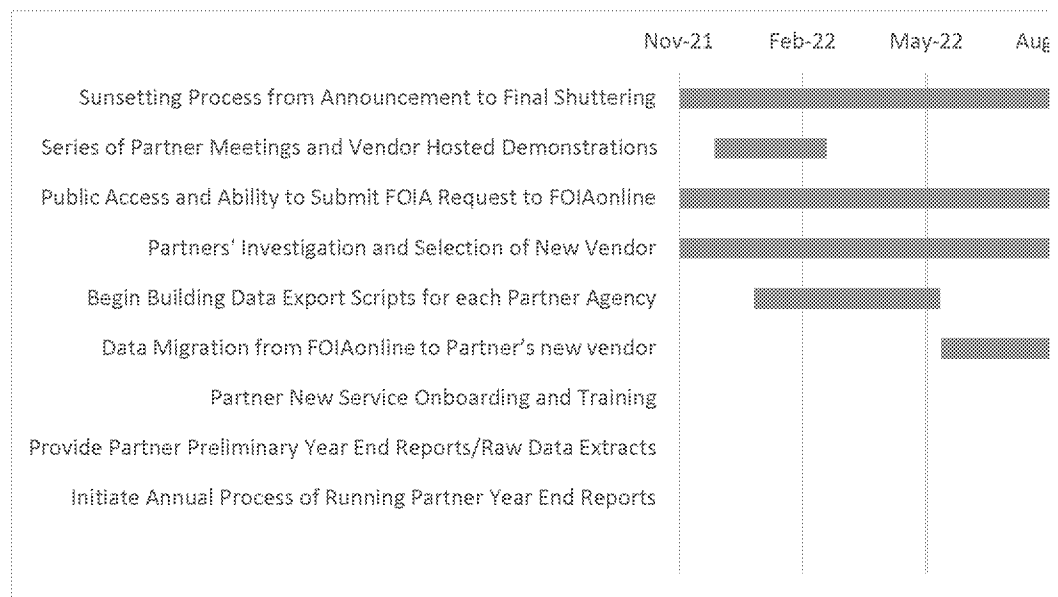
150

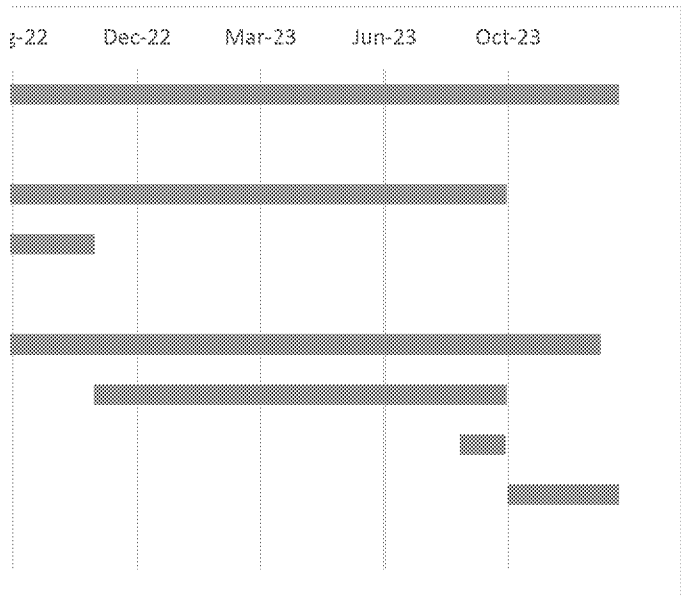
562

333

36

90





Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 12/2/2021 3:49:37 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
CC: Jones, Jasper [Jones.Jasper@epa.gov]
Subject: RE: Sunsetting timeline
Attachments: FOIAonline sunsetting schedule 12.02.21_BKT.docx

Laura – looks good. Let me know what you think of these edits/changes.

I agree with Jeff suggestion below.

Let's aim to get this out next week – no need to rush this out by end of this week.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Thursday, December 2, 2021 7:14 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Thompson, BrianK <Thompson.BrianK@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: Re: Sunsetting timeline

Thanks for the feedback Jeff. I agree with you and think that's a smart way to present information. What I could do is provide a little table of contents up front so folks know what information they can expect to see. I could then have a place holder in the annotated outline pertaining to the series of meetings and then have the meetings listed out elsewhere. Thanks for that suggestion.

Sent from my iPhone

On Dec 2, 2021, at 2:03 AM, Edwards, Jeff <Edwards.Jeff@epa.gov> wrote:

I do like the idea of a meeting summary appended. But, we don't know all the meetings yet do we?

Jeff Edwards
Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Wednesday, December 1, 2021 5:25 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Jones,

Jasper <Jones.Jasper@epa.gov>

Subject: Sunsetting timeline

Gentlemen,

There's a lot of information and types of information we are trying to provide to the Partners. In addition to these complexities, we are providing Partners with an overview/high level look at things... so we want to provide enough information that won't cause confusion or an immediate need for additional information. That being said, please provide input on the materials I'm proposing we provide to the Partners. Is it useful? Do we need to present it differently?

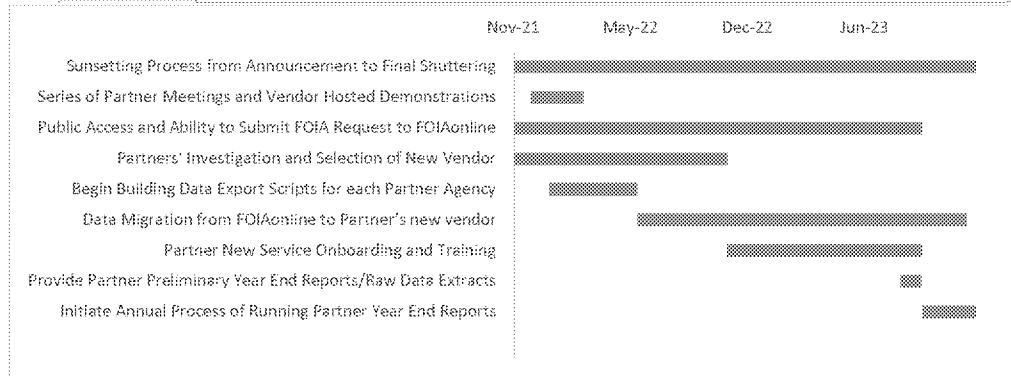
Please look this over closely. The yellow highlighted areas need a double check. Do we have more Partner meetings we can list? Should I make the listing of meetings it's own section so it doesn't get buried?

I'm assuming we want to send this out this week? I will monitor emails tomorrow and Friday to ensure that any suggested revisions can be entered quickly so we can get this out to the Partners.

December 1, 2021

Proposed FOIAonline Sunsetting Schedule

At a Glance



Commented [TB1]: Do we want to have the final date: Sept-23 or Dec-23 ... just so folks see that final date all the way to the far right?

Nov 2021. **Announce FOIAonline Sunsetting Decision/Commence Sunsetting Process.**

Host the first of a series of Partner meetings to provide our high-level plans for the next two years so that Partners can begin taking steps to transition away from FOIAonline and FOIAonline can work with Partners to identify the support needed to complete this transition. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.

Formatted: Indent: Left: 0.5", First line: 0"

Nov 30, 2021 – Feb 2021. **Series of Partner Meetings and, Vendor Hosted Demonstrations, and the NexGen FOIA Tech Showcase.**

- Nov 30 -- Sunsetting Overview and Next Steps
- Dec 14 -- Change Control Board Meeting to discuss Record Retention Schedule requirements for transition and migration efforts.
- Dec 15 -- FOIAXpress Demonstration. This demonstration will be hosted by FOIAXpress. The purpose of this demonstration is to provide an overview of the FOIAXpress case management solution as well as other features it has. The length of the meeting is to ensure there is plenty of time for questions. For more information on FOIAXpress go to <https://www.ains.com/foiaexpress/>.

Formatted: Indent: First line: 0"

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: 12 pt

To be scheduled in January 2022

- Sunsetting Process Logistics/Timing: Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
- Case Management Alternatives: FOIA.gov's current capabilities, case management alternatives, upcoming *February 2022 NexGen FOIA Tech Showcase*.

December 1, 2021

Nov 2021 -- Nov 2022. Partners Investigate options and start process to acquire select a new FOIA case management system.

This allows time for Partners to select their respective new FOIA case management vendor while FOIAonline continues daily operations for an additional ten (10) months.

Formatted: Indent: Left: 0.5", First line: 0"

Jan 1, 2022 -- May 31, 2022. Begin building data export scripts for each Partner Agency.

FOIAonline engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These export scripts will allow for us to migrate Partners' existing data/information currently living at FOIAonline. Additionally, these scripts will be able to output Agency data in many desired formats and can be separated as desired (i.e., by sub-agency and/or chronologically).

Formatted: Indent: Left: 0.5", First line: 0"

May 2022 Meeting with Budget Committee to build FY23 Budget

Oct 1, 2022 -- Dec 28, 2023 (FY23 and FY24) -- FOIAonline Service Cost Reduction.

~~Send a reminder to Partners that there will be a significant price reduction in the cost to operate FOIAonline in FY23 and those for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY234.~~

~~FOIAonline will be working to reduce the burn rates of the existing contractors as well as working with the Partner Agencies to reduce other costs.~~

~~CGI -- FOIAonline's technical contractor that supports operation and maintenance, as well as development will need to be extended (current contract expires February 2023)~~

~~Cherokee Nation -- FOIAonline's help desk contractor will need to be extended (current contract expires February 2023)~~

~~A ten (10) month contract extension for CGI is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments.~~

Formatted: Indent: Left: 0.5", First line: 0"

June 1, 2022 -- Dec 15, 2023. Data Migration from FOIAonline to Partner's new vendor.

Data export scripts can be run upon request, and we can receive such requests as late as Dec 2023.

Formatted: Indent: Left: 0.5", First line: 0"

Nov 1, 2022 -- Sept 30, 2023. Suggested Schedule for Partner new service onboarding and training.

This time period of 11 months allows for new vendors to onboard and train respective Partners.

Formatted: Indent: Left: 0.5", First line: 0"

Last week of Aug 2023. Provide Partner Preliminary Year End Reports and Raw Data Extracts.

As usual, the FOIAonline help desk will run preliminary year end reports and provide raw data extracts. Additionally, the FOIAonline team will guide Partners to meet the DOJ deadlines for submitting year-end reports.

Formatted: Indent: Left: 0.5", First line: 0"

Sept 30, 2023. Last day for general public to access and submit a FOIA request to FOIAonline.

December 1, 2021

FOIAonline will not accept new FOIA requests after Sept 30, 2023. New FOIA requests will be handled by Partner's new vendor's solution. FOIAonline will execute a communications strategy to inform the general public of our sunset. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of the upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Formatted: Indent: Left: 0.5", First line: 0"

Oct 1, 2023. Initiate annual process of running Partner Year End Reports.

An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. Agency users can conduct case cleanup, request Raw Data Extracts, and request Year End Reports up until the scheduled date on which we migrate a given Partner's data.

Formatted: Indent: Left: 0.5", First line: 0"

Oct 1, 2023 – Dec 29, 2023. ~~Period of scheduled~~Scheduled data migration and program sunset Partner by Partner.

FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner correlates to the export data migration date.

Formatted: Indent: Left: 0.5", First line: 0"

Commented [TB2]: I think we want to encourage partners to start this before this date ... but this is when we will start the process if it has not been done already.

Dec 30, 2023. Program Sunset, Shutdown, and Shuttering.

On this date, the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor, as all data will have been imported successfully to the new vendor's solution.

Formatted: Indent: Left: 0.5", First line: 0"

| task | start date | end date | duration |
|--|------------|-----------|-----------|
| Sunsetting Process from Announcement to Final Shuttering | Nov-21 | 30-Dec-23 | 789 |
| Series of Partner Meetings and Vendor Hosted Demonstrations | Nov-21 | 28-Feb-22 | 90 |
| Public Access and Ability to Submit FOIA Request to FOIAonline | Nov-21 | 30-Sep-23 | 28-Nov-01 |
| Partners' Investigation and Selection of New Vendor | Nov-21 | Nov-22 | 365 |
| Begin Building Data Export Scripts for each Partner Agency | 1-Jan-22 | 31-May-22 | 150 |
| Data Migration from FOIAonline to Partner's new vendor | 1-Jun-22 | 15-Dec-23 | 562 |
| Partner New Service Onboarding and Training | 1-Nov-22 | 30-Sep-23 | 333 |
| Provide Partner Preliminary Year End Reports/Raw Data Extracts | Aug-23 | Sep-23 | 36 |
| Initiate Annual Process of Running Partner Year End Reports | 1-Oct-23 | 29-Dec-23 | 29-Mar-00 |

44501 45290

duration

789

90

698

365

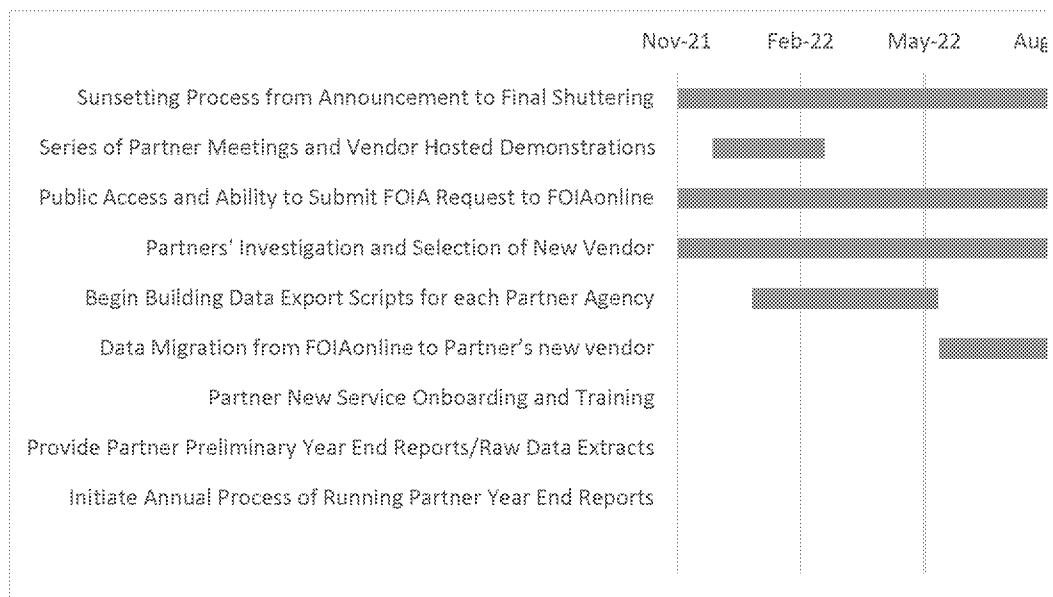
150

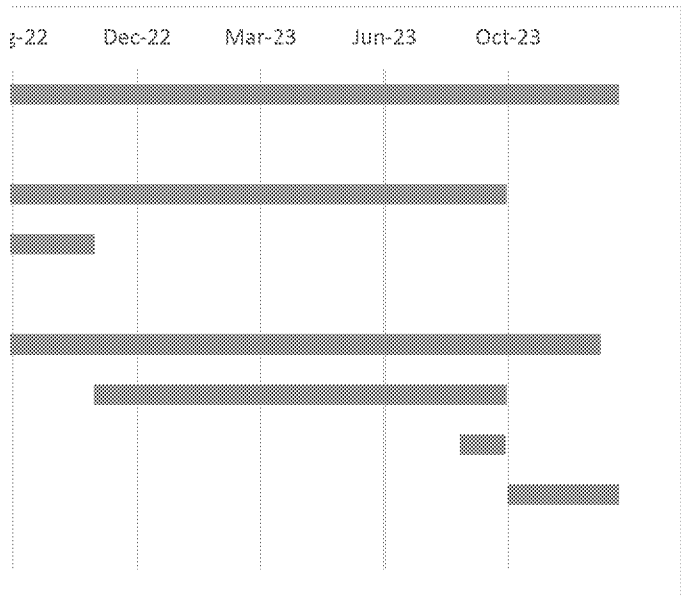
562

333

36

90





Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 12/2/2021 7:15:32 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
CC: Jones, Jasper [Jones.Jasper@epa.gov]
Subject: Re: Sunsetting timeline
Attachments: FOIAonline sunsetting schedule 12022021.docx

Good afternoon,

Attached is the revised version of the timeline. Hopefully you'll notice the changes immediately.

Brian, with regard to your concern pertaining to the timing of data migration, please let me know if I cleared things up. Please note that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

The only additional bits of information to add are any new demonstrations that we might get on the books before the end of this week. Additionally, I'm thinking that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) I'm thinking we would want to **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Thoughts? If you agree, tomorrow I can add that into the gantt chart and annotated timeline.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, December 2, 2021 10:49 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Jones, Jasper <Jones.Jasper@epa.gov>
Subject: RE: Sunsetting timeline

Laura – looks good. Let me know what you think of these edits/changes.

I agree with Jeff suggestion below.

Let's aim to get this out next week – no need to rush this out by end of this week.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Thursday, December 2, 2021 7:14 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>

Cc: Thompson, BrianK <Thompson.BrianK@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>

Subject: Re: Sunsetting timeline

Thanks for the feedback Jeff. I agree with you and think that's a smart way to present information. What I could do is provide a little table of contents up front so folks know what information they can expect to see. I could then have a place holder in the annotated outline pertaining to the series of meetings and then have the meetings listed out elsewhere. Thanks for that suggestion.

Sent from my iPhone

On Dec 2, 2021, at 2:03 AM, Edwards, Jeff <Edwards.Jeff@epa.gov> wrote:

I do like the idea of a meeting summary appended. But, we don't know all the meetings yet do we?

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Wednesday, December 1, 2021 5:25 PM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>

Subject: Sunsetting timeline

Gentlemen,

There's a lot of information and types of information we are trying to provide to the Partners. In addition to these complexities, we are providing Partners with an overview/high level look at things... so we want to provide enough information that won't cause confusion or an immediate need for additional information. That being said, please provide input on the materials I'm proposing we provide to the Partners. Is it useful? Do we need to present it differently?

Please look this over closely. The yellow highlighted areas need a double check. Do we have more Partner meetings we can list? Should I make the listing of meetings it's own section so it doesn't get buried?

I'm assuming we want to send this out this week? I will monitor emails tomorrow and Friday to ensure that any suggested revisions can be entered quickly so we can get this out to the Partners.

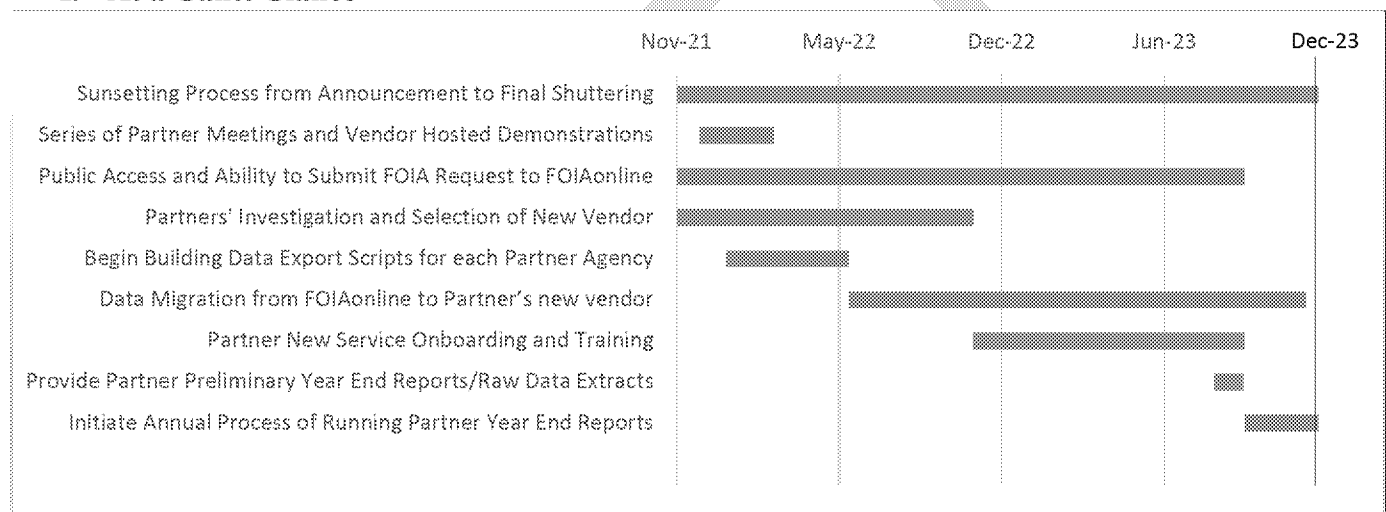
Proposed FOIAonline Sunsetting Schedule

EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. We will continue supporting your FOIA requests and case management needs until that time. In our effort to assist you during the off-boarding process and support migration efforts, the purpose of this document is to provide you with our high-level plans for the next two years so you can begin your program's transition.

Presentation of Sunsetting Schedule Features

- I. At a Gantt Glance
- II. Listing of Upcoming Partner Meetings and Vendor Hosted Demonstrations
- III. Annotated Schedule of Important Dates

I. At a Gantt Glance



II. Listing of Upcoming Partner Meetings and Vendor Hosted Demonstrations (subject to change as additional demonstrations are scheduled)

| | |
|--------------|---|
| Nov 30, 2021 | Sunsetting Overview and Next Steps |
| Dec 15, 2021 | FOIAXpress Demonstration, hosted by FOIAXpress, will provide an overview of the FOIAXpress case management solution and other features. Duration of meeting will allow time for questions. For more information go to https://www.ains.com/foiaexpress/ . |
| Jan 5, 2022 | MERP Systems FOIA Tracker Demonstration, hosted by MERP Systems, will provide an overview of the MERP Systems FOIA Tracker/case management solution. For more information go to https://www.merpsystems.com/foia-solution . |

To be scheduled in January 2022

| | |
|---|---|
| Sunsetting Process Timing and Logistics | Highlighting the phasing/timing of sunsetting that includes timing for year-end reporting, migrating data, code freeze, accessibility to data after sunsetting, and public notifications. |
| Budget and MOUs/MOAs | Focusing on the reduction in pricing for FY23 and discussing MOU/MOA's. |
| Case Management Alternatives | Scheduling FOIA case management alternative demonstrations hosted by Vendors |

III. Annotated Schedule of Important Dates

Nov 2021. **Announce FOIAonline Sunsetting Decision/Commence Sunsetting Process.** EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. Partners were informed via email.

Nov 30, 2021 – Feb 2021. **Series of Partner Meetings, Vendor Hosted Demonstrations, and the NexGen FOIA Tech Showcase.** A series of scheduled Partner meetings to present and explain the sunsetting high-level plans for the next two years so that Partners can begin taking steps to transition away from FOIAonline, and FOIAonline can work with Partners to identify the support needed to complete this transition. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition. For a detailed listing of meetings, please see section “II. Listing of Upcoming Partner Meetings and Vendor Hosted Demonstrations.”

Nov 2021 -- Nov 2022. **Partners Investigate options and select a new FOIA case management system.** This allows time for Partners to select their respective new FOIA case management vendor while FOIAonline continues daily operations for an additional ten (10) months.

Jan 1, 2022 -- May 31, 2022. **Begin building data export scripts for each Partner Agency.** FOIAonline engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These export scripts will allow for us to migrate Partners' existing data/information currently living at FOIAonline. Additionally, these scripts will be able to output Agency data in many desired formats and can be separated as desired (i.e., by sub-agency and/or chronologically).

Oct 1, 2022 – Dec 29, 2023 (FY23 and FY24). **FOIAonline Service Cost Reduction.** Inform Partners of significant service price reduction due to sunsetting the program; price reductions will be reflected in MOU/MOA contracts for FY24. A ten (10) month contract extension for CGI is mandatory as we continue to support all Partners in their migration successes.

June 1, 2022 – Dec 15, 2023. **FOIAonline Primed for Partner Data Migration upon Request.** With engineering efforts completed in the creation of data export scripts, data migration from FOIAonline to a Partner's new vendor can occur. Data export scripts can be run upon request, and FOIAonline can receive such requests as late as mid Dec 2023.

Nov 1, 2022 -- Sept 30, 2023. **Suggested Schedule for Partner new service onboarding and training.** This time period of 11 months allows for new vendors to onboard and train their respective Partners.

Last week of Aug 2023. **Provide Partner Preliminary Year End Reports and Raw Data Extracts.** As usual, the FOIAonline help desk will run preliminary year end reports and provide raw data exports. Additionally, the FOIAonline team will guide Partners to meet the DOJ deadlines for submitting year-end reports.

Sept 30, 2023. **Last day for general public to access and submit a FOIA request to FOIAonline.** FOIAonline will not accept new FOIA requests after Sept 30, 2023. New FOIA requests after this date will be handled by a Partner's new vendor solution. Prior to this date, FOIAonline will execute a communications strategy to inform the general public of our sunsetting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of the upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. **Initiate annual process of running Partner Year End Reports.** An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. Agency users can conduct case cleanup, request Raw Data Extracts, and request Year End Reports up until the scheduled date on which we migrate a given Partner's data.

Oct 1, 2023 – Dec 29, 2023. **Period of scheduled data migration and program sunset Partner by Partner.** FOIAonline will start an aggressive data migration campaign for those Partners who have not yet requested data migration. FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner correlates to the export data migration date.

Dec 30, 2023. **Program Sunset, Shutdown, and Shuttering.** On this date, FOIAonline is completely shutdown and shuttered. All Partners are locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor, as all Partner data will have been imported successfully to the new vendor's solution. CGI will dismantle and destroy our EPA AWS FOIAonline application environments.

| task | start date | end date | duration |
|--|------------|-----------|-----------|
| Sunsetting Process from Announcement to Final Shuttering | Nov-21 | 30-Dec-23 | 789 |
| Series of Partner Meetings and Vendor Hosted Demonstrations | Nov-21 | 28-Feb-22 | 90 |
| Public Access and Ability to Submit FOIA Request to FOIAonline | Nov-21 | 30-Sep-23 | 28-Nov-01 |
| Partners' Investigation and Selection of New Vendor | Nov-21 | Nov-22 | 365 |
| Begin Building Data Export Scripts for each Partner Agency | 1-Jan-22 | 31-May-22 | 150 |
| Data Migration from FOIAonline to Partner's new vendor | 1-Jun-22 | 15-Dec-23 | 562 |
| Partner New Service Onboarding and Training | 1-Nov-22 | 30-Sep-23 | 333 |
| Provide Partner Preliminary Year End Reports/Raw Data Extracts | Aug-23 | Sep-23 | 36 |
| Initiate Annual Process of Running Partner Year End Reports | 1-Oct-23 | 29-Dec-23 | 29-Mar-00 |

44501 45290
44501.00 45289.00

duration

789

90

698

365

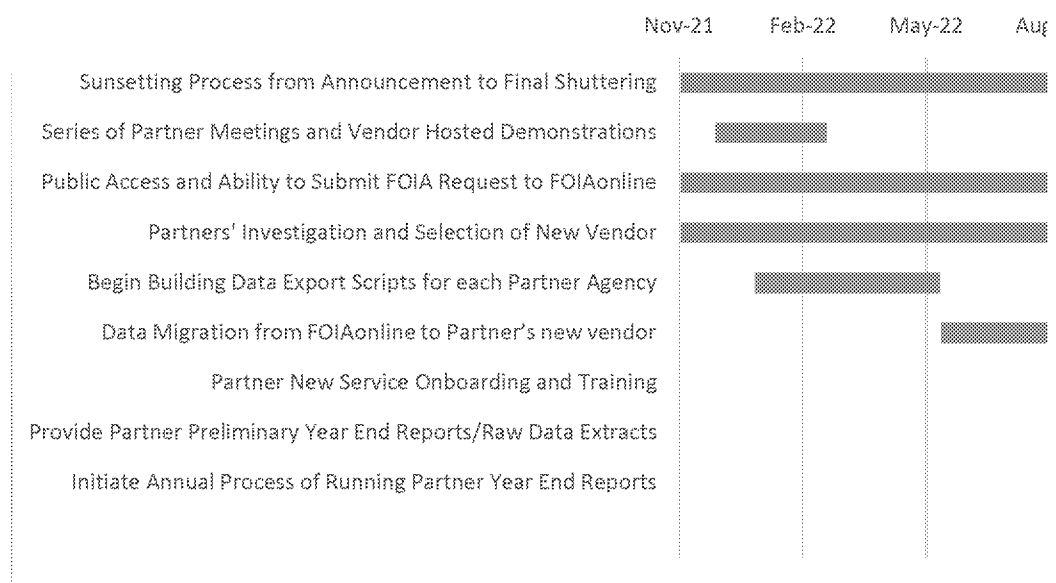
150

562

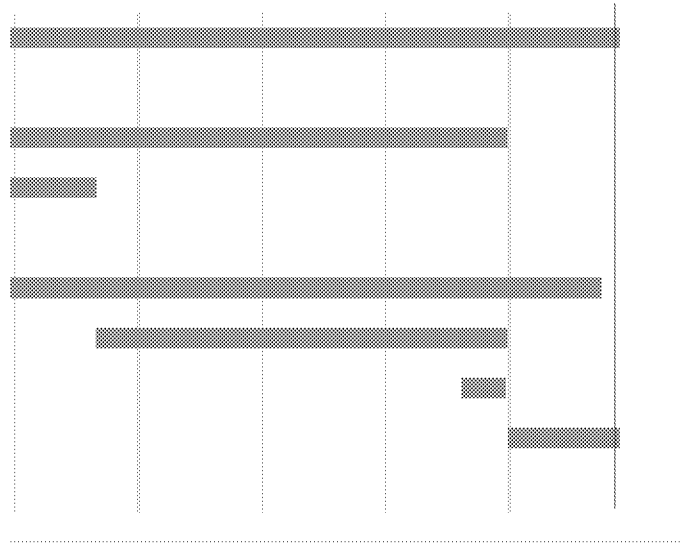
333

36

90



g-22 Dec-22 Mar-23 Jun-23 Oct-23 Dec-23



Message

From: Burke, Sarah [Burke.Sarah@epa.gov]
Sent: 12/10/2021 6:36:26 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]; CPIC [CPIC@epa.gov]; Tran, Chi [Tran.Chi@epa.gov]
CC: Bowler, Brendan [bowler.brendan@epa.gov]; McGuire, Cathy [McGuire.Cathy@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

Understood, thanks Jeff!

V/r,
Sarah

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Friday, December 10, 2021 11:31 AM
To: Burke, Sarah <Burke.Sarah@epa.gov>; CPIC <CPIC@epa.gov>; Tran, Chi <Tran.Chi@epa.gov>
Cc: Bowler, Brendan <bowler.brendan@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

Hi Sarah,

No, nothing specific at this time. We are meeting with Agency Partners soon to discuss data exports as well as record retention policies/requirements. Once I learn more about that, I'll conduct a rebaseline and CR.

Thanks very much!

Jeff

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Burke, Sarah <Burke.Sarah@epa.gov>
Sent: Friday, December 10, 2021 11:18 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; CPIC <CPIC@epa.gov>; Tran, Chi <Tran.Chi@epa.gov>
Cc: Bowler, Brendan <bowler.brendan@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

Hi Jeff,

Is there anything specific you/your team would like the CIO-SAC to be aware of regarding the plans for FOIAonline?

V/r,
Sarah

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Wednesday, December 8, 2021 8:46 AM
To: CPIC <CPIC@epa.gov>; Burke, Sarah <Burke.Sarah@epa.gov>; Tran, Chi <Tran.Chi@epa.gov>
Cc: Bowler, Brendan <bowler.brendan@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

Good Morning Sarah,

I want to keep you and Chi in the loop on FOIAonline's sunseting plans & timelines. The FOIAonline sunseting plan is far from definitive. I think Ex. 5 Deliberative Process (DP) I plan to Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) Additionally, we'll have changes for FY22 but I don't know to what extent yet. I'll know more by February as we have a few meetings planned with the agency partners.

I've met the data call for December 10th. More to come for sure!

Thanks,
Jeff

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: CPIC <CPIC@epa.gov>
Sent: Tuesday, December 7, 2021 7:54 AM
To: CPIC <CPIC@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; CPIC Team - All Investments <CPIC Team All Investments@epa.gov>
Cc: Wells, Krysti <Wells.Krysti@epa.gov>; Farley, Gary <Farley.Gary@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Scott, Gregory <Scott.Gregory@epa.gov>; Powell, Adrian <Powell.Adrian@epa.gov>; Doyle, Paul <Doyle.Paul@epa.gov>; Cahill, Brigid <Cahill.Brigid@epa.gov>; Tran, Chi <Tran.Chi@epa.gov>; Conti, Spencer <Conti.Spencer@epa.gov>; Banks, Marcus <Banks.Marcus@epa.gov>; Murphy, Caroline <murphy.caroline@epa.gov>; Burke, Sarah <Burke.Sarah@epa.gov>
Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

All,

Following up on my message below, OMB has not released the exact BY23 President's Budget Submission dates at this time; however, per discussion with Marina Kirakosian, OMB is currently planning for it in January 2022. We will reach back out to OMB to confirm and communicate any changes to the December data call, if necessary. More to come.

V/r,
Sarah

From: CPIC <CPIC@epa.gov>
Sent: Tuesday, December 7, 2021 6:38 AM
To: Terris, Carol <Terris.Carol@epa.gov>; CPIC <CPIC@epa.gov>; CPIC Team - All Investments <CPIC Team All Investments@epa.gov>
Cc: Powell, Adrian <Powell.Adrian@epa.gov>; Doyle, Paul <Doyle.Paul@epa.gov>; Cahill, Brigid <Cahill.Brigid@epa.gov>;

Tran, Chi <Tran.Chi@epa.gov>; Conti, Spencer <Conti.Spencer@epa.gov>; Banks, Marcus <Banks.Marcus@epa.gov>;
Murphy, Caroline <murphy.caroline@epa.gov>; Burke, Sarah <Burke.Sarah@epa.gov>

Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

Good Morning,

While Passback itself is not in December, we do not have insight on OMB delaying the PB release or just compressing the schedule. Per discussion with the EPA's OMB Examiner on Friday (12/3), we believe OMB is still planning for BY23 PresBud submission in January 2022.

V/r,
Sarah

From: Terris, Carol <Terris.Carol@epa.gov>

Sent: Monday, December 6, 2021 5:46 PM

To: CPIC <CPIC@epa.gov>; CPIC Team - All Investments <CPIC Team All Investments@epa.gov>

Cc: Powell, Adrian <Powell.Adrian@epa.gov>; Doyle, Paul <Doyle.Paul@epa.gov>; Cahill, Brigid <Cahill.Brigid@epa.gov>;
Burke, Sarah <Burke.Sarah@epa.gov>; Tran, Chi <Tran.Chi@epa.gov>; Conti, Spencer <Conti.Spencer@epa.gov>; Banks,
Marcus <Banks.Marcus@epa.gov>; Murphy, Caroline <murphy.caroline@epa.gov>

Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

All,

OMB confirmed today, FY 23 passback is delayed - not scheduled for this month, and no new dates provided yet. Budget community has been informed.

Thanks

From: CPIC <CPIC@epa.gov>

Sent: Thursday, December 2, 2021 8:45 AM

To: CPIC <CPIC@epa.gov>; CPIC Team - All Investments <CPIC Team All Investments@epa.gov>

Cc: Powell, Adrian <Powell.Adrian@epa.gov>; Doyle, Paul <Doyle.Paul@epa.gov>; Cahill, Brigid <Cahill.Brigid@epa.gov>;
Burke, Sarah <Burke.Sarah@epa.gov>; Tran, Chi <Tran.Chi@epa.gov>; Conti, Spencer <Conti.Spencer@epa.gov>; Banks,
Marcus <Banks.Marcus@epa.gov>; Murphy, Caroline <murphy.caroline@epa.gov>; CPIC <CPIC@epa.gov>

Subject: RE: *Dates Corrected* EPA BY2023 OMB Passback Submission Data Call

Importance: High

Dates Corrected

Agency IT Portfolio Summary, Agency IT Portfolio Detail, and Major IT Investment Business Case & Detail

| | |
|--------------|--|
| Distribution | Senior Information Officers (SIOs), Information Management Officers (IMOs), IT Investment Program Managers (PMs), Investment Point of Contacts (POCs) |
|--------------|--|

| | |
|--|---|
| <p>Summary</p> | <p>The purpose of this data call is to prepare for the BY2023 Submission of the Agency IT Portfolio Summary (AITPS), Major IT Business Cases (MITBCs), and Agency IT Portfolio Detail (AITPD) submission areas to <u>OMB IT Dashboard</u>.</p> <p>This data call is divided into four (4) parts based on roles & responsibilities:</p> <ul style="list-style-type: none"> ▪ DUE December 10, 2021 - All Investment POCs and PMs – FY 2023 AITPS including: <ul style="list-style-type: none"> ▪ General <ul style="list-style-type: none"> ▪ Descriptive Information ▪ Cloud Reporting ▪ Business Case ▪ Point of Contact ▪ DUE December 10, 2021 - SIOs/IMOs - Concurrence Requirement (AITPS Information) ▪ DUE December 17, 2021 - Major Investment POCs and PMs – Major Investments ONLY: please complete Major IT Investment Business Case & Detail (MITBC/D) <ul style="list-style-type: none"> ▪ Projects ▪ Project Activities ▪ Metrics ▪ SIO Rating & Evaluation ▪ **Please submit all Change Requests (CRs) by December 10th ▪ DUE December 17, 2021 - SIOs/IMOs – MITBC/D Concurrence Requirement (Major Investment Updates) ▪ DUE December 23, 2021 - All Investment POCs and PMs – Agency IT Portfolio Detail (Additional Submission Areas) including: <ul style="list-style-type: none"> ▪ Risks ▪ Contracts ▪ Systems ▪ Standard Investment Reports – (STANDARD INVESTMENTS ONLY) see Part 3 Requirements for IT Infrastructure, IT Security, and IT Management Standard Investments ▪ DUE December 23, 2021 - SIOs/IMOs - Concurrence Requirement (All other updates) <p>Note: Requests for extensions will only be considered on a case-by-case basis. All extension requests must be sent from the SIO to Chi Tran, Director, Portfolio Management Division and Sarah Burke, CPIC Lead.</p> |
| <p>Concurrence Requirement</p> | <p>DUE December 10, 17, & 23, 2021: SIOs must send a confirmation email to the CPIC team at CPIC@epa.gov upon completion of all applicable parts. If the IMO is sending the email on behalf of the SIO, <u>the SIO must be included on the 'cc' line</u>. The body of the email should read as follows:</p> <p><i>This email is [insert National Program Office name, e.g. OEI]'s official response to the AITPS & MITBC Data Call for investments [list each validated investment by name]. This email confirms that all required information has been validated and/or updated in Folio.</i></p> |
| <p>AITPS – All Investments DUE December 10, 2021</p> | <p>All Investment POCs and PMs are required to review and update the information in the BY2023 AITPS in <u>Folio</u> to ensure the information presented for each investment is up-to-date and represents the current plan for the investment, in accordance with OMB BY 2023 IT Budget - CPIC Guidance.</p> <p>The following sections in <u>Folio</u> must be reviewed and updated for each investment:</p> <p>AITPS</p> <ul style="list-style-type: none"> • Descriptive Information • Business Case |

| | <ul style="list-style-type: none"> • Cloud Computing • Points of Contact <p><i>*Costs and Ledger tables for all investments will be pre-populated by the CPIC/TBM Teams using final data from the Budget Formulation System (BFS). Investment POCs should coordinate changes for BY2023 financial information with your respective IMO and Senior Budget Officer (SBO) to ensure consistency between Folio and BFS.</i></p> <p><i>**The Cost pools allocation will be calculated via historical expense data from Compass</i></p> | | | | | | | | | | | | |
|--|---|------------------|-------------|--|----------|----------------|----------|------------------------|----------|------------------|----------|----------------------------|-------------------------|
| <p>AITPD – All Investments DUE December 23, 2021</p> | <p>ALL Investment POCs and PMs are required to update the information requested by OMB in the AITPD (additional submission areas). In breaking out standalone reports for Contracts and Systems into standalone reports, OMB is continuing its recent shift to decouple reporting from the MITBC and the AITPS.</p> <p>The following sections in <u>Folio</u> must be reviewed and updated:</p> <p>Additional Submission Areas for BY2023 – All Investments:</p> <ul style="list-style-type: none"> • Contracts Report (Including the PIID. <i>Reference: Federal Procurement Data System</i>) • Systems Inventory List (including customized <u>SUIC Code</u>) The Systems Unique Identifier Code (SUIC) is a 14-digit code in the form: xxx-xxxxxxx-xxxx. Components of the SUIC include: <ol style="list-style-type: none"> 1. XXX-xxxxxxx-xxxx: First 3 Digits: The Agency's 3-digit code (Not stored or editable in Folio and will be automatically appended to the overall code upon submission to ITDB) 2. xxx-XXXXXXXX-xxxx: Next 7 Digits: Information Resource Identifier from READ. This is typically a 5-digit code. Insert 0's to precede as necessary (E.g. 0012663) 3. xxx-xxxxxxx-XXXX: Last 4 Digits: Will increase incrementally by 1 if multiple sub-systems are listed in the SIL for a specific investment (E.g. 0001, 0002, 0003). | | | | | | | | | | | | |
| <p>AITPD – Standard Investment Reports (SIRs) (Standard Investments only) DUE December 23, 2021</p> | <p>IT INFRASTRUCTURE, IT SECURITY, AND IT MANAGEMENT STANDARD POCs and PMs are required to review and update the BY2023 OMB Standard Investment process specific to their Standard investment.</p> <p>The following sections in <u>Folio</u> must be reviewed and updated:</p> <table border="1"> <thead> <tr> <th>Guidance Section</th><th>5: Standard</th></tr> </thead> <tbody> <tr> <td>Agency IT Investment Portfolio Summary</td><td>Required</td></tr> <tr> <td>SIO Evaluation</td><td>Required</td></tr> <tr> <td>Systems Inventory List</td><td>Required</td></tr> <tr> <td>Contracts Report</td><td>Required</td></tr> <tr> <td>Standard Investment Report</td><td>Required, if applicable</td></tr> </tbody> </table> | Guidance Section | 5: Standard | Agency IT Investment Portfolio Summary | Required | SIO Evaluation | Required | Systems Inventory List | Required | Contracts Report | Required | Standard Investment Report | Required, if applicable |
| Guidance Section | 5: Standard | | | | | | | | | | | | |
| Agency IT Investment Portfolio Summary | Required | | | | | | | | | | | | |
| SIO Evaluation | Required | | | | | | | | | | | | |
| Systems Inventory List | Required | | | | | | | | | | | | |
| Contracts Report | Required | | | | | | | | | | | | |
| Standard Investment Report | Required, if applicable | | | | | | | | | | | | |
| <p>MITBC/D – Major Investments only DUE December 17, 2021</p> | <p>Major Investment POCs and PMs are required to review and update the BY2023 OMB MITBC/D, to ensure the information presented for each investment reflects the mission statements, long-term goals and objectives, and annual performance plans of the Agency.</p> <p>The following sections in <u>Folio</u> must be reviewed and updated:</p> <ul style="list-style-type: none"> ▪ Projects (PY21, CY22, & BY23) ▪ Project Activities (PY21, CY22, & BY23) ▪ Performance Metrics ▪ SIO Rating & Evaluation <p>**Please submit all Change Requests by December 10th</p> | | | | | | | | | | | | |

| | |
|--------------------------|---|
| | <p>*PMs should coordinate changes to Life Cycle Costs for BY 2023 with your respective IMO and SBO to ensure consistency of financial information between Folio and BFS.</p> |
| <p>References</p> | <p>For questions regarding this data collection and technical inquiries, please contact the CPIC team at CPIC@epa.gov</p> <ul style="list-style-type: none"> • Folio Portal • CPIC Intranet – Folio Overview (must use VPN for all intranet sources) • FY 2022 IT Budget – Capital Planning Guidance • Folio Access and MAX Registration Standard Operating Procedure (SOP) • Folio Training Recording • Folio Help Page (must be logged into MAX.gov) • FESCOM BY2023 Materials (must be logged into MAX.gov) • Folio Change Requests (CRs) and Editing Activities (please see “How-To’s” on the right side of the page; must be logged into MAX.gov) • EPA Instructions for Folio CRs • EPA CPIC Training Materials & Related Guidance • CPIC Program Policy and Procedures (See “Highlights”) • IT Dashboard • Revisions to the Federal Acquisition Certification for PMs • Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) • EPA IT Code Structure • EPA Technology Business Management (TBM) |

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 9/16/2021 4:04:46 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Draft PowerPoint for Vaughn's Presentation
Attachments: DRAFT FOIAonline CIO Discussion V2 BKT091621.pptx

Jeff –

Attached is the PowerPoint from this morning's walk through.

_Brian

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256



FOIAonline: FY22 & Beyond

CIO Briefing

September 17, 2021

{DateTime}

OFFICE of MISSION SUPPORT

1

BLUF


FOIAonline will continue to be the innovative leader in FOIA case management by discontinuing the Shared Service Model

- FOIAonline is no longer the best value for EPA or our Partners
- COTS products have come a long way since our initial launch and currently offer maximum value to EPA and our Partners.
- FOIAonline is holding EPA back, and likely some of our Partners, from realizing their maximum dollars and functionality

FOIAonline can offer a state-of-the-art solution for EPA

- EDD's strengths are with Relativity, which is the perfect foundation for an intuitive end-to-end workflow with automation and analytics to increase efficiency and accuracy in responding to FOIA requests (as well as Privacy Act, IG Audits, Congressional Inquiries ...etc)
 - This is also a scalable solution that can expand the capabilities of EPA-OMS's ability to analyze unstructured data (apart from the work OIM does with structured data)

[Date/Time]

 **OMS** OFFICE of MISSION SUPPORT

2

What are we asking for?


Decision to sunset FOIAonline's Shared Service model by April 2023

- Nov 2021: Code freeze for FOIAonline. Bugs and critical errors are addressed
- Sept 30, 2022: No longer accept incoming FOIA requests
- Oct 2022: run FY22 annual reports
- January 2023: De-active access to FOIAonline
- April 2023: Complete migration of data

OMS continues to deliver a best in class and valuable service model

- EDD's begins work to integrate *Secure Release* within Relativity, a COTS solution that allows EPA to propel forward and lead the federal government
- EDD focuses on delivery of service to EPA-NFO
- EDD continues to remain a partner with and guide to other Federal Agencies looking to replicate this model.

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT


3

Messaging with Partners

- FOIAonline's core tenant is to offer the best value in the Federal Government for FOIA case management
- FOIAonline's features and capabilities have been surpassed by other COTS solutions
- FOIAonline believes these COTS solutions offer a better value
- FOIAonline will bring in various vendors and COTS offerings for Partners to preview demos and get more information
- FOIAonline will continue to provide support throughout the next 18 months for each of our Partners

EPA will continue to innovate and develop solutions within its eDiscovery Division. In doing so we will share our outline and roadmaps with each of the FOIAonline Partners so that all can benefit from this work.

{DateTime}

 OFFICE of MISSION SUPPORT


4

FOIAonline's In-house Offering

Secure Release – Application on top of RelativityOne

- Allows EPA to take full advantage of the efficiencies and tools RelativityOne can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 OFFICE of MISSION SUPPORT

5

FOIAonline's In-house Offering cont'

Secure Release – Beyond FOIA

- A scalable workflow solution on top of RelativityOne allows OMS to develop Any transactional workflow involving unstructured data to be processed through:
 - Privacy Act
 - ICRs
 - Contracts
 - Adhoc needs
- API connections with ECMS allows for seamless Records Management capabilities
- Data Anonymization
 - Allows us to automatically remove SPII/PII or other sensitive components of the data to be used for seed sets or other analysis while maintaining EPA's commitment to privacy.

{DateTime}


OMS OFFICE of MISSION SUPPORT

6

Next Steps

- (1) Agree with sunseting FOIAonline's Shared Service Model**
- (2) Coordination with NFO on future solution**
- (3) Develop FOIAonline Partner communication**

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

7




Questions?

Recommended Approach: Ready About

Utilize current and innovative technology: Relativity & Secure Release

- Allows EPA to take full advantage of the efficiencies and tools Relativity can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

9

Future of FOIAonline

Continue the current path

- Re-compete the primary contract
- Work on small changes within the budget and needs
- Attempt to turn customers into Partners


Build FOIAonline v5.0

- Large upfront investment
- New Contract to re-build the system
- Need to onboard other agencies to grow the program

Full-Stop ... Change Course

- Provide current customers with advance notice (18 months) of service stopping
- FY22 budget covers 18 months if we put the system into code freeze with only fixes to critical errors
- Deploy Secure Release within EPA's RelOne Government tool

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT

10

Current Status of FOIAonline

EPA AWS Cloud

- Encountered multiple delays as unknown/unexpected issues arose.
- Deployment is scheduled for Nov 15 (7 –month delay)
- We've had to extend BAH by 90 days

DOJ API Integration

- We are on track for a September deployment and are successfully supporting our customers in meeting their requirements
- The level of work to do this was unexpected/not communicated to us by our 'partners' or DOJ.
- DOJ & our customers were not prepared


FOIAonline Program Staff

- Jeff Edwards continues to lead the program.
- Jasper Jones is still working on the budget/contracts, but is being brought up to speed
- Tim Crawford's position has not been backfilled yet
- Jr. IT Spec. position has not been filled yet.

CGI Contract/Contractors

- CGI contract ends in 16 months – process to recompete would need to start now
- Better support is needed – especially with the size of the customer base's scope and needs

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

11

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 9/16/2021 6:35:02 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: RE: Draft PowerPoint for Vaughn's Presentation
Attachments: FOIAonline CIO Discussion FINAL.pptx

Jeff,

These look great. Attached is the final copy – but I welcome feedback from Jeff, Shannon and Pat too on this. I made some slight changes to slide 2, but very minor.

I also welcome any talking points and/or areas you think we really need to press home about (or stay away from).

Thank you all
-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Thursday, September 16, 2021 1:08 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: RE: Draft PowerPoint for Vaughn's Presentation

Brian

Here are some ideas - take them or leave them (really).

We want to tread a fine line between **Ex. 5 Deliberative Process (DP)**
Ex. 5 Deliberative Process (DP)

See you tomorrow AM. This should be a really good and substantive meeting. I'm looking forward to it. I think we've got a great chance of **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, September 16, 2021 12:05 PM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: Draft PowerPoint for Vaughn's Presentation

Jeff –

Attached is the PowerPoint from this morning's walk through.

_Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

FOIAonline FY22 & Beyond

CIO Briefing

September 17, 2021

{DateTime}

OFFICE of MISSION SUPPORT

1

BLUF


Demonstrate Good IT Stewardship: Release Other Agencies to Better Value FOIA Solutions

- FOIAonline no longer offers best value to the Federal Government
 - COTS products now offer more value as well as functionality FOIAonline can't easily provide
- New investments in the current FOIAonline system and/or adding more partners can't fix that
 - Outdated and too tightly coupled architecture; unproductive shared service model; competitive products with superior features
- Managing FOIAonline and the Shared Service holds EPA and other Agencies back
- NOW is the perfect time to make this transition
 - FOIAonline is stable
 - FOIAonline Partnership/funding for FY22 can last 18 months (no need to request additional funds)
 - DOJ ramping up FOIA.gov increases our work with no benefit to the program/partners
 - Contracting/FTE ease and transition simplicity

New Innovative FOIA Case Management with Scalable Capabilities for Other EPA Programs

- RelativityOne offers the perfect foundation and builds on EDD's Expertise
- Intuitive end-to-end workflow with automation and analytics
- Better efficiency and accuracy in FOIA (as well as Privacy Act, IG Audits, Congressional Inquiries ...etc)
- Scalable solution that can expand the capabilities of EPA-OMS's ability to analyze unstructured data (apart from the work OIM does with structured data)

{DateTime}

 OFFICE of MISSION SUPPORT

2

What are we asking for?


Sunset FOIAonline and the Federal Shared Service by April 2023

- Nov 2021: Code freeze for FOIAonline. Bugs and critical errors are addressed
- Sept 30, 2022: No longer accept incoming FOIA requests
- Oct 2022: run FY22 annual reports
- January 2023: De-activate access to FOIAonline
- April 2023: Complete migration of data

Continue to deliver a best in class and valuable service

- Begin work to integrate *Secure Release* within RelativityOne, a COTS solution that allows EPA to propel forward and lead the federal government
- Focus on delivery of service to EPA-NFO
- Guide interested other Federal Agencies looking to replicate this new model

[Date/Time]


 **OMS** OFFICE of MISSION SUPPORT

5

Messaging To Partners

- FOIAonline's core tenant is to offer the best value in the Federal Government for FOIA case management
- FOIAonline's features and capabilities have been equaled or surpassed by newer COTS solutions
- FOIAonline believes these COTS solutions offer better value and significant new investment in FOIAonline won't change that
- Over the coming year, EPA will introduce vendors and COTS offerings to FOIAonline Partners for demos and more information
- FOIAonline will continue to provide support throughout the next 18 months for each of our Partners allowing ample time for transition
- EPA will continue to innovate and develop solutions and will share our outline and roadmaps with each of the FOIAonline Partners so that all can benefit from this work if interested.

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT


4

Our Future FOIA Offering for EPA

Secure Release – Application on top of RelativityOne

- Allows EPA to take full advantage of the efficiencies and tools RelativityOne can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 OFFICE of MISSION SUPPORT


5

Our Future FOIA Offering for EPA cont.

Secure Release – Beyond FOIA

- A scalable workflow solution on top of RelativityOne allows OMS to develop any transactional workflow involving unstructured data to be processed through:
 - Privacy Act
 - ICRs
 - Contracts
 - Ad Hoc needs
- API connections with ECMS allows for seamless Records Management capabilities
- Data Anonymization
 - Allows us to automatically remove SPII/PII or other sensitive components of the data to be used for seed sets or other analysis while maintaining EPA's commitment to privacy.

{DateTime}


 **OMS** OFFICE of MISSION SUPPORT

6

Next Steps

- (1) CIO Decision to sunset FOIAonline system and shared service**
- (2) Coordinate with NFO on future solution**
- (3) Develop FOIAonline Partner communications**

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

7



Questions?

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 9/16/2021 5:07:31 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: RE: Draft PowerPoint for Vaughn's Presentation
Attachments: DRAFT FOIAonline CIO Discussion V2 BKT091621_JWSuggestions.pptx

Brian

Here are some ideas - take them or leave them (really).

We want to tread a fine line between: **Ex. 5 Deliberative Process (DP)**
Ex. 5 Deliberative Process (DP)

See you tomorrow AM. This should be a really good and substantive meeting. I'm looking forward to it. I think we've got a great chance: **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, September 16, 2021 12:05 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Draft PowerPoint for Vaughn's Presentation

Jeff –

Attached is the PowerPoint from this morning's walk through.

_Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

FOIAonline FY22 & Beyond

CIO Briefing

September 17, 2021

{DateTime}

OFFICE of MISSION SUPPORT

1

BLUF


Demonstrate Good IT Stewardship: Release Other Agencies to Better Value FOIA solutions

- FOIAonline no longer offers best value to the Federal Government
 - COTS products now offer more value as well as functionality FOIAonline can't easily provide
- New investments in the current FOIAonline system and/or adding more partners can't fix that
 - inferior architecture; rickety shared service model; too many other competitive products out there; DOJ
- Managing FOIAonline and the Shared Service holds EPA and other Agencies back
- NOW is the perfect time to make this transition
 - FOIAonline stable
 - FOIAonline Partnership/funding stable in FY22
 - DOJ ramping up FOIA.gov not yet a threat
 - Contracting/FTE ease and transition simplicity

New Innovative FOIA Case Management with Scaleable Capabilities for Other EPA Programs

- Relativity offers the perfect foundation and builds on EDD's Expertise
- Intuitive end-to-end workflow with automation and analytics
- Better efficiency and accuracy in FOIA (as well as Privacy Act, IG Audits, Congressional Inquiries ...etc)
- Scalable solution that can expand the capabilities of EPA-OMS's ability to analyze unstructured data (apart from the work OIM does with structured data)

{Date/Time}

 **OMS** OFFICE of MISSION SUPPORT

2

What are we asking for?


Sunset FOIAonline and the Federal Shared Service by April 2023

- Nov 2021: Code freeze for FOIAonline. Bugs and critical errors are addressed
- Sept 30, 2022: No longer accept incoming FOIA requests
- Oct 2022: run FY22 annual reports
- January 2023: De-activate access to FOIAonline
- April 2023: Complete migration of data

Continue to deliver a best in class and valuable service

- Begin work to integrate *Secure Release* within Relativity, a COTS solution that allows EPA to propel forward and lead the federal government
- Focus on delivery of service to EPA-NFO
- Guide interested other Federal Agencies looking to replicate this new model

[DateTime]


 **OMS** OFFICE of MISSION SUPPORT

3

Messaging To Partners

- FOIAonline's core tenant is to offer the best value in the Federal Government for FOIA case management
- FOIAonline's features and capabilities have been equaled or surpassed by newer COTS solutions
- FOIAonline believes these COTS solutions offer better value and significant new investment in FOIAonline won't change that
- Over the coming year, EPA will introduce vendors and COTS offerings to FOIAonline Partners for demos and more information
- FOIAonline will continue to provide support throughout the next 18 months for each of our Partners allowing ample time for transition
- EPA will continue to innovate and develop solutions and will share our outline and roadmaps with each of the FOIAonline Partners so that all can benefit from this work if interested.

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT


4

Our Future FOIA Offering for EPA

Secure Release – Application on top of RelativityOne

- Allows EPA to take full advantage of the efficiencies and tools RelativityOne can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 OFFICE of MISSION SUPPORT


5

Our Future FOIA Offering for EPA cont.

Secure Release – Beyond FOIA

- A scalable workflow solution on top of RelativityOne allows OMS to develop any transactional workflow involving unstructured data to be processed through:
 - Privacy Act
 - ICRs
 - Contracts
 - Ad Hoc needs
- API connections with ECMS allows for seamless Records Management capabilities
- Data Anonymization
 - Allows us to automatically remove SPII/PII or other sensitive components of the data to be used for seed sets or other analysis while maintaining EPA's commitment to privacy.

{DateTime}


 **OMS** OFFICE of MISSION SUPPORT

6

Next Steps

- (1) CIO Decision to sunset FOIAonline system and shared service**
- (2) Coordinate with NFO on future solution**
- (3) Develop FOIAonline Partner communications**

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

7




Questions?

Recommended Approach: Ready About

Utilize current and innovative technology: Relativity & Secure Release

- Allows EPA to take full advantage of the efficiencies and tools Relativity can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 OFFICE of MISSION SUPPORT

9

Future of FOIAonline

Continue the current path

- Re-compete the primary contract
- Work on small changes within the budget and needs
- Attempt to turn customers into Partners


Build FOIAonline v5.0

- Large upfront investment
- New Contract to re-build the system
- Need to onboard other agencies to grow the program

Full-Stop ... Change Course

- Provide current customers with advance notice (18 months) of service stopping
- FY22 budget covers 18 months if we put the system into code freeze with only fixes to critical errors
- Deploy Secure Release within EPA's RelOne Government tool

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT

10

Current Status of FOIAonline

EPA AWS Cloud

- Encountered multiple delays as unknown/unexpected issues arose.
- Deployment is scheduled for Nov 15 (7 –month delay)
- We've had to extend BAH by 90 days

DOJ API Integration

- We are on track for a September deployment and are successfully supporting our customers in meeting their requirements
- The level of work to do this was unexpected/not communicated to us by our 'partners' or DOJ.
- DOJ & our customers were not prepared


FOIAonline Program Staff

- Jeff Edwards continues to lead the program.
- Jasper Jones is still working on the budget/contracts, but is being brought up to speed
- Tim Crawford's position has not been backfilled yet
- Jr. IT Spec. position has not been filled yet.

CGI Contract/Contractors

- CGI contract ends in 16 months – process to recompetete would need to start now
- Better support is needed – especially with the size of the customer base's scope and needs

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

11

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 9/15/2021 8:14:18 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: New Slide Deck for FOIAonline future
Attachments: DRAFT FOIAonline CIO Discussion V2.pptx

Do either of you have any thoughts, comments or suggestions on this updated slide deck?

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256



FOIAonline: FY22 & Beyond

CIO Briefing

September 17, 2021

{DateTime}

OFFICE of MISSION SUPPORT

1

BLUF


FOIAonline will continue to be the innovative leader in FOIA case management by discontinuing the Shared Service Model

- FOIAonline is no longer the best value for EPA or our Partners
- COTS products have come a long way since our initial launch and currently offer maximum value to EPA and our Partners.
- FOIAonline is holding EPA back, and likely some of our Partners, from realizing their maximum dollars and functionality

FOIAonline can offer a state-of-the-art solution for EPA

- EDD's strengths are with Relativity, which is the perfect foundation for an intuitive end-to-end workflow with automation and analytics to increase efficiency and accuracy in responding to FOIA requests (as well as Privacy Act, IG Audits, Congressional Inquiries ...etc)
 - This is also a scalable solution that can expand the capabilities of EPA-OMS's ability to analyze unstructured data (apart from the work OIM does with structured data)

[Date/Time]

 **OMS** OFFICE of MISSION SUPPORT

2

What are we asking for?


Decision to sunset FOIAonline's Shared Service model by April 2023

- Nov 2021: Code freeze for FOIAonline. Bugs and critical errors are addressed
- Sept 30, 2022: No longer accept incoming FOIA requests
- Oct 2022: run FY22 annual reports
- January 2023: De-active access to FOIAonline
- April 2023: Complete migration of data

OMS continues to deliver a best in class and valuable service model

- EDD's begins work to integrate *Secure Release* within Relativity, a COTS solution that allows EPA to propel forward and lead the federal government
- EDD focuses on delivery of service to EPA-NFO
- EDD continues to remain a partner with and guide to other Federal Agencies looking to replicate this model.

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT


3

Messaging with Partners

- FOIAonline's core tenant is to offer the best value in the Federal Government for FOIA case management
- FOIAonline's features and capabilities have been surpassed by other COTS solutions
- FOIAonline believes these COTS solutions offer a better value
- FOIAonline will bring in various vendors and COTS offerings for Partners to preview demos and get more information
- FOIAonline will continue to provide support throughout the next 18 months for each of our Partners

EPA will continue to innovate and develop solutions within its eDiscovery Division. In doing so we will share our outline and roadmaps with each of the FOIAonline Partners so that all can benefit from this work.

{DateTime}

 OFFICE of MISSION SUPPORT


4

FOIAonline's In-house Offering

Secure Release – Application on top of Relativity

- Allows EPA to take full advantage of the efficiencies and tools Relativity can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 OFFICE of MISSION SUPPORT


5

FOIAonline's In-house Offering cont'

Secure Release – Beyond FOIA

- A scalable workflow solution ontop of Relativity allows OMS to develop Any transactional workflow involving unstructured data to be processed through:
 - Privacy Act
 - ICRs
 - Contracts
 - Adhoc needs
- API connections with ECMS allows for seamless Records Management capabilities
- Data Anonymization
 - Allows us to automatically remove SPII/PII or other sensitive components of the data to be used for seed sets or other analysis while maintaining EPA's commitment to privacy.

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

6

Next Steps

- (1) Agree with sunseting FOIAonline's Shared Service Model**
- (2) Coordination with NFO on future solution**
- (3) Develop FOIAonline Partner communication**

{DateTime}




Questions?

Recommended Approach: Ready About

Utilize current and innovative technology: Relativity & Secure Release

- Allows EPA to take full advantage of the efficiencies and tools Relativity can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 OFFICE of MISSION SUPPORT

9

Future of FOIAonline

Continue the current path

- Re-compete the primary contract
- Work on small changes within the budget and needs
- Attempt to turn customers into Partners


Build FOIAonline v5.0

- Large upfront investment
- New Contract to re-build the system
- Need to onboard other agencies to grow the program

Full-Stop ... Change Course

- Provide current customers with advance notice (18 months) of service stopping
- FY22 budget covers 18 months if we put the system into code freeze with only fixes to critical errors
- Deploy Secure Release within EPA's RelOne Government tool

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT

10

Current Status of FOIAonline

EPA AWS Cloud

- Encountered multiple delays as unknown/unexpected issues arose.
- Deployment is scheduled for Nov 15 (7 –month delay)
- We've had to extend BAH by 90 days

DOJ API Integration

- We are on track for a September deployment and are successfully supporting our customers in meeting their requirements
- The level of work to do this was unexpected/not communicated to us by our 'partners' or DOJ.
- DOJ & our customers were not prepared


FOIAonline Program Staff

- Jeff Edwards continues to lead the program.
- Jasper Jones is still working on the budget/contracts, but is being brought up to speed
- Tim Crawford's position has not been backfilled yet
- Jr. IT Spec. position has not been filled yet.

CGI Contract/Contractors

- CGI contract ends in 16 months – process to recompetete would need to start now
- Better support is needed – especially with the size of the customer base's scope and needs

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

11

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/7/2021 12:51:58 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Re: today's actions

THanks so much. I will be sure to incorporate it.

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Thursday, October 7, 2021 8:49 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: today's actions

In an effort to get you something ASAP, here's my first crack at it.

Ex. 5 Deliberative Process (DP)

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Thursday, October 7, 2021 7:15 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: today's actions

Good morning Jeff,

I just accepted your invite. I've been working on the sunseting request Brian sent to me (I responded to him and cc'ed you). Right now I'm trying to put my notes into something that would satisfy Brian. I plan to have you review/provide comments before sending it along.

Simultaneously, I am working on the comms plan for the Partners with regard to Year End reporting. I will send that to you, Josh, and Kylee for review before providing that to Brian. I believe he wants both today.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/7/2021 8:17:34 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Re: today's actions

LOVE the salutation!!!

I'm about to send you a package for review that incorporates your draft email.

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Thursday, October 7, 2021 8:49 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: today's actions

In an effort to get you something ASAP, here's my first crack at it.

Ex. 5 Deliberative Process (DP)

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Thursday, October 7, 2021 7:15 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: today's actions

Good morning Jeff,

I just accepted your invite. I've been working on the sunset request Brian sent to me (I responded to him and cc'ed you). Right now I'm trying to put my notes into something that would satisfy Brian. I plan to have you review/provide comments before sending it along.

Simultaneously, I am working on the comms plan for the Partners with regard to Year End reporting. I will send that to you, Josh, and Kylee for review before providing that to Brian. I believe he wants both today.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/7/2021 8:43:11 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: For your review
Attachments: FOIAOnline sunset.docx; sunset brain storm.docx

Jeff,
I'm sorry. This took longer than I anticipated, and I'm still not done (but pretty close). I'm too tired to continue... the retreat the last two days was a lot (8-11:00pm for me). I will have to finish this up tomorrow morning and have it waiting for Brian when he logs on.

Please take a look now and let me know what you think. Do you work tomorrow (wasn't sure if it's your compressed day). If you'd like, I could send it to you in the morning for a final look. Let me know.

Sunsetting FOIAonline Program

Proposed Communications Plan

October 7, 2021

Goal: To inform the FOIAonline Partners of our sunsetting the program: Provide logistics and the related implications of carrying out this action; guide the Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Below is the communications strategy we will execute with our Partners (and significant players such as DOJ and NFO). The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|------------------------------------|--------------------|--|
| Testing for AWS migration | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages) |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End reporting. Included in the messaging will be a reminder that this is the last day to run their FY21 report after which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinars series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announce, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to concentrate on in real time; this approach will also reduce the chances of Partner emails falling through the cracks). |
| | Tues, Nov 16, 2021 | Send the first meeting agenda. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|---|--|---|
| | | covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar series/teams meetings. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | |
| Run Year End Reporting – no requests accepted after this date | Sep 30, 2023 | |
| (Huge Price Reduction) | FY24 | |
| | | |
| 10 month CGI contract extension needed | Feb 24 -- Dec 30, 2023 | |
| | | |
| Data Migration: As data is migrated, agencies are | Oct 1, 2023 – Dec 29, 2023 | |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|---|--------------------|--|
| locked out and data is frozen | | |
| Sunset date: Partners are locked out of FOIAonline and data is inaccessible | December 30, 2023 | Send official email announcing that Partners are now locked out of FOIAonline and data is inaccessible. FOIAonline support is no longer available. |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DOJ

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

Please designate a POC with whom we can work to develop an agenda for a meeting to be scheduled at your earliest convenience but no later than XX. During this meeting, we would like to include a detailed discussion pertaining to the timing of the sunsetting process and the potential impacts to DOJ.

The partners will receive this information via email on [XX]. We plan to offer Partners a series of teams meetings to fully inform them of the sun setting process, potential FOIA case management options to explore, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of out Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov request intake?
- ✓ Will this increase Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?

NFO

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting the FOIAonline shared service on December 31, 2023m at which point our sole customer will be NFO. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Please designate a POC with whom we can work to develop an agenda for a meeting to be scheduled at your earliest convenience but no later than XX. During this meeting, we would like to include a detailed discussion pertaining to the timing of the sunsetting process and the potential impacts to NFO.

During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sun setting impact Partner daily work?
- ✓ How does sunsetting affect Partner cost of operation?
- ✓ If we are FOIAonline's sole customer, will FOIAonline incorporate NFO's existing list of enhancements? (FOIAonline will need to establish a system by which NFO can submit an

enhancement request that will be vetted through a small group of NFO and FOIAonline representatives to prioritize based on anticipated level of impact to the users and related costs).

- ✓ How will sunseting code freeze impact NFO?

Partners

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on December 31, 2023.

We are sharing this notice at our earliest opportunity and assure you that we will continue to support your FOIA requests and case management needs until this time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?
- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. Year End Reporting Comms Plan

Appendix C. Proposed webinar series/teams meetings topics and meeting format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sun setting that includes timing for last year-end report, migrating data, and a code freeze that will limit help tickets.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/12/2021 3:53:08 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: FOR YOUR QUICK REVIEW
Attachments: FOIAonline Sunset.docx

Importance: High

Jeff,
For your quick review... see attached with the updated information Brian asked to have included. These new actions can be found at the beginning of the attached table (new text is highlighted in yellow).

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Your thoughts?

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Below is the communications strategy we will execute with our Partners (and significant players such as DOJ and NFO) as our systems operations moves towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high level reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate a Desk Statement for the Agency to include OPA and OMS (EDD) review. |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|--|--|---|
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|---|---|--|
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24; Feb 24 -- Dec 30, 2023 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, determined by export data migration date for given Partner. | Send official email announcing that Partners are now locked out of FOIAonline and FOIAonline data is inaccessible. FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/8/2021 12:59:09 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx

Importance: High

Brian,

Per your asks this week, attached is information pertaining to Year End Reporting Comms Plans and information pertaining to the Sunsetting process, communications, and timeline.

I realize that this might be more than you wanted, but you could pull from it what you need for your meeting with the Jeff's and Vaughn next week. I think providing the extra information helps to explain our rationale behind some of the date choices and process steps.

Please note that Jeff Edwards reviewed and contributed to these documents. We also got input from Josh Cooper (Cherokee Nation), regarding the Year End Reporting and Raw Data Extract timing. These documents are what we quickly drafted up. We look forward to your input.

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Below is the communications strategy we will execute with our Partners (and significant players such as DOJ and NFO) as our systems operations moves towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|------------------------------------|--------------------|---|
| Testing for AWS migration | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages) |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|--|--|---|
| | | come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24; Feb 24 -- Dec 30, 2023 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|---|---|--|
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, determined by export data migration date for given Partner. | Send official email announcing that Partners are now locked out of FOIAonline and FOIAOnline data is inaccessible. FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sun setting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/12/2021 6:01:27 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx

Brian,

Provided in the attachment is the updated Comms plans that includes **Ex. 5 Deliberative Process (DP)**. The opening paragraph of this document was revised to include that as well. I'm also attaching the supplemental info that includes **Ex. 5 Deliberative Process (DP)**.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, October 12, 2021 1:08 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura – thank you! Inline comments below.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Tuesday, October 12, 2021 1:01 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Brian,

Please see attached document that was updated with the information you asked for. These new actions can be found at the beginning of the table among the first 11 rows of the Messaging column. Please consider the

Ex. 5 Deliberative Process (DP)

Also, I can draft the agency desk statement and send around for review/clearance. I've drafted numerous desk statements before and moved them through various program review chains for final approval. Let me know if you'd like me to do that for this instance... it will help save time if we are trying to

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Please feel free to draft a desk statement. If you have experience with this I think it coming from

us would be great. Let's keep it focused on:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Lastly, I just realized that at some point, we should

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I don't currently have that in the comms plan. I think this should be included. Do you? Yes, I think we should

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Tuesday, October 12, 2021 10:35 AM

To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

That works great.

Thanks

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Tuesday, October 12, 2021 10:35 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Good morning Brian,

May I have an hour to complete this? I will send to Jeff for a quick look before sending it to you. Does that work or do you need it sooner?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Tuesday, October 12, 2021 10:29 AM

To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura –

Checking in to see if we have this added. I need to get something back up to Jeff Wells today and forward to Vaughn. Can you let me know by 11:00am what the ETA is so I can pass that info back up to Wells?

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Thompson, BrianK
Sent: Friday, October 8, 2021 6:13 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura –

Again, thank you for this. I spoke with Jeff Wells today and went over the documents. I have a few quick follow-up action items for you:

1. On the Communications Plan

Ex. 5 Deliberative Process (DP)

I have a few action items to update a quick slide deck that I'll share on Tuesday.

Again, thank you very much for these documents.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Friday, October 8, 2021 8:59 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process
Importance: High

Brian,

Per your asks this week, attached is information pertaining to Year End Reporting Comms Plans and information pertaining to the Sunsetting process, communications, and timeline.

I realize that this might be more than you wanted, but you could pull from it what you need for your meeting with the Jeff's and Vaughn next week. I think providing the extra information helps to explain our rationale behind some of the date choices and process steps.

Please note that Jeff Edwards reviewed and contributed to these documents. We also got input from Josh Cooper (Cherokee Nation), regarding the Year End Reporting and Raw Data Extract timing. These documents are what we quickly drafted up. We look forward to your input.

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. For the latter, provide information about going to general Partner Agency website to submit FOIA requests. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAOnline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sun setting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/12/2021 5:00:58 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process
Attachments: FOIAonline Sunset.docx

Brian,

Please see attached document that was updated with the information you asked for. These new actions can be found at the beginning of the table among the first 11 rows of the Messaging column. Please consider the

Ex. 5 Deliberative Process (DP)

Also, I can draft the agency desk statement and send around for review/clearance. I've drafted numerous desk statements before and moved them through various program review chains for final approval. Let me know if you'd like me to do that for this instance... it will help save time if we are trying to

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Lastly, I just realized that at some point, we should

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, October 12, 2021 10:35 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

That works great.

Thanks

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Tuesday, October 12, 2021 10:35 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Good morning Brian,
May I have an hour to complete this? I will send to Jeff for a quick look before sending it to you. Does that work or do you need it sooner?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, October 12, 2021 10:29 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura –

Checking in to see if we have this added. I need to get something back up to Jeff Wells today and forward to Vaughn. Can you let me know by 11:00am what the ETA is so I can pass that info back up to Wells?

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Thompson, BrianK
Sent: Friday, October 8, 2021 6:13 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura –

Again, thank you for this. I spoke with Jeff Wells today and went over the documents. I have a few quick follow-up action items for you:

1. On the Communications Plan

Ex. 5 Deliberative Process (DP)

I have a few action items to update a quick slide deck that I'll share on Tuesday.

Again, thank you very much for these documents.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Friday, October 8, 2021 8:59 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Importance: High

Brian,

Per your asks this week, attached is information pertaining to Year End Reporting Comms Plans and information pertaining to the Sunsetting process, communications, and timeline.

I realize that this might be more than you wanted, but you could pull from it what you need for your meeting with the Jeff's and Vaughn next week. I think providing the extra information helps to explain our rationale behind some of the date choices and process steps.

Please note that Jeff Edwards reviewed and contributed to these documents. We also got input from Josh Cooper (Cherokee Nation), regarding the Year End Reporting and Raw Data Extract timing. These documents are what we quickly drafted up. We look forward to your input.

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Below is the communications strategy we will execute with our Partners (and significant players such as DOJ and NFO) as our systems operations moves towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|--|
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24; Feb 24 -- Dec 30, 2023 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, determined by export data migration date for given Partner. | Send official email announcing that Partners are now locked out of FOIAonline and FOIAonline data is inaccessible. FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 10/12/2021 11:00:37 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
CC: Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: RE: Materials for Vaugh: FOIAonline Sunsetting

Thanks Laura. I agree. I think Ex. 5 Deliberative Process (DP)

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Tuesday, October 12, 2021 6:11 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Re: Materials for Vaugh: FOIAonline Sunsetting

One quick response to Jeff W's question of Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, October 12, 2021 5:14 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: Materials for Vaugh: FOIAonline Sunsetting

Brian

These are just great. A lot of thought and work went into these materials and I really appreciate that. Thank you!!

See attached: I changed the title ppt slide to amend the title Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) Otherwise didn't touch the brief deck or other materials.

I think we should indicate to Vaughn that all of the attached MS Word documents are DRAFTS - at the meeting. I also think we need to Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

We need to be able to answer that question clearly for Vaughn and make sure Vaughn is aware of that tomorrow as part of the briefing.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Please go ahead forward these up to the IO: Vaughn, Erin, Austin, David, Linda and
OMS_Meetings_Materials OMS_Meetings_Materials@epa.gov

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Tuesday, October 12, 2021 4:33 PM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Subject: Materials for Vaugh: FOIAonline Sunsetting

Jeff,

Attached please find the updated materials for our discussion with Vaughn regarding the sunseting of FOIAonline. Huge thanks to Laura and Jeff for getting these together and providing the updates today.

Let me know if you have any questions or if you want to walk through anything this evening before we share with Vaughn.

Thanks
Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/12/2021 6:13:10 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: USE THIS VERSION: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx

Importance: High
Flag: Follow up

Brian,

Please use this version of the Comms document. The only difference between this version and what I sent a few minutes ago is that this version **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Tuesday, October 12, 2021 2:01 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Brian,

Provided in the attachment is the updated Comms plans that **Ex. 5 Deliberative Process (DP)** The opening paragraph of this document was revised to include that as well. I'm also attaching the supplemental info that includes stakeholder draft emails and potential reactions.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, October 12, 2021 1:08 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura – thank you! Inline comments below.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Tuesday, October 12, 2021 1:01 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Brian,

Please see attached document that was updated with the information you asked for. These new actions can be found at the beginning of the table among the first 11 rows of the Messaging column. Please consider the

Ex. 5 Deliberative Process (DP)

Also, I can draft the agency desk statement and send around for review/clearance. I've drafted numerous desk statements before and moved them through various program review chains for final approval. Let me know if you'd like me to do that for this instance... it will help save time if we are trying to

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Please feel free to draft a desk statement. If you have experience with this I think it coming from us would be great. Let's keep it focused on

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Lastly, I just realized that at some point, we should

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I don't currently have that in the comms plan. I think this should be included. Do you? Yes, I think we should

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Tuesday, October 12, 2021 10:35 AM

To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

That works great.

Thanks

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Tuesday, October 12, 2021 10:35 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: Re: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Good morning Brian,

May I have an hour to complete this? I will send to Jeff for a quick look before sending it to you. Does that work or do you need it sooner?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Tuesday, October 12, 2021 10:29 AM

To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura –

Checking in to see if we have this added. I need to get something back up to Jeff Wells today and forward to Vaughn. Can you let me know by 11:00am what the ETA is so I can pass that info back up to Wells?

Thanks

Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Thompson, BrianK

Sent: Friday, October 8, 2021 6:13 PM

To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: RE: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Laura –

Again, thank you for this. I spoke with Jeff Wells today and went over the documents. I have a few quick follow-up action items for you:

1. On the Communications Plan

Ex. 5 Deliberative Process (DP)

I have a few action items to update a quick slide deck that I'll share on Tuesday.

Again, thank you very much for these documents.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Friday, October 8, 2021 8:59 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: FOIAonline End of Year Reporting Comms Plan and Sunsetting Process

Importance: High

Brian,

Per your asks this week, attached is information pertaining to Year End Reporting Comms Plans and information pertaining to the Sunsetting process, communications, and timeline.

I realize that this might be more than you wanted, but you could pull from it what you need for your meeting with the Jeff's and Vaughn next week. I think providing the extra information helps to explain our rationale behind some of the date choices and process steps.

Please note that Jeff Edwards reviewed and contributed to these documents. We also got input from Josh Cooper (Cherokee Nation), regarding the Year End Reporting and Raw Data Extract timing. These documents are what we quickly drafted up. We look forward to your input.

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. Encourage users to submit FOIA requests via FOIA.gov. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead submit requests to FOIA.gov. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead include language to go to FOIA.gov. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAOnline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sun setting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 10/13/2021 11:10:59 AM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: RE: Materials for Vaugh: FOIAonline Sunsetting

Brian

Excellent and thanks. Let's make sure Vaughn is aware when we present - part of our argument for the transition.

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, October 12, 2021 7:00 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: Materials for Vaugh: FOIAonline Sunsetting

Jeff,

Thank you. Credit to Laura and Jeff on the documents.

I have shared with Vaughn and team.

In terms of any sunshine questions or issues, I think **Ex. 5 Deliberative Process (DP)** Each partner is responsible for creating a way to intake digital requests for FOIA. Up until this month FOIAonline served as the main portal for ~20 Federal Agencies. DOJ however has now mandated that all Agencies, regardless of their own intake or use of a third party vendor, must be able to receive FOIA requests through DOJ's FOIA.gov portal. All of FOIAonline's users now have a portal through FOIA.gov as does every other federal agency. Therefore the loss of FOIAonline will not have a material impact on this.

The only other issue may be **Ex. 5 Deliberative Process (DP)**
Ex. 5 Deliberative Process (DP) However, other vendors have also been able to offer this feature and DOJ themselves have required the input of the data into a portal to validate and generate the report that is needed. I don't believe **Ex. 5 Deliberative Process (DP)**

Bottom line: **Ex. 5 Deliberative Process (DP)**
Ex. 5 Deliberative Process (DP)

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, October 12, 2021 5:15 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: Materials for Vaugh: FOIAonline Sunsetting

Brian

These are just great. A lot of thought and work went into these materials and I really appreciate that. Thank you!!

See attached: I changed the title ppt slide to amend the title **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) Otherwise didn't touch the brief deck or other materials.

I think we should indicate to Vaughn that all of the attached MS Word documents are DRAFTS - at the meeting. I also think we need to **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) We need to be able to answer that question clearly for Vaughn and make sure Vaughn is aware of that tomorrow as part of the briefing. And it may be that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Please go ahead forward these up to the IO: Vaughn, Erin, Austin, David, Linda and
OMS_Meetings_Materials OMS_Meetings_Materials@epa.gov

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, October 12, 2021 4:33 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: Materials for Vaugh: FOIAonline Sunsetting

Jeff,

Attached please find the updated materials for our discussion with Vaughn regarding the sunseting of FOIAonline. Huge thanks to Laura and Jeff for getting these together and providing the updates today.

Let me know if you have any questions or if you want to walk through anything this evening before we share with Vaughn.

Thanks
Brian

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 10/12/2021 8:32:39 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: Materials for Vaugh: FOIAonline Sunsetting
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx; FOIAonline Transition Next Steps 10.12.21.pptx

Jeff,

Attached please find the updated materials for our discussion with Vaughn regarding the sunsetting of FOIAonline. Huge thanks to Laura and Jeff for getting these together and providing the updates today.

Let me know if you have any questions or if you want to walk through anything this evening before we share with Vaughn.

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. Encourage users to submit FOIA requests via FOIA.gov. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead submit requests to FOIA.gov. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead include language to go to FOIA.gov. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAOnline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sunseting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

FOIAonline Next Steps Starting This Month

CIO Briefing

October 2021

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

3



Questions and Discussion

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 10/12/2021 9:14:33 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: RE: Materials for Vaugh: FOIAonline Sunsetting
Attachments: FOIAonline Transition Next Steps 10.13.21.pptx

Brian

These are just great. A lot of thought and work went into these materials and I really appreciate that. Thank you!!

See attached: I changed the title ppt slide to amend the title **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) Otherwise didn't touch the brief deck or other materials.

I think we should indicate to Vaughn that all of the attached MS Word documents are DRAFTS - at the meeting. I also think we need to **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) We need to be able to answer that question clearly for Vaughn and make sure Vaughn is aware of that tomorrow as part of the briefing. **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Please go ahead forward these up to the IO: Vaughn, Erin, Austin, David, Linda and
OMS_Meetings_Materials OMS_Meetings_Materials@epa.gov

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, October 12, 2021 4:33 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: Materials for Vaugh: FOIAonline Sunsetting

Jeff,

Attached please find the updated materials for our discussion with Vaughn regarding the sunseting of FOIAonline. Huge thanks to Laura and Jeff for getting these together and providing the updates today.

Let me know if you have any questions or if you want to walk through anything this evening before we share with Vaughn.

Thanks
Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

October 13, 2021

1

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

3



Questions and Discussion

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 10/12/2021 10:53:00 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Collard, Erin [Collard.Erin@epa.gov]; Henderson, Austin [Henderson.Austin@epa.gov]; Saunders-Gadri, Linda [Saunders-Gadri.Linda@epa.gov]; OMS_Meetings_Materials [OMS_Meetings_Materials@epa.gov]; Alvarado, David [alvarado.david@epa.gov]
CC: Wells, Jeffrey [Wells.jeffrey@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: Materials for FOIAonline Next Steps: Meeting on Wednesday Oct. 13th 0900
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx; FOIAonline Transition Next Steps 10.13.21.pptx

Vaughn and team:

Attached, please find the materials we have prepared for our meeting tomorrow at 0900. These are all draft documents that we look forward to reviewing with you tomorrow to determine the best next course of action.

Thank you,
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. Encourage users to submit FOIA requests via FOIA.gov. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead submit requests to FOIA.gov. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead include language to go to FOIA.gov. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAOnline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sunseting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

October 13, 2021

1

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles

FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

[Date/Time]

OMS OFFICE of MISSION SUPPORT

3



Questions and Discussion

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. Encourage users to submit FOIA requests via FOIA.gov. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead submit requests to FOIA.gov. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead include language to go to FOIA.gov. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAOnline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sunseting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

October 13, 2021

1

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

3



Questions and Discussion

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 10/28/2021 12:18:19 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: Vaughn Briefing Slide-Deck
Attachments: FOIAonline Transition Next Steps 102721.pptx

Good morning,

Attached is a draft slide deck I've put together based on our discussion yesterday. Jeff E, Laura and I met in the afternoon and discussed the goal of the presentation. I know Jeff Wells is going to be out after this week so in order to have all eyes on the document for as long as possible I'm sending it out to everyone for comments, feedback and suggestions.

Thank you,
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

November 2, 2021

1

Goal: Authorization to Sunset & Communicate to Partners by Nov. 4th

Announce sunset plans & code freeze to Partners by end of Nov

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners


If not:

- Discussion on increase budget for FY23 and beyond
- New RFP needs to go out by end of December
- Obtain different contractor to support DevOps
- New governance structure created
- Onboard new partners

Partner's have options:

- 10/20 current partners would pay less per year moving to a different service
- 16/20 current partners would pay less per year based on FY23 budget

[Date/Time]

 **OMS** OFFICE of MISSION SUPPORT

2

FOIAonline Costs

FY23 Budget Increase of \$1.8M

- If FOIAonline remains as a Shared Service, the minimum cost to operate is \$5M
- Represents a 56% increase across the board
- We will lose Partners – further increasing remaining Partner's costs. This will snowball.


Why the Increase

- FOIAonline needs to rebuild the underlying code & develop new workflow
- FOIAonline needs to maintain its current state and provide minimal support during this rebuild
- Increase in Helpdesk costs
- Increase in Contractor support for development
- Increase in AWS costs
- FOIAonline needs to account for additional FTE support

What is the timing

- 18-24 months minimum to build a new solution
- Minor changes to the existing environment
- New environment will be a non-customizable workflow that provide maximum efficiency

{DateTime}

 OFFICE of MISSION SUPPORT

3

FOIAonline Alternatives

Not a cost-effective solution

- Other applications are significantly less and offer more
- 10 of our Partners would save money based on FY22 rates
- 16 of our Partners would save money based on draft FY23 rates

| | FY22 Budget | FY23 Budget | Tyler Federal | MERP | Secure Release |
|--------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| CBP | \$ 498,635.66 | \$ 777,871.62 | \$ 547,500.00 | \$ 75,000.00 | \$ 672,500.00 |
| DOC | \$ 140,365.47 | \$ 218,970.13 | \$ 250,500.00 | \$ 75,000.00 | \$ 352,500.00 |
| DON | \$ 306,626.15 | \$ 478,336.79 | \$ 660,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| EPA | \$ 578,091.78 | \$ 901,823.18 | \$ 1,006,500.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| FCC | \$ 68,170.73 | \$ 106,346.33 | \$ 88,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| FLRA | \$ 30,998.31 | \$ 48,357.36 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| GSA | \$ 83,611.19 | \$ 130,433.45 | \$ 91,500.00 | \$ 75,000.00 | \$ 134,500.00 |
| MSPB | \$ 31,534.13 | \$ 49,193.24 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| NARA | \$ 30,217.43 | \$ 47,139.18 | \$ 21,000.00 | \$ 75,000.00 | \$ 34,600.00 |
| PBGC | \$ 196,924.46 | \$ 307,202.15 | \$ 40,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| SBA | \$ 89,843.78 | \$ 140,156.29 | \$ 114,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| DLA | \$ 126,092.40 | \$ 196,704.14 | \$ 66,000.00 | \$ 75,000.00 | \$ 70,500.00 |
| DoD-GIG | \$ 63,986.58 | \$ 99,819.06 | \$ 297,000.00 | \$ 75,000.00 | \$ 134,500.00 |
| SSA* | \$ 325,565.84 | \$ 507,882.70 | \$ 396,000.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| NLRB | \$ 107,019.05 | \$ 166,949.71 | \$ 52,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| NRC | \$ 44,984.63 | \$ 70,176.02 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| USPC | \$ 25,825.00 | \$ 40,287.00 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| CSB | \$ 16,671.00 | \$ 26,006.76 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| MCC* | \$ 42,939.00 | \$ 66,984.84 | \$ 22,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| DOI | \$ 352,875.00 | \$ 550,485.00 | \$ 510,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| STB | \$ 36,334.00 | \$ 56,681.04 | \$ 31,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| Total | \$ 3,197,311.54 | \$ 4,987,805.99 | \$ 4,300,500.00 | \$ 1,575,000.00 | \$ 6,358,200.00 |

{DateTime}

OMS OFFICE of MISSION SUPPORT

4

FOIAonline As A Shared Service


FOIAonline is an IT Department for 20 Federal Agencies

- We are a custom solution with unique workflows for each Partner
- We do not have a single workflow
- We've allowed administrative level permissions at the Agency level that have caused errors

FOIAonline's Governance Requires a Re-structure

- Change Control Board cannot operate with 20 different workflows
- An assessment and new charters need to be created

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT


5

FOIAonline is a Risk

- Not cost-effective
- Loss of Partners will exacerbate cost concerns
- Too much technical debt
- Not operated as a Shared Service
- CGI Dependent – No Transfer of Knowledge
- New Contracts are Required post FY22

Our only option is to control the narrative
We've built good relationships & trust

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT

6



Questions and Discussion

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

8

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

[Date/Time]

 **OMS** OFFICE of MISSION SUPPORT

9

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 10/28/2021 1:34:00 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: Re: Vaughn Briefing Slide-Deck
Attachments: FOIAonline Transition Next Steps 102721 (1).pptx

Good morning Brian,

Thanks for the opportunity to review. Here are my minor comments:

Ex. 5 Deliberative Process (DP)

Please see attachment for some specific edits (provided in red text and strikeout).

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, October 28, 2021 8:18 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: Vaughn Briefing Slide-Deck

Good morning,

Attached is a draft slide deck I've put together based on our discussion yesterday. Jeff E, Laura and I met in the afternoon and discussed the goal of the presentation. I know Jeff Wells is going to be out after this week so in order to have all eyes on the document for as long as possible I'm sending it out to everyone for comments, feedback and suggestions.

Thank you,
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

November 2, 2021

1

Goal: Authorization to Sunset & Communicate to Partners by Nov. 4th

Announce sunset plans & code freeze to Partners by end of Nov

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ and NFO with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

If not: In the alternative

- Discussion on increase increasing budget for FY23 and beyond
- New RFP needs to go out by end of December
- Obtain different contractor to support DevOps
- New governance structure created
- Onboard new partners

Partner's have options:

- 10/20 current partners would pay less per year moving to a different service
- 16/20 current partners would pay less per year based on FY23 budget (??Question: partners would pay less staying with FOIAonline or moving to different service??)

(Date) (Page)

2

FOIAonline Projected Costs

FY23 Budget Increase of \$1.8M

- If FOIAonline remains as a Shared Service, the minimum cost to operate is \$5M
- Represents a 56% increase across the board
- We will lose Partners – further increasing remaining Partner's costs. This will snowball.


Why the Increase

- FOIAonline needs to rebuild the underlying code & develop new workflow
- FOIAonline needs to maintain its current state and provide minimal support during this rebuild
- Increase in Helpdesk costs
- Increase in Contractor support for development
- Increase in AWS costs
- FOIAonline needs to account for additional FTE support

What is the timing

- 18-24 months minimum to build a new solution
- Minor changes to the existing environment
- New environment will be a non-customizable workflow that provide provides maximum efficiency

{DateTime}

 OFFICE of MISSION SUPPORT

3

FOIAonline Alternatives

Not a cost-effective solution

- Other applications are significantly less and offer more
- 10 of our Partners would save money based on FY22 rates
- 16 of our Partners would save money based on draft FY23 rates

| | FY22 Budget | FY23 Budget | Tyler Federal | MERP | Secure Release |
|--------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| CBP | \$ 498,635.66 | \$ 777,871.62 | \$ 547,500.00 | \$ 75,000.00 | \$ 672,500.00 |
| DOC | \$ 140,365.47 | \$ 218,970.13 | \$ 250,500.00 | \$ 75,000.00 | \$ 352,500.00 |
| DON | \$ 306,626.15 | \$ 478,336.79 | \$ 660,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| EPA | \$ 578,091.78 | \$ 901,823.18 | \$ 1,006,500.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| FCC | \$ 68,170.73 | \$ 106,346.33 | \$ 88,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| FLRA | \$ 30,998.31 | \$ 48,357.36 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| GSA | \$ 83,611.19 | \$ 130,433.45 | \$ 91,500.00 | \$ 75,000.00 | \$ 134,500.00 |
| MSPB | \$ 31,534.13 | \$ 49,193.24 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| NARA | \$ 30,217.43 | \$ 47,139.18 | \$ 21,000.00 | \$ 75,000.00 | \$ 34,600.00 |
| PBGC | \$ 196,924.46 | \$ 307,202.15 | \$ 40,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| SBA | \$ 89,843.78 | \$ 140,156.29 | \$ 114,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| DLA | \$ 126,092.40 | \$ 196,704.14 | \$ 66,000.00 | \$ 75,000.00 | \$ 70,500.00 |
| DoD-GIG | \$ 63,986.58 | \$ 99,819.06 | \$ 297,000.00 | \$ 75,000.00 | \$ 134,500.00 |
| SSA* | \$ 325,565.84 | \$ 507,882.70 | \$ 396,000.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| NLRB | \$ 107,019.05 | \$ 166,949.71 | \$ 52,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| NRC | \$ 44,984.63 | \$ 70,176.02 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| USPC | \$ 25,825.00 | \$ 40,287.00 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| CSB | \$ 16,671.00 | \$ 26,006.76 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| MCC* | \$ 42,939.00 | \$ 66,984.84 | \$ 22,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| DOI | \$ 352,875.00 | \$ 550,485.00 | \$ 510,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| STB | \$ 36,334.00 | \$ 56,681.04 | \$ 31,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| Total | \$ 3,197,311.54 | \$ 4,987,805.99 | \$ 4,300,500.00 | \$ 1,575,000.00 | \$ 6,358,200.00 |

{DateTime}

OMS OFFICE of MISSION SUPPORT

4

FOIAonline As A Shared Service


FOIAonline is has become an IT Department for 20 Federal Agencies

- We are a custom solution with unique workflows for each Partner
- We do not have a single workflow
- We've allowed administrative level permissions at the Agency level that have caused errors

FOIAonline's Governance Requires a Re-structure

- Change Control Board cannot operate with 20 different workflows
- An assessment and new charters need to be created

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT


5

FOIAonline is a Risk

- Not cost-effective
- Loss of Partners will exacerbate cost concerns
- Too much technical debt
- Not operated as a Shared Service
- CGI Dependent – No Transfer of Knowledge
- New Contracts are Required post FY22

Our only option is to control the narrative
We've built good relationships & trust

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT

6



Questions and Discussion

FOIAonline Sunset Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ and NFO with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

8

FOIAonline Sunset Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

9

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 10/28/2021 3:39:05 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: RE: Vaughn Briefing Slide-Deck
Attachments: FOIAonline Transition Next Steps - 10282021.pptx

Let's talk this one at 12:30 during the EDD weekly. I used your slide deck as a jumping off point and included Laura's edits but I think

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, October 28, 2021 11:14 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Vaughn Briefing Slide-Deck

Thank you both Jeff and Laura.

Jeff Wells – the attached is an updated deck based on the comments provided. Let me know if you'd like to discuss.

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Thursday, October 28, 2021 11:09 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Vaughn Briefing Slide-Deck

I like it. It communicates the message and will enable a comprehensive discussion.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

- Jeff

Jeff Edwards
Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Thursday, October 28, 2021 9:34 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: Re: Vaughn Briefing Slide-Deck

Good morning Brian,

Thanks for the opportunity to review. Here are my minor comments:

Ex. 5 Deliberative Process (DP)

Please see attachment for some specific edits (provided in red text and strikeout).

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Thursday, October 28, 2021 8:18 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Subject: Vaughn Briefing Slide-Deck

Good morning,

Attached is a draft slide deck I've put together based on our discussion yesterday. Jeff E, Laura and I met in the afternoon and discussed the goal of the presentation. I know Jeff Wells is going to be out after this week so in order to have all eyes on the document for as long as possible I'm sending it out to everyone for comments, feedback and suggestions.

Thank you,
Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

November 2, 2021


1

FOIAOnline Discussion

AGENDA

1. Quick reprise from last meeting
2. Homework results on partner Agency costs for FOIAOnline alternatives
3. What we're looking if we don't sunset
 1. Major system overhaul
 2. Major cost increase
 3. Major danger of partner agencies departing
4. Why it's an even better idea to sunset than we even thought
5. Discussion
6. Appendix
 1. Suggested transition steps

{Date/Time}


 OFFICE of MISSION SUPPORT

2

Quick Reprise of Our Last Meeting

1. FOIAonline no longer offers our partners best value
2. Vendors/products available that offer more functionality at the same or less cost
3. FOIAonline itself is “stable” right now but will require large future investments and time to remain viable due to technical debt and because it’s not a true shared service but 20 different services for 20 different agencies
4. Partner agencies are not committed to FOIAonline except on a year-to-year basis. Many are already examining alternatives.
5. If partners bolt remaining agencies will pay more which could mean drive more to leave resulting in financial death spiral
6. EPA has an opportunity to provide more and better service for EPA’s NFO through relativity that would afford service, data analytics, cost synergies and advantages.

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT

3

FOIAOnline FY22/23 Budget vs Alternatives

FOIAonline Not a cost-effective solution:

- Other applications are (significantly) less and offer more
- 10 of our Partners could save money now based on FY22 rates
- 16 (all but 3 - removing EPA) of our Partners could save money based on our projected FY23 rates
- *NOTE: If we sunset, budget stays at 22 rates or lower in 23*

| | FY22 Budget | FY23 Budget | Tyler Federal | MERP | Secure Release |
|--------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| CBP | \$ 498,635.66 | \$ 777,871.62 | \$ 547,500.00 | \$ 75,000.00 | \$ 672,500.00 |
| DOC | \$ 140,365.47 | \$ 218,970.13 | \$ 250,500.00 | \$ 75,000.00 | \$ 352,500.00 |
| DON | \$ 306,626.15 | \$ 478,336.79 | \$ 660,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| EPA | \$ 578,091.78 | \$ 901,823.18 | \$ 1,006,500.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| FCC | \$ 68,170.73 | \$ 106,346.33 | \$ 88,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| FLRA | \$ 30,998.31 | \$ 48,357.36 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| GSA | \$ 83,611.19 | \$ 130,433.45 | \$ 91,500.00 | \$ 75,000.00 | \$ 134,500.00 |
| MSPB | \$ 31,534.13 | \$ 49,193.24 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| NARA | \$ 30,217.43 | \$ 47,139.18 | \$ 21,000.00 | \$ 75,000.00 | \$ 34,600.00 |
| PBGC | \$ 196,924.46 | \$ 307,202.15 | \$ 40,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| SBA | \$ 89,843.78 | \$ 140,156.29 | \$ 114,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| DLA | \$ 126,092.40 | \$ 196,704.14 | \$ 66,000.00 | \$ 75,000.00 | \$ 70,500.00 |
| DoD-GIG | \$ 63,986.58 | \$ 99,819.06 | \$ 297,000.00 | \$ 75,000.00 | \$ 134,500.00 |
| SSA* | \$ 325,565.84 | \$ 507,882.70 | \$ 396,000.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| NLRB | \$ 107,019.05 | \$ 166,949.71 | \$ 52,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| NRC | \$ 44,984.63 | \$ 70,176.02 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| USPC | \$ 25,825.00 | \$ 40,287.00 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| CSB | \$ 16,671.00 | \$ 26,006.76 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| MCC* | \$ 42,939.00 | \$ 66,984.84 | \$ 22,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| DOI | \$ 352,875.00 | \$ 550,485.00 | \$ 510,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| STB | \$ 36,334.00 | \$ 56,681.04 | \$ 31,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| Total | \$ 3,197,311.54 | \$ 4,987,805.99 | \$ 4,300,500.00 | \$ 1,575,000.00 | \$ 6,358,200.00 |

[Date@Time]

OMS OFFICE of MISSION SUPPORT

4

FOIAonline FY23 System Overhaul and Costs

FY23 Budget Increase of \$1.8M

- If FOIAonline continues as a Shared Service, the minimum cost to operate is \$5M
- Represents a 56% increase across the board


Why the Increase?

- Rebuild the underlying code & develop new workflow
- Maintain its current state and provide minimal support during this rebuild
- Increase in Helpdesk costs
- Increase in Contractor support for development
- Increase in AWS costs
- Additional FTE support

What is the timing of the new solution?

- 18-24 months minimum to build a new solution
- Minor changes to the existing environment
- New environment will be a non-customizable workflow that provides maximum efficiency (same as vendor options already available).

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

5

Why So Urgent?

Timetable/Schedule Requirements:

- Provide full two years for sunset and migration
- New RFP required by December if we don't sunset
- Must announce new budget, architecture, governance and service model soon if we don't sunset
- Must recruit more partners if we to soften sharp cost increase
- Must identify new contractor support
- Partners are requesting additional features and services now -- can't hold them off much longer.

Our Current State is Precarious:

- Partners can leave anytime
- Finances can then unravel very quickly
- News of FY23 cost increase may start a chain reaction/death spiral
- EPA could be left holding the bag...


If we Act Now (announce sunset by Thanksgiving):

EPA Sets the Terms, Timetable, Conditions. We control the conversation, costs and stewardship reputation -- we've built and can maintain trust

If we Delay sunset announcement or decide to continue FOIAonline as a service:

We greatly increase complexity; The program could still unravel; We could face an untenable financial/service obligation

{Date/Time}

 **OMS** OFFICE of MISSION SUPPORT

6



Questions and Discussion

FOIAonline Sunset Transition Plan

Announce sunset plans & code freeze to Partners

Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ and NFO with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

8

FOIAonline Sunset Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

9

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/2/2021 2:05:00 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Henderson, Austin [Henderson.Austin@epa.gov]; Alvarado, David [alvarado.david@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: RE: FOIAonline Agency Costs
Attachments: FOIAonline Transition Next Steps_11022021.pptx

Vaughn,

Thank you again for your time today. Attached is a copy of the briefing materials for re-use with Maria.

If you need anything else, please let me know.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

-----Original Appointment-----

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Thursday, October 21, 2021 2:36 PM
To: Noga, Vaughn; Henderson, Austin; Alvarado, David; Collard, Erin; Wells, Jeffrey; Grimm, Patrick; Thompson, BrianK; Edwards, Jeff
Cc: Perkins, Shannon
Subject: FOIAonline Agency Costs
When: Tuesday, November 2, 2021 9:30 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

Today's Date: 10/21/2021

- Title of meeting or event: **FOIAonline Agency Costs**
- Purpose: **Provide estimate cost for Agencies to move off FOIAonline**
- Desired Outcome: **Decision by CIO**
- Will there be advance materials? N
- If yes, provide the name of the individual providing materials:
- Date desired for meeting, or no later than: **October 27, 28th**
- Length of meeting/event: **Half Hour**

Attendees:

- Vaughn Noga
- Erin Collard optional
- OMS-EI IO staff as needed
- Jeff Wells
- Pat Grimm
- Brian Thompson
- Jeffrey Edwards

As of 10/21 scheduled per request from Jeff Wells – Linda

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

November 2, 2021


1

FOIAOnline Discussion

AGENDA

1. Quick reprise from last meeting
2. Homework results on partner Agency costs for FOIAOnline alternatives
3. What we're looking at if we don't sunset
 1. Major system overhaul
 2. Major cost increase
 3. Major danger of partner agencies departing
4. Why it's an even better idea to sunset than we even thought
5. Discussion
6. Appendix
 1. Suggested transition steps

{DateTime}


 OFFICE of MISSION SUPPORT

2

Quick Reprise of Our Last Meeting

1. FOIAonline is no longer the lowest cost service
2. FOIAonline will require large future investments of time and money
3. Partner agencies are not committed to FOIAonline except on a year-to-year basis. Many are already examining alternatives.
4. If partners bolt, remaining agencies will pay more which could drive more to leave resulting in a financial death spiral
5. EPA has an opportunity to provide a better service for EPA's NFO through Relativity that would afford service, data analytics, cost synergies and other advantages.

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

3

FOIAOnline FY22/23 Budget vs Alternatives

Not a cost-effective solution:

- 10 of our Partners could save money now based on FY22 rates
- 16 (all but 3 - removing EPA) of our Partners could save money based on our projected FY23 rates

NOTE: If we sunset, budget stays at 22 rates or lower in 23

| | FY22 Budget | FY23 Budget | Tyler Federal | MERP | Secure Release |
|--------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| CBP | \$ 498,635.66 | \$ 777,871.62 | \$ 547,500.00 | \$ 75,000.00 | \$ 672,500.00 |
| DOC | \$ 140,365.47 | \$ 218,970.13 | \$ 250,500.00 | \$ 75,000.00 | \$ 352,500.00 |
| DON | \$ 306,626.15 | \$ 478,336.79 | \$ 660,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| EPA | \$ 578,091.78 | \$ 901,823.18 | \$ 1,006,500.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| FCC | \$ 68,170.73 | \$ 106,346.33 | \$ 88,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| FLRA | \$ 30,998.31 | \$ 48,357.36 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| GSA | \$ 83,611.19 | \$ 130,433.45 | \$ 91,500.00 | \$ 75,000.00 | \$ 134,500.00 |
| MSPB | \$ 31,534.13 | \$ 49,193.24 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| NARA | \$ 30,217.43 | \$ 47,139.18 | \$ 21,000.00 | \$ 75,000.00 | \$ 34,600.00 |
| PBGC | \$ 196,924.46 | \$ 307,202.15 | \$ 40,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| SBA | \$ 89,843.78 | \$ 140,156.29 | \$ 114,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| DLA | \$ 126,092.40 | \$ 196,704.14 | \$ 66,000.00 | \$ 75,000.00 | \$ 70,500.00 |
| DoD-OIG | \$ 63,986.58 | \$ 99,819.06 | \$ 297,000.00 | \$ 75,000.00 | \$ 134,500.00 |
| SSA* | \$ 325,565.84 | \$ 507,882.70 | \$ 396,000.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| NLRB | \$ 107,019.05 | \$ 166,949.71 | \$ 52,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| NRC | \$ 44,984.63 | \$ 70,176.02 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| USPC | \$ 25,825.00 | \$ 40,287.00 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| CSB | \$ 16,671.00 | \$ 26,006.76 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| MCC* | \$ 42,939.00 | \$ 66,984.84 | \$ 22,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| DOI | \$ 352,875.00 | \$ 550,485.00 | \$ 510,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| STB | \$ 36,334.00 | \$ 56,681.04 | \$ 31,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| Total | \$ 3,197,311.54 | \$ 4,987,805.99 | \$ 4,300,500.00 | \$ 1,575,000.00 | \$ 6,358,200.00 |

[Date/Time]

OMS OFFICE of MISSION SUPPORT

4

FOIAonline Sunset Transition Plan

Announce sunset plans & code freeze to Partners

Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ and NFO with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

5

Why So Urgent?

Timetable/Schedule Requirements:

- Provide full two years for sunseting and migration
- New RFP required by December if we don't sunset
- Must announce new budget, architecture, governance and service model soon if we don't sunset
- Must recruit more partners if we to soften sharp cost increase
- Must identify new contractor support
- Partners are requesting additional features and services now – can't hold them off much longer.

Our Current State is Precarious:

- Partners can leave anytime
- Finances can then unravel very quickly
- News of FY23 cost increase may start a chain reaction/death spiral
- EPA could be left holding the bag...

If we Act Now (announce sunset by Thanksgiving):

EPA Sets the Terms, Timetable, Conditions. We control the conversation, costs and stewardship reputation – we've built and can maintain trust

**If we delay sunset announcement or decide to continue FOIAonline as a service:
We greatly increase complexity; The program could still unravel; We could face an untenable financial/service obligation**

{Date/Time}

OMS OFFICE of MISSION SUPPORT

6



Questions and Discussion

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 10/28/2021 3:14:08 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]
Subject: RE: Vaughn Briefing Slide-Deck
Attachments: FOIAonline Transition Next Steps 102821.pptx

Thank you both Jeff and Laura.

Jeff Wells – the attached is an updated deck based on the comments provided. Let me know if you'd like to discuss.

Thanks

Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Thursday, October 28, 2021 11:09 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Vaughn Briefing Slide-Deck

I like it. It communicates the message and will enable a comprehensive discussion.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

- Jeff

Jeff Edwards
Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Thursday, October 28, 2021 9:34 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Re: Vaughn Briefing Slide-Deck

Good morning Brian,

Thanks for the opportunity to review. Here are my minor comments:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Please see attachment for some specific edits (provided in red text and strikeout).

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Thursday, October 28, 2021 8:18 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>

Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Subject: Vaughn Briefing Slide-Deck

Good morning,

Attached is a draft slide deck I've put together based on our discussion yesterday. Jeff E, Laura and I met in the afternoon and discussed the goal of the presentation. I know Jeff Wells is going to be out after this week so in order to have all eyes on the document for as long as possible I'm sending it out to everyone for comments, feedback and suggestions.

Thank you,
Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

November 2, 2021

1

Goal: Authorization to Sunset & Communicate to Partners by Nov. 4th

Announce sunset plans & code freeze to Partners by end of Nov

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ and NFO with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

In the alternative

- Discussion on increasing budget for FY23 and beyond
- New RFP needs to go out by end of December
- Obtain different contractor to support DevOps
- New governance structure created
- Onboard new partners

Partner's have options

- 10 of 20 current partners would pay less per year moving to a different service
- 16 of 20 current partners would pay less per year moving if based on FY23 allocations

[DateTime]

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Projected Costs

FY23 Budget Increase of \$1.8M

- If FOIAonline remains as a Shared Service, the minimum cost to operate is \$5M
- Represents a 56% increase across the board
- We will lose Partners – further increasing remaining Partner's costs. This will snowball.


Why the Increase

- FOIAonline needs to rebuild the underlying code & develop new workflow
- FOIAonline needs to maintain its current state and provide minimal support during this rebuild
- Increase in Helpdesk costs
- Increase in Contractor support for development
- Increase in AWS costs
- FOIAonline needs to account for additional FTE support

What is the timing

- 18-24 months minimum to build a new solution
- Minor changes to the existing environment
- New environment will be a non-customizable workflow that provide provides maximum efficiency

{DateTime}

 OFFICE of MISSION SUPPORT

3

FOIAonline Alternatives

Not a cost-effective solution

- Other applications are significantly less and offer more
- 10 of our Partners would save money based on FY22 rates
- 16 of our Partners would save money based on draft FY23 rates

| | FY22 Budget | FY23 Budget | Tyler Federal | MERP | Secure Release |
|--------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| CBP | \$ 498,635.66 | \$ 777,871.62 | \$ 547,500.00 | \$ 75,000.00 | \$ 672,500.00 |
| DOC | \$ 140,365.47 | \$ 218,970.13 | \$ 250,500.00 | \$ 75,000.00 | \$ 352,500.00 |
| DON | \$ 306,626.15 | \$ 478,336.79 | \$ 660,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| EPA | \$ 578,091.78 | \$ 901,823.18 | \$ 1,006,500.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| FCC | \$ 68,170.73 | \$ 106,346.33 | \$ 88,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| FLRA | \$ 30,998.31 | \$ 48,357.36 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| GSA | \$ 83,611.19 | \$ 130,433.45 | \$ 91,500.00 | \$ 75,000.00 | \$ 134,500.00 |
| MSPB | \$ 31,534.13 | \$ 49,193.24 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| NARA | \$ 30,217.43 | \$ 47,139.18 | \$ 21,000.00 | \$ 75,000.00 | \$ 34,600.00 |
| PBGC | \$ 196,924.46 | \$ 307,202.15 | \$ 40,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| SBA | \$ 89,843.78 | \$ 140,156.29 | \$ 114,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| DLA | \$ 126,092.40 | \$ 196,704.14 | \$ 66,000.00 | \$ 75,000.00 | \$ 70,500.00 |
| DoD-GIG | \$ 63,986.58 | \$ 99,819.06 | \$ 297,000.00 | \$ 75,000.00 | \$ 134,500.00 |
| SSA* | \$ 325,565.84 | \$ 507,882.70 | \$ 396,000.00 | \$ 75,000.00 | \$ 1,280,000.00 |
| NLRB | \$ 107,019.05 | \$ 166,949.71 | \$ 52,500.00 | \$ 75,000.00 | \$ 70,500.00 |
| NRC | \$ 44,984.63 | \$ 70,176.02 | \$ 24,000.00 | \$ 75,000.00 | \$ 24,300.00 |
| USPC | \$ 25,825.00 | \$ 40,287.00 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| CSB | \$ 16,671.00 | \$ 26,006.76 | \$ 16,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| MCC* | \$ 42,939.00 | \$ 66,984.84 | \$ 22,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| DOI | \$ 352,875.00 | \$ 550,485.00 | \$ 510,000.00 | \$ 75,000.00 | \$ 672,500.00 |
| STB | \$ 36,334.00 | \$ 56,681.04 | \$ 31,500.00 | \$ 75,000.00 | \$ 24,300.00 |
| Total | \$ 3,197,311.54 | \$ 4,987,805.99 | \$ 4,300,500.00 | \$ 1,575,000.00 | \$ 6,358,200.00 |

{Date@Time}

OMS OFFICE of MISSION SUPPORT

4

FOIAonline As A Shared Service


FOIAonline has become an IT Department for 20 Federal Agencies

- We are a custom solution with unique workflows for each Partner
- We do not have a single workflow
- We've allowed administrative level permissions at the Agency level that have caused errors

FOIAonline's Governance Requires a Re-structure

- Change Control Board cannot operate with 20 different workflows
- An assessment and new charters need to be created

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT


5

FOIAonline is a Risk

- Not cost-effective
- Loss of Partners will exacerbate cost concerns
- Too much technical debt
- Not operated as a Shared Service
- CGI Dependent – No Transfer of Knowledge
- New Contracts are Required post FY22

Our only option is to control the narrative
We've built good relationships & trust

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT

6



Questions and Discussion

FOIAonline Sunset Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ and NFO with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

8

FOIAonline Sunset Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

9

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/19/2021 2:50:14 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: FW: Draft email to NG

Flag: Follow up

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Thompson, BrianK
Sent: Friday, November 19, 2021 9:39 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: Draft email to NG

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/19/2021 2:47:56 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 8:16 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks ... OMS .. if you can assist per what Tim has outlined below – would be much appreciated thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 5 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 8:12 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy – both Elise and I’ve been looped in, and I’ve informed Wendy.

There will be a lot of concern from the public, media, and other federal agencies. Right now, FOIAonline is a mess because of the “upgrades” performed last weekend.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

To address this, OMS should be prepared to explain to the public in clear, verifiable words.

Ex. 5 Deliberative Process (DP)

OMS should also be prepared to demonstrate, also in clear, verifiable words,

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

The ideal narrative here is that, Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From the FOIA program's perspective, we need to convey, Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Friday, November 19, 2021 6:49 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Great -will do and will copy Tim.

Tim,

If you want to forward anticipated reactions to us from the FOIA community then we can develop responses for them and combine with our reaction/response material and return to Nancy. Alternatively, feel free to send your material directly to Nancy if you prefer to do that instead.

Thanks,

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Friday, November 19, 2021 6:43 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you .. would like to hear from FOIA office in OGC as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

 (cell)
grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:42 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy
If you'd like, we can get you a few bullets that describe anticipated reaction and our response later this AM. Would that work for you?

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support -Immediate Office
202-564-6385 (o) | Ex. 6 Personal Privacy (PP) (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Edwards, Jeff [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BBBEAA6258D84AE8AE0A0C14F92114A9-EDWARDS, JEFF]
Sent: 11/29/2021 1:22:55 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: RE: FOIAonline Update -

This is awesome! Thanks Brian!

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 8:19 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline Update -

Laura,

On Friday, November 19th, Tim Epp raised an issue for anticipating potential public questions/criticism of the decision to sunset FOIAonline in that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) This was the first time I was hearing of such a potential recommendation – understanding **Ex. 5 Deliberative Process (DP)**

In an effort to find out more information, I reached out to Erik Stein (US State Dept.) and Michael Sarich (Dept. Veterans Affairs) who co-chair the Technology Committee. I had a meeting with them last Wednesday, November 24th, before I left for the Thanksgiving break. They confirmed that such a recommendation was not something being discussed and/or that such a recommendation would not be made by the CFOC as it remains application/solution neutral given the variety of solutions being used across the Federal Government. I appreciated the discussion and the background on the subcommittee's goal(s).

During the discussion we did touch on the decision to sunset FOIAonline and Alina Semo from NARA joined the call a little late. Alina is part of NARA's Office of Government Information Services (OGIS) which runs the Federal FOIA Advisory Committee. All three of these individuals expressed their desire and interest in providing support from their respective committees/subcommittees. The Technology Committee of the CFOC has a subgroup/working-group that focuses on FOIAonline and the FOIA Advisory Committee has a Technology Subcommittee as well.

Overall, both of these groups may be terrific resources for our Partners and to us in helping with any migration and real-world feedback on specific applications/solutions our Partners may need as they begin their search for alternative solutions. While we will continue to provide support as best we can, the Technology Committee of the CFOC was extremely interested/excited about the opportunity to support our Partners through this transition, especially since they already have a FOIAonline subcommittee.

I wanted to share this background with you – as I will likely mention it on tomorrow's Partner workgroup.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Edwards, Jeff [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BBBEAA6258D84AE8AE0A0C14F92114A9-EDWARDS, JEFF]
Sent: 11/29/2021 5:58:54 PM
To: Joshua Cooper [Joshua.Cooper@cherokee-federal.com]; Rhonda Martinez [Rhonda.Martinez@cherokee-federal.com]; Sherice Mariani [Sherice.Mariani@cherokee-federal.com]
CC: Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]
Subject: FW: FOIAonline Next Steps and Future

For discussion in our 1:00 meeting.

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Friday, November 19, 2021 10:59 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline Next Steps and Future

Good morning,

I am re-sending a message that was sent yesterday afternoon in case you did not receive the original.

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Edwards, Jeff [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BBBEAA6258D84AE8AE0A0C14F92114A9-EDWARDS, JEFF]
Sent: 11/29/2021 4:44:46 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: FW: Partner Meeting Prep Materials
Attachments: Partner Meeting Agenda.docx; Internal Partner Sunset Meeting Annotated Agenda.docx; sunset partner responses.docx; FOIAonlineSunsetting FAQs partners.docx; FOIAonline Next Steps 11-30-2021.pptx

Importance: High

See starting template for slides.

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Monday, November 29, 2021 8:53 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: Partner Meeting Prep Materials
Importance: High

Good morning Brian and team,

For your consideration is a draft Partner Meeting Agenda for tomorrow. **This is the only document of those attached to this email that would be shared with the Partners.** You will notice that it provides a skeleton of the meeting topics to be presented/discussed. Please see the annotated meeting agenda for the information that could be presented for those respective agenda topics.

Brian, please see the attached annotated meeting agenda that provides proposed talking points. These are just some ideas; don't use if you don't see fit. Let me know if you'd like me to make some changes.

Additionally, attached is a table that provides initial Partner reactions to Brian's sunseting announcement. It's interesting to see the array of immediate concerns. Also attached is a draft Q&A document in preparation for tomorrow's meeting. This was developed in response to the Partners' immediate reactions and in response to concerns discussed during the desk statement development.

Please let me know if you'd like any changes or need clarification.

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

1:00pm – 2:00pm

I. Sunset Announcement

- ### III. Sunset Decision Rationale

- ## V. FOIAonline Sunsetting Support

- VI. Upcoming meetings and events:

- **Sunsetting Process Logistics/Timing (Dec. XX):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

- **Budget and MOUs/MOAs:**

- Event: NexGen FOIA Tech Showcase in February 2022**

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](#)

ED 006357 00000325-00001

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSaw4ovetOrEvwSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[NexGen FOIA Tech Showcase.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0)

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

Agenda

November 30, 2021

1:00pm – 2:00pm

Annotated Agenda with Talking Points

I. Sunset Announcement

- *EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.*

II. Meeting Purpose and Structure

- *During today's meeting, we will discuss this decision, provide our high-level plans for the next two years so you can begin your program's transition, and listen to your needs and questions. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.*

III. Sunsetting Decision Rationale

- **FOIAonline Creation, Evolution, and Sunsetting Decision**

FOIAonline was first planned and developed in from 2010 to 2012 in response to drivers for Open Government and to provide improved Freedom of Information Act (FOIA) response. The Environmental Protection Agency (EPA), the Department of Justice, and the National Archives and Records Administration (NARA) initially worked together on the development of FOIAonline with other agencies such as the Department of Defense (DoD), Department of Homeland Security (DHS), and the Department of Health and Human Services participating in these discussions. The system was created in response to an EPA Inspector General's discovery of a declared FMFIA agency weakness in electronic content management. Initial implementation occurred in the late 2012 timeframe.

The initial estimated cost to build the system was \$1.3 million, with estimated costs for annual operations and maintenance between \$500,000 and \$750,000.

Version 2.0 of the system was integrated with the E-Rulemaking service, sharing hosting and software platforms to provide a cost-effective shared solution for all parties. Later, it was planned that the E-Rulemaking service was to be upgraded and moved from the EPA to the General Services Administration (GSA).

Migration of E-Rulemaking is scheduled to occur on October 1, 2019.

This migration required the EPA to develop its own platform independent of the shared environment of previous versions. In addition, Version 2.0 exhibited significant performance issues, including the inability to support the range of report generation needed by all agencies and some public users.

Version 3.0 of FOIAonline, the current system in operation since July 2018, is the result of those needed changes. Other drivers for Version 3.0 included a need to sustain annual database growth of 30%, support 19 partner agencies, and move to the cloud storage environment for faster and more reliable operations.

The migration to Version 3.0 did pose challenges to the FOIAonline program, some of which still exist today. The full complexity of the Version 3.0 design was not accurately reflected in the initial deployment and cost estimates, and the complexity of data migration was significantly underestimated. This led to a focus on stability and basic performance issues with a backlog of deferred functionality and other planned enhancements to the system's capabilities.

Additionally, the unique element of FOIAonline that has made this case management solution so attractive to users has morphed into a significantly complex aspect of the program: individual Partner feature customizations. As a result, rather than directing resources to advance the program as a whole, we've had to fracture our resources in order to address the creation, operation, and maintenance of each individual customization. We were focusing on updates rather than upgrades. Meanwhile, the commercial market for FOIA case management applications experienced significant growth, producing impressive and novel, off-the-shelf FOIA case management solutions now available to the Federal Government at a reason price point. The overhaul necessary for FOIAonline to catch up to the technological capabilities currently available would require immediate, large investments of both time and money. After such investments, FOIAonline would no longer be the lowest cost service.

IV. Overview of Sunseting Schedule

Jan 1, 2022 -- May 31, 2022. **Build data export scripts for each agency.** Our engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. These export scripts will allow for us to migrate Partner existing data/information currently living at FOIAonline.

Nov, 2021 -- Nov, 2022. **Find and select a new FOIA case management system.** This allows time for Partners to select their respective new FOIA case management vendor while we will run FOIAonline for an additional ten (10) months.

Nov 1, 2022 -- Sept 30, 2023. **Partner onboarding and training with new service.** This period of time of 11 months allows for new vendors to onboard and train respective Partners.

Last week of Aug, 2023. As usual, FOIAonline help desk will run preliminary year end reports and raw data extracts. The FOIAonline team will guide Partners to meet the DOJ deadlines for year-end reporting.

Sept 1, 2023. **Last day for general public to access FOIAonline.** FOIAonline will also execute a communications strategy to inform the general public of our sunsetting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. **Run Year End Reporting.** FOIAonline will not accept new FOIA requests after Sept 30, 2023. Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by Partner's new vendor's solution. An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023.

Oct 1, 2023 – Dec 29, 2023. **Data Migration and Program Sunset Partner by Partner.** FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner occurs according to export data migration date.

December 30, 2023. **Program Sunset, Shutdown, and Shuttering.** On this date, the Program is completely shutdown and shuttered. All Partners will be locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor because all data will have been imported successfully to the vendor's solution.

V. FOIAonline Sunsetting Support

- We understand that in order for you to prepare for this transition, you need information. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition. We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):
 - **Sunsetting Process Logistics/Timing (Dec. XX):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be scheduled in January 2022

- **Budget and MOUs/MOAs:** reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
- **Case Management Alternatives:** FOIA.gov's current capabilities, case management alternatives, upcoming February 2022 *NexGen FOIA Tech Showcase*
 - Partner needs/concerns/questions/requests related to sunseting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.

VI. Upcoming meetings and events:

- **Sunsetting Process Logistics/Timing (Dec. XX):**
- **Event: NexGen FOIA Tech Showcase in February 2022**

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](#)

"<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIOqSQfD4%2BdS2VWc%3D&reserved=0>\"_blank\"], in conjunction with The [[HYPERLINK](#)

"<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwSQMYxFE%3D&reserved=0>\"_blank\"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[HYPERLINK](#)

"<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsyIP7IYypE6ug%3D&reserved=0>\"_blank\"] (OIP), are hosting an event for federal agencies in February 2022 called the *NexGen FOIA Tech Showcase*.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience



FOIAonline Partner Meeting Sunsetting Next Steps

November 30, 2021 (1:00 – 2:00 PM)

Conf: Ex. 6 Personal Privacy (PP)

Pass Code: Ex. 6 Personal Privacy (PP)

EPA West 1301 Constitution Ave NW
Constitution and 14th Street NW (rm: 6430K)



Overview & Next Steps

Announcement

- Sunsetting with a 2-year plan to ramp down
- FOIAonline offers full support

Rationale

High-level plans and schedule

-
-
-
-
-
-

Ex. 5 Deliberative Process (DP)



Questions and Discussion

Message

From: Edwards, Jeff [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BBBEAA6258D84AE8AE0A0C14F92114A9-EDWARDS, JEFF]
Sent: 11/29/2021 9:10:34 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: RE: Partner Meeting Prep Materials
Attachments: Internal Partner Sunset Meeting Annotated Agenda - BKT.docx

See this.

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Monday, November 29, 2021 4:08 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: Re: Partner Meeting Prep Materials

I'm sorry, I don't see where you responded to Brian's questions about the following:
Are we on 3.0 still?

Did 4.0 launch with the Alfresco Community Version?

Did 4.1 launch with the new location...

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Monday, November 29, 2021 3:49 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: Partner Meeting Prep Materials

Hey,

I may be missing something but I only saw 2 comments and replied to those which weren't before your time. Please let me know if I'm missing something!

I think the meeting in Dec. would be good for the reasons you listed. Logistics discussions will need to be iterative as we continue to learn more about each agency's timeline. Some will act faster than others and the logistics will begin to be specialized to the partner.

Ultimately, I bet the Dec meeting will just cover the timeline again and address specific questions and still be high-level.

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Monday, November 29, 2021 1:59 PM

To: Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: Fw: Partner Meeting Prep Materials

Jeff,

Can you take a look at the attachment regarding Brian's comments. Unfortunately, his comments are directed at issues before my time. Also, what are your thoughts of having the first of the series of meetings by Dec 14/15 (Tuesday/Wednesday) focused on Sunsetting Process Logistics/Timing (e.g., Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications, etc.,) or wait until January to begin the series of meetings. I can see the pro's and con's of each. I think we should get the information to the Partners as soon as possible to raise their comfort level. So having the meeting in mid December makes sense with that regard. However, lots of people have use/lose and the last thing we want to do is repeat things or answer lots of questions because people were out of the office. What do you think of Brian's questions/comments and what are your thoughts re timing of the Partner meetings?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Monday, November 29, 2021 11:43 AM

To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>

Subject: RE: Partner Meeting Prep Materials

Quick points attached. I'm still reviewing the documents – but thank you. This is great and really helpful. I need to get this back to Wells later today.

Also – let's consider if we can get that initial meeting set by Dec 14/15th ... or if we want to push the whole thing back to January.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Edwards, Jeff <Edwards.Jeff@epa.gov>

Sent: Monday, November 29, 2021 10:31 AM

To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>

Subject: RE: Partner Meeting Prep Materials

Hi Laura,

This is great! I have a few suggestions/additions we can discuss.

Both agenda docs (pg 2 paragraph 2)

Ex. 5 Deliberative Process (DP)

Q & A:

Ex. 5 Deliberative Process (DP)

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Sent: Monday, November 29, 2021 8:53 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>

Subject: Partner Meeting Prep Materials

Importance: High

Good morning Brian and team,

For your consideration is a draft Partner Meeting Agenda for tomorrow. **This is the only document of those attached to this email that would be shared with the Partners.** You will notice that it provides a skeleton of the meeting topics to be presented/discussed. Please see the annotated meeting agenda for the information that could be presented for those respective agenda topics.

Brian, please see the attached annotated meeting agenda that provides proposed talking points. These are just some ideas; don't use if you don't see fit. Let me know if you'd like me to make some changes.

Additionally, attached is a table that provides initial Partner reactions to Brian's sunseting announcement. It's interesting to see the array of immediate concerns. Also attached is a draft Q&A document in preparation for tomorrow's meeting. This was developed in response to the Partners' immediate reactions and in response to concerns discussed during the desk statement development.

Please let me know if you'd like any changes or need clarification.

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

Agenda
November 30, 2021
1:00pm – 2:00pm

Annotated Agenda with Talking Points

I. Sunset Announcement

- *EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.*

II. Meeting Purpose and Structure

- *During today's meeting, we will discuss this decision, provide our high-level plans for the next two years so you can begin your program's transition, and listen to your needs and questions. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.*

III. Sunsetting Decision Rationale

- **FOIAonline Creation, Evolution, and Sunsetting Decision**

FOIAonline was first planned and developed starting in from 2010 and the first version was deployed in to 2012. It was created in response to drivers for Open Government and to provide improved Freedom of Information Act (FOIA) responses, allowing a seamless way for the public to request information, for Agencies to track their progress and communicate with the public to ultimately provide the information being sought. EPA declared a FMFIA (Federal Manager's Financial Integrity Act) weakness in the electronic content management for responding to FOIAs, which spurred this development and implementation.

The Environmental Protection Agency (EPA), the Department of Justice, and the National Archives and Records Administration (NARA) initially worked together on the development of FOIAonline and with other agencies such as the Department of Defense (DoD), Department of Homeland Security (DHS), and the Department of Health and Human Services, the system was created, participating in these discussions. The system was created in response to an EPA Inspector General's discovery of a declared FMFIA agency weakness in electronic content management. Initial implementation occurred in the late 2012 timeframe.

The initial estimated cost to build the system was \$1.3 million, with estimated costs for annual operations and maintenance between \$500,000 and \$750,000.

Version 2.0 of the system was integrated with the E-Rulemaking service, sharing hosting and software platforms to provide a cost-effective shared solution for all parties. Later, it was planned that the E-Rulemaking service was to be upgraded and moved from the EPA to the General Services Administration (GSA). Migration of E-Rulemaking is scheduled to occur on October 1, 2019.

This migration required the EPA to develop its own platform independent of the shared environment of previous versions. In addition, Version 2.0 exhibited significant performance issues, including the inability to support the range of report generation needed by all agencies and some public users.

Version 3.0 of FOIAonline, the current system in operation since July 2018, is the result of those needed changes. Other drivers for Version 3.0 included a need to sustain annual database growth of 30%, support 19 partner agencies, and move to the cloud storage environment for faster and more reliable operations.

The migration to Version 3.0 did pose challenges to the FOIAonline program, some of which still exist today. The full complexity of the Version 3.0 design was not accurately reflected in the initial deployment and cost estimates, and the complexity of data migration was significantly underestimated. This led to a focus on stability and basic performance issues with a backlog of deferred functionality and other planned enhancements to the system's capabilities.

Additionally, the unique element of FOIAonline that has made this case management solution so attractive to users has morphed into a significantly complex aspect of the program: individual Partner feature customizations. As a result, rather than directing resources to advance the program as a whole, we've had to fracture our resources in order to address the creation, operation, and maintenance of each individual customization. We were focusing on updates rather than upgrades. Meanwhile, the commercial market for FOIA case management applications experienced significant growth, producing impressive and novel, off-the-shelf FOIA case management solutions now available to the Federal Government at a reason price point. The overhaul necessary for FOIAonline to catch up to the technological capabilities currently available would require immediate, large investments of both time and money. After such investments, FOIAonline would no longer be the lowest cost service.

IV. Overview of Sunsetting Schedule

Jan 1, 2022 -- May 31, 2022. **Build data export scripts for each agency.** Our engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon

Commented [TB1]: Are we on 3.0 still?
Did 4.0 launch with the Alfresco Community Version?
Did 4.1 launch with the new location...

Commented [EJ2R1]: We're on 4.5.1.
4.0 was with Alfresco Community
4.5 was new location

Commented [TB3]: Do we want to highlight the Change Control Board we launched and the support from Partners – who should be driving that Board – emphasized the issue that the changes requested were at times specific to individual users and/or not simple fixes due to the complexity of the system?

Commented [EJ4R3]: Yes. We don't have a partner that understands other partner's needs.

request and as late as Dec 2023. These export scripts will allow for us to migrate Partner existing data/information currently living at FOIAonline.

Nov, 2021 -- Nov, 2022. **Find and select a new FOIA case management system.** This allows time for Partners to select their respective new FOIA case management vendor while we will run FOIAonline for an additional ten (10) months.

Nov 1, 2022 -- Sept 30, 2023. **Partner onboarding and training with new service.** This period of time of 11 months allows for new vendors to onboard and train respective Partners.

Last week of Aug, 2023. As usual, FOIAonline help desk will run preliminary year end reports and raw data extracts. The FOIAonline team will guide Partners to meet the DOJ deadlines for year-end reporting.

Sept 1, 2023. **Last day for general public to access FOIAonline.** FOIAonline will also execute a communications strategy to inform the general public of our sunsetting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. **Run Year End Reporting.** FOIAonline will not accept new FOIA requests after Sept 30, 2023. Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by Partner's new vendor's solution. An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023.

Oct 1, 2023 – Dec 29, 2023. **Data Migration and Program Sunset Partner by Partner.** FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner occurs according to export data migration date.

December 30, 2023. **Program Sunset, Shutdown, and Shuttering.** On this date, the Program is completely shutdown and shuttered. All Partners will be locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor because all data will have been imported successfully to the vendor's solution.

V. FOIAonline Sunsetting Support

- We understand that in order for you to prepare for this transition, you need information. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition. We would like to host a series of meetings to feed you information and to address your information needs. Thus

far, some proposed meeting topics for the near future include (meetings will take place every two weeks):

- **Sunsetting Process Logistics/Timing (Dec. XX):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be scheduled in January 2022

- **Budget and MOUs/MOAs:** reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
- **Case Management Alternatives:** FOIA.gov's current capabilities, case management alternatives, upcoming February 2022 *NexGen FOIA Tech Showcase*
 - Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.

VI. Upcoming meetings and events:

- **Sunsetting Process Logistics/Timing (Dec. XX):**
- **Event: NexGen FOIA Tech Showcase in February 2022**

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIQsqfD4%2BdS2VWc%3D&reserved=0)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIQsqfD4%2BdS2VWc%3D&reserved=0" \t "_blank"], in conjunction with The [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEwvSQMYxFE%3D&reserved=0)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEwvSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department

of Justice (DOJ) [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCQlIjoiV2luMzliLCJBTiI6IkhYWwiLCJXVCi6Mn0%3D%7C3000&sdata=KIZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCQlIjoiV2luMzliLCJBTiI6IkhYWwiLCJXVCi6Mn0%3D%7C3000&sdata=KIZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0" \t "_blank"] (OIP), are hosting an event for federal agencies in February 2022 called the **NexGen FOIA Tech Showcase**.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Message

From: Edwards, Jeff [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BBBEAA6258D84AE8AE0A0C14F92114A9-EDWARDS, JEFF]
Sent: 11/30/2021 12:49:11 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]
Subject: RE: Partner Meeting Materials
Attachments: Internal Partner Sunset Meeting Annotated Agenda - 11302021-0745.docx

Hey Laura,

I updated the attached ever so slightly with regards to the versions. I just moved the reason for moving to the cloud to version 4.5.

I renamed the doc as we're all editing it & added a timestamp instead of initials. You can rename it if you like.

Thanks,
Jeff

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Monday, November 29, 2021 6:04 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: Partner Meeting Materials

Good evening Brian, Jeff, and Jasper,
Attached are the revised documents that reflect the comments and suggestions provided today. I encourage you to take a final look for your approval at the following:

Internal Annotated Agenda: I provided some more text pertaining to the FOIAonline versions beyond 3.0. Jeff, have I characterized things correctly? If further revisions are needed, please insert specific language directly into the document.

Also, Brian suggested including language directing specific questions to either Jasper, Jeff, or me. However, because of the upcoming holidays and leave, I was thinking perhaps sending questions to all three of us might be best. With one or two of us out, it's possible that one of us might be able to answer the question or part of the question. Do you agree? If not, I can still make that last change to the Partner facing agenda.

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

Agenda

November 30, 2021

1:00pm – 2:00pm

Annotated Agenda with Talking Points

I. Sunset Announcement

- *EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.*

II. Meeting Purpose and Structure

- *During today's meeting, we will discuss this decision, provide our high-level plans for the next two years so you can begin your program's transition, and listen to your needs and questions. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.*

III. Sunsetting Decision Rationale

- **FOIAonline Creation, Evolution, and Sunsetting Decision**
FOIAonline was first planned starting in 2010 and the first version was deployed in 2012. It was created in response to drivers for Open Government and to provide improved Freedom of Information Act (FOIA) responses, allowing a seamless way for the public to request information, for Agencies to track their progress and communicate with the public to ultimately provide the information being sought. EPA declared a FMFIA (Federal Manager's Financial Integrity Act) weakness in the electronic content management for responding to FOIAs, which spurred this development and implementation.

The Environmental Protection Agency (EPA), the Department of Justice, and the National Archives and Records Administration (NARA) initially worked together on the development of FOIAonline and with other agencies such as the Department of Defense (DoD), Department of Homeland Security (DHS), and the Department of Health and Human Services, the system was created.

The initial estimated cost to build the system was \$1.3 million, with estimated costs for annual operations and maintenance between \$500,000 and \$750,000.

Version 2.0 of the system was integrated with the E-Rulemaking service, sharing hosting and software platforms to provide a cost-effective shared solution for all parties. Later, it was planned that the E-Rulemaking service was to be upgraded and moved from the EPA to the General Services Administration (GSA). Migration of E-Rulemaking occurred in 2019.

This migration required the EPA to develop its own platform independent of the shared environment of previous versions. In addition, Version 2.0 exhibited significant performance issues, including the inability to support the range of report generation needed by all agencies and some public users.

Version 3.0 of FOIAonline is the result of those needed changes. Other drivers for Version 3.0 included a need to sustain annual database growth of 30%, support 19 partner agencies, onboarding new partner agencies, and move to the cloud storage environment.

The migration to Version 3.0 did pose challenges to the FOIAonline program, some of which still exist today. The full complexity of the Version 3.0 design was not accurately reflected in the initial deployment and cost estimates, and the complexity of data migration was significantly underestimated. This led to a focus on stability and basic performance issues with a backlog of deferred functionality and other planned enhancements to the system's capabilities. We then moved to Version 4.0 with an Alfresco Community, followed by Version 4.5 that moved to EPA's AWS Cloud for faster and more reliable insights and operations.

Running in parallel to these changes were workflow changes. The unique element of FOIAonline that has made this case management solution so attractive to users morphed into a significantly complex aspect of the program: individual Partner feature customizations. It became clear that there isn't a universal workflow throughout FOIAonline, and the changes Partners requested at times were specific to individual users and/or were not simple fixes due to the complexity of this case management system. As a result, rather than directing resources to advance the program as a whole, we've had to fracture our resources in order to address the creation, operation, and maintenance of each individual customization. We were focusing on updates rather than upgrades. Meanwhile, the commercial market for FOIA case management applications experienced significant growth, producing impressive and novel, off-the-shelf FOIA case management solutions now available to the Federal Government at a reasonable price point. The overhaul necessary for FOIAonline to catch up to the technological capabilities currently available would require immediate, large investments of both time and money. After such investments, FOIAonline would no longer be the lowest cost service.

IV. Overview of Sunsetting Schedule

Jan 1, 2022 -- May 31, 2022. **Build data export scripts for each agency.** Our engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. These export scripts will allow for us to migrate Partner existing data/information currently living at FOIAonline.

Nov, 2021 -- Nov, 2022. **Find and select a new FOIA case management system.** This allows time for Partners to select their respective new FOIA case management vendor while we will run FOIAonline for an additional ten (10) months.

Nov 1, 2022 -- Sept 30, 2023. **Partner onboarding and training with new service.** This period of time of 11 months allows for new vendors to onboard and train respective Partners.

Last week of Aug, 2023. As usual, FOIAonline help desk will run preliminary year end reports and raw data extracts. The FOIAonline team will guide Partners to meet the DOJ deadlines for year-end reporting.

Sept 30, 2023. **Last day for general public to access FOIAonline.** FOIAonline will also execute a communications strategy to inform the general public of our sunsetting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. **Run Year End Reporting.** FOIAonline will not accept new FOIA requests after Sept 30, 2023. Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by Partner's new vendor's solution. An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023.

Oct 1, 2023 – Dec 29, 2023. **Data Migration and Program Sunset Partner by Partner.** FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner occurs according to export data migration date.

December 30, 2023. **Program Sunset, Shutdown, and Shuttering.** On this date, the Program is completely shutdown and shuttered. All Partners will be locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor because all data will have been imported successfully to the vendor's solution.

V. FOIAonline Sunsetting Support

- We understand that in order for you to prepare for this transition, you need information. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition. We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

- **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be scheduled in January 2022

- **Budget and MOUs/MOAs:** reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
 - **Case Management Alternatives:** FOIA.gov's current capabilities, case management alternatives, upcoming February 2022 *NexGen FOIA Tech Showcase*
- Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.

VI. Upcoming meetings and events:

- **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):**
- **Event: NexGen FOIA Tech Showcase in February 2022**

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](#)

"<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIQSQfD4%2BdS2VWc%3D&reserved=0>" \t "_blank"], in conjunction with The [[HYPERLINK](#)

"<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7>

C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[NexGen FOIA Tech Showcase.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYpE6ug%3D&reserved=0)

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Message

From: Edwards, Jeff [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BBBEAA6258D84AE8AE0A0C14F92114A9-EDWARDS, JEFF]
Sent: 10/5/2021 1:20:26 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: Sunsetting FOIAonline

Here's a timeline that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

Sunsetting FOIAonline Program

Proposed Communications Plan

October 7, 2021

Goal: To inform the FOIAonline Partners of our sunsetting the program: Provide logistics and the related implications of carrying out this action; guide the Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Below is the communications strategy we will execute with our Partners (and significant players such as DOJ and NFO). The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|------------------------------------|--------------------|--|
| Testing for AWS migration | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages) |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinars series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announce, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to concentrate on in real time; this approach will also reduce the chances of Partner emails falling through the cracks). |
| | Tues, Nov 16, 2021 | Send the first meeting agenda. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|---|--|--|
| | | covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar series/teams meetings. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically) These scripts can be run upon request and into the future. (as late as Dec 2023) |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce the monthly burn rate considerably. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate clearly with Agency Partners that an additional ten (10) months will be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Run Year End Reporting – no requests accepted after this date | Sep 30, 2023 | Communicate clearly with Agencies that NO new requests will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only and only until we freeze and migrate their data. New requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction) | FY24 | |
| | | |
| 10 month CGI contract extension needed | Feb 24 -- Dec 30, 2023 | Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|--|------------------------------|---|
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate data from FOIAonline to the new vendor's service. This will be closely coordinated and frequent status update notifications. Once the migration starts for an Agency, data will be frozen, and they will not be able to login. Within 48-hours, they should be able to work with existing cases in their new vendor's solution. |
| Sunset date: Partners are locked out of FOIAonline and data is inaccessible | December 30, 2023 | Send official email announcing that Partners are now locked out of FOIAonline and data is inaccessible. FOIAonline support is no longer available. They will be locked out at sometime during 10/1/23 to 12/29/23 determined by the export data migration date. |
| FY24 Year End Annual Reporting | | Communicate clearly that all YEARS and RDEs will be run in the new Vendor's Solution. All data will have been imported successfully so report generation will not be a problem. |

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. Encourage users to submit FOIA requests via FOIA.gov. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead submit requests to FOIA.gov. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead include language to go to FOIA.gov. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAOnline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sunseting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

October 13, 2021

1

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

3



Questions and Discussion

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 12/8/2021 5:09:53 PM
To: Epp, Timothy [Epp.Timothy@epa.gov]
CC: Weth, Patricia [Weth.Patricia@epa.gov]
Subject: RE: FOIAonline replacement search

Yes I would, and I had heard through back channels this was in the works. I'd love to be part of the solution. Interestingly, for the last year I've been pestered by a company that is providing this service for some other federal agencies.

Neil

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, December 08, 2021 11:52 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Weth, Patricia <Weth.Patricia@epa.gov>
Subject: FOIAonline replacement search

Hi Neil,

Likely you have not heard the news yet – OMS has announced to the FOIAonline partners that OMS plans to sunset FOIAonline in two years. We are in the very early stages of taking on this information including starting to formulate thinking about a replacement search strategy. Would you have time to join a small group from NFO and a few other offices in kicking the tires on alternatives?

For NFO Patricia Weth will lead the effort and, of course, we'll have Nicole and Joan on the team.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Maso, Carmen [maso.carmen@epa.gov]
Sent: 12/8/2021 8:44:40 PM
To: Spellman, Julie [spellman.julie@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]
Subject: RE: FOIAonline's future

Hi Tim – I'd like to get added to this email list as well.

Thank you.

Carmen Masó, GISP
(she/her/hers)
Information Services Section Supervisor | Information Management Branch | Mission Support Division
77 W Jackson, Mail Code MI-10J | Chicago, IL 60604 | 312-886-1070
[Region 5 Geographic Information Systems - Home \(sharepoint.com\)](#)

What are you doing about [Going Paperless By 2022?](#)

Please visit the [2021 Records Training Schedule](#) for a calendar of all trainings being offered.

From: Spellman, Julie <spellman.julie@epa.gov>
Sent: Wednesday, December 8, 2021 2:18 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Maso, Carmen <maso.carmen@epa.gov>
Subject: FW: FOIAonline's future

Tim, how can I be added to the group mailbox of FOIA Coordinators? I am the FOIA Coordinator here in Region 5 for MSD. Let me know and thanks. Julie

Julie A. Spellman
(she/her/hers)
Records Officer / ECAD / WD
U.S. Environmental Protection Agency, Region 5
Mission Support Division, Information Services Section
77 W. Jackson Boulevard, MIS-10J
Chicago, IL 60604
312.886.1020

What are you doing about [Going Paperless By 2022?](#)

Please visit the [2021 Records Training Schedule](#) for a calendar of all trainings being offered.

From: Wheatley, Jessica <wheatley.jessica@epa.gov>
Sent: Wednesday, December 8, 2021 2:04 PM
To: Spellman, Julie <spellman.julie@epa.gov>
Subject: FW: FOIAonline's future

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, December 8, 2021 11:17 AM
To: FOIA-Coordinators-Officers-Alternates-and-Supervisors <FOIA-Coordinators-Officers-Alternates-and-Supervisors@epa.gov>; EPA FOIA Community <EPA-FOIA-Community@epa.gov>
Cc: OGC NFO <OGC-NFO@epa.gov>
Subject: FOIAonline's future

Hi all,


As you know, since 2012, EPA's OMS has run FOIAonline as a shared federal service for 20 partner agencies. OMS has announced to the FOIAonline partner agencies that OMS' Chief Information Officer, in consultation with the Chief Information Officers' Council, has decided to sunset FOIAonline in two years. It will keep FOIAonline operational through the end of year reporting for the 2023 fiscal year.

Because the news of OMS' decision is starting to get out into the public, and because some of you who have regular conversations with FOIA requesters including with members of the media, you may encounter requesters trying to get inside information on EPA's plans by asking you questions about FOIAonline, including as side topics in your negotiations regarding FOIA requests that you are processing.

Most importantly, please direct any questions about FOIAonline's future to the HQ Office of Public Affairs at press@epa.gov. If you are pressed and feel a need to provide some response in order to redirect the conversation to the FOIA request your office is processing, you may use the following talking points.

Talking Points:

- EPA's Office of Mission Support, in consultation with the Federal Chief Information Officer and the U.S. Chief Information Officers' Council, has decided to sunset FOIAonline by the end of FY23.
- EPA will continue to receive and process FOIA requests through FOIAonline until EPA migrates to a new system.
- The Agency will take the time needed to evaluate and consider its options for FOIA processing software and anticipates a smooth transition at the appropriate time.

For your own questions and internal EPA conversations, please be assured that the National FOIA Office will provide additional information as we are able and will take questions during our upcoming FOIA Community meetings. OMS's announcement does not alter the record keeping obligations in EPA's  [FOIA Policy and Procedures](#), including local procedures.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/17/2021 4:38:12 PM
To: Epp, Timothy [Epp.Timothy@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: FOIAonline Next Steps and Future

Hi Tim

Happy to talk to you at the meeting you set up for later this afternoon. Brian or his team will also be reaching out separately and will be able to supply richer detail than I can, but happy to start the conversation this afternoon.

Jeff

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, November 17, 2021 9:25 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Hi Jeff, thanks for this heads up. Much appreciated.

So, of course, the replacement sounds great in this description, but the devil is always in the details.

What is driving the very rapid roll-out of this announcement?

I primarily wonder:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 8:43 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: FOIAonline Next Steps and Future

Importance: High

Good Morning Tim,

I wanted reach out to inform you that we will be sunsetting FOIAonline at the end of FY23. On this date, our operation will shift from a shared service, to a FOIA case management system serving only NFO, as our sole customer. Please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners later this week. Our FOIAonline team would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. As part of that, we would also like to reserve time for you to ask questions and allow for a more robust discussion. We'll reach out with some times.

I'd also like to collaborate with you to develop a brief desk statement for OPA. I'll send a draft to you shortly and would appreciate any comments or edits you/OGC care to make before we send it over to Nancy Grantham.

We're sure you're interested in our rationale behind this difficult decision. For our Shared Service Partners, there are a variety of cost effective solutions now available that are basically off the shelf that will serve them as well or better than what we can cost effectively provide in the future with our custom solution. The market here has advanced enormously since we launched the FOIAonline system 10 years ago.

With respect to NFO, our planning to deliver more advanced functionality and your requested enhancements has demonstrated to us that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

And the eDiscovery Division would continue to work collaboratively with you and your team to ensure that day-to-day users have that advanced functionality and the resultant productivity improvements we know the solution will offer.

Once we get past the next several weeks when we announce this to our partners and offer them our initial transition support, you can look for a separate meeting invitation to discuss the future solution for NFO in greater detail.

Thanks,
Jeff

Jeff Wells
Director
Office of Enterprise Information Programs (OEIP)
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW (2821T)
Washington, DC 20460

wells.jeffrey@epa.gov
202/566-1706 - Direct Line

Ex. 6 Personal Privacy (PP) Mobile

Street Address: 6312A William Jefferson Clinton West Building, 1301 Constitution Ave. NW



Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/17/2021 5:08:39 PM
To: Epp, Timothy [Epp.Timothy@epa.gov]
Subject: DRAFT Desk Statement
Attachments: FOIAonline Sunset Desk Statement DRAFT 11172021.docx

Tim

Here is a draft desk statement that we will need to provide to OPA in advance of announcing this to the partners. Please let me know if you have anything you would like to add.
Perhaps we can discuss it this afternoon when we meet.

Thanks,
Jeff

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Weaver, Susannah [Weaver.Susannah@epa.gov]
Sent: 11/18/2021 4:16:15 PM
To: Epp, Timothy [Epp.Timothy@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]
Subject: RE: FOIAonline --

Thanks for the update Tim. (b) (5)

[REDACTED]

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Thursday, November 18, 2021 7:15 AM
To: Weaver, Susannah <Weaver.Susannah@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: FOIAonline --
Importance: High

Susannah and Elise, Jeff showed on his screen but declined to provide to me OMS' financial and business analysis. While OMS' slides were largely limited to the financial analysis, here are what I think are the four high-level considerations for our awareness and your (Elise) discussion with Vaughn this morning: financial; transition; quality of replacement product; public messaging risks.

1) Financial. (b) (5)

[REDACTED]

(b) (5)

2) Transition.

[REDACTED]

(b) (5)

3) Quality of replacement product.

[REDACTED]

(b) (5)

-
-

Ex. 5 Deliberative Process (DP)

4) Public messaging challenges.

(b) (5)

Next steps – I'll put together comments on OMS' draft desk statement. Do either of you want to review those comments or the desk statement? Should I wait on providing comments until after your meeting with Vaugh?

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Epp, Timothy
Sent: Wednesday, November 17, 2021 10:12 AM
To: Weaver, Susannah <Weaver.Susannah@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

(b) (5)

[Redacted]

[Redacted]

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Weaver, Susannah <Weaver.Susannah@epa.gov>
Sent: Wednesday, November 17, 2021 10:05 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Thanks for looking into this. (b) (5)

[Redacted]

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, November 17, 2021 9:27 AM
To: Packard, Elise <Packard.Elise@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: FW: FOIAonline Next Steps and Future
Importance: High

Hi Elise and Susannah – the below just came in. I’m trying to get more information regarding what is driving this, especially the short timeline.

This will make significant news headlines.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 8:43 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: FOIAonline Next Steps and Future
Importance: High

Good Morning Tim,

I wanted reach out to inform you that we will be sunseting FOIAonline at the end of FY23. On this date, our operation will shift from a shared service, to a FOIA case management system serving only NFO, as our sole customer. Please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners later this week. Our FOIAonline team would like to schedule a meeting to walk you through the timing and logistical details of the sunseting process, as well as the potential impacts to the NFO. As part of that, we would also like to reserve time for you to ask questions and allow for a more robust discussion. We'll reach out with some times.

I'd also like to collaborate with you to develop a brief desk statement for OPA. I'll send a draft to you shortly and would appreciate any comments or edits you/OGC care to make before we send it over to Nancy Grantham.

We're sure you're interested in our rationale behind this difficult decision. For our Shared Service Partners, there are a variety of cost effective solutions now available that are basically off the shelf that will serve them as well or better than what we can cost effectively provide in the future with our custom solution. The market here has advanced enormously since we launched the FOIAonline system 10 years ago.

With respect to NFO, our planning to deliver more advanced functionality and your requested enhancements has demonstrated to us that:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

And the eDiscovery Division would continue to work collaboratively with you and your team to ensure

that day-to-day users have that advanced functionality and the resultant productivity improvements we know the solution will offer.

Once we get past the next several weeks when we announce this to our partners and offer them our initial transition support, you can look for a separate meeting invitation to discuss the future solution for NFO in greater detail.

Thanks,
Jeff

Jeff Wells
Director
Office of Enterprise Information Programs (OEIP)
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW (2821T)
Washington, DC 20460

wells.jeffrey@epa.gov
202/566-1706 - Direct Line

Ex. 6 Personal Privacy (PP) Mobile

Street Address: 6312A William Jefferson Clinton West Building, 1301 Constitution Ave. NW



Message

From: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Sent: 11/18/2021 7:50:09 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Epp, Timothy [Epp.Timothy@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: Updated and FINAL FOIAonline Desk Statement
Attachments: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Jeff,

Of course. Was the message announced to the FOIAonline agency partners?

We haven't received any press inquiries.

thanks

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Thursday, November 18, 2021 2:33 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Epp, Timothy <Epp.Timothy@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: Updated and FINAL FOIAonline Desk Statement

Shakeba,

Please replace the earlier draft of the desk statement with this FINAL version.

The CIO has reviewed and approved and OGC/NFO has also reviewed/approved.

Thanks,

Jeff

EPA TO SUNSET FOIAOnline Service by the End of FY2023

November 18, 2021

In consultation with Office of the Federal Chief Information Officer, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of an agency's response to a request, and search for information previously made publicly available.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. EPA has therefore made the determination that it will no longer continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Packard, Elise [Packard.Elise@epa.gov]
Sent: 11/19/2021 10:26:04 PM
To: Epp, Timothy [Epp.Timothy@epa.gov]
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you good heads up.

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 10:59 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi all – this is just an FYI on the latest in terms of preparing OPA to be able to quickly respond to potential questions coming in about FOIAonline.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 10:53 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

First, let's separate the two items here.

- a) Transition of FOIAonline to a more cost effective and better structured cloud environment
- b) Sunsetting FOIAonline in two years

I think there will be more interest from the public on "b" so let's cover that first.

Sunset of FOIAonline

Tim's overarching talking points here are spot on and well-phrased:

• **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

(b) (5)

(b) (5)

[illegible]

Let me know if you have any further questions. And thanks to you and Tim for your help here.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 8:16 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks ... OMS .. if you can assist per what Tim has outlined below – would be much appreciated thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 8:12 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy – both Elise and I’ve been looped in, and I’ve informed Wendy.

There will be a lot of concern from the public, media, and other federal agencies. (b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (6)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:49 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Great -will do and will copy Tim.

Tim,

If you want to forward anticipated reactions to us from the FOIA community then we can develop responses for them and combine with our reaction/response material and return to Nancy. Alternatively, feel free to send your material directly to Nancy if you prefer to do that instead.

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 6:43 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you .. would like to hear from FOIA office in OGC as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

 (cell)
grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:42 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

If you'd like, we can get you a few bullets that describe anticipated reaction and our response later this AM. Would that work for you?

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant

Office of Mission Support -Immediate Office

202-564-6385 (o) || Ex. 6 Personal Privacy (PP) (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Rementer, Nicole [rementer.nicole@epa.gov]
Sent: 12/1/2021 4:25:30 PM
To: Weth, Patricia [Weth.Patricia@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]
CC: Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: FOIA Advisory Committee Technology Subcommittee FOIAonline Discussion

So Brian is discussing the sunseting of FOIAonline with members of the public today.

I hope OMS appreciates the implications of this subtlety!

Nicole M. Rementer (She/Her/Hers)
Attorney-Adviser, National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460
rementer.nicole@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Wednesday, December 1, 2021 11:23 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: FOIA Advisory Committee Technology Subcommittee FOIAonline Discussion

Tim.

This is for your information.

This is the meeting that I am attending this afternoon. Brian Thompson has been invited to discuss the sunseting of FOIAonline.

Below is the list of attendees.

FAC Tech Subcommittee

Organizer ☐ kirsten.mitchell@nara.gov

Time Wednesday, December 1, 2021 3:00 PM-4:00 PM

Location

Response ☒ Accepted [Change Response](#)



invite.ics
4 KB



Join by phone

Ex. 6 Personal Privacy (PP)

[More phone numbers](#)

Calendar weth.patricia@epa.gov

Who

- kirsten.mitchell@nara.gov - organizer
- klellis2@fbi.gov
- Cuillier, David L. - (cuillier)
- igart@historyassociates.com
- alina.semo@nara.gov
- bobak.taleblian@usdoj.gov
- ajay.wagner@marquette.edu
- cuillier@email.arizona.edu
- adeltrick@doc.gov
- mhu9@cdc.gov
- dsteams@ftc.gov
- weth.patricia@epa.gov - optional
- schwarz.matthew@epa.gov - optional

This morning, I had a second helpful conversation with Marisol regarding market research for a FOIA case management system. She gave me some terrific guidance.

Would you have 15 minutes to touch base later this afternoon or tomorrow?

Patricia

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Weth, Patricia [Weth.Patricia@epa.gov]
Sent: 11/30/2021 5:35:39 PM
To: Rementer, Nicole [rementer.nicole@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]
CC: Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: FOIAonline Next Steps and Future

I had suggested to the FOIAonline team (Laura Johnson and Jeff Edwards) that they submit.

Talk about irony!!

I can reach out to the NARA folks and see if they can help us and allow for case management products to be allowed.

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Rementer, Nicole <rementer.nicole@epa.gov>
Sent: Tuesday, November 30, 2021 11:30 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Weth, Patricia <Weth.Patricia@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: FW: FOIAonline Next Steps and Future
Importance: High

I've pulled the RFI publication for the NexGen FOIA Tech Showcase. NARA extended the deadline for vendors to submit to December 8th. The agenda for the event does not ask for vendors to present on case management COTS products—only eDisco/electronic search tools; case processing tools (redaction and posting Section 508 compliant releases); redaction tools; and AI tools.

We should consider pushing FOIAonline to go public ASAP with this announcement, so case management vendors can submit before the new 12/8 deadline.

Nicole M. Rementer (She/Her/Hers)
Attorney-Adviser, [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460
rementer.nicole@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 30, 2021 11:13 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Good morning everyone,

Attached, please find an agenda for today's 1:00pm ET meeting. I look forward to our discussion in a few hours.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

-----Original Appointment-----

From: Thompson, BrianK

Sent: Thursday, November 18, 2021 3:59 PM

To: Thompson, BrianK; Edwards, Jeff; Johnson, Laura-S; christie.m.sharpe@cbp.dhs.gov; Bennett, Amy; sabrina.burroughs@cbp.dhs.gov; Bouziane, Michele; Tamara.Qureshi@csb.gov; Lewis.Oleinick@dla.mil; kathy.Dixon@dla.mil; Teresa.W.Smith@dla.mil; Williams, Darrell M CIV OSD ODAM (USA); bParsons@doc.gov; JGoode@doc.gov; Barbara.Gonzalez@DODIG.MIL; Mark.Dorgan@DODIG.MIL; Searle.Slutzkin@DODIG.MIL; rachel.spector; christopher.a.julka@navy.mil; Moubleaux, Joan; Weth, Patricia; Rementer, Nicole; vanessa.lamb@fcc.gov; Stephanie.Kost@fcc.gov; Benish.Shah@fcc.gov; rosborne@flra.gov; travis.lewis@gsa.gov; kimberly.veach@gsa.gov; Jennifer.Everling@mspb.gov; Fon.Muttamara@mspb.gov; Karin.Kelly@mspb.gov; Joseph.Scanlon@nara.gov; jeannette.wise@nara.gov; Mark.Jeweler@nrlb.gov; Julie.Yarbrough@nrlb.gov; Synta.Keeling@nrlb.gov; Stephanie.Blaney@nrc.gov; Karen.Danoff@nrc.gov; Lezlie.Colbert@nrc.gov; tina.ennis@nrc.gov; Perry.Camilla@pbgc.gov; Oreoluwa.Fashola@sba.gov; melinda.jones@sba.gov; MaryAnn.Zimmerman@ssa.gov; Lorrell.Woods@ssa.gov; Anthony.Tookes@ssa.gov; Torya.Mathes-Evans@ssa.gov; Stan.Cierlitsky@ssa.gov; Navdeep.Sarai@ssa.gov; Monica.de.los.Reyes@ssa.gov; Josue.Vega@ssa.gov; Lawrence.E.Walker.II@ssa.gov; Nianti.Colon-Torres@ssa.gov; Linda.Frye@ssa.gov; Christopher.Oehrle@stb.gov; Marquis.Toson@stb.gov; Schumacher, Wendy; Alcantara, Natasha Y; Haywood, Kenyetta (Federal); Krapels, Helen (USPC); Epp, Timothy; cindy.cafaro; robin.patterson@navy.mil; sally.hughes@usmc.mil; Gamez.Betty@pbgc.gov; Christopher.holleman@sba.gov; Steve.Husk@usdoj.gov; Anissa.Banks@usdoj.gov; Wells, Jeffrey; Grimm, Patrick
Cc: Jones, Jasper; Perkins, Shannon; Julka, Christopher A CIV USN DONCIO WASHINGTON DC (USA); Reagan, Sarah; Stewart, Tyler J CIV DLA INFO OPERATIONS (USA); Wheeler, Ashley; Alvarez, Nelson R CIV DLA INFO OPERATIONS (USA); Gulamali, Adil; Hickey, Tammy J CIV OSD OATSD (PCLT) (USA); Fuentes, Tonya R (Toni) CIV OSD OATSD (PCLT) (USA); Joshua Cooper; Rhonda Martinez; Sherice Mariani; Peters, Noah; Moore, Angela G; Saul, Lindsey A CIV DLA INFO OPERATIONS (USA); Chickris, Peter; Mansfield, Judith R CIV DLA INFO OPERATIONS (USA)

Subject: FOIAonline Next Steps and Future

When: Tuesday, November 30, 2021 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

Message

From: Epp, Timothy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=46B70972E0C7421A9A922EEAB6280211-TEPP]
Sent: 11/17/2021 5:24:23 PM
To: Blake, Wendy [Blake.Wendy@epa.gov]
Subject: FW: FOIAonline Next Steps and Future
Attachments: FOIAonline Sunset Desk Statement DRAFT 11172021.docx

Importance: High

Hi Wendy – FYI below – let’s talk about this at 12:30.

I have a brief meeting scheduled with Jeff this afternoon to find out what is driving this, and I’ve also asked to see his market analysis. And, I’ve alerted Elise and Susannah, although Elise is out today again. Susannah immediately responded.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 8:43 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: FOIAonline Next Steps and Future
Importance: High

Good Morning Tim,

I wanted reach out to inform you that we will be sunsetting FOIAonline at the end of FY23. On this date, our operation will shift from a shared service, to a FOIA case management system serving only NFO, as our sole customer. Please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners later this week. Our FOIAonline team would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. As part of that, we would also like to reserve time for you to ask questions and allow for a more robust discussion. We’ll reach out with some times.

I’d also like to collaborate with you to develop a brief desk statement for OPA. I’ll send a draft to you shortly and would appreciate any comments or edits you/OGC care to make before we send it over to Nancy Grantham.

We're sure you're interested in our rationale behind this difficult decision. For our Shared Service Partners, there are a variety of cost effective solutions now available that are basically off the shelf that will serve them as well or better than what we can cost effectively provide in the future with our custom solution. The market here has advanced enormously since we launched the FOIAonline system 10 years ago.

Ex. 5 Deliberative Process (DP)

Once we get past the next several weeks when we announce this to our partners and offer them our initial transition support, you can look for a separate meeting invitation to discuss the future solution for NFO in greater detail.

Thanks,
Jeff

Jeff Wells
Director
Office of Enterprise Information Programs (OEIP)
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW (2821T)
Washington, DC 20460

wells.jeffrey@epa.gov
202/566-1706 - Direct Line
Ex. 6 Personal Privacy (PP) Mobile

Street Address: 6312A William Jefferson Clinton West Building, 1301 Constitution Ave. NW



In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Epp, Timothy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=46B70972E0C7421A9A922EEAB6280211-TEPP]
Sent: 11/17/2021 7:26:05 PM
To: Packard, Elise [Packard.Elise@epa.gov]; Weaver, Susannah [Weaver.Susannah@epa.gov]
Subject: RE: FOIAonline Next Steps and Future

I misstated – it's a desk statement. (b) (5)

Ex. 5 Deliberative Process (DP)

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Packard, Elise <Packard.Elise@epa.gov>
Sent: Wednesday, November 17, 2021 2:06 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Press release seems premature since they haven't even talked with the partners!

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, November 17, 2021 2:05 PM
To: Packard, Elise <Packard.Elise@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

They want to put out a press release this week – (b) (5)

I'm going to have a 15 minute talk with him today, and he's promised that his team will reach out for a robust discussion next week.

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Packard, Elise <Packard.Elise@epa.gov>
Sent: Wednesday, November 17, 2021 2:03 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Vaughn called me this am to discuss this but I'm out and can't. We're going to try tomorrow. I'll get more details but he says they've done a thorough financial analysis – and I think it comes down to they don't want to run it anymore. Which is a fair decision, we just need to be sure we come out ok. I asked if he had looked at having another agency run it.

I look forward to hearing the details of your meeting with them and what they are proposing to do for us. Maybe it will be wonderful. 😊

Elise

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, November 17, 2021 10:12 AM
To: Weaver, Susannah <Weaver.Susannah@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

(b) (5)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Weaver, Susannah <Weaver.Susannah@epa.gov>
Sent: Wednesday, November 17, 2021 10:05 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Thanks for looking into this. (b) (5)

[REDACTED]

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, November 17, 2021 9:27 AM
To: Packard, Elise <Packard.Elise@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: FW: FOIAonline Next Steps and Future
Importance: High

Hi Elise and Susannah – the below just came in. I'm trying to get more information regarding what is driving this, especially the short timeline.

This will make significant news headlines.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 8:43 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: FOIAonline Next Steps and Future
Importance: High

Good Morning Tim,

I wanted reach out to inform you that we will be sunsetting FOIAonline at the end of FY23. On this date, our operation will shift from a shared service, to a FOIA case management system serving only NFO, as our sole customer. Please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners later this week. Our FOIAonline team would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. As part of that, we would also like to reserve time for you to ask questions and allow for a more robust discussion. We'll reach out with some times.

I'd also like to collaborate with you to develop a brief desk statement for OPA. I'll send a draft to you shortly and would appreciate any comments or edits you/OGC care to make before we send it over to Nancy Grantham.

We're sure you're interested in our rationale behind this difficult decision. For our Shared Service Partners, there are a variety of cost effective solutions now available that are basically off the shelf that will serve them as well or better than what we can cost effectively provide in the future with our custom solution. The market here has advanced enormously since we launched the FOIAonline system 10 years ago.

With respect to NFO, our planning to deliver more advanced functionality and your requested enhancements has demonstrated to us that it would be best to replace FOIAonline with a new solution built on top of our existing Relativity™ platform that would include next generation capabilities and intelligence with customizable workflows. The solution of the future for NFO will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome, and laborious tasks. And the eDiscovery Division would continue to work collaboratively with you and your team to ensure that day-to-day users have that advanced functionality and the resultant productivity improvements we know the solution will offer.

Once we get past the next several weeks when we announce this to our partners and offer them our initial transition support, you can look for a separate meeting invitation to discuss the future solution for NFO in greater detail.

Thanks,
Jeff

Jeff Wells
Director
Office of Enterprise Information Programs (OEIP)
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW (2821T)
Washington, DC 20460

wells.jeffrey@epa.gov
202/566-1706 - Direct Line

Ex. 6 Personal Privacy (PP)

 Mobile

Street Address: 6312A William Jefferson Clinton West Building, 1301 Constitution Ave. NW



Message

From: Epp, Timothy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=46B70972E0C7421A9A922EEAB6280211-TEPP]
Sent: 11/23/2021 1:35:20 PM
To: Patricia Weth [weth.patricia@epa.gov]
Subject: FW: FOIAonline: Announcement to sunset FOIAonline by FY23

FYI on my email to Brian.

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Epp, Timothy
Sent: Tuesday, November 23, 2021 8:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Brian, I've taken the extra folks off the email to keep this a bit more close.

I'd greatly appreciate you reconsidering and providing us a briefing prior to the partner meeting. (b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

To serve my advising role to them, I need to know that EPA's FOIA program has an adequate basis to support this decision.

(b) (5) Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 8:14 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Patricia,

Good morning and thank you for the email. Given the upcoming Thanksgiving break and the timing of our November 30th meeting with all the FOIAonline Partners, I'll work to schedule our one-on-one meeting with the NFO in early to mid-December as we had planned.

For quick background, we will use the November 30th meeting to provide all the FOIAonline Partners an update and a high-level outline of our sunset plan over the next two years. We also want to use the meeting as an opportunity to hear from the FOIAonline Partners on what help they are looking and what additional questions they may have so we can continue to support each of them in their migration over the next two years. We will be setting up one-on-one meetings with each of the Partners after this meeting and we will aim to meet with EPA-NFO in early to mid-December.

I know that Jeff spoke with Tim prior to the email and communications being sent out regarding the sunset of the FOIAonline Shared Service, and I am grateful for his advice and counsel on this issue. The NFO has always been helpful in providing feedback on the application as well as listing its desired enhancements and improvements. We look forward to working with the NFO on the replacement for FOIAonline – which is something I'd like to begin to discuss in earnest in early Q2 of this FY.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Monday, November 22, 2021 11:24 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Epp, Timothy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=46B70972E0C7421A9A922EEAB6280211-TEPP]
Sent: 11/23/2021 6:24:12 PM
To: Patricia Weth [weth.patricia@epa.gov]
Subject: FW: FOIAonline: Announcement to sunset FOIAonline by FY23

See below for Jeff Wells' response to me, and mine back to him.
Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Epp, Timothy
Sent: Tuesday, November 23, 2021 1:23 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Jeff, thank you for responding quickly. (b) (5)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) [REDACTED] Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) (b) (5) Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

[REDACTED]

[REDACTED] Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 23, 2021 11:33 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Tim,
We're not going to hold a special meeting for NFO in advance of November 30. Here's why and in response to your other points:

1. EPA is a service provider to 19 Agencies and to NFO. NFO doesn't get a role or a say in the management of the system just because you're inside the Agency. If GSA were providing this same service to you instead of us, you wouldn't have a role in their decision making either, nor would they give you a special, decisional or inside role. I called you last week to give you a heads up as a courtesy.
2. We'll work with you on a successor to FOIAonline and are happy to have you be the successor service's sole customer. But you're still going to be a customer, not the operator or owner of that service. And if you don't like what we're offering, you're absolutely free to take your dollars elsewhere and find yourself another solution outside of OMS or the Agency.
3. We evaluated the solvency of the FOIAonline service. It's been discussed at the CIO Council and with the Deputy CIO of the federal government and with our own Deputy Administrator. It's a huge risk that is no longer acceptable because:
 - a. Agencies are leaving or are considering doing so
 - b. If an agency leaves, the remaining Agencies are left holding the bag for the remaining cost which would then rise for everyone, including EPA's National FOIA Office. That could obviously precipitate a vicious circle with spiraling costs for the remaining partners.
 - c. An orderly shutdown now is in everyone's interest here both from the standpoint of identifying alternatives as well as managing everyone's costs. We've given everyone plenty of time to manage such an orderly transition.
 - d. Your costs and everyone else's were going to go up regardless because of the accumulated technical debt on the current version of FOIAonline.
 - e. There are lots of viable alternatives to FOIAonline on the market now. It doesn't make sense for the government to run a service that competes with them.

4. (b) (5)

Thanks,
Jeff

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, November 23, 2021 8:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Brian, I've taken the extra folks off the email to keep this a bit more close.

I'd greatly appreciate you reconsidering and providing us a briefing prior to the partner meeting. (b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP) We need (b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP) To serve my advising role to them, I need to know that
EPA's FOIA program has an adequate basis to support this decision.

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 8:14 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Patricia,

Good morning and thank you for the email. Given the upcoming Thanksgiving break and the timing of our November 30th meeting with all the FOIAonline Partners, I'll work to schedule our one-on-one meeting with the NFO in early to mid-December as we had planned.

For quick background, we will use the November 30th meeting to provide all the FOIAonline Partners an update and a high-level outline of our sunseting plan over the next two years. We also want to use the meeting as an opportunity to hear from the FOIAonline Partners on what help they are looking and what additional questions they may have so we can continue to support each of them in their migration over the next two years. We will be setting up one-on-one meetings with each of the Partners after this meeting and we will aim to meet with EPA-NFO in early to mid-December.

I know that Jeff spoke with Tim prior to the email and communications being sent out regarding the sunseting of the FOIAonline Shared Service, and I am grateful for his advice and counsel on this issue. The NFO has always been helpful in providing feedback on the application as well as listing its desired enhancements and improvements. We look forward to working with the NFO on the replacement for FOIAonline – which is something I'd like to begin to discuss in earnest in early Q2 of this FY.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Weth, Patricia <Weth.Patricia@epa.gov>

Sent: Monday, November 22, 2021 11:24 PM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth

Assistant General Counsel | [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel

Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Epp, Timothy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=46B70972E0C7421A9A922EEAB6280211-TEPP]
Sent: 12/1/2021 1:17:18 PM
To: Simon, Paul [Simon.Paul@epa.gov]
Subject: RE: Regarding Service Record #834,403 Missing several cases

Hi Paul,

Starting on Wednesday, Nov. 10, OMS shutdown FOIAonline through the following weekend in order to migrate FOIAonline to a new underlying program (Amazon) that OMS is using for other programming operations. This produced significant problems the following week, including indexing issues. One change that appears to us to be unrelated to the indexing is a different program structure for what is visible in "my organization" view. This change caused us in the NFO significant problems because that view was a central part of our intake processing steps. We've developed a work around – and I could have someone talk with you about your problem to see if our work around can help. Clearly, though, this sort of re-occurring challenge is less than acceptable.

OMS also announced to all of the partner agencies last week (I had a two day early notice) that OMS has unilaterally decided to shutdown FOIAonline permanently (sunset is their term). The effective date will be at the end of the 2023 calendar year (giving 3 months after the end of FY23 to run end of year reports). We have not announced this yet to the FOIA Community – there was a partner meeting yesterday at which OMS answered questions and laid out the path for agencies to search for alternative FOIA processing programs on the market.

(b) (6)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Simon, Paul <Simon.Paul@epa.gov>
Sent: Tuesday, November 30, 2021 8:29 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Subject: FW: Regarding Service Record #834,403 Missing several cases

Tim – I have had a problem with FO for a few weeks that the help desk hasn't corrected. It prevents me from seeing FOIA cases assigned to me. They say it's an "indexing" problem. Anything you can do? Thanks

From: CDX Help Desk <helpdesk@epacdx.net>
Sent: Monday, November 22, 2021 6:00 PM
To: Simon, Paul <Simon.Paul@epa.gov>
Subject: Regarding Service Record #834,403 Missing several cases

Mr. Simon,

I discussed with the developers this afternoon that there is still an issue occurring. I will discuss it further with them on Tuesday.

Joshua Cooper
CNSS Tier II Analyst
844-238-7744 (FOIA Online)
888-890-1995 (EPA CDX)

Thank you for contacting the Help Desk. A new ticket has been created for you:

Service record details:

Title: Missing several cases
Description: User is missing more than 100 cases that should be assigned to this region-2 agent.

Thank you,

The Help Desk Team

Message

From: Epp, Timothy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=46B70972E0C7421A9A922EEAB6280211-TEPP]
Sent: 12/7/2021 1:23:25 PM
To: Altendorfer, Ian [Altendorfer.Ian@epa.gov]
CC: Rementer, Nicole [rementer.nicole@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: DRAFT - FOIA Community Talking Points RE: FOIAonline Sunset

Thanks Ian.

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Altendorfer, Ian <Altendorfer.Ian@epa.gov>
Sent: Friday, December 03, 2021 12:05 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Rementer, Nicole <rementer.nicole@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: DRAFT - FOIA Community Talking Points RE: FOIAonline Sunset

Hi Tim,

In regards to OMS's recent announcement to sunset FOIAonline, please see below a draft message addressed to the FOIA Community. Please let us know whether you would like us to share with Nancy Grantham or wait for your edits.

Thanks,

Denise, Nicole, and Ian

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ian D. Altendorfer

Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, DC 20460 | WJCN 7443E
Phone 202-564-6032 | Altendorfer.ian@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/17/2021 2:13:09 PM
Subject: Fw: FOIAonline

Good morning Synta,

I'm sorry that we are sunsetting as well. I feel like we were all getting in sync and making progress overall.

Our communications strategy includes sending a message tomorrow that will inform the partners. So we ask at this time that you keep this information close hold. In tomorrow's message to the Partners, we will give a better idea of how we will assist and guide the Partners to a new FOIA case management solution. Details pertaining to the sunsetting timeline will be shared during a Partner meeting we hope to schedule by the end of November/beginning of December.

Please know that you should not have an immediate concern about your Agency (and all the Partners for that matter) to continue access to and use of FOIAonline. **The sunsetting will happen over a period of 2 years.** I hope you can trust that we will escort you and the Partners through a thorough process at a comfortable pace that won't leave anyone in a lurch.

From: Edwards, Jeff <Edwards.Jeff@epa.gov>
Sent: Wednesday, November 17, 2021 8:51 AM
To: Keeling, Synta <Synta.Keeling@nlrb.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline

Good Morning Synta,

Thank you for your email. We will be setting up a meeting to discuss the details very soon. We'll be here to support you during the transition without a doubt.

At this time, FOIAonline is not recommending a specific alternative but we will put together a list that can assist with your market assessment.

Thanks again,
Jeff

Jeff Edwards

Office of Enterprise Information Programs
Office of Mission Support
U.S. Environmental Protection Agency
919-541-2677

From: Keeling, Synta <Synta.Keeling@nlrb.gov>
Sent: Wednesday, November 17, 2021 8:40 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline

Good morning,

My CIO reached back about the retirement of FOIAonline. I'm sorry to hear this.

Can you please share the list of FOIA case management products and alternatives?

Thank you,

Synta Keeling

FOIA Branch Chief | Assistant General Counsel

National Labor Relations Board (NLRB)

FOIA Branch

synta.keeling@nrb.gov

TEL (202) 273-2995 | Fax (202) 273-3642

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/22/2021 9:02:05 AM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Subject: Re: FOIAonline Sunset Desk Statement FINAL 11182021.docx

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:40 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

It would be good to provide Nancy with just a few bullets for each below that describe:

1. Anticipated reaction/questions from the FOIAonline Partners (and we can tell her that we're having a meeting on November 30th to answer their questions
2. Anticipated questions (and suggested responses) from the so-called "Sunshine Community" or people who are advocates of FOIA and/or who may have praised the existence of FOIAonline in the past. I would think many of our potential responses would point to FOIA.gov

Could I get these sometime this morning?

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support -Immediate Office
202-564-6385 (o) Ex. 6 Personal Privacy (PP) (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/22/2021 8:40:39 PM
To: Gonzalez, Barbara, OIG DoD [Barbara.Gonzalez@DODIG.MIL]
Subject: Re: End of FOIAonline Question

From: Gonzalez, Barbara, OIG DoD <Barbara.Gonzalez@DODIG.MIL>
Sent: Monday, November 22, 2021 3:36 PM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Dorgan, Mark J., OIG DoD <Mark.Dorgan@DODIG.MIL>; Slutzkin, Searle, OIG DoD <Searle.Slutzkin@DODIG.MIL>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: End of FOIAonline Question

Hi Laura,

We appreciate you providing a little more information. As you know this came as a shock, and I am sure we are not the only ones.

We look forward to the meeting, so we can get a better understanding of what will happen, when and how.

Thanks and have a wonderful Thanksgiving.

Sincerely,

Barb Gonzalez
Division Chief
DOD OIG FOIA

Desk Tele: 703-604-8758
Main FOIA Tele: 703-604-9775
FAX: 571-372-7498

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Monday, November 22, 2021 3:26 PM
To: Gonzalez, Barbara, OIG DoD <Barbara.Gonzalez@DODIG.MIL>
Cc: Dorgan, Mark J., OIG DoD <Mark.Dorgan@DODIG.MIL>; Slutzkin, Searle, OIG DoD <Searle.Slutzkin@DODIG.MIL>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: [Non-DoD Source] Re: End of FOIAonline Question

Good afternoon Barbara,
Unfortunately, you heard correctly. We will be sunseting the program and shutter it on Dec 30th, 2023. Here's a bit more information that might help raise your comfort level after receiving this news. Our road map for the next 2 years will focus on guiding the Partners through the sunseting process which will include assisting Partners in the pursuit of finding a new FOIA case management solution. This information and more details pertaining to the sunseting timeline will be shared during a Partner meeting scheduled for November30th. You should have received an invitation. Please let me know if you haven't.

Keep in mind that the sunseting won't happen immediately (it will be a 2-year process), and Partners will have continued access to FOIAonline and the data it houses during this time. However, on December 30, 2023, the FOIAonline Program will completely shutdown and shutter. In anticipation of this final action, FOIAonline engineering efforts will create custom data exportation scripts for each Partner Agency. These scripts will be able to output Agency data in many desired formats to allow Partners to export their FOIAonline data to their new vendor well ahead of the December 30th shutdown date.

I hope you can trust that we will escort you and the other Partners through a thorough process at a comfortable pace that won't leave anyone in a lurch. Again, we will provide more details about the process and timeline at our next Partner meeting, and we plan for a series of meetings thereafter. In the interim, please feel free to reach out to me.

From: Gonzalez, Barbara, OIG DoD <Barbara.Gonzalez@DODIG.MIL>

Sent: Thursday, November 18, 2021 7:43 AM

To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Cc: Dorgan, Mark J., OIG DoD <Mark.Dorgan@DODIG.MIL>; Slutzkin, Searle, OIG DoD <Searle.Slutzkin@DODIG.MIL>

Subject: End of FOIAonline Question

Good Morning Jeff and Laura,

I hope all is well with you and yours.

I heard that EPA made the decision to sunset the FOIAonline Shared Service by the end of FY23. Could you confirm that this is actually the case please? If so, what does this mean for Partners who have been using it? What happens to our information?

We appreciate any information you can provide for us. We are available to discuss, if you like. Thank you in advance for your help.

Sincerely,

Barbara Gonzalez
Division Chief

Freedom of Information, Privacy and Civil Liberties Office
Department of Defense Office of Inspector General
4800 Mark Center Drive, Suite 10B24, Alexandria, VA 22350-1500
Phone: 703-604-9775 | Desk: 703-604-8758 | Fax: 571-372-7498

This e-mail is from the Department of Defense Office of Inspector General {DoD OIG}. It may contain Controlled Unclassified Information {CUI}, including information that is Law Enforcement Sensitive {LES}, subject to the Privacy Act, and/or other privileges and restrictions that prohibit release without appropriate legal authority. Do not disseminate without the approval of the DoD OIG. If received in error, please notify the sender by reply e-mail and delete all copies of this message.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 12/2/2021 4:35:11 PM
To: Jones, Jasper [Jones.Jasper@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]
Subject: Re: Supplemented Partner Notes from meeting yesterday

From: Jones, Jasper <Jones.Jasper@epa.gov>
Sent: Thursday, December 2, 2021 11:12 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Supplemented Partner Notes from meeting yesterday

Good morning Laura,

I just finished a follow-up meeting with Millennium Challenge Corporation (MCC), a federal agency that was seeking to become a FOIAonline Agency Partner but due to the announcement of our sunseting was not able to join. MCC had made it to the finish line of becoming a partner- up until EPAs grants management team full-executing the agreement. Could their questions/concerns be added to the supplemental notes as well please.

They also requested if they could have the market search and a list for any vendors that offer a product or service that they can engage with to handle the FOIAonline needs of the MCC.

Reginia Maxwell (CO) – MCC
Is Tyler Federal in the GSA Schedule?

How many partners are utilizing FOIAXpress?

Could we be provided the average or general costs for a similar FOIAonline product or service (for our IGCE)?

Yembeka Kapakasa (CS) - MCC
What are some of the features of FOIAXpress? Is it comparable to FOIAonline?

Tamkio Watkins (OGC-ADM/Acting Chief FOIA Officer) - MCC
Can we partner with other agencies to utilize FOIAXpress?

Miguel Adams (OICO) - MCC
How would a smaller agency reduce the effects of the initial implementation costs of a FOIAonline platform such as FOIAXpress?

Kind regards,

Jasper

Jasper D Jones, M.P.A.

Budget Lead
Office of Enterprise Information Programs

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, December 1, 2021 7:20 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: RE: Supplemented Partner Notes from meeting yesterday

Thank you Laura!

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Wednesday, December 1, 2021 4:43 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: Supplemented Partner Notes from meeting yesterday

Good morning,
I was able to supplement Jeff's notes with notes that I took as well. The added text is in red font.

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 30, 2021 3:46 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: Notes from earlier today

I counted 59+ people on the call. [I'm curious how many Partners were represented. We will find this out and get back to you.] FYI only.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/16/2021 5:43:32 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: RE: Quick Review - Note for Vaughn

Laura – thank you. This is terrific!

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Tuesday, November 16, 2021 12:22 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: Re: Quick Review - Note for Vaughn

Brian,

Comments are provided in redline/strikeout for you to see my thoughts. The comments I made in the first paragraph were intended to show that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

In the second paragraph, i was trying to show that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 10:26 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: Quick Review - Note for Vaughn

Laura – could you help me with being a second set of eyes on the below?

I was asked to draft a short note for Vaughn to send to the CIO's later today to alert them about our plan to transition FOIAonline. He's had difficulties reaching every CIO and also doesn't always have their numbers, as you already know! The email will be bcc to a CIO distro list. He said:

Ex. 5 Deliberative Process (DP)

Here is what I drafted:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thoughts?

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/16/2021 5:45:39 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: RE: DRAFT a note for Vaughn to send to CIO's on FOIAonline

Jeff,

Please see below (and special thanks to Laura, cc'd here for making this sound good):

Ex. 5 Deliberative Process (DP)

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 8:43 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: DRAFT a note for Vaughn to send to CIO's on FOIAonline
Importance: High

Brian

Could you draft a short note for Vaughn to send to the CIO's later today to alert them about our plan to transition FOIAonline. He's had difficulties reaching every CIO and also doesn't always have their numbers. The email will be bcc to a CIO distro list. Here are his thoughts below. Please send to me for review first. Thanks!

Can you craft a short and sweet note that I can send them along the lines of -

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/17/2021 1:38:50 PM
To: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Subject: FW: FOIAonline Comms Sequencing Plan and Drafts
Attachments: FOIAonline Sunset Communications Plan 11162021.docx

FYI

(text for notice to NFO has changed)

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 3:28 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Alvarado, David <alvarado.david@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>
Subject: FOIAonline Comms Sequencing Plan and Drafts

Vaughn,

Please see attached. Also embedded below for your convenience. Your draft message is highlighted. Note we're not planning on additional outreach to DOJ at this time because we understand that you and Ron have discussed this already. Finally, note that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks to Brian and Laura for all their help with this.

Jeff

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Sunsetting FOIAonline Program

Proposed Communications Plan

November 16, 2021

| <i>Date</i> | <i>Messaging</i> |
|---|---|
| Tuesday, November 16th | Vaughn sends email to Federal CIOs announcing the sunseting of FOIAonline. Relays that we will be informing our FOIAonline partners this week. |
| Wednesday, November 17 th | <ul style="list-style-type: none">• Announce Sunseting Plans to NFO note from Jeff to Tim Epp (see below for draft messages).• Vaughn sends brief courtesy email note to Elise Packard with a heads up.• Collaborate with OGC/NFO on Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| Thursday November 18 th | |
| Thursday, November 18th | <ul style="list-style-type: none">• Submit Agency Desk Statement to OPA for review/clearance• Email from FOIAonline Team to FOIAonline Partners announcing Sunseting Plans and inform them of the series of meetings we will host providing information to support Partners through the sunseting process. Acknowledge that we know Partners will have questions.• Schedule a series of meetings to convey information and address concerns. First meeting is November 30th. |
| Monday November 22 nd | Brian to meet with Alison (CGI) to convey plans to our industry partner that we will sunset the application. |
| Tuesday, November 30th | FOIAonline Team hosts first meeting with FOIAonline Partners. |

- **Message from Vaughn to CIO bcc list:**

I am reaching out to you today to inform you of EPA's decision to sunset the FOIAonline Shared Service by the end of FY23. FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End report. Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.

I've asked my FOIAonline team to reach out later this month to your agency's designated point of contact to initiate discussions on this transition. Additionally, my team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and our Federal Partners identify a new solution. In the interim, Brian K. Thompson ([[HYPERLINK "mailto:Thompson.BrianK@epa.gov"](mailto:Thompson.BrianK@epa.gov)]), Director of the eDiscovery Division who manages the FOIAonline program, is available to answer questions. I am also available to you if you would like to have a discussion.

- **Initial Message to NFO**

Tim,

This communication is to inform you we will be sunsetting FOIAonline at the end of FY23. As of FY24, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO as our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners later this week.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous to replace FOIAonline with a new solution that includes next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. Please look for our meeting invitation to discuss all this in greater detail.

Jeff

- **Initial Message to Partners (followed up immediately by a meeting invite)**

We are reaching out to you to announce that we will be sunsetting the FOIAonline application at the end of FY23. Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you

to guarantee everyone continues to succeed and stays well informed. We will be holding a meeting for the partners on Tuesday, November 30th to explain why this is a best value for the government decision and to lay out high level plans for the next two years so you can begin your program's transition.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/16/2021 4:25:51 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Reviewing this now (EOM) Quick Review - Note for Vaughn

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 10:26 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: Quick Review - Note for Vaughn

Laura – could you help me with being a second set of eyes on the below?

I was asked to draft a short note for Vaughn to send to the CIO's later today to alert them about our plan to transition FOIAonline. He's had difficulties reaching every CIO and also doesn't always have their numbers, as you already know! The email will be bcc to a CIO distro list. He said:

Ex. 5 Deliberative Process (DP)

Here is what I drafted:

Ex. 5 Deliberative Process (DP)

Thoughts?

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/17/2021 4:41:51 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Re: DRAFT Desk Statement
Attachments: FOIAonline Sunset Desk Statement DRAFT 11172021.docx

Hi Brian,

This looks good... it recycles the language we provided yesterday. The only minor tweak is to spell out DOJ (see attached).

I think this is ready!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Wednesday, November 17, 2021 8:57 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: FW: DRAFT Desk Statement

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 8:57 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: DRAFT Desk Statement

Brian

Please review/edit and return when you have a chance. Once you're done I'll send to Tim and then on to the OMS-EI IO/Shakeba for submission to Nancy Grantham.

Vaughn sent a note to Elise Packard last night. She was of course concerned about **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including ~~DOJ's~~ the Department of Justice Year End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/22/2021 3:23:30 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Fw: FOIAonline Sunset Desk Statement FINAL 11182021.docx
Attachments: FOIAonlineSunsetting FAQs partners.docx

Importance: High

Good morning Brian,
Friday was my scheduled compressed day. I didn't see any further email traffic on this. Is this action still outstanding? Attached are some anticipated Partner questions/concerns and proposed responses. Do you want me to do the same from the perspective of the interested public?

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:40 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

It would be good to provide Nancy with just a few bullets for each below that describe:

1. Anticipated reaction/questions from the FOIAonline Partners (and we can tell her that we're having a meeting on November 30th to answer their questions
2. Anticipated questions (and suggested responses) from the so-called "Sunshine Community" or people who are advocates of FOIA and/or who may have praised the existence of FOIAonline in the past. I would think

Ex. 5 Deliberative Process (DP)

Could I get these sometime this morning?

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) cell)

grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support -Immediate Office
202-564-6385 (o) | Ex. 6 Personal Privacy (PP) (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

FOIAonline Sunsetting Partner Reactions/Concerns/Questions

Anticipated FOIAonline Partner Reactions/Concerns/Questions

(Q) **Why is FOIAonline sunsetting the program?**

(A) *Since FOIAonline's inception in 2012, the commercial market for FOIA case management applications has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.*

(Q) **How does sunsetting affect FOIAonline cost of operation/How will this impact Partner user fees?**

(A) *During FY 23, Partners will see a significant price reduction for our service due to sunsetting the program; price reductions will be reflected in MOU/MOA contracts for FY24.*

(Q) **Can a Partner be released from/break its MOU/MOA with EPA and leave FOIAonline early?**

(Q) **How will the phasing out/sunsetting impact Partner's daily work?**

(A) *Partners can anticipate full functionality of FOIAonline throughout most of the sunsetting process. It won't be until September 30, 2023 that Partners will feel an impact. After September 30th, no new FOIA requests will be accepted via FOIAonline. At the beginning of October 2023, we will begin to freeze and migrate Partner FOIAonline case data to their new vendor's solution. Partners will be able to update existing cases leading up to the date at which we freeze and migrate their data. Once Partner data is migrated, new FOIA requests will be handled by their new vendor's solution. On December 30, 2023, the FOIAonline Program will completely shutdown and shutter: FOIAonline support will not be available, FOIAonline data will be inaccessible, and all Partners will be locked out of FOIAonline.*

(Q) **How will Year End reporting be affected?**

(A) *On October 1, 2023, FOIAonline will launch an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative. For FY23, Partners can rely on the usual, annual production of FOIAonline's Year End Reports and Raw Data Extracts for each Partner. However, FOIAonline will not produce FY24 Year End Reporting and Raw Data Exports. Because all Partner case data will have been imported successfully to a given Partner's vendor solution, the new vendor can generate Partner Year End Reports and Raw Data Exports in that solution without a problem.*

(Q) **What happens to a FOIAonline FOIA request after the sunset date?**

(A) *No new FOIA requests to FOIAonline will be accepted after September 30, 2023. Partners will be able to continue updating existing cases leading up to the date at which we freeze and migrate their data. We anticipate beginning data migration in October and running through December 2023 with an expected data migration per Partner taking*

approximately 24 hours. After Partner data migration, new FOIA requests will be handled by the Partner's new vendor solution.

(Q) Can a Partner still access information in their FOIAonline account after the sunset date?

(A) *No. On December 30, 2023, the FOIAonline Program will completely shutdown and shutter: FOIAonline support will not be available, FOIAonline data will be inaccessible, and all Partners will be locked out of FOIAonline. Additionally, we will dismantle and destroy all of our EPA AWS FOIAonline application environments. In anticipation of these final actions, FOIAonline engineering efforts will create custom data exportation scripts for each Partner Agency. These scripts will be able to output Agency data in many desired formats to allow Partners to export their FOIAonline data to their new vendor.*

(Q) What level of consultation will FOIAonline offer Partners to help find a replacement shared service?

(A) *The FOIAonline team has reached out to its Partner Agencies designated point of contact to initiate discussions on this transition and to assure Partners that we will guide them through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with an alternate FOIA case management system. Additionally, the FOIAonline team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and to assist our Federal Partners in finding a new solution. The first of such meetings is scheduled for November 30th.*

(Q) Can FOIA.gov serve as a replacement for FOIAonline?

(A) *Currently, FOIA.gov is not a FOIA case management system per se. FOIA.gov provides a central resource for the public to make a request for information that is not publicly available. As such, Partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same case management functions as our shared service.*

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/22/2021 3:37:06 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Re: FOIAonline Sunset Desk Statement FINAL 11182021.docx

No worries. I'm sure we can recycle the language for future Partner outreach.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 22, 2021 10:32 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Laura,

Thanks – sorry I should have closed the loop. Jeff and I got back to Nancy. I'll forward that back to you.

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Monday, November 22, 2021 10:24 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: Fw: FOIAonline Sunset Desk Statement FINAL 11182021.docx
Importance: High

Good morning Brian,
Friday was my scheduled compressed day. I didn't see any further email traffic on this. Is this action still outstanding? Attached are some anticipated Partner questions/concerns and proposed responses. Do you want me to do the same from the perspective of the interested public?

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:40 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

It would be good to provide Nancy with just a few bullets for each below that describe:

1. Anticipated reaction/questions from the FOIAonline Partners (and we can tell her that we're having a meeting on November 30th to answer their questions
2. Anticipated questions (and suggested responses) from the so-called "Sunshine Community" or people who are advocates of FOIA and/or who may have praised the existence of FOIAonline in the past. I would think many of our potential responses would point to FOIA.gov

Could I get these sometime this morning?

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

 (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support -Immediate Office
202-564-6385 (o)

Ex. 6 Personal Privacy (PP)

 (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/23/2021 1:26:14 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Re: FOIAonline: Announcement to sunset FOIAonline by FY23

Brian,

Thanks so much for including me in the response to the NFO. I appreciate that.

If for some reason we are forced to provide a meeting with NFO prior to the November 30th Partner meeting, I can pull together some things for you and Jeff Wells to take a look at for a meeting with NFO late Monday afternoon or Tuesday morning of next week. I would build off of materials that Jeff Edwards, Jeff Wells, and you have provided input on. Of course, I defer to you and Jeff/Patrick with regard to whether we acquiesce to their meeting schedule.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 8:13 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Patricia,

Good morning and thank you for the email. Given the upcoming Thanksgiving break and the timing of our November 30th meeting with all the FOIAonline Partners, I'll work to schedule our one-on-one meeting with the NFO in early to mid-December as we had planned.

For quick background, we will use the November 30th meeting to provide all the FOIAonline Partners an update and a high-level outline of our sunset plan over the next two years. We also want to use the meeting as an opportunity to hear from the FOIAonline Partners on what help they are looking and what additional questions they may have so we can continue to support each of them in their migration over the next two years. We will be setting up one-on-one meetings with each of the Partners after this meeting and we will aim to meet with EPA-NFO in early to mid-December.

I know that Jeff spoke with Tim prior to the email and communications being sent out regarding the sunset of the FOIAonline Shared Service, and I am grateful for his advice and counsel on this issue. The NFO has always been helpful in providing feedback on the application as well as listing its desired enhancements and improvements. We look forward to working with the NFO on the replacement for FOIAonline – which is something I'd like to begin to discuss in earnest in early Q2 of this FY.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Weth, Patricia <Weth.Patricia@epa.gov>

Sent: Monday, November 22, 2021 11:24 PM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>

Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/23/2021 1:04:01 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Re: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks so much. This will help with **Ex. 5 Deliberative Process (DP)**

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 7:29 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Laura –

This is the email we sent up to Nancy. Let me know if you'd like to discuss.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 10:53 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

First, let's separate the two items here.

- a. Transition of FOIAonline to a more cost effective and better structured cloud environment
- b. Sunsetting FOIAonline in two years

I think there will be more interest from the public on "b" so let's cover that first.

Sunset of FOIAonline

Tim's overarching talking points here are spot on and well-phrased:

-
- **Ex. 5 Deliberative Process (DP)**

We also want to highlight the following facts:

- FOIAonline is not scheduled to be sunset until the end of FY23 (September 30, 2023), which is nearly 2 year away. We wanted to give the partners ample advance notice so they had more than enough time to develop and implement their own transition away from FOIAonline.
- During this time FOIAonline will continue to operate as-is for the existing 20 federal agencies that utilize the application and will coordinate with them to provide support in their migration efforts to new solutions they choose.
- The Department of Justice recently launched FOIA.Gov, the federal government's central website for FOIA and FOIA submissions. All FOIAonline Partners can and do receive requests submitted through that portal and will continue to do so. Note that FOIA.gov does not yet have the ability to accept responses/post responses. So far they just have the ability to accept requests and funnel them to the agencies.
- The FOIAonline application has accumulated significant technical debt over the years that would take an extraordinary amount of resources (time and money) to redress. This does not seem warranted given the variety of commercial FOIA case management solutions now available to the Federal Government that were not present at the inception of FOIAonline in 2012.

Transition of FOIAonline to A Better Cloud Environment

- Last week the FOIAonline application moved to EPA's instance of AWS (Amazon Web Services).
- This move was not an 'upgrade' to the service, but a strategic move of the application to a more cost effective and better structured cloud instance prior to the expiration of the current Booz Allen Hamilton (BAH) contract that previously provided it.
- The decision to move the application was made over a year ago and one which the FOIAonline Partner Agencies were aware of and a part of the decision.
- We are now working to clean up the inevitable issues that arise from any new deployment, none of which have caused or will cause the FOIAonline application to be offline as it was in 2018 when we originally moved to the BAH AWS environment.

If people want to know what this transition achieved from a deep, technical standpoint for the partner agencies, here is an abbreviated list:

- Successful deployment of multiple new environments through automation utilizing Infrastructure as Code (IaC). This automated IaC provisions several application clusters that support critical application functionality as well as failover, load balancing & fault tolerance.
- Successful migration of all data from BAH's Production AWS into EPA's AWS.
- Successful utilization of application build automation to build and deploy our new application code. This addresses our Continuous Integration & Continuous Deployment.
- Successful deployment of a new search engine index and data mapping capability that removes countless delays in application performance. We can now enjoy several reports completing in seconds that formerly took minutes to complete. Dashboards are now updated in seconds instead of minutes as well.
- This new application addressed more than a dozen bugs.

Let me know if you have any further questions. And thanks to you and Tim for your help here.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 8:16 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks ... OMS .. if you can assist per what Tim has outlined below – would be much appreciated thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 5 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 8:12 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy – both Elise and I've been looped in, and I've informed Wendy.

There will be a lot of concern from the public, media, and other federal agencies. (b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP) (b) (5)
Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:49 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Great -will do and will copy Tim.

Tim,
If you want to forward anticipated reactions to us from the FOIA community then we can develop responses for them and combine with our reaction/response material and return to Nancy. Alternatively, feel free to send your material directly to Nancy if you prefer to do that instead.

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 6:43 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you .. would like to hear from FOIA office in OGC as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:42 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

If you'd like, we can get you a few bullets that describe anticipated reaction and our response later this AM. Would that work for you?

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Thursday, November 18, 2021 10:12 PM

To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham

Principal Deputy Associate Administrator

Environmental Protection Agency

Office of Public Affairs

202-564-6879 (desk)

Ex. 6 Personal Privacy (PP) (cell)

grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Sent: Thursday, November 18, 2021 5:49 PM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>

Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins

Communications Director &

Senior Special Assistant

Office of Mission Support -Immediate Office

202-564-6385 (o) | **Ex. 6 Personal Privacy (PP) (c)**

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/23/2021 6:33:58 AM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Re: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Good morning Brian,

Can you send to me the document with anticipated Partner reactions that you and Jeff sent to Nancy Grantham? It might help with other comms materials.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 22, 2021 10:32 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Laura,

Thanks – sorry I should have closed the loop. Jeff and I got back to Nancy. I'll forward that back to you.

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Monday, November 22, 2021 10:24 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: Fw: FOIAonline Sunset Desk Statement FINAL 11182021.docx
Importance: High

Good morning Brian,

Friday was my scheduled compressed day. I didn't see any further email traffic on this. Is this action still outstanding? Attached are some anticipated Partner questions/concerns and proposed responses. Do you want me to do the same from the perspective of the interested public?

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:40 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

It would be good to provide Nancy with just a few bullets for each below that describe:

1. Anticipated reaction/questions from the FOIAonline Partners (and we can tell her that we're having a meeting on November 30th to answer their questions

2. Anticipated questions (and suggested responses) from the so-called "Sunshine Community" or people who are advocates of FOIA and/or who may have praised the existence of FOIAonline in the past. I would think many of our potential responses would point to FOIA.gov

Could I get these sometime this morning?

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support -Immediate Office

202-564-6385 (o) || Ex. 6 Personal Privacy (PP) || (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 11/23/2021 9:08:41 AM
To: Colbert, Lezlie [Lezlie.Colbert@nrc.gov]
Subject: Re: FOIAonline Next Steps and Future

From: Colbert, Lezlie <Lezlie.Colbert@nrc.gov>
Sent: Thursday, November 18, 2021 3:51 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Good Afternoon,

I look forward to attending the meeting on the 30th. In the interim, I have a few questions about data migration. Will there be a cost associated with data migration? What is the planned method for data migration (raw data, etc.)?

Lezlie Colbert
FOIA, Library, and Information Collection Branch
Governance and Enterprise Management Services Division
Office of the Chief Information Officer
U.S. Nuclear Regulatory Commission

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: [External_Sender] FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Johnson, Laura-S [Johnson.Laura-S@epa.gov]
Sent: 12/6/2021 11:23:38 AM
To: Jones, Jasper [Jones.Jasper@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]
Subject: Re: Supplemented Partner Notes from meeting yesterday

From: Jones, Jasper <Jones.Jasper@epa.gov>
Sent: Thursday, December 2, 2021 11:12 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Supplemented Partner Notes from meeting yesterday

Good morning Laura,

I just finished a follow-up meeting with Millennium Challenge Corporation (MCC), a federal agency that was seeking to become a FOIAonline Agency Partner but due to the announcement of our sunseting was not able to join. MCC had made it to the finish line of becoming a partner- up until EPAs grants management team full-executing the agreement. Could their questions/concerns be added to the supplemental notes as well please.

They also requested if they could have the market search and a list for any vendors that offer a product or service that they can engage with to handle the FOIAonline needs of the MCC.

Reginia Maxwell (CO) – MCC
Is Tyler Federal in the GSA Schedule?

How many partners are utilizing FOIAXpress?

Could we be provided the average or general costs for a similar FOIAonline product or service (for our IGCE)?

Yembeka Kapakasa (CS) - MCC
What are some of the features of FOIAXpress? Is it comparable to FOIAonline?

Tamkio Watkins (OGC-ADM/Acting Chief FOIA Officer) - MCC
Can we partner with other agencies to utilize FOIAXpress?

Miguel Adams (OICO) - MCC
How would a smaller agency reduce the effects of the initial implementation costs of a FOIAonline platform such as FOIAXpress?

Kind regards,

Jasper

Jasper D. Jones, M.P.A.

Budget Lead
Office of Enterprise Information Programs

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, December 1, 2021 7:20 AM
To: Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: RE: Supplemented Partner Notes from meeting yesterday

Thank you Laura!

From: Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Sent: Wednesday, December 1, 2021 4:43 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>
Subject: Supplemented Partner Notes from meeting yesterday

Good morning,
I was able to supplement Jeff's notes with notes that I took as well. The added text is in red font.

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 30, 2021 3:46 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: Notes from earlier today

I counted 59+ people on the call. [I'm curious how many Partners were represented. We will find this out and get back to you.] FYI only.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Message

From: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Sent: 11/16/2021 9:18:47 PM
CC: Henderson, Austin [Henderson.Austin@epa.gov]; Alvarado, David [alvarado.david@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: EPA FOIAonline Shared Service Announcement

Colleagues,

I am reaching out to you today to inform you of EPA's decision to sunset the FOIAonline Shared Service by the end of FY23. FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End report. Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.

I've asked my FOIAonline team to reach out later this month to your agency's designated point of contact to initiate discussions on this transition. Additionally, my team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and our Federal Partners identify a new solution. In the interim, Brian K. Thompson (Thompson.BrianK@epa.gov), Director of the eDiscovery Division who manages the FOIAonline program, is available to answer questions. I am also available to you if you would like to have a discussion.

Vaughn Noga, Chief Information Officer
and Deputy Assistant Administrator for Environmental Information
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

Message

From: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Sent: 11/16/2021 9:18:47 PM
CC: Henderson, Austin [Henderson.Austin@epa.gov]; Alvarado, David [alvarado.david@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: EPA FOIAonline Shared Service Announcement

Colleagues,

I am reaching out to you today to inform you of EPA's decision to sunset the FOIAonline Shared Service by the end of FY23. FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End report. Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.

I've asked my FOIAonline team to reach out later this month to your agency's designated point of contact to initiate discussions on this transition. Additionally, my team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and our Federal Partners identify a new solution. In the interim, Brian K. Thompson (Thompson.BrianK@epa.gov), Director of the eDiscovery Division who manages the FOIAonline program, is available to answer questions. I am also available to you if you would like to have a discussion.

Vaughn Noga, Chief Information Officer
and Deputy Assistant Administrator for Environmental Information
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/17/2021 7:13:22 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
CC: Alvarado, David [alvarado.david@epa.gov]; Henderson, Austin [Henderson.Austin@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: FOIAonline Desk Statement
Attachments: FOIAonline Sunset Desk Statement DRAFT 11172021.docx

Vaughn

Today we notified Tim Epp of NFO and I'll be having a chat with him later today. Brian and the team will reach out with a more robust briefing discussion soon. I told Tim you'd already notified Elise.

I also shared the attached draft desk statement with Tim both as a courtesy and in case he wanted to add any language or suggest changes on behalf of OGC. He said he wouldn't be able to get it cleared until tomorrow since Elise is out of the office today.

What I'd like to do in the meantime is go ahead and provide this attached version shared with Tim to Shakeba to have her review and give to Nancy G. as a heads up. If you like, we can also relay that we expect to be sending an update, but at least Nancy's got something now and not surprised if she does get a call between now and the time we update the desk statement. I do not want her caught flat footed if word leaks out and she gets an inquiry.

Let me know what you think and thanks.

Jeff

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/18/2021 7:09:15 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: Updated Desk Statement
Attachments: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Vaughn

This has OGC/NFO review and approval. You good with me forwarding on to Shakeba to update prior version from yesterday?

Jeff

EPA TO SUNSET FOIAOnline Service by the End of FY2023

November 18, 2021

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of an agency's response to a request, and search for information previously made publicly available.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. EPA has therefore made the determination that it will no longer continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/19/2021 3:59:17 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Collard, Erin [Collard.Erin@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Henderson, Austin [Henderson.Austin@epa.gov]; Alvarado, David [alvarado.david@epa.gov]
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

For Your Situational Awareness only

From: Wells, Jeffrey
Sent: Friday, November 19, 2021 10:53 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

First, let's separate the two items here.

- a) Transition of FOIAonline to a more cost effective and better structured cloud environment
- b) Sunsetting FOIAonline in two years

I think there will be more interest from the public on "b" so let's cover that first.

Sunset of FOIAonline

Tim's overarching talking points here are spot on and well-phrased:

-
- **Ex. 5 Deliberative Process (DP)**

We also want to highlight the following facts:

- FOIAonline is not scheduled to be sunset until the end of FY23 (September 30, 2023), which is nearly 2 year away. We wanted to give the partners ample advance notice so they had more than enough time to develop and implement their own transition away from FOIAonline.
- During this time FOIAonline will continue to operate as-is for the existing 20 federal agencies that utilize the application and will coordinate with them to provide support in their migration efforts to new solutions they choose.
- The Department of Justice recently launched FOIA.Gov, the federal government's central website for FOIA and FOIA submissions. All FOIAonline Partners can and do receive requests submitted through that portal and will continue to do so. Note that FOIA.gov does not yet have the ability to accept responses/post responses. So far they just have the ability to accept requests and funnel them to the agencies.
- The FOIAonline application has accumulated significant technical debt over the years that would take an extraordinary amount of resources (time and money) to redress. This does not seem warranted

given the variety of commercial FOIA case management solutions now available to the Federal Government that were not present at the inception of FOIAonline in 2012.

Transition of FOIAonline to A Better Cloud Environment

- Last week the FOIAonline application moved to EPA's instance of AWS (Amazon Web Services).
- This move was not an 'upgrade' to the service, but a strategic move of the application to a more cost effective and better structured cloud instance prior to the expiration of the current Booz Allen Hamilton (BAH) contract that previously provided it.
- The decision to move the application was made over a year ago and one which the FOIAonline Partner Agencies were aware of and a part of the decision.
- We are now working to clean up the inevitable issues that arise from any new deployment, none of which have caused or will cause the FOIAonline application to be offline as it was in 2018 when we originally moved to the BAH AWS environment.

If people want to know what this transition achieved from a deep, technical standpoint for the partner agencies, here is an abbreviated list:

- Successful deployment of multiple new environments through automation utilizing Infrastructure as Code (IaC). This automated IaC provisions several application clusters that support critical application functionality as well as failover, load balancing & fault tolerance.
- Successful migration of all data from BAH's Production AWS into EPA's AWS.
- Successful utilization of application build automation to build and deploy our new application code. This addresses our Continuous Integration & Continuous Deployment.
- Successful deployment of a new search engine index and data mapping capability that removes countless delays in application performance. We can now enjoy several reports completing in seconds that formerly took minutes to complete. Dashboards are now updated in seconds instead of minutes as well.
- This new application addressed more than a dozen bugs.

Let me know if you have any further questions. And thanks to you and Tim for your help here.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Friday, November 19, 2021 8:16 AM

To: Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks ... OMS .. if you can assist per what Tim has outlined below – would be much appreciated thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

(cell)

grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>

Sent: Friday, November 19, 2021 8:12 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy – both Elise and I’ve been looped in, and I’ve informed Wendy.

There will be a lot of concern from the public, media, and other federal agencies. (b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Friday, November 19, 2021 6:49 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK

ED_006357_00000649-00003

<Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Great -will do and will copy Tim.

Tim,

If you want to forward anticipated reactions to us from the FOIA community then we can develop responses for them and combine with our reaction/response material and return to Nancy. Alternatively, feel free to send your material directly to Nancy if you prefer to do that instead.

Thanks,

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Friday, November 19, 2021 6:43 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you .. would like to hear from FOIA office in OGC as well thanks ng

Nancy Grantham

Principal Deputy Associate Administrator

Environmental Protection Agency

Office of Public Affairs

202-564-6879 (desk)

Ex. 6 Personal Privacy (PP) (cell)

grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Friday, November 19, 2021 6:42 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

If you'd like, we can get you a few bullets that describe anticipated reaction and our response later this AM. Would that work for you?

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Thursday, November 18, 2021 10:12 PM

To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support -Immediate Office
202-564-6385 (o) **Ex. 6 Personal Privacy (PP) (c)**

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/23/2021 11:56:07 AM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: EPA FOIAonline Shared Service Announcement

Awesome, thanks!

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Monday, November 22, 2021 5:40 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: EPA FOIAonline Shared Service Announcement

I am fine with that.

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 22, 2021 4:34 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: EPA FOIAonline Shared Service Announcement

Hi Vaughn,

This seems like **Ex. 5 Deliberative Process (DP)** | Would you be OK about advising

Ex. 5 Deliberative Process (DP)

He should know, and we will say this to everyone at the meeting on the 30th, that we're still planning on working with each agency on a one-to-one basis to get them started toward a new solution using our best professional judgement about their needs along with the market and cost information (not formal analyses) we've gathered to date. That's going to be way more helpful to them than anything else we can provide now. And while I understand his eagerness, as you noted at lunch today they've got two years to do this and are one of the smaller and easier Agencies to help find a new solution.

Does this work for you? I'm happy to respond to him directly if that would help too.

Jeff

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Monday, November 22, 2021 2:59 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: FW: EPA FOIAonline Shared Service Announcement

Can we pull together something that can be shared.

Thank you

Vaughn

From: Nelson, David <David.Nelson@nrc.gov>
Sent: Monday, November 22, 2021 1:52 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: EPA FOIAonline Shared Service Announcement

Good afternoon Vaughn,

Thank you for the energetic conversation at the CIO Council breakout session last week. I apologize if I put you in a spot but I learned a great deal from your response and can certainly understand why your organization has made the business decision to discontinue the service.

Would it be possible for you to share the market analysis of FOIA case management products and alternatives? As my organization moves to acquire a new product, I think we could benefit from the work that you have already completed. I anticipate this analysis could help us ensure that our requirements are complete and allow us to develop an acquisition strategy that does not omit any of the leading products.

Best regards,

Dave

David Nelson
Director, Office of the Chief Information Officer – CIO
United States Nuclear Regulatory Commission
Phone: 301-415-8700
Mobile: Ex. 6 Personal Privacy (PP)



From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Tuesday, November 16, 2021 4:19 PM
Cc: Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: [External_Sender] EPA FOIAonline Shared Service Announcement

Colleagues,

I am reaching out to you today to inform you of EPA's decision to sunset the FOIAonline Shared Service by the end of FY23. FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End report. Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.

I've asked my FOIAonline team to reach out later this month to your agency's designated point of contact to initiate discussions on this transition. Additionally, my team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and our Federal Partners identify a new solution. In the interim, Brian K. Thompson (Thompson.BrianK@epa.gov), Director of the eDiscovery Division who manages the FOIAonline program, is available to answer questions. I am also available to you if you would like to have a discussion.

Vaughn Noga, Chief Information Officer
and Deputy Assistant Administrator for Environmental Information
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 10/13/2021 11:44:52 AM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
CC: Collard, Erin [Collard.Erin@epa.gov]
Subject: RE: Materials for FOIAonline Next Steps: Meeting on Wednesday Oct. 13th 0900
Attachments: FOIAonline CIO Discussion FINAL_09172021.pptx

Sure thing. Here you go Vaughn.

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Wednesday, October 13, 2021 7:42 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Collard, Erin <Collard.Erin@epa.gov>
Subject: RE: Materials for FOIAonline Next Steps: Meeting on Wednesday Oct. 13th 0900

Can you please send me the materials that were used for the Sep. briefing.

Thank you
Vaughn

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, October 13, 2021 7:39 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Collard, Erin <Collard.Erin@epa.gov>
Subject: RE: Materials for FOIAonline Next Steps: Meeting on Wednesday Oct. 13th 0900

Hi Vaughn,

I agree. This is a big change. You had indicated your willingness to consider this but wanted to see a follow up plan from us. We wanted to show you what that looked like.
Our rationale for moving forward with this boils down to :

Ex. 5 Deliberative Process (DP)

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Wednesday, October 13, 2021 7:19 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Cc: Collard, Erin <Collard.Erin@epa.gov>

Subject: FW: Materials for FOIAonline Next Steps: Meeting on Wednesday Oct. 13th 0900

It almost appears that this is a fait accompli. There are huge optics surrounding this one. Remind me again the real rationale for displacing 22 partner Agencies?

Vaughn

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Tuesday, October 12, 2021 6:53 PM

To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Collard, Erin <Collard.Erin@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Saunders-Gadri, Linda <Saunders-Gadri.Linda@epa.gov>; OMS_Meetings_Materials <OMS_Meetings_Materials@epa.gov>; Alvarado, David <alvarado.david@epa.gov>

Cc: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>

Subject: Materials for FOIAonline Next Steps: Meeting on Wednesday Oct. 13th 0900

Vaughn and team:

Attached, please find the materials we have prepared for our meeting tomorrow at 0900. These are all draft documents that we look forward to reviewing with you tomorrow to determine the best next course of action.

Thank you,
Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

FOIAonline FY22 & Beyond

CIO Briefing

September 17, 2021

{DateTime}

OFFICE of MISSION SUPPORT

1

BLUF


Demonstrate Good IT Stewardship: Release Other Agencies to Better Value FOIA Solutions

- FOIAonline no longer offers best value to the Federal Government
 - COTS products now offer more value as well as functionality FOIAonline can't easily provide
- New investments in the current FOIAonline system and/or adding more partners can't fix that
 - Outdated and too tightly coupled architecture; unproductive shared service model; competitive products with superior features
- Managing FOIAonline and the Shared Service holds EPA and other Agencies back
- NOW is the perfect time to make this transition
 - FOIAonline is stable
 - FOIAonline Partnership/funding for FY22 can last 18 months (no need to request additional funds)
 - DOJ ramping up FOIA.gov increases our work with no benefit to the program/partners
 - Contracting/FTE ease and transition simplicity

New Innovative FOIA Case Management with Scalable Capabilities for Other EPA Programs

- RelativityOne offers the perfect foundation and builds on EDD's Expertise
- Intuitive end-to-end workflow with automation and analytics
- Better efficiency and accuracy in FOIA (as well as Privacy Act, IG Audits, Congressional Inquiries ...etc)
- Scalable solution that can expand the capabilities of EPA-OMS's ability to analyze unstructured data (apart from the work OIM does with structured data)

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

2

What are we asking for?


Sunset FOIAonline and the Federal Shared Service by April 2023

- Nov 2021: Code freeze for FOIAonline. Bugs and critical errors are addressed
- Sept 30, 2022: No longer accept incoming FOIA requests
- Oct 2022: run FY22 annual reports
- January 2023: De-activate access to FOIAonline
- April 2023: Complete migration of data

Continue to deliver a best in class and valuable service

- Begin work to integrate *Secure Release* within RelativityOne, a COTS solution that allows EPA to propel forward and lead the federal government
- Focus on delivery of service to EPA-NFO
- Guide interested other Federal Agencies looking to replicate this new model

[DateTime]


 **OMS** OFFICE of MISSION SUPPORT

3

Messaging To Partners

- FOIAonline's core tenant is to offer the best value in the Federal Government for FOIA case management
- FOIAonline's features and capabilities have been equaled or surpassed by newer COTS solutions
- FOIAonline believes these COTS solutions offer better value and significant new investment in FOIAonline won't change that
- Over the coming year, EPA will introduce vendors and COTS offerings to FOIAonline Partners for demos and more information
- FOIAonline will continue to provide support throughout the next 18 months for each of our Partners allowing ample time for transition
- EPA will continue to innovate and develop solutions and will share our outline and roadmaps with each of the FOIAonline Partners so that all can benefit from this work if interested.

[DateTime]

 **OMS** OFFICE of MISSION SUPPORT


4

Our Future FOIA Offering for EPA

Secure Release – Application on top of RelativityOne

- Allows EPA to take full advantage of the efficiencies and tools RelativityOne can offer
 - OCR, Auto-Redaction, De-Duplication, Metadata extraction, PDF/TIFF creation, De-Nisting, Filtering, Clustering, Redactions, Productions, Audit logs
- Seamless one-stop-shop for submissions, search, review, production and mandatory productions without having to train staff on multiple siloed systems
- Already developed – work on API and other Integrations within Agency systems, but no need for ongoing development work.
- SaaS – no hardware/maintenance
- AI for FOIA – aligning EPA with the National AI Initiative Act of 2020
- Configurable workflows for maximum flexibility
- FOIA centric
 - Internal notifications
 - External Communications & Consultations are tracked
 - Annual & Quarterly Report is auto generated

{DateTime}

 OFFICE of MISSION SUPPORT


5

Our Future FOIA Offering for EPA cont.

Secure Release – Beyond FOIA

- A scalable workflow solution on top of RelativityOne allows OMS to develop any transactional workflow involving unstructured data to be processed through:
 - Privacy Act
 - ICRs
 - Contracts
 - Ad Hoc needs
- API connections with ECMS allows for seamless Records Management capabilities
- Data Anonymization
 - Allows us to automatically remove SPII/PII or other sensitive components of the data to be used for seed sets or other analysis while maintaining EPA's commitment to privacy.

{DateTime}


 **OMS** OFFICE of MISSION SUPPORT

6

Next Steps

- (1) CIO Decision to sunset FOIAonline system and shared service**
- (2) Coordinate with NFO on future solution**
- (3) Develop FOIAonline Partner communications**

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

7



Questions?

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/30/2021 1:33:15 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: FW: FOIAonline: Announcement to sunset FOIAonline by FY23

This may give you a sense where Elise is coming from...my responses to Tim in red.

From: Wells, Jeffrey
Sent: Tuesday, November 23, 2021 3:10 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Hi Tim,
See below. Have a great Thanksgiving and we'll see you next week.
Jeff

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, November 23, 2021 1:23 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Jeff, thank you for responding quickly. (b) (5)

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED]

(b) (5)

(b) (5)

Ex. 5 Deliberative Process (DP)

(b) (5)

(b) (5)

Ex. 5 Deliberative Process (DP)

(b) (5)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 23, 2021 11:33 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Tim,
We're not going to hold a special meeting for NFO in advance of November 30. Here's why and in response to your other points:

1. EPA is a service provider to 19 Agencies and to NFO. NFO doesn't get a role or a say in the management of the system just because you're inside the Agency. If GSA were providing this same service to you instead of us, you wouldn't have a role in their decision making either, nor would they give you a special, decisional or inside role. I called you last week to give you a heads up as a courtesy.
2. We'll work with you on a successor to FOIAonline and are happy to have you be the successor service's sole customer. But you're still going to be a customer, not the operator or owner of that service. And if you don't like what we're offering, you're absolutely free to take your dollars elsewhere and find yourself another solution outside of OMS or the Agency.

3. We evaluated the solvency of the FOIAonline service. It's been discussed at the CIO Council and with the Deputy CIO of the federal government and with our own Deputy Administrator. It's a huge risk that is no longer acceptable because:
 - a. Agencies are leaving or are considering doing so
 - b. If an agency leaves, the remaining Agencies are left holding the bag for the remaining cost which would then rise for everyone, including EPA's National FOIA Office. That could obviously precipitate a vicious circle with spiraling costs for the remaining partners.
 - c. An orderly shutdown now is in everyone's interest here both from the standpoint of identifying alternatives as well as managing everyone's costs. We've given everyone plenty of time to manage such an orderly transition.
 - d. Your costs and everyone else's were going to go up regardless because of the accumulated technical debt on the current version of FOIAonline.
 - e. There are lots of viable alternatives to FOIAonline on the market now. It doesn't make sense for the government to run a service that competes with them.

4. (b) (5)

Thanks,
Jeff

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, November 23, 2021 8:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Brian, I've taken the extra folks off the email to keep this a bit more close.

I'd greatly appreciate you reconsidering and providing us a briefing prior to the partner meeting. To be frank, I am concerned that [REDACTED] Ex. 5 Deliberative Process (DP)
[REDACTED] Ex. 5 Deliberative Process (DP) We need to see a full display of your financial analysis.

Please also understand that [REDACTED] Ex. 5 Deliberative Process (DP)
[REDACTED] Ex. 5 Deliberative Process (DP) To serve my advising role to them, I need to know that EPA's FOIA program has an adequate basis to support this decision.

I'd also like to [REDACTED] Ex. 5 Deliberative Process (DP)
[REDACTED] Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp
Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 8:14 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Patricia,

Good morning and thank you for the email. Given the upcoming Thanksgiving break and the timing of our November 30th meeting with all the FOIAonline Partners, I'll work to schedule our one-on-one meeting with the NFO in early to mid-December as we had planned.

For quick background, we will use the November 30th meeting to provide all the FOIAonline Partners an update and a high-level outline of our sunset plan over the next two years. We also want to use the meeting as an opportunity to hear from the FOIAonline Partners on what help they are looking and what additional questions they may have so we can continue to support each of them in their migration over the next two years. We will be setting up one-on-one meetings with each of the Partners after this meeting and we will aim to meet with EPA-NFO in early to mid-December.

I know that Jeff spoke with Tim prior to the email and communications being sent out regarding the sunset of the FOIAonline Shared Service, and I am grateful for his advice and counsel on this issue. The NFO has always been helpful in providing feedback on the application as well as listing its desired enhancements and improvements. We look forward to working with the NFO on the replacement for FOIAonline – which is something I'd like to begin to discuss in earnest in early Q2 of this FY.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Monday, November 22, 2021 11:24 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Alvarado, David [alvarado.david@epa.gov]
Sent: 12/1/2021 2:39:44 PM
To: Talebian, Bobak (OIP) [Bobak.Talebian@usdoj.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]
CC: Bewtra, Ron (JMD) [Ron.Bewtra@usdoj.gov]; O'Neill, Sean (OIP) [Sean.O'Neill@usdoj.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Henderson, Austin [Henderson.Austin@epa.gov]
Subject: RE: FOIAonline

Bobby,

Good morning. I have created the Teams invite for tomorrow. Please let Austin Henderson or I know if there are any additional attendees required.

Respectfully,

David

David Alvarado
Special Assistant to the CIO/DAA
Environmental Information, Immediate Office (IO)
US EPA Office of Mission Support (OMS)
Office 202.564.2599
Cell Ex. 6 Personal Privacy (PP)

From: Talebian, Bobak (OIP) <Bobak.Talebian@usdoj.gov>
Sent: Wednesday, December 1, 2021 9:29 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>
Subject: RE: FOIAonline

I can make that work.

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Wednesday, December 1, 2021 7:40 AM
To: Talebian, Bobak (OIP) <Bobak.Talebian@usdoj.gov>
Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>
Subject: [EXTERNAL] RE: FOIAonline

Bobby,

Minor update. Do you have availability tomorrow between 12-1.

Thank you
Vaughn

From: Noga, Vaughn

Sent: Wednesday, December 1, 2021 7:21 AM

To: 'Talebian, Bobak (OIP)' <Bobak.Talebian@usdoj.gov>

Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>

Subject: RE: FOIAonline

Bobby,

How does your schedule look for tomorrow between 2-3?

Thank you

Vaughn

From: Talebian, Bobak (OIP) <Bobak.Talebian@usdoj.gov> ?

Sent: Tuesday, November 30, 2021 6:14 PM

To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>

Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>

Subject: FOIAonline

Hi Vaughn,

Hope you are doing well and you and your family had a nice Thanksgiving holiday. Do you have a quick 15-30 minutes to connect this week? Agencies (and members of the public) have reached out to me regarding notification that FOIAonline is sunseting. I think a quick update and discussion would be really helpful.

Thanks so much and look forward to talking with you.

Best,

Bobby

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 12/2/2021 5:19:50 PM
To: Bobak.Talebian@usdoj.gov; ron.bewtra@usdoj.gov
CC: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: FOIAonline Desk Statement for EPA Public Affairs

As requested:

EPA TO SUNSET FOIAOnline Service by the End of FY2023

In consultation with Office of the Federal Chief Information Officer, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of an agency's response to a request, and search for information previously made publicly available.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. EPA has therefore made the determination that it will no longer continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Noga, Vaughn [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8B74EFE6BCB46B8B180DFBFE5CA4AD7-NOGA, VAUGHN]
Sent: 11/16/2021 8:30:24 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Alvarado, David [alvarado.david@epa.gov]; Henderson, Austin [Henderson.Austin@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]
Subject: RE: FOIAonline Comms Sequencing Plan and Drafts

Jeff – I have not had that conversation with Ron yet. The CIO EXEC council ran over

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 3:28 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Alvarado, David <alvarado.david@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>
Subject: FOIAonline Comms Sequencing Plan and Drafts

Vaughn,

Please see attached. Also embedded below for your convenience. Your draft message is highlighted. Note we're not planning on additional outreach to DOJ at this time because we understand that you and Ron have discussed this already. Finally, note that while we are shutting down operations at the end of FY23, we'll still try to have the final three months of that year for data migration but we're hoping a lot of that will have already occurred.

Thanks to Brian and Laura for all their help with this.

Jeff

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Noga, Vaughn [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8B74EFE6BCB46B8B180DFBFE5CA4AD7-NOGA, VAUGHN]
Sent: 11/17/2021 1:02:50 PM
To: Packard, Elise [Packard.Elise@epa.gov]
Subject: RE: Quick Catch-up

Ex. 5 Deliberative Process (DP)

I actually approached DOJ a few years ago about taking over FOIAonline, and they didn't want it. That is about the time that they pulled out of FOIAonline and implemented a commercial solution.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Packard, Elise <Packard.Elise@epa.gov>
Sent: Wednesday, November 17, 2021 7:51 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: Quick Catch-up

Whoa, yes please this is a big issue for us as my understanding is that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Wednesday, November 17, 2021 7:46 AM
To: Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: Quick Catch-up

No rush – Family First.

I just didn't want you to be the last to hear. I have made the decision to sunset the FOIAonline Shared Service – makes no sense for us to continue to offer this service when there are plenty of commercial solutions. It is also very risky for EPA – if any of the large partners decides to leave (and they can do so without notice) then we would be left holding the bag.

We intend to

Ex. 5 Deliberative Process (DP)

The team will be reaching out to Tim later this week to discuss.

We can talk when you get back to the office.

Sending Positive Thoughts!
Vaughn

From: Packard, Elise <Packard.Elise@epa.gov>
Sent: Wednesday, November 17, 2021 7:41 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: Quick Catch-up

Hi Vaughn

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Any rush on this?

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Wednesday, November 17, 2021 7:22 AM
To: Packard, Elise <Packard.Elise@epa.gov>
Subject: Quick Catch-up

Elise,

If you have time today, I would like to catch you up on some major happenings with FOIAonline.

Thank you
Vaughn

Vaughn Noga, Chief Information Officer
and Deputy Assistant Administrator for Environmental Information
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

Message

From: Noga, Vaughn [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8B74EFE6BCB46B8B180DFBFE5CA4AD7-NOGA, VAUGHN]
Sent: 11/18/2021 7:27:04 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: RE: Updated Desk Statement

Yes

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Thursday, November 18, 2021 2:26 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Subject: RE: Updated Desk Statement

Vaughn

OFCIO=Office of the Federal CIO - correct? (will spell out following EPA Style manual if that's OK)

Jeff

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Thursday, November 18, 2021 2:19 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Subject: RE: Updated Desk Statement

Looks good – with one small change.

From: In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

To: In consultation with OFCIO, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23

We will see if we get any inbound requests.

One small change

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Thursday, November 18, 2021 2:09 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Subject: Updated Desk Statement

Vaughn

This has OGC/NFO review and approval. You good with me forwarding on to Shakeba to update prior version from yesterday?

Jeff

Message

From: Noga, Vaughn [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8B74EFE6BCB46B8B180DFBFE5CA4AD7-NOGA, VAUGHN]
Sent: 11/22/2021 7:58:18 PM
To: 'Nelson, David' [David.Nelson@nrc.gov]
Subject: RE: EPA FOIAonline Shared Service Announcement

David,

No worries. I can certainly have the team share with you what we discovered. We also will be engaging the Partner Agency POC's to help them in the transition.

Thank You
Vaughn

From: Nelson, David <David.Nelson@nrc.gov>
Sent: Monday, November 22, 2021 1:52 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: EPA FOIAonline Shared Service Announcement

Good afternoon Vaughn,

Thank you for the energetic conversation at the CIO Council breakout session last week. I apologize if I put you in a spot but I learned a great deal from your response and can certainly understand why your organization has made the business decision to discontinue the service.

Would it be possible for you to share the market analysis of FOIA case management products and alternatives? As my organization moves to acquire a new product, I think we could benefit from the work that you have already completed. I anticipate this analysis could help us ensure that our requirements are complete and allow us to develop an acquisition strategy that does not omit any of the leading products.

Best regards,

Dave

David Nelson
Director, Office of the Chief Information Officer – CIO
United States Nuclear Regulatory Commission
Phone: 301-415-8700
Mobile: Ex. 6 Personal Privacy (PP)

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Tuesday, November 16, 2021 4:19 PM
Cc: Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>;

Grimm, Patrick <Grimm.Patrick@epa.gov>

Subject: [External_Sender] EPA FOIAonline Shared Service Announcement

Colleagues,

I am reaching out to you today to inform you of EPA's decision to sunset the FOIAonline Shared Service by the end of FY23. FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End report. Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.

I've asked my FOIAonline team to reach out later this month to your agency's designated point of contact to initiate discussions on this transition. Additionally, my team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and our Federal Partners identify a new solution. In the interim, Brian K. Thompson (Thompson.BrianK@epa.gov), Director of the eDiscovery Division who manages the FOIAonline program, is available to answer questions. I am also available to you if you would like to have a discussion.

Vaughn Noga, Chief Information Officer
and Deputy Assistant Administrator for Environmental Information
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

Message

From: Noga, Vaughn [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8B74EFE6BCB46B8B180DFBFE5CA4AD7-NOGA, VAUGHN]
Sent: 11/23/2021 3:26:50 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Sounds good. I think Tim needs to understand that [REDACTED] **Ex. 5 Deliberative Process (DP)**
[REDACTED] **Ex. 5 Deliberative Process (DP)** We have 2 years to ensure that NFO has FOIA application ready to support their needs.

Thank you
Vaughn

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 23, 2021 10:19 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: FW: FOIAonline: Announcement to sunset FOIAonline by FY23

Vaughn

We need to discuss this email immediately below with you at 10:30 today at our biweekly. I've got a draft response but wanted to talk to you first given the outrageous accusations he's making.
Jeff

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, November 23, 2021 8:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Brian, I've taken the extra folks off the email to keep this a bit more close.

I'd greatly appreciate you reconsidering and providing us a briefing prior to the partner meeting. [REDACTED]

(b) (5)

[REDACTED] **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP) [REDACTED]

(b) (5)

[REDACTED] **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

To serve my advising role to them, I need to know that EPA's FOIA program has an adequate basis to support this decision.

[REDACTED] (b) (5)

[REDACTED] **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 8:14 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moubleaux, Joan <moubleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Patricia,

Good morning and thank you for the email. Given the upcoming Thanksgiving break and the timing of our November 30th meeting with all the FOIAonline Partners, I'll work to schedule our one-on-one meeting with the NFO in early to mid-December as we had planned.

For quick background, we will use the November 30th meeting to provide all the FOIAonline Partners an update and a high-level outline of our sunseting plan over the next two years. We also want to use the meeting as an opportunity to hear from the FOIAonline Partners on what help they are looking and what additional questions they may have so we can continue to support each of them in their migration over the next two years. We will be setting up one-on-one meetings with each of the Partners after this meeting and we will aim to meet with EPA-NFO in early to mid-December.

I know that Jeff spoke with Tim prior to the email and communications being sent out regarding the sunseting of the FOIAonline Shared Service, and I am grateful for his advice and counsel on this issue. The NFO has always been helpful in providing feedback on the application as well as listing its desired enhancements and improvements. We look forward to working with the NFO on the replacement for FOIAonline – which is something I'd like to begin to discuss in earnest in early Q2 of this FY.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Monday, November 22, 2021 11:24 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moubleaux, Joan <moubleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Noga, Vaughn [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8B74EFE6BCB46B8B180DFBFE5CA4AD7-NOGA, VAUGHN]
Sent: 12/1/2021 12:39:53 PM
To: 'Talebian, Bobak (OIP)' [Bobak.Talebian@usdoj.gov]
CC: 'Bewtra, Ron (JMD)' [Ron.Bewtra@usdoj.gov]; 'O'Neill, Sean (OIP)' [Sean.O'Neill@usdoj.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Henderson, Austin [Henderson.Austin@epa.gov]; Alvarado, David [alvarado.david@epa.gov]
Subject: RE: FOIAonline

Bobby,

Minor update. Do you have availability tomorrow between 12-1.

Thank you
Vaughn

From: Noga, Vaughn
Sent: Wednesday, December 1, 2021 7:21 AM
To: 'Talebian, Bobak (OIP)' <Bobak.Talebian@usdoj.gov>
Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>
Subject: RE: FOIAonline

Bobby,

How does your schedule look for tomorrow between 2-3?

Thank you
Vaughn

From: Talebian, Bobak (OIP) <Bobak.Talebian@usdoj.gov> ?
Sent: Tuesday, November 30, 2021 6:14 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Cc: Bewtra, Ron (JMD) <Ron.Bewtra@usdoj.gov>; O'Neill, Sean (OIP) <Sean.O'Neill@usdoj.gov>
Subject: FOIAonline

Hi Vaughn,

Hope you are doing well and you and your family had a nice Thanksgiving holiday. Do you have a quick 15-30 minutes to connect this week? Agencies (and members of the public) have reached out to me regarding notification that FOIAonline is sunseting. I think a quick update and discussion would be really helpful.

Thanks so much and look forward to talking with you.

Best,

Bobby

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/19/2021 10:48:54 PM
To: Packard, Elise [Packard.Elise@epa.gov]
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks -- all in a day's work as they say.

Hope all is well with family.

Take good care.

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Packard, Elise <Packard.Elise@epa.gov>
Sent: Friday, November 19, 2021 5:25 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Been out all week unexpectedly and am just catching up.

Just wanted to say that you are a genius and they don't pay you enough. 😊

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 10:59 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: FW: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi all – this is just an FYI on the latest in terms of preparing OPA to be able to quickly respond to potential questions coming in about FOIAonline.

Tim

Timothy R. Epp
Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 10:53 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

First, let's separate the two items here.

- a) Transition of FOIAonline to a more cost effective and better structured cloud environment
- b) Sunsetting FOIAonline in two years

I think there will be more interest from the public on "b" so let's cover that first.

Sunset of FOIAonline

Tim's overarching talking points here are spot on and well-phrased:

-
- **Ex. 5 Deliberative Process (DP)**

We also want to highlight the following facts:

- FOIAonline is not scheduled to be sunset until the end of FY23 (September 30, 2023), which is nearly 2 year away. We wanted to give the partners ample advance notice so they had more than enough time to develop and implement their own transition away from FOIAonline.
- During this time FOIAonline will continue to operate as-is for the existing 20 federal agencies that utilize the application and will coordinate with them to provide support in their migration efforts to new solutions they choose.
- The Department of Justice recently launched FOIA.Gov, the federal government's central website for FOIA and FOIA submissions. All FOIAonline Partners can and do receive requests submitted through that portal and will continue to do so. Note that FOIA.gov does not yet have the ability to accept responses/post responses. So far they just have the ability to accept requests and funnel them to the agencies.
- The FOIAonline application has accumulated significant technical debt over the years that would take an extraordinary amount of resources (time and money) to redress. This does not seem warranted given the variety of commercial FOIA case management solutions now available to the Federal Government that were not present at the inception of FOIAonline in 2012.

Transition of FOIAonline to A Better Cloud Environment

- Last week the FOIAonline application moved to EPA's instance of AWS (Amazon Web Services).

- This move was not an 'upgrade' to the service, but a strategic move of the application to a more cost effective and better structured cloud instance prior to the expiration of the current Booz Allen Hamilton (BAH) contract that previously provided it.
- The decision to move the application was made over a year ago and one which the FOIAonline Partner Agencies were aware of and a part of the decision.
- We are now working to clean up the inevitable issues that arise from any new deployment, none of which have caused or will cause the FOIAonline application to be offline as it was in 2018 when we originally moved to the BAH AWS environment.

If people want to know what this transition achieved from a deep, technical standpoint for the partner agencies, here is an abbreviated list:

- Successful deployment of multiple new environments through automation utilizing Infrastructure as Code (IaC). This automated IaC provisions several application clusters that support critical application functionality as well as failover, load balancing & fault tolerance.
- Successful migration of all data from BAH's Production AWS into EPA's AWS.
- Successful utilization of application build automation to build and deploy our new application code. This addresses our Continuous Integration & Continuous Deployment.
- Successful deployment of a new search engine index and data mapping capability that removes countless delays in application performance. We can now enjoy several reports completing in seconds that formerly took minutes to complete. Dashboards are now updated in seconds instead of minutes as well.
- This new application addressed more than a dozen bugs.

Let me know if you have any further questions. And thanks to you and Tim for your help here.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Friday, November 19, 2021 8:16 AM

To: Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks ... OMS .. if you can assist per what Tim has outlined below – would be much appreciated thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

(cell)
grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>

Sent: Friday, November 19, 2021 8:12 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba

<Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy – both Elise and I’ve been looped in, and I’ve informed Wendy.

There will be a lot of concern from the public, media, and other federal agencies. (b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Friday, November 19, 2021 6:49 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Great -will do and will copy Tim.

Tim,

ED_006357_00000732-00004

If you want to forward anticipated reactions to us from the FOIA community then we can develop responses for them and combine with our reaction/response material and return to Nancy. Alternatively, feel free to send your material directly to Nancy if you prefer to do that instead.

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 6:43 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you .. would like to hear from FOIA office in OGC as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:42 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy
If you'd like, we can get you a few bullets that describe anticipated reaction and our response later this AM. Would that work for you?

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator

Environmental Protection Agency

Office of Public Affairs

202-564-6879 (desk)

Ex. 6 Personal Privacy (PP) (cell)

grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Sent: Thursday, November 18, 2021 5:49 PM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>

Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins

Communications Director &

Senior Special Assistant

Office of Mission Support -Immediate Office

202-564-6385 (o) **Ex. 6 Personal Privacy (PP) (c)**

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Rementer, Nicole [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8584CAFFEF2B4418B4E6430198C6355B-REMENTER, N]
Sent: 11/30/2021 4:29:32 PM
To: Epp, Timothy [Epp.Timothy@epa.gov]; Weth, Patricia; Moumbleaux, Joan
CC: Walker, Denise [Walker.Denise@epa.gov]
Subject: FW: FOIAonline Next Steps and Future
Attachments: Partner Meeting Agenda 11.30.2021.pdf; FOIA+Tech+Showcase+RFI_Final.docx.pdf

Importance: High

I've pulled the RFI publication for the NexGen FOIA Tech Showcase. NARA extended the deadline for vendors to submit to December 8th. The agenda for the event does not ask for vendors to present on case management COTS products—only eDisco/electronic search tools; case processing tools (redaction and posting Section 508 compliant releases); redaction tools; and AI tools.

We should consider

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Nicole M. Rementer (She/Her/Hers)
Attorney-Adviser, National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460
rementer.nicole@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 30, 2021 11:13 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Good morning everyone,

Attached, please find an agenda for today's 1:00pm ET meeting. I look forward to our discussion in a few hours.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

-----Original Appointment-----

From: Thompson, BrianK
Sent: Thursday, November 18, 2021 3:59 PM

ED_006357_00000743-00001

To: Thompson, BrianK; Edwards, Jeff; Johnson, Laura-S; christie.m.sharpe@cbp.dhs.gov; Bennett, Amy; sabrina.burroughs@cbp.dhs.gov; Bouziane, Michele; Tamara.Qureshi@csb.gov; Lewis.Oleinick@dla.mil; kathy.Dixon@dla.mil; Teresa.W.Smith@dla.mil; Williams, Darrell M CIV OSD ODAM (USA); bParsons@doc.gov; JGoode@doc.gov; Barbara.Gonzalez@DODIG.MIL; Mark.Dorgan@DODIG.MIL; Searle.Slutzkin@DODIG.MIL; rachel.spector; christopher.a.julka@navy.mil; Moubleaux, Joan; Weth, Patricia; Rementer, Nicole; vanessa.lamb@fcc.gov; Stephanie.Kost@fcc.gov; Benish.Shah@fcc.gov; rosborne@flra.gov; travis.lewis@gsa.gov; kimberly.veach@gsa.gov; Jennifer.Everling@mspb.gov; Fon.Muttamara@mspb.gov; Karin.Kelly@mspb.gov; Joseph.Scanlon@nara.gov; jeannette.wise@nara.gov; Mark.Jeweler@nlrb.gov; Julie.Yarbrough@nlrb.gov; Synta.Keeling@nlrb.gov; Stephanie.Blaney@nrc.gov; Karen.Danoff@nrc.gov; Lezlie.Colbert@nrc.gov; tina.ennis@nrc.gov; Perry.Camilla@pbgc.gov; Oreoluwa.Fashola@sba.gov; melinda.jones@sba.gov; MaryAnn.Zimmerman@ssa.gov; Lorrell.Woods@ssa.gov; Anthony.Tookes@ssa.gov; Torya.Mathes-Evans@ssa.gov; Stan.Cierlitsky@ssa.gov; Navdeep.Sarai@ssa.gov; Monica.de.los.Reyes@ssa.gov; Josue.Vega@ssa.gov; Lawrence.E.Walker.II@ssa.gov; Nianti.Colon-Torres@ssa.gov; Linda.Frye@ssa.gov; Christopher.Oehrle@stb.gov; Marquis.Toson@stb.gov; Schumacher, Wendy; Alcantara, Natasha Y; Haywood, Kenyetta (Federal); Krapels, Helen (USPC); Epp, Timothy; cindy.cafaro; robin.patterson@navy.mil; sally.hughes@usmc.mil; Gamez.Betty@pbgc.gov; Christopher.holleman@sba.gov; Steve.Husk@usdoj.gov; Anissa.Banks@usdoj.gov; Wells, Jeffrey; Grimm, Patrick
Cc: Jones, Jasper; Perkins, Shannon; Julka, Christopher A CIV USN DONCIO WASHINGTON DC (USA); Reagan, Sarah; Stewart, Tyler J CIV DLA INFO OPERATIONS (USA); Wheeler, Ashley; Alvarez, Nelson R CIV DLA INFO OPERATIONS (USA); Gulamali, Adil; Hickey, Tammy J CIV OSD OATSD (PCLT) (USA); Fuentes, Tonya R (Toni) CIV OSD OATSD (PCLT) (USA); Joshua Cooper; Rhonda Martinez; Sherice Mariani; Peters, Noah; Moore, Angela G; Saul, Lindsey A CIV DLA INFO OPERATIONS (USA); Chickris, Peter; Mansfield, Judith R CIV DLA INFO OPERATIONS (USA)
Subject: FOIAonline Next Steps and Future
When: Tuesday, November 30, 2021 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Discuss this decision to sunset FOIAonline by FY23

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

November 30, 2021

1:00pm – 2:00pm

Teams Meeting

Agenda

- I. Sunset Announcement
- II. Meeting Purpose and Structure
- III. Sunsetting Decision Rationale
- IV. Overview of Sunsetting Schedule
- V. FOIAonline Sunsetting Support
 - a. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.
 - b. Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.
- VI. Upcoming meetings and events

Meeting: We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

 - **Sunsetting Process Logistics/Timing (tentatively scheduled for early January 2022):**
Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications
 - To be Scheduled in late January 2022
 - **Budget and MOUs/MOAs:**
 - **Case Management Alternatives:**

Event: NexGen FOIA Tech Showcase in February 2022

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's Technology Committee, in conjunction with The Office of Information Services (OGIS) at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) Office of Information Policy (OIP), are hosting an event for federal agencies in February 2022 called the ***NexGen FOIA Tech Showcase***.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/16/2021 6:23:07 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Subject: Quick Draft
Attachments: FOIAonline Sunset Communication .docx

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Sunsetting FOIAonline Program

Proposed Communications Plan

November 16, 2021

| <i>Date</i> | <i>Messaging</i> |
|---------------------------------------|--|
| Thursday November 18 th | Announce Sunsetting Plans to NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| Thursday November 18 th | Submit Agency Desk Statement to NFO and OPA for review/clearance; |
| Monday November 22 nd | Vaughn sends email to Federal CIOs announcing the sunsetting of FOIAonline |
| Monday November 22 nd | FOIAonline Team to host meeting to announce Sunsetting Plans to the Partners and inform them of the series of meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule a series of meetings to convey information and address concerns. |
| Monday November 22 nd | Brian to meet with Alison (CGI) to convey plans to sunset |

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous to replace FOIAonline with a new solution that includes next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. Please look for our meeting invitation to discuss all this in greater detail.

- **Initial Message to Partners (meeting invite)**

During this meeting we will be discussing the sunsetting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/17/2021 4:56:10 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Subject: RE: DRAFT Desk Statement
Attachments: FOIAonline Sunset Desk Statement DRAFT 11172021.docx

Jeff,

I think the draft desk statement looks good. It's simple, clear and gets the right message across. I also shared the statement with Laura Johnson for a third set of eyes and make sure it corresponded with what she had been drafting as well – she agrees it looks good.

The only suggest we have, is to spell out DOJ – Department of Justice. Other than that we are comfortable with it as written.

Thank you,
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 8:57 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: DRAFT Desk Statement

Brian

Please review/edit and return when you have a chance. Once you're done I'll send to Tim and then on to the OMS-EI IO/Shakeba for submission to Nancy Grantham.

Vaughn sent a note to Elise Packard last night. She was of course concerned about Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including ~~DOJ's~~ the Department of Justice Year End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/19/2021 4:01:56 PM
To: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Subject: FW: FOIAonline Next Steps and Future

Shakeba,

This is the email that was sent out yesterday afternoon.

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/19/2021 8:56:06 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Subject: Re: FOIAonline Sunset Desk Statement FINAL 11182021.docx

I had no idea. Again, we are not informed or told of these issues by our Partners or NFO.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I'll double check though.

Yes, our desk statement is good. If the CFOC has questions, that's not a public inquiry.

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

On Nov 19, 2021, at 3:51 PM, Wells, Jeffrey <Wells.jeffrey@epa.gov> wrote:

Hard to plan for something we weren't aware of. We're we even aware of this?

At any rate I would also want to respond back that any response to this point or talking point about it would have to be discussed with DOJ since we wouldn't want to get ahead of them and their future plans with FOIA.gov.

Jeff Wells
Director
Office of Enterprise Information Programs
202-566-1706 office
Ex. 6 Personal Privacy (PP) mobile
wells.jeffrey@epa.gov

Begin forwarded message:

From: "Grantham, Nancy" <Grantham.Nancy@epa.gov>
Date: November 19, 2021 at 3:38:51 PM EST
To: "Epp, Timothy" <Epp.Timothy@epa.gov>, "Wells, Jeffrey" <Wells.jeffrey@epa.gov>, "Carter-Jenkins, Shakeba" <Carter-Jenkins.Shakeba@epa.gov>
Cc: "Braxton, Marilyn" <Braxton.Marilyn@epa.gov>, "Thompson, BrianK" <Thompson.BrianK@epa.gov>, "Noga, Vaughn" <Noga.Vaughn@epa.gov>, "Weth, Patricia" <Weth.Patricia@epa.gov>
Subject: Re: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Agree thx ng

Get Outlook for iOS

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 3:35:46 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Weth, Patricia <Weth.Patricia@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy and Jeff,

Another issue for anticipating potential public questions/criticism of the decision to sunset FOIAonline: Apparently **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov
<image001.jpg>

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 11:07 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

I am not sure. We do not intend to publicize it further. CIO's at the affected agencies are aware already.

The FOIA leads at each agency are now aware as of yesterday.

Someone at some point may share this information with the broader public but I am not sure when that might occur.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 11:02 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks .. will a take look

When will this be more public

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 10:53 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

First, let's separate the two items here.

- a. Transition of FOIAonline to a more cost effective and better structured cloud environment
- b. Sunsetting FOIAonline in two years

I think there will be more interest from the public on "b" so let's cover that first.

Sunset of FOIAonline

Tim's overarching talking points here are spot on and well-phrased:

-

Ex. 5 Deliberative Process (DP)

-

Ex. 5 Deliberative Process (DP)

We also want to highlight the following facts:

- FOIAonline is not scheduled to be sunset until the end of FY23 (September 30, 2023), which is nearly 2 year away. We wanted to give the partners ample advance notice so they had more than enough time to develop and implement their own transition away from FOIAonline.
- During this time FOIAonline will continue to operate as-is for the existing 20 federal agencies that utilize the application and will coordinate with them to provide support in their migration efforts to new solutions they choose.
- The Department of Justice recently launched FOIA.Gov, the federal government's central website for FOIA and FOIA submissions. All FOIAonline Partners can and do receive requests submitted through that portal and will continue to do so. Note that FOIA.gov does not yet have the ability to accept responses/post responses. So far they just have the ability to accept requests and funnel them to the agencies.
- The FOIAonline application has accumulated significant technical debt over the years that would take an extraordinary amount of resources (time and money) to redress. This does not seem warranted given the variety of commercial FOIA case management solutions now available to the Federal Government that were not present at the inception of FOIAonline in 2012.

Transition of FOIAonline to A Better Cloud Environment

- Last week the FOIAonline application moved to EPA's instance of AWS (Amazon Web Services).
- This move was not an 'upgrade' to the service, but a strategic move of the application to a more cost effective and better structured cloud instance prior to the expiration of the current Booz Allen Hamilton (BAH) contract that previously provided it.
- The decision to move the application was made over a year ago and one which the FOIAonline Partner Agencies were aware of and a part of the decision.
- We are now working to clean up the inevitable issues that arise from any new deployment, none of which have caused or will cause the FOIAonline application to be offline as it was in 2018 when we originally moved to the BAH AWS environment.

If people want to know what this transition achieved from a deep, technical standpoint for the partner agencies, here is an abbreviated list:

- Successful deployment of multiple new environments through automation utilizing Infrastructure as Code (IaC). This automated IaC provisions several application clusters that support critical application functionality as well as failover, load balancing & fault tolerance.
- Successful migration of all data from BAH's Production AWS into EPA's AWS.

- Successful utilization of application build automation to build and deploy our new application code. This addresses our Continuous Integration & Continuous Deployment.
- Successful deployment of a new search engine index and data mapping capability that removes countless delays in application performance. We can now enjoy several reports completing in seconds that formerly took minutes to complete. Dashboards are now updated in seconds instead of minutes as well.
- This new application addressed more than a dozen bugs.

Let me know if you have any further questions. And thanks to you and Tim for your help here.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 8:16 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks ... OMS .. if you can assist per what Tim has outlined below – would be much appreciated thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
 Ex. 6 Personal Privacy (PP) (cell) **grantham.nancy@epa.gov**

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 8:12 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy – both Elise and I’ve been looped in, and I’ve informed Wendy.

There will be a lot of concern from the public, media, and other federal agencies. (b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov

<image001.jpg>

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Friday, November 19, 2021 6:49 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Great -will do and will copy Tim.

Tim,

If you want to forward anticipated reactions to us from the FOIA community then we can develop responses for them and combine with our reaction/response material and return to Nancy. Alternatively, feel free to send your material directly to Nancy if you prefer to do that instead.

Thanks,
Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 6:43 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you .. would like to hear from FOIA office in OGC as well thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP)

(cell)
grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 6:42 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy
If you'd like, we can get you a few bullets that describe anticipated reaction and our response later this AM. Would that work for you?

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, November 18, 2021 10:12 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency

Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Thursday, November 18, 2021 5:49 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins
Communications Director &
Senior Special Assistant
Office of Mission Support -Immediate Office
202-564-6385 (o) | Ex. 6 Personal Privacy (PP) (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/23/2021 2:12:15 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Thank you. I'm not comfortable with these statements and certainly feel that we are being attacked here.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 23, 2021 8:39 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: FW: FOIAonline: Announcement to sunset FOIAonline by FY23

I'll respond. I don't understand where he is coming from...these are spurious assertions.

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, November 23, 2021 8:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Brian, I've taken the extra folks off the email to keep this a bit more close.

I'd greatly appreciate you reconsidering and providing us a briefing prior to the partner meeting. (b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)
(b) (5) Ex. 5 Deliberative Process (DP) We need to see a full display of your
(b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)
(b) (5) Ex. 5 Deliberative Process (DP) To serve my advising role to them, I need to know that
EPA's FOIA program has an adequate basis to support this decision.

(b) (5) Ex. 5 Deliberative Process (DP)
(b) (5) Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp
Associate General Counsel | [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 8:14 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Patricia,

Good morning and thank you for the email. Given the upcoming Thanksgiving break and the timing of our November 30th meeting with all the FOIAonline Partners, I'll work to schedule our one-on-one meeting with the NFO in early to mid-December as we had planned.

For quick background, we will use the November 30th meeting to provide all the FOIAonline Partners an update and a high-level outline of our sunset plan over the next two years. We also want to use the meeting as an opportunity to hear from the FOIAonline Partners on what help they are looking and what additional questions they may have so we can continue to support each of them in their migration over the next two years. We will be setting up one-on-one meetings with each of the Partners after this meeting and we will aim to meet with EPA-NFO in early to mid-December.

I know that Jeff spoke with Tim prior to the email and communications being sent out regarding the sunset of the FOIAonline Shared Service, and I am grateful for his advice and counsel on this issue. The NFO has always been helpful in providing feedback on the application as well as listing its desired enhancements and improvements. We look forward to working with the NFO on the replacement for FOIAonline – which is something I'd like to begin to discuss in earnest in early Q2 of this FY.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Monday, November 22, 2021 11:24 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/23/2021 6:43:45 PM
To: Stein, Eric F [SteinEF@state.gov]; Sarich, Michael B. [michael.sarich@va.gov]
Subject: RE: CFOC -Technology Committee

Thank you both. I have been trying today to move my afternoon around, and have a 3-4pm that I just can't get out of.

I can do 1030am tomorrow if that works for you. I'll send a meeting invite.

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Stein, Eric F <SteinEF@state.gov>
Sent: Tuesday, November 23, 2021 11:50 AM
To: Sarich, Michael B. <michael.sarich@va.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: CFOC -Technology Committee

If today doesn't work, I could do tomorrow at 10:30am, 2:30pm, or 3:30pm.

Eric F. Stein
Deputy Assistant Secretary
Global Information Services (A/GIS)
U.S. Department of State
202-485-2051
steinef@state.gov

From: Sarich, Michael B. <Michael.Sarich@va.gov>
Sent: Monday, November 22, 2021 7:16 PM
To: Stein, Eric F <SteinEF@state.gov>; 'Thompson, BrianK' <Thompson.BrianK@epa.gov>
Subject: Re: CFOC -Technology Committee

1:00 or 3:30 works for me.

Mike

Get [Outlook for iOS](#)

From: Stein, Eric F <SteinEF@state.gov>
Sent: Monday, November 22, 2021 4:53:22 PM
To: 'Thompson, BrianK' <Thompson.BrianK@epa.gov>; Sarich, Michael B. <Michael.Sarich@va.gov>
Subject: [EXTERNAL] RE: CFOC -Technology Committee

I could do 1130am, 1pm, or 330pm tomorrow. I have 30 minutes in each of those time slots.

Eric F. Stein
Deputy Assistant Secretary
Global Information Services (A/GIS)
U.S. Department of State
202-485-2051
steinef@state.gov

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 22, 2021 9:59 AM
To: Stein, Eric F <Steinef@state.gov>; Sarich, Michael B. <michael.sarich@va.gov>
Subject: RE: CFOC -Technology Committee

Eric,

Thanks – the quote below came from within EPA as something we (FOIAonline) needed to be aware of for feedback or reaction from the FOIA community (public and federal agencies). As I said, I just wanted to reach out to make sure I fully understood the CFOC-Technology Committee's position on this before it was communicated more fully to my senior leadership. This is centered around our recent announcement around our plans for 2023 and beyond.

I'd be happy to meet with both or either of you this week, and Mike – if you have time I'll work to be available around your schedule.

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Stein, Eric F <Steinef@state.gov>
Sent: Monday, November 22, 2021 9:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Sarich, Michael B. <michael.sarich@va.gov>
Subject: RE: CFOC -Technology Committee

Brian,

Thanks for the email.

Where is the quote below from? Our Tech Committee usually stays away from endorsing any specific IT solutions.

Also, as I understand it as of last week, FOIAOnline is going away in 2023; is that true?

I'm happy to have a discussion on the topic but Mike oversees our IT applications/case processing working groups and may be better positioned to reply to the email below.

Thanks,
Eric

Eric F. Stein
Deputy Assistant Secretary
Global Information Services (A/GIS)
U.S. Department of State
202-485-2051
steinef@state.gov

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Saturday, November 20, 2021 4:09 PM
To: Stein, Eric F <Steinef@state.gov>; Sarich, Michael B. <michael.sarich@va.gov>
Subject: CFOC -Technology Committee

Eric and Mike:

I have not been able to attend the Technology Committee meetings, but remain interested in and committed to supporting its efforts. I was wondering if you might have time this week, before the Thanksgiving break, to have a quick 30-minute meeting with me. I am specifically interested in the committee's work and recommendations regarding video/audio files, Artificial Intelligence, and perhaps more importantly FOIAonline.

I am the manager of the FOIAonline Shared Service and it was recently brought to my attention that the CFOC-Technology Committee has been

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

While I have a strong interest in the committee's work on certain topic areas, this recommendation is something that I've received questions about from leadership at EPA and I'd like to be able to get some background and better understanding before I have additional internal and/or external meetings on this topic.

Again, I really appreciate the work you and the members of the Committee are doing – and anything I can do to help or support this necessary work, please don't hesitate to reach out.

I look forward to meeting soon.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/29/2021 4:46:36 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee
Attachments: Partner Meeting Agenda.docx; Internal Partner Sunset Meeting Annotated Agenda - BKT.docx

Jeff –

In an effort to provide everyone with additional time, attached is what I sent back to Laura for edits/and review.

Please keep in mind that the “Partner Meeting Agenda” is what we will share with the Partners.

The “Internal Partner Sunset Meeting Annotated Agenda” is our playbook/script, not to be shared with the Partners. This is essentially what we plan to go over and discuss.

I welcome your input as I continue to review and make suggestions as well. If you rather wait until we are done that is fine too – just wanted to give us all more time to review together if that was feasible.

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 11:27 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Thanks!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 11:26 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff –

Just an outline, no deck. I'll share everything with you later today once it is final or near final.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 11:25 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian

Thanks - agree.

I will there be a deck or are you simply going to have an outline for tomorrow's call? I'd definitely like to see whatever you're going to present before we do it tomorrow. I can also make myself available tomorrow AM if that works better.

Thanks

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 11:01 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Thanks Jeff. Happy to discuss, but the reason I included the background on that was to **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

We can certainly chat later today – I'll aim to have an outline of tomorrow's agenda for you later as well.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 9:34 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian

Thanks. This is good news all around.

I'm rather disappointed that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Monday, November 29, 2021 8:24 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>

Subject: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff,

FOIAonline has the support from the Chief FOIA Officer's Council Technology Committee in our efforts to sunset FOIAonline and transition 20 federal agencies to other solutions. They have offered to be an additional resource and work with us as needed over the next two years.

On Friday, November 19th, Tim Epp raised an issue for anticipating potential public questions/criticism of the decision to sunset FOIAonline in that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

In an effort to find out more information, I reached out to Erik Stein (US State Dept.) and Michael Sarich (Dept. Veterans Affairs) who co-chair the Technology Committee. I had a meeting with them last Wednesday, November 24th, before I left for the Thanksgiving break. They confirmed that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I appreciated the discussion and the background on the subcommittee's goal(s).

During the discussion we did touch on the decision to sunset FOIAonline and Alina Semo from NARA joined the call a little late. Alina is part of NARA's Office of Government Information Services (OGIS) which runs the Federal FOIA Advisory Committee. All three of these individuals expressed their desire and interest in providing support from their respective committees/subcommittees. The Technology Committee of the CFOC has a subgroup/working-group that focuses on FOIAonline and the FOIA Advisory Committee has a Technology Subcommittee as well.

Overall, both of these groups may be terrific resources for our Partners and to us in helping with any migration and real-world feedback on specific applications/solutions our Partners may need as they begin their search for alternative solutions. While we will continue to provide support as best we can, the Technology Committee of the CFOC was extremely interested/excited about the opportunity to support our Partners through this transition, especially since they already have a FOIAonline subcommittee.

I wanted to share this background with you as I will likely mention it on tomorrow's Partner workgroup as additional resources/support and that we (FOIAonline) will be working with both Committees throughout the sunsetting/transition period.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

November 30, 2021

1:00pm – 2:00pm

Agenda

- I. Sunset Announcement
- II. Meeting Purpose and Structure
- III. Sunsetting Decision Rationale
- IV. Overview of Sunsetting Schedule
- V. FOIAonline Sunsetting Support
 - a. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.
 - b. Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.
- VI. Upcoming meetings and events:

We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

 - **Sunsetting Process Logistics/Timing (Dec. XX):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be Scheduled in January 2022

 - **Budget and MOUs/MOAs:**
 - **Case Management Alternatives:**

Event: NexGen FOIA Tech Showcase in February 2022

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000&sd%7Cata=zld1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIOqSQfD4%2BdS2VWc%3D&reserved=0">t "_blank"], in conjunction with The [

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSaw4ovetOrEvwSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[NexGen FOIA Tech Showcase.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCI6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0)

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

Agenda
November 30, 2021
1:00pm – 2:00pm

Annotated Agenda with Talking Points

I. Sunset Announcement

- *EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.*

II. Meeting Purpose and Structure

- *During today's meeting, we will discuss this decision, provide our high-level plans for the next two years so you can begin your program's transition, and listen to your needs and questions. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.*

III. Sunsetting Decision Rationale

- **FOIAonline Creation, Evolution, and Sunsetting Decision**

FOIAonline was first planned and developed starting in from 2010 and the first version was deployed in to 2012. It was created in response to drivers for Open Government and to provide improved Freedom of Information Act (FOIA) responses, allowing a seamless way for the public to request information, for Agencies to track their progress and communicate with the public to ultimately provide the information being sought. EPA declared a FMFIA (Federal Manager's Financial Integrity Act) weakness in the electronic content management for responding to FOIAs, which spurred this development and implementation.

The Environmental Protection Agency (EPA), the Department of Justice, and the National Archives and Records Administration (NARA) initially worked together on the development of FOIAonline and with other agencies such as the Department of Defense (DoD), Department of Homeland Security (DHS), and the Department of Health and Human Services, the system was created, participating in these discussions. The system was created in response to an EPA Inspector General's discovery of a declared FMFIA agency weakness in electronic content management. Initial implementation occurred in the late 2012 timeframe.

The initial estimated cost to build the system was \$1.3 million, with estimated costs for annual operations and maintenance between \$500,000 and \$750,000.

Version 2.0 of the system was integrated with the E-Rulemaking service, sharing hosting and software platforms to provide a cost-effective shared solution for all parties. Later, it was planned that the E-Rulemaking service was to be upgraded and moved from the EPA to the General Services Administration (GSA). Migration of E-Rulemaking is scheduled to occur on October 1, 2019.

This migration required the EPA to develop its own platform independent of the shared environment of previous versions. In addition, Version 2.0 exhibited significant performance issues, including the inability to support the range of report generation needed by all agencies and some public users.

Version 3.0 of FOIAonline, the current system in operation since July 2018, is the result of those needed changes. Other drivers for Version 3.0 included a need to sustain annual database growth of 30%, support 19 partner agencies, and move to the cloud storage environment for faster and more reliable operations.

The migration to Version 3.0 did pose challenges to the FOIAonline program, some of which still exist today. The full complexity of the Version 3.0 design was not accurately reflected in the initial deployment and cost estimates, and the complexity of data migration was significantly underestimated. This led to a focus on stability and basic performance issues with a backlog of deferred functionality and other planned enhancements to the system's capabilities.

Additionally, the unique element of FOIAonline that has made this case management solution so attractive to users has morphed into a significantly complex aspect of the program: individual Partner feature customizations. As a result, rather than directing resources to advance the program as a whole, we've had to fracture our resources in order to address the creation, operation, and maintenance of each individual customization. We were focusing on updates rather than upgrades. Meanwhile, the commercial market for FOIA case management applications experienced significant growth, producing impressive and novel, off-the-shelf FOIA case management solutions now available to the Federal Government at a reason price point. The overhaul necessary for FOIAonline to catch up to the technological capabilities currently available would require immediate, large investments of both time and money. After such investments, FOIAonline would no longer be the lowest cost service.

IV. Overview of Sunsetting Schedule

Jan 1, 2022 -- May 31, 2022. **Build data export scripts for each agency.** Our engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon

Commented [TB1]: Are we on 3.0 still?
Did 4.0 launch with the Alfresco Community Version?
Did 4.1 launch with the new location...

Commented [TB2]: Do we want to highlight the Change Control Board we launched and the support from Partners – who should be driving that Board – emphasized the issue that the changes requested were at times specific to individual users and/or not simple fixes due to the complexity of the system?

request and as late as Dec 2023. These export scripts will allow for us to migrate Partner existing data/information currently living at FOIAonline.

Nov, 2021 -- Nov, 2022. **Find and select a new FOIA case management system.** This allows time for Partners to select their respective new FOIA case management vendor while we will run FOIAonline for an additional ten (10) months.

Nov 1, 2022 -- Sept 30, 2023. **Partner onboarding and training with new service.** This period of time of 11 months allows for new vendors to onboard and train respective Partners.

Last week of Aug, 2023. As usual, FOIAonline help desk will run preliminary year end reports and raw data extracts. The FOIAonline team will guide Partners to meet the DOJ deadlines for year-end reporting.

Sept 1, 2023. **Last day for general public to access FOIAonline.** FOIAonline will also execute a communications strategy to inform the general public of our sunsetting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. **Run Year End Reporting.** FOIAonline will not accept new FOIA requests after Sept 30, 2023. Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by Partner's new vendor's solution. An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023.

Oct 1, 2023 -- Dec 29, 2023. **Data Migration and Program Sunset Partner by Partner.** FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner occurs according to export data migration date.

December 30, 2023. **Program Sunset, Shutdown, and Shuttering.** On this date, the Program is completely shutdown and shuttered. All Partners will be locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor because all data will have been imported successfully to the vendor's solution.

V. FOIAonline Sunsetting Support

- We understand that in order for you to prepare for this transition, you need information. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition. We would like to host a series of meetings to feed you information and to address your information needs. Thus

far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

- **Sunsetting Process Logistics/Timing (Dec. XX):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be scheduled in January 2022

- **Budget and MOUs/MOAs:** reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
- **Case Management Alternatives:** FOIA.gov's current capabilities, case management alternatives, upcoming February 2022 *NexGen FOIA Tech Showcase*
 - Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.

VI. Upcoming meetings and events:

- **Sunsetting Process Logistics/Timing (Dec. XX):**
- **Event: NexGen FOIA Tech Showcase in February 2022**

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNIJFeWTCQbtH4wsHhvSd%2FIQsqfD4%2BdS2VWc%3D&reserved=0)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNIJFeWTCQbtH4wsHhvSd%2FIQsqfD4%2BdS2VWc%3D&reserved=0" \t "_blank"], in conjunction with The [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwsQMYxFE%3D&reserved=0)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwsQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department

of Justice (DOJ) [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCQlIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCQlIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0" \t "_blank"] (OIP), are hosting an event for federal agencies in February 2022 called the **NexGen FOIA Tech Showcase**.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/30/2021 1:29:45 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee
Attachments: Partner Meeting Agenda.docx; sunset partner responses.docx; FOIAonlineSunsetting FAQs partners.docx; Internal Partner Sunset Meeting Annotated Agenda - 11302021-0824.docx

Jeff,

Thank you for the feedback and the questions below – we have incorporated them into our internal FAQ document.

Attached, please find 4 documents. If you can provide your concurrence with the “Partner meeting Agenda” we can get that out to them this morning prior to the meeting.

- (1) Partner Meeting Agenda
If you concur, this will be sent out as an attachment to today’s meeting ASAP.
- (2) Sunset Partner Responses
This document shows the questions we’ve received thus far and our responses. This is internal only.
- (3) FOIAonline Sunsetting FAQs partners
This document is a running list of potential questions we have generated that we believe partners or others may have. Where we have answers – we’ve put them in. This is internal only.
- (4) Internal Partner Sunset Meeting Annotated Agenda ...
This is our script for today’s meeting. Internal only, but outlines the talking points.

I welcome your feedback and thoughts.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 2:48 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian

This is shaping up nicely. It looks like

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Here are some other questions you might want to be prepared to answer - I don't think you need these listed in the talking points.

- How long are we planning for Agencies to be without a FOIA solution where the public can submit requests?
- What kind of assistance can I expect from EPA's technical team in identifying and evaluating my successor system?
- What sort of technical assistance will I/can I expect?
- Will EPA's tech team meet one-on-one with each Agency's team to help them evaluate alternatives?
- Will EPA be providing any contracting or acquisition support?
- What sort of help can we expect from DOJ?
- What do we need to know about FOIA.gov for the new system we each acquire?
- Will agencies be able to team up and barter with providers to get a better deal - even if we acquire a system individually?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>

Sent: Monday, November 29, 2021 11:47 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>

Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff –

In an effort to provide everyone with additional time, attached is what I sent back to Laura for edits/and review.

Please keep in mind that the “Partner Meeting Agenda” is what we will share with the Partners.

The “Internal Partner Sunset Meeting Annotated Agenda” is our playbook/script, not to be shared with the Partners. This is essentially what we plan to go over and discuss.

I welcome your input as I continue to review and make suggestions as well. If you rather wait until we are done that is fine too – just wanted to give us all more time to review together if that was feasible.

Thanks
Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Monday, November 29, 2021 11:27 AM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>

Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Thanks!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 11:26 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff –

Just an outline, no deck. I'll share everything with you later today once it is final or near final.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 11:25 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian

Thanks - agree.

I will there be a deck or are you simply going to have an outline for tomorrow's call? I'd definitely like to see whatever you're going to present before we do it tomorrow. I can also make myself available tomorrow AM if that works better.

Thanks

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 11:01 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Thanks Jeff. Happy to discuss, but the reason I included the background on that was to **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

We can certainly chat later today – I'll aim to have an outline of tomorrow's agenda for you later as well.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 9:34 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian
Thanks. This is good news all around.

I'm rather disappointed that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 8:24 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff,

FOIAonline has the support from the Chief FOIA Officer's Council Technology Committee in our efforts to sunset FOIAonline and transition 20 federal agencies to other solutions. They have offered to be an additional resource and work with us as needed over the next two years.

On Friday, November 19th, Tim Epp raised an issue for anticipating potential public questions/criticism of the decision to sunset FOIAonline in that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

In an effort to find out more information, I reached out to Erik Stein (US State Dept.) and Michael Sarich (Dept. Veterans Affairs) who co-chair the Technology Committee. I had a meeting with them last Wednesday, November 24th, before I left for the Thanksgiving break. They confirmed that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP) I appreciated the discussion and the background on the subcommittee's goal(s).

During the discussion we did touch on the decision to sunset FOIAonline and Alina Semo from NARA joined the call a little late. Alina is part of NARA's Office of Government Information Services (OGIS) which runs the Federal FOIA

Advisory Committee. All three of these individuals expressed their desire and interest in providing support from their respective committees/subcommittees. The Technology Committee of the CFOC has a subgroup/working-group that focuses on FOIAonline and the FOIA Advisory Committee has a Technology Subcommittee as well.

Overall, both of these groups may be terrific resources for our Partners and to us in helping with any migration and real-world feedback on specific applications/solutions our Partners may need as they begin their search for alternative solutions. While we will continue to provide support as best we can, the Technology Committee of the CFOC was extremely interested/excited about the opportunity to support our Partners through this transition, especially since they already have a FOIAonline subcommittee.

I wanted to share this background with you as I will likely mention it on tomorrow's Partner workgroup as additional resources/support and that we (FOIAonline) will be working with both Committees throughout the sunset/transition period.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

November 30, 2021

1:00pm – 2:00pm

Conference number: 202-991-0477

Pass Code: 401 505 483#

Agenda

- I. Sunset Announcement
- II. Meeting Purpose and Structure
- III. Sunsetting Decision Rationale
- IV. Overview of Sunsetting Schedule
- V. FOIAonline Sunsetting Support
 - a. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.
 - b. Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.
- VI. Upcoming meetings and events

Meeting: We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

 - **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):** Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be Scheduled in January 2022
 - **Budget and MOUs/MOAs:**
 - **Case Management Alternatives:**

Event: NexGen FOIA Tech Showcase in February 2022

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWF)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWF

pbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIOqSQfD4%2BdS2VWc%3D&reserved=0" \t "_blank"], in conjunction with The [[HYPERLINK](#)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[HYPERLINK](#)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYypE6ug%3D&reserved=0" \t "_blank"] (OIP), are hosting an event for federal agencies in February 2022 called the **NexGen FOIA Tech Showcase**.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Partner Response to Sunsetting Announcement

On November 18 and 19, 2021, Brian Thompson sent an email to our Federal Partners announcing the sunsetting of the FOIAonline Shared Services Program. Provided below are the immediate Partner responses received.

| Partner | Date | Response |
|------------------------------------|----------|---|
| NLRB Synta Keeling | 11/17/21 | Can you please share the list of FOIA case management products and alternatives |
| DoD OIG Barbara Gonzalez | 11/18/21 | Could you confirm that this is actually the case please? If so, what does this mean for Partners who have been using it? What happens to our information? As you know this came as a shock, and I am sure we are not the only ones. We look forward to the meeting, so we can get a better understanding of what will happen, when and how. |
| NRC Lezlie Colbert | 11/18/21 | I have a few questions about data migration. Will there be a cost associated with data migration? What is the planned method for data migration (raw data, etc.)? |
| STB Chris Oehrle | 11/18/21 | does this mean what I think it means – that we will have to find another way to manage our FOIA requests by September 30, 2021? |
| | | |
| | | |
| | | |
| | | |

FOIAonline Sunsetting Partner Reactions/Concerns/Questions

Anticipated FOIAonline Partner Reactions/Concerns/Questions

(Q) Why is FOIAonline sunsetting the program?

(A) *Since FOIAonline's inception in 2012, the commercial market for FOIA case management applications has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.*

(Q) How does sunsetting affect FOIAonline cost of operation/How will this impact Partner user fees?

(A) *During FY 23, Partners will see a significant price reduction for our service due to sunsetting the program; price reductions will be reflected in MOU/MOA contracts for FY24.*

(Q) Can a Partner be released from/break its MOU/MOA with EPA and leave FOIAonline early?

(Q) How will the phasing out/sunsetting impact Partner's daily work?

(A) *Partners can anticipate full functionality of FOIAonline throughout most of the sunsetting process. It won't be until September 30, 2023 that Partners will feel an impact. After September 30th, no new FOIA requests will be accepted via FOIAonline. At the beginning of October 2023, we will begin to freeze and migrate Partner FOIAonline case data to their new vendor's solution. Partners will be able to update existing cases leading up to the date at which we freeze and migrate their data. Once Partner data is migrated, new FOIA requests will be handled by their new vendor's solution. On December 30, 2023, the FOIAonline Program will completely shutdown and shutter: FOIAonline support will not be available, FOIAonline data will be inaccessible, and all Partners will be locked out of FOIAonline.*

(Q) How will Year End reporting be affected?

(A) *On October 1, 2023, FOIAonline will launch an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative. For FY23, Partners can rely on the usual, annual production of FOIAonline's Year End Reports and Raw Data Extracts for each Partner. However, FOIAonline will not produce FY24 Year End Reporting and Raw Data Exports. Because all Partner case data will have been imported successfully to a given Partner's vendor solution, the new vendor can generate Partner Year End Reports and Raw Data Exports in that solution without a problem.*

(Q) What happens to a FOIAonline FOIA request after the sunset date?

(A) *No new FOIA requests to FOIAonline will be accepted after September 30, 2023. Partners will be able to continue updating existing cases leading up to the date at which we freeze and migrate their data. We anticipate beginning data migration in October and running through December 2023 with an expected data migration per Partner taking*

approximately 24 hours. After Partner data migration, new FOIA requests will be handled by the Partner's new vendor solution.

(Q) Can a Partner still access information in their FOIAonline account after the sunset date?

(A) *No. On December 30, 2023, the FOIAonline Program will completely shutdown and shutter: FOIAonline support will not be available, FOIAonline data will be inaccessible, and all Partners will be locked out of FOIAonline. Additionally, we will dismantle and destroy all of our EPA AWS FOIAonline application environments. In anticipation of these final actions, FOIAonline engineering efforts will create custom data exportation scripts for each Partner Agency. These scripts will be able to output Agency data in many desired formats to allow Partners to export their FOIAonline data to their new vendor.*

(Q) What level of consultation will FOIAonline offer Partners to help find a replacement shared service?

(A) *The FOIAonline team has reached out to its Partner Agencies designated point of contact to initiate discussions on this transition and to assure Partners that we will guide them through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with an alternate FOIA case management system. Additionally, the FOIAonline team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and to assist our Federal Partners in finding a new solution. The first of such meetings is scheduled for November 30th.*

(Q) Can FOIA.gov serve as a replacement for FOIAonline?

(A) *Currently, FOIA.gov is not a FOIA case management system per se. FOIA.gov provides a central resource for the public to make a request for information that is not publicly available. As such, Partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same case management functions as our shared service.*

(Q) What will be the format of the exported data for migration?

(A) *FOIAonline is committed to working with other vendors to produce the most optimal format for importation into the new system. There are several data interchange formats that may be most suitable including, but not limited to, CSV, XML and other flat file formats.*

(Q) How will data be transferred from FOIAonline to new vendors during the migration?

(A) *FOIAonline is committed to ensuring data transmission is successful with security as our utmost concern. Exported data will be compressed, packaged, encrypted and password protected. Transferring data over encrypted communication channels is required/mandatory without exceptions.*

(Q) How long are we planning for Agencies to be without a FOIA solution where the public can submit requests?

(A) *We don't anticipate a lapse in service to the public: The general public can submit requests through FOIA.gov and they can be directed to whatever system an Agency uses – or it can be emailed to the specific Agency.*

(Q) What kind of assistance can I expect from EPA's technical team in identifying and evaluating my successor system?

(A) None. We can work to answer specific questions about the data exports and migration. We can work to set-up demos for the group. We will not be identifying or evaluating solutions.

(Q) What sort of technical assistance will I/can I expect?

(A) Migration and exporting the data, and ensuring the system maintains its useability throughout the next two years.

(Q) Will EPA's tech team meet one-on-one with each Agency's team to help them evaluate alternatives?

(A) No. We will meet with each Agency one-on-one to support them in their migration efforts and needs, but the evaluation of alternatives needs to be done by each Agency independent of the FOIAonline program. The FOIAonline program can provide support from other groups – such as the Chief FOIA Officer's Committee.

(Q) Will EPA be providing any contracting or acquisition support?

(A) No.

(Q) What sort of help can we expect from DOJ?

(A) Unclear.

(Q) What do we need to know about FOIA.gov for the new system we each acquire?

(A) As of now, the only requirement is that the new system should be able to have an API to accept requests submitted to FOIA.gov and redirect them back to the new system each Agency acquires.

(Q) Will agencies be able to team up and barter with providers to get a better deal - even if we acquire a system individually?

(A) Great question, that is something we can work together on and with acquisition teams from each Agency to determine if that is allowed and how it may be possible.

Additional questions to consider

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ How will FOIAonline incorporate existing list of enhancements?
- ✓ How will the sunset code freeze impact the Partners?

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

Agenda

November 30, 2021

1:00pm – 2:00pm

Annotated Agenda with Talking Points

I. Sunset Announcement

- *EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23. I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.*

II. Meeting Purpose and Structure

- *During today's meeting, we will discuss this decision, provide our high-level plans for the next two years so you can begin your program's transition, and listen to your needs and questions. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.*

III. Sunsetting Decision Rationale

- **FOIAonline Creation, Evolution, and Sunsetting Decision**
FOIAonline was first planned starting in 2010 and the first version was deployed in 2012. It was created in response to drivers for Open Government and to provide improved Freedom of Information Act (FOIA) responses, allowing a seamless way for the public to request information, for Agencies to track their progress and communicate with the public to ultimately provide the information being sought. EPA declared a FMFIA (Federal Manager's Financial Integrity Act) weakness in the electronic content management for responding to FOIAs, which spurred this development and implementation.

The Environmental Protection Agency (EPA), the Department of Justice, and the National Archives and Records Administration (NARA) initially worked together on the development of FOIAonline and with other agencies such as the Department of Defense (DoD), Department of Homeland Security (DHS), and the Department of Health and Human Services, the system was created.

The initial estimated cost to build the system was \$1.3 million, with estimated costs for annual operations and maintenance between \$500,000 and \$750,000.

Version 2.0 of the system was integrated with the E-Rulemaking service, sharing hosting and software platforms to provide a cost-effective shared solution for all parties. Later, it was planned that the E-Rulemaking service was to be upgraded and moved from the EPA to the General Services Administration (GSA). Migration of E-Rulemaking occurred in 2019.

This migration required the EPA to develop its own platform independent of the shared environment of previous versions. In addition, Version 2.0 exhibited significant performance issues, including the inability to support the range of report generation needed by all agencies and some public users.

Version 3.0 of FOIAonline is the result of those needed changes. Other drivers for Version 3.0 included a need to sustain annual database growth of 30%, support 19 partner agencies, onboarding new partner agencies, and move to the cloud storage environment.

The migration to Version 3.0 did pose challenges to the FOIAonline program, some of which still exist today. The full complexity of the Version 3.0 design was not accurately reflected in the initial deployment and cost estimates, and the complexity of data migration was significantly underestimated. This led to a focus on stability and basic performance issues with a backlog of deferred functionality and other planned enhancements to the system's capabilities. We then moved to Version 4.0 with an Alfresco Community, followed by Version 4.5 that moved to EPA's AWS Cloud for faster and more reliable insights and operations.

Running in parallel to these changes were workflow changes. The unique element of FOIAonline that has made this case management solution so attractive to users morphed into a significantly complex aspect of the program: individual Partner feature customizations. It became clear that there isn't a universal workflow throughout FOIAonline, and the changes Partners requested at times were specific to individual users and/or were not simple fixes due to the complexity of this case management system. As a result, rather than directing resources to advance the program as a whole, we've had to fracture our resources in order to address the creation, operation, and maintenance of each individual customization. We were focusing on updates rather than upgrades. Meanwhile, the commercial market for FOIA case management applications experienced significant growth, producing impressive and novel, off-the-shelf FOIA case management solutions now available to the Federal Government at a reasonable price point. The overhaul necessary for FOIAonline to catch up to the technological capabilities currently available would require immediate, large investments of both time and money. After such investments, FOIAonline would no longer be the lowest cost service.

IV. Overview of Sunsetting Schedule RED= FOIAonline BLUE= Partner Agency Lead

Jan 1, 2022 -- May 31, 2022. Build data export scripts for each agency. Our engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. These export scripts will allow for us to migrate Partner existing data/information currently living at FOIAonline.

Nov, 2021 -- Nov, 2022. Find and select a new FOIA case management system. This allows time for Partners to select their respective new FOIA case management vendor while we will run FOIAonline for an additional ten (10) months.

Nov 1, 2022 -- Sept 30, 2023. Partner onboarding and training with new service. This period of time of 11 months allows for new vendors to onboard and train respective Partners.

Last week of Aug, 2023. As usual, FOIAonline help desk will run preliminary year end reports and raw data extracts. The FOIAonline team will guide Partners to meet the DOJ deadlines for year-end reporting.

Sept 30, 2023. Last day for general public to access FOIAonline. FOIAonline will also execute a communications strategy to inform the general public of our sunsetting. The strategy will include, and is not limited to, banners on the main FOIAonline landing page, informing users of upcoming program shutdown and encouraging users to submit FOIA requests via FOIA.gov. The strategy will also include recommendations for Partner messages on FOIAonline landing pages and reminding Partners to update their respective Agency web pages to delete references of submitting FOIA requests to FOIAonline.

Oct 1, 2023. Run Year End Reporting. FOIAonline will not accept new FOIA requests after Sept 30, 2023. Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by Partner's new vendor's solution. An aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023.

Oct 1, 2023 – Dec 29, 2023. Data Migration and Program Sunset Partner by Partner. FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data. Once the migration starts for a given Partner, the Partner's data will be frozen, and Partners will not be able to login to FOIAonline. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. Sunset date for a given Partner occurs according to export data migration date.

December 30, 2023. Program Sunset, Shutdown, and Shuttering. On this date, the Program is completely shutdown and shuttered. All Partners will be locked out of FOIAonline, data is no longer accessible, and FOIAonline support is no longer available. All FY24 year-end reporting and raw data exports will be run by the Partner's new vendor because all data will have been imported successfully to the vendor's solution.

V. FOIAonline Sunsetting Support

- We understand that in order for you to prepare for this transition, you need information. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition. We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):
 - **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):**
Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications

To be scheduled in January 2022
 - **Budget and MOUs/MOAs:** reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., leaving prior to MOU/MOA expiration date
 - **Case Management Alternatives:** FOIA.gov's current capabilities, case management alternatives, upcoming February 2022 *NexGen FOIA Tech Showcase*
- Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.

VI. Upcoming meetings and events:

- **Sunsetting Process Logistics/Timing (tentatively scheduled for Dec. 15):**
- **FOIA Advisory Council, Technology Subcommittee**
FOIAonline program will be discussing its sunsetting plans with this group which has expressed an interest in supporting Partner Agencies in walking through the process, step-by-step, of evaluating their needs with the ultimate goal of acquiring and transitioning to a new system. While there are many factors each agency should consider, this group is in a terrific position to be able to provide that advice and support.
- **Chief FOIA Officers Committee, Technology Committee**
FOIAonline program has discussed its sunsetting plans with the co-chairs of this group and will continue to work together with this committee throughout the transition. To that end they are holding a FOIA Tech Showcase in February that will bring together various vendors:
- **Event: NexGen FOIA Tech Showcase in February 2022**

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's [[HYPERLINK](#)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis%2Fabout-ogis%2Fchief-foia-officers-council%2Ftechnology-committee&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=zID1%2FY9YNJFeWTCQbtH4wsHhvSd%2FIOqSQfD4%2BdS2VWc%3D&reserved=0" \t "_blank"], in conjunction with The [[HYPERLINK](#)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.archives.gov%2Fogis&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981592451%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=3%2F8odBjFkS6uMSRkUt0kISFSAw4ovetOrEvwSQMYxFE%3D&reserved=0" \t "_blank"] at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) [[HYPERLINK](#)

"https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justice.gov%2Ffoip&data=04%7C01%7CWeth.Patricia%40epa.gov%7C7371061c45cf4c47802008d9a5eda6e4%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637723262981602406%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=KiZc97S104g9R%2Bz1rPWsl2mOPGKTQCsYIP7IYpE6ug%3D&reserved=0" \t "_blank"] (OIP), are hosting an event for federal agencies in February 2022 called the **NexGen FOIA Tech Showcase**.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 10/8/2021 3:00:11 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: RE: FOIAonline Announcement to the Partners
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx

Jeff,

Attached please find a draft roadmap and communications plan, along with the draft language and anticipated questions/issues we expect. Look forward to talking through these later today.

_Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, October 6, 2021 6:54 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: FOIAonline Announcement to the Partners

Brian,

Could you get Laura (unless you prefer to do this yourself or have someone else do it) to draft a half page, (set of bullets, dates w/action or product is fine) communications plan for the FOIAonline partners and draft the (I guess email from you?) announcement of our sunsetting the shared service. I'm thinking the tone and nuance of the message will be important for us to show Vaughn next week and thus demonstrate our sensitivity to the politesse required. As part of that communications plan, I'd like us to decide whether we need an advance call or meeting with key EPA customers before we announce it to the larger community. The plan should also incorporate how/when we inform DOJ.

I'd like to see and discuss a draft of these Monday. I'll set up a time for us to review and discuss that afternoon. Next Wednesday's meeting with Vaughn is critical as you've noted because we want to get Vaughn's approval soon to begin informing the partners asap.

Thanks,
Jeff

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Below is the communications strategy we will execute with our Partners (and significant players such as DOJ and NFO) as our systems operations moves towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|------------------------------------|--------------------|---|
| Testing for AWS migration | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages) |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|--|--|---|
| | | come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24; Feb 24 -- Dec 30, 2023 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging to Partners</i> |
|---|---|--|
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, determined by export data migration date for given Partner. | Send official email announcing that Partners are now locked out of FOIAonline and FOIAOnline data is inaccessible. FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sun setting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 11/30/2021 8:59:43 PM
To: Alina Semo [alina.semo@nara.gov]
Subject: RE: FOIA Vendors

Alina –

Thank you for your patience – I will be joining tomorrow's committee call.

I am also wondering if you could share a list of the vendors you have for a potential replacement for FOIAonline or those that have submitted to the CFOC – as I'd like to be able to start a running list and share with our customers for their consideration.

Thank you,
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Alina Semo <alina.semo@nara.gov>
Sent: Monday, November 29, 2021 5:39 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: Re: FOIA Vendors

Thanks Brian; please let them know 2 EPA folks are already serving on the Committee and have already been approved - (and they'll also be attending) - so they can steer you out of trouble!

Alina M. Semo
Director, Office of Government Information Services
National Archives and Records Administration
Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: Ex. 6 Personal Privacy (PP)



Website: www.archives.gov/ogis
Blog: <https://foia.blogs.archives.gov/>

Twitter: https://twitter.com/foia_ombuds

Physical Address:

732 North Capitol Street, N.W., Suite A702
Washington, DC 20401-0001

Mailing Address:

8601 Adelphi Road – OGIS
College Park, MD 20740-6001

On Mon, Nov 29, 2021 at 5:02 PM Thompson, BrianK <Thompson.BrianK@epa.gov> wrote:

Thanks Alina,

I'd be thrilled to talk about that and how we can work together to support the partner agencies in this transition. Because of the nature of the sub-committee I need to confirm with my leadership they are comfortable with me participating, but I should know early tomorrow.

Thanks again for the invitation.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Alina Semo <alina.semo@nara.gov>

Sent: Monday, November 29, 2021 4:34 PM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: Re: FOIA Vendors

The full Committee is composed of both government and non-government folks. I generally advise sharing what you would feel comfortable discussing in a public forum, but at the subcommittee level, meetings are not recorded, and are not open, so you

can be a bit more candid. The subcommittee has a gov't and a non-gov't co-chair - Allyson Deitrick from Dept of Commerce, and Jason Gart from History Associates. Other members of the subcommittee include Roger Andoh, CDC/HHS, Kristin Ellis, FBI, and possibly we may be joined by our newest member from the FTC, Dione Stearns. Non-government members aside from Jason include David Cuillier and Professor A. Jay Wagner.

Yes, I agree we covered a lot of topics. But one of the top things that resonated with me was your comment regarding helping agencies affected by the sunseting walk through the process, step-by-step, of evaluating their needs with the ultimate goal of acquiring and transitioning to a new system. There are so many factors agencies should consider. I think the subcommittee would be very interested in that, and they are well-positioned to issue best practices if not an outright recommendation in this regard.

I hope this helps? - Alina

Alina M. Semo

Director, Office of Government Information Services

National Archives and Records Administration

Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: Ex. 6 Personal Privacy (PP)



Website: www.archives.gov/ogis

Blog: <https://foia.blogs.archives.gov/>

Twitter: https://twitter.com/foia_ombuds

Physical Address:

732 North Capitol Street, N.W., Suite A702
Washington, DC 20401-0001

Mailing Address:

8601 Adelphi Road – OGIS
College Park, MD 20740-6001

On Mon, Nov 29, 2021 at 4:25 PM Thompson, BrianK <Thompson.BrianK@epa.gov> wrote:

Alina –

Thank you for the invitation to attend the meeting this Wednesday. Let me work on clearing my schedule around that time.

I know we had a variety of topics we covered last week on our short call – do you have any specific points or highlights you think you'd like me to discuss, outside of the sunseting of FOIAonline? Is this group only federal employees or does it include contractors/non-federal individuals?

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Alina Semo <alina.semo@nara.gov>

Sent: Monday, November 29, 2021 4:16 PM

To: Thompson, BrianK <Thompson.BrianK@epa.gov>

Cc: Kirsten Mitchell <Kirsten.Mitchell@nara.gov>; Deitrick, Allyson (Federal) <adeitrick@doc.gov>; Jason Gart <JGart@historyassociates.com>; FOIA Advisory Committee <foia-advisory-committee@nara.gov>

Subject: Re: FOIA Vendors

Hi Brian: I wanted to circle back to let you know that it would be great if you could attend the Technology Subcommittee meeting this Wednesday, December 1st at 3:00 pm. I just sent you a GoogleMeet calendar invite. As a heads up, I also included Patricia Weth and Matt Schwarz from EPA (they are not part of this Subcommittee although they are both Committee members) as they both expressed an interest in listening in. See you on Wednesday afternoon. Many thanks in advance, Alina

Alina M. Semo

Director, Office of Government Information Services
National Archives and Records Administration

Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: Ex. 6 Personal Privacy (PP)



Website: www.archives.gov/ogis

Blog: <https://foia.blogs.archives.gov/>

Twitter: https://twitter.com/foia_ombuds

Physical Address:

732 North Capitol Street, N.W., Suite A702
Washington, DC 20401-0001

Mailing Address:

8601 Adelphi Road – OGIS
College Park, MD 20740-6001

Message

From: Thompson, BrianK [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B510F4E651CD489A8D5C6D5B2EE56D2B-THOMPSON, BRIAN]
Sent: 12/10/2021 5:40:08 PM
To: Wells, Jeffrey [Wells.jeffrey@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: Slide Deck for OGC-OMS Briefing re: FOIA online
Attachments: EDD and NFO Slide Deck_Dec16 Briefing.pptx

Jeff and Pat:

Attached, please see a draft of my proposed slide deck for this coming Thursday's meeting with Vaughn and Elise. I welcome feedback, thoughts and questions.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

eDiscovery Division & FOIA Looking Ahead

December 16, 2021

OMS-OGC/NFO Briefing



FOIAonline Sunsetting

Reasons OMS Sunsetting FOIAonline

- Large amount of technical debt would require large future investment of time and money
- Partner agencies are not committed to FOIAonline – many were already examining alternatives with plans to leave
- EDD has an opportunity to provide a better service for EPA that would allow for better tools, features, and advanced functionality to support the Agency's FOIA needs



EDD Support After FOIAonline

EDD plans to integrate a FOIA tracking and case processing tool within its existing Discovery Services tool suite to allow EPA to better:

- Centralize the technology stack used by EPA in responding to FOIA requests
- Utilize advanced technology, such as automation and analytics, to reduce time and cost
- Assist in identifying what information has already been released/delivered
- Support proactive disclosures and immediate releases to reduce appeal/litigation risk
- Streamline reporting and provide real-time visibility across the Agency



EDD & NFO Collaboration

Next Steps:

- FOIAonline has set-up 4 demonstrations with Vendors of existing FOIA solutions:
 - FOIAXpress, Tyler Federal, MERP, and Secure Release
- NFO & EDD to understand requirements and capabilities:
 - Minimum viable requirements (must haves)
 - Preferred requirements or optional 'add-ons'
- Develop project schedule (WBS, Risk Log, CIO-Reporting)
 - Specific points of contact on both sides need to be assigned

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/16/2021 9:16:55 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: Quick Draft

I will use this tomorrow. Thanks!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 4:06 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Quick Draft

Here is a quick re-write of letter to NFO:

Ex. 5 Deliberative Process (DP)

Jeff

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 3:08 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Quick Draft

Ex. 5 Deliberative Process (DP)

Work?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 2:54 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Quick Draft

Jeff – this looks great!

Ex. 5 Deliberative Process (DP)

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 2:02 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Quick Draft

Brian,

How's this - Vaughn wants to send his note out today - perhaps understandably since he has already notified some CIO's.

So I amended the plan - I think we will need to move quickly over the next two days.

Let me know what you think- feel free to edit as you see fit.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 1:23 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: Quick Draft

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/16/2021 9:22:32 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: Quick Draft

Great, thanks!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 4:22 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Quick Draft

I copied the wrong thing. I'm sorry:



Ex. 5 Deliberative Process (DP)

Jeff

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 4:21 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Quick Draft

Ex. 5 Deliberative Process (DP)

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 4:06 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Quick Draft

Here is a quick re-write of letter to NFO:

Ex. 5 Deliberative Process (DP)

Jeff

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 3:08 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Quick Draft

Ex. 5 Deliberative Process (DP)

Work?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 2:54 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: Quick Draft

Jeff – this looks great!

Ex. 5 Deliberative Process (DP)

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Tuesday, November 16, 2021 2:02 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Quick Draft

Brian,

How's this - Vaughn wants to send his note out today - perhaps understandably since he has already notified some CIO's.

So I amended the plan - I think we will need to move quickly over the next two days.

Let me know what you think- feel free to edit as you see fit.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 16, 2021 1:23 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: Quick Draft

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/17/2021 1:56:39 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: DRAFT Desk Statement
Attachments: FOIAonline Sunset Desk Statement DRAFT 11172021.docx

Brian

Please review/edit and return when you have a chance. Once you're done I'll send to Tim and then on to the OMS-EI IO/Shakeba for submission to Nancy Grantham.

Vaughn sent a note to Elise Packard last night. She was of course concerned about Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/17/2021 5:09:02 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: Quick Talking Points - if you need them.

Super helpful! Thanks Brian!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Wednesday, November 17, 2021 11:53 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: Quick Talking Points - if you need them.

Jeff –

To the extent you need any talking points, beyond what you already know so well, here are some quick responses to Tim's questions/points. I'm also happy to be looped in if needed. Sorry, I didn't know you had a meeting with him today or I would have prepared more for you.

So, of course, the replacement sounds great in this description, but the devil is always in the details.

Ex. 5 Deliberative Process (DP)

What is driving the very rapid roll-out of this announcement?

Ex. 5 Deliberative Process (DP)

(b) (5)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Ex. 5 Deliberative Process (DP)

Is this change necessitated because you received notice of one or more major partners planning to withdraw? And, what cost changes do you anticipate EPA needing to carry – presumably, you have penciled out the cost of this transition to the leaving partners and to EPA?

Ex. 5 Deliberative Process (DP)

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/18/2021 12:04:34 PM
To: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: Desk Statement and CIO All Hands

Shakeba
Thanks so much!!

Jeff

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Wednesday, November 17, 2021 5:54 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Desk Statement and CIO All Hands

Hi Jeff,

Thanks for the information about FOIAonline sunset date. I'll review the desk statement and send it forward.

Re: the mass mailer was approved and will go out this week.

Thanks,

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 3:57 PM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: Desk Statement and CIO All Hands

Hi Shakeba,
Two things:

1. Do you know when that CIO email from Vaughn about records transformation will go out?
2. Please see the attached desk statement for Nancy. Vaughn has approved. Note that - and please relay this to Nancy - we will be updating this with OGC input (National FOIA Office) once we get it (hopefully tomorrow) but wanted her to have it sooner in case she got an inquiry. We didn't want her to be surprised. We are planning on announcing this sunset in an email to our FOIAonline Agency Partners tomorrow afternoon. The associated CIO's of each partner Agency have been informed by Vaughn already. There may be interest from the federal IT community as well as the FOIA community about this event.

Thanks,
Jeff

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/17/2021 8:57:14 PM
To: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Desk Statement and CIO All Hands
Attachments: FOIAonline Sunset Desk Statement DRAFT 11172021.docx

Hi Shakeba,
Two things:

1. Do you know when that CIO email from Vaughn about records transformation will go out?
2. Please see the attached desk statement for Nancy. Vaughn has approved. Note that - and please relay this to Nancy - we will be updating this with OGC input (National FOIA Office) once we get it (hopefully tomorrow) but wanted her to have it sooner in case she got an inquiry. We didn't want her to be surprised. We are planning on announcing this sunseting in an email to our FOIAonline Agency Partners tomorrow afternoon. The associated CIO's of each partner Agency have been informed by Vaughn already. There may be interest from the federal IT community as well as the FOIA community about this event.

Thanks,
Jeff

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including the Department of Justice Year End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

To: Thompson, BrianK[Thompson.BrianK@epa.gov]
Cc: Grimm, Patrick[Grimm.Patrick@epa.gov]
From: Wells, Jeffrey[/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A38927EBD65B49F48651257B9CD26602-WELLS, JEFFREY]
Sent: Thur 11/18/2021 6:56:28 PM (UTC)
Subject: FW: DRAFT Desk Statement
[FOIAonline Sunset Desk Statement DRAFT 11172021.docx](#)

Just IM'd you. FYI - good insights.

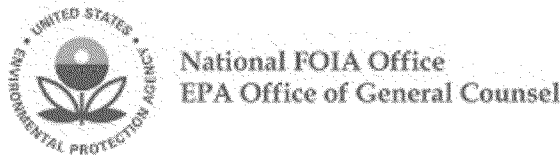
From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Thursday, November 18, 2021 1:51 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: DRAFT Desk Statement

Hi Jeff – here are comments on the draft desk statement. I'd recommend **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp
Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Wednesday, November 17, 2021 12:09 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Subject: DRAFT Desk Statement

Tim

Here is a draft desk statement that we will need to provide to OPA in advance of announcing this to the partners. Please let me know if you have anything you would like to add. Perhaps we can discuss it this afternoon when we meet.

Thanks,
Jeff

In consultation with the Federal CIO Council, EPA has decided to sunset the FOIAonline Shared Service by the end of FY23.

FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, and search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year-End FOIA report.

Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on a market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this customized service to our Federal Partners.

EPA will work with our FOIAonline Partners over the next two years to assist them in their transition to another FOIA case management solution.

Commented [ET1]: Are you sure you want to speak on behalf of the entire federal government? How about just: EPA has determined that it will no longer continue to provide this customized service to our federal partners.

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/18/2021 8:16:30 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: FOR REVIEW: Updated Email to FOIAonline Partners

Great, thanks Brian. I'm good with this.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 2:52 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOR REVIEW: Updated Email to FOIAonline Partners

Great points. Here is a new draft, highlighting some of the changes. I also think the points you raise are great talkers/highlights for what we want to verbally communicate. I want to make sure this message is one of collaboration and working together, but understand the points raised and agree.

Ex. 5 Deliberative Process (DP)

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Thursday, November 18, 2021 2:43 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOR REVIEW: Updated Email to FOIAonline Partners

Some thoughts (maybe too many) for you to take or leave. I'm generally fine with the message - feel free to send out.

Ex. 5 Deliberative Process (DP)

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 2:22 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOR REVIEW: Updated Email to FOIAonline Partners

Based on Vaughn's edits:

Ex. 5 Deliberative Process (DP)

Brian Thompson | Director
eDiscovery Division

Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Thompson, BrianK
Sent: Thursday, November 18, 2021 2:15 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: FOR REVIEW: Updated Email to FOIAonline Partners

Jeff – here is updated text based on various edits. Could you please give it a once-over?

Ex. 5 Deliberative Process (DP)

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/22/2021 8:00:52 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: EPA FOIAonline Shared Service Announcement

Yes, let's talk - I'm free for the rest of the day.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 22, 2021 3:00 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: FW: EPA FOIAonline Shared Service Announcement

Jeff –

Do you have time to discuss this? I'm wondering if Ex. 5 Deliberative Process (DP)

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Monday, November 22, 2021 2:59 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: FW: EPA FOIAonline Shared Service Announcement

Can we pull together something that can be shared.

Thank you
Vaughn

From: Nelson, David <David.Nelson@nrc.gov>
Sent: Monday, November 22, 2021 1:52 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: RE: EPA FOIAonline Shared Service Announcement

Good afternoon Vaughn,

Thank you for the energetic conversation at the CIO Council breakout session last week. I apologize if I put you in a spot but I learned a great deal from your response and can certainly understand why your organization has made the business decision to discontinue the service.

Would it be possible for you to share the market analysis of FOIA case management products and alternatives? As my organization moves to acquire a new product, I think we could benefit from the work that you have already completed. I anticipate this analysis could help us ensure that our requirements are complete and allow us to develop an acquisition strategy that does not omit any of the leading products.

Best regards,

Dave

David Nelson
Director, Office of the Chief Information Officer – CIO
United States Nuclear Regulatory Commission
Phone: 301-415-8700
Mobile: Ex. 6 Personal Privacy (PP)



From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Tuesday, November 16, 2021 4:19 PM
Cc: Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: [External_Sender] EPA FOIAonline Shared Service Announcement

Colleagues,

I am reaching out to you today to inform you of EPA's decision to sunset the FOIAonline Shared Service by the end of FY23. FOIAonline is a multi-agency web-application run through the Environmental Protection Agency (EPA) that enables the public to submit FOIA requests to participating agencies, track the progress of any agency's response to a request, search for information previously made publicly available, and generate reports on FOIA processing, including DOJ's Year End report. Since FOIAonline's inception in 2012, the commercial market for this type of application has seen significant growth and encouraging technological advances. Based on our recent market analysis of FOIA case management products and alternatives, EPA has made the determination that it is no longer in the government's best interest to continue to provide this service to our Federal Partners.

I've asked my FOIAonline team to reach out later this month to your agency's designated point of contact to initiate discussions on this transition. Additionally, my team will offer a series of follow up meetings to provide logistical information and assistance as we sunset the Program, and our Federal Partners identify a new solution. In the interim, Brian K. Thompson (Thompson.BrianK@epa.gov), Director of the eDiscovery Division who manages the FOIAonline program, is available to answer questions. I am also available to you if you would like to have a discussion.

Vaughn Noga, Chief Information Officer
and Deputy Assistant Administrator for Environmental Information
Office of Mission Support
U.S. Environmental Protection Agency
1200 Pennsylvania Ave
Washington DC 20460

Message

From: Stein, Eric F [SteinEF@state.gov]
Sent: 11/22/2021 9:53:22 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Sarich, Michael B. [michael.sarich@va.gov]
Subject: RE: CFOC -Technology Committee

I could do 1130am, 1pm, or 330pm tomorrow. I have 30 minutes in each of those time slots.

Eric F. Stein
Deputy Assistant Secretary
Global Information Services (A/GIS)
U.S. Department of State
202-485-2051
steinef@state.gov

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 22, 2021 9:59 AM
To: Stein, Eric F <SteinEF@state.gov>; Sarich, Michael B. <michael.sarich@va.gov>
Subject: RE: CFOC -Technology Committee

Eric,

Thanks – the quote below came from within EPA as something we (FOIAonline) needed to be aware of for feedback or reaction from the FOIA community (public and federal agencies). As I said, I just wanted to reach out to make sure I fully understood the CFOC-Technology Committee's position on this before it was communicated more fully to my senior leadership. This is centered around our recent announcement around our plans for 2023 and beyond.

I'd be happy to meet with both or either of you this week, and Mike – if you have time I'll work to be available around your schedule.

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Stein, Eric F <SteinEF@state.gov>
Sent: Monday, November 22, 2021 9:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Sarich, Michael B. <michael.sarich@va.gov>
Subject: RE: CFOC -Technology Committee

Brian,

Thanks for the email.

Where is the quote below from? Our Tech Committee usually stays away from endorsing any specific IT solutions.

Also, as I understand it as of last week, FOIAOnline is going away in 2023; is that true?

I'm happy to have a discussion on the topic but Mike oversees our IT applications/case processing working groups and may be better positioned to reply to the email below.

Thanks,
Eric

Eric F. Stein
Deputy Assistant Secretary
Global Information Services (A/GIS)
U.S. Department of State
202-485-2051
steinef@state.gov

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Saturday, November 20, 2021 4:09 PM
To: Stein, Eric F <Steinef@state.gov>; Sarich, Michael B. <michael.sarich@va.gov>
Subject: CFOC -Technology Committee

Eric and Mike:

I have not been able to attend the Technology Committee meetings, but remain interested in and committed to supporting its efforts. I was wondering if you might have time this week, before the Thanksgiving break, to have a quick 30-minute meeting with me. I am specifically interested in the committee's work and recommendations regarding video/audio files, Artificial Intelligence, and perhaps more importantly FOIAonline.

I am the manager of the FOIAonline Shared Service and it was recently brought to my attention that the CFOC-Technology Committee has been "discussing a recommendation that

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

While I have a strong interest in the committee's work on certain topic areas, this recommendation is something that I've received questions about from leadership at EPA and I'd like to be able to get some background and better understanding before I have additional internal and/or external meetings on this topic.

Again, I really appreciate the work you and the members of the Committee are doing – and anything I can do to help or support this necessary work, please don't hesitate to reach out.

I look forward to meeting soon.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: MacDonald, Jennifer [Macdonald.Jennifer@epa.gov]
Sent: 11/22/2021 9:25:06 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]
Subject: FW: FOIA Online question

Hi Brian,

See below. We first reached out to Joan Moubleaux, and she said she was unaware of any changes and suggested that we reach out to you.

Can you tell us what you know about FOIAonline functions referenced below? Is there any news? Please let us know. We're happy to schedule a call to discuss. We can also reach out to Marianne to find out more about what she has heard.

Thank you.

-Jennifer

Jennifer G. MacDonald, Senior Info. Law Attorney
U.S. Environmental Protection Agency, Region 10
1200 Sixth Avenue, Suite 155
Seattle, Washington 98101
206-553-8311
MacDonald.Jennifer@epa.gov

From: Li, Beverly <Li.Beverly@epa.gov>
Sent: Monday, November 22, 2021 1:16 PM
To: Gallagher, Shirin <Gallagher.Shirin@epa.gov>; MacDonald, Jennifer <Macdonald.Jennifer@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>
Subject: FOIA Online question

Hi,

At the R10 ET meeting today, Marianne Holsman from Public Affairs mentioned that she heard that certain FOIAOnline functions were sunseting. She thought I might know more about it, but I haven't heard anything. Is there anything that you might have heard? Thanks.

Beverly

Beverly Li
Regional Counsel
U.S. Environmental Protection Agency, Region 10
1200 6th Avenue, Suite 155
Seattle, WA 98101
206-553-8542 (office)

Ex. 6 Personal Privacy (PP)

 (mobile)

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/23/2021 12:06:34 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Dear Brian,

WHY ARE YOU RESPONDING AT 3AM? Please call me - first to discuss yourself ☺ and then we can discuss this amusing email.

Thanks
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 3:01 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: Fwd: FOIAonline: Announcement to sunset FOIAonline by FY23

Jeff,

Thoughts on how we should respond to the NFO?

-Brian

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Begin forwarded message:

From: "Weth, Patricia" <Weth.Patricia@epa.gov>
Date: November 22, 2021 at 11:23:57 PM EST
To: "Thompson, BrianK" <Thompson.BrianK@epa.gov>
Cc: "Epp, Timothy" <Epp.Timothy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Rementer, Nicole" <rementer.nicole@epa.gov>, "Moumbleaux, Joan" <moumbleaux.joan@epa.gov>, "Edwards, Jeff" <Edwards.Jeff@epa.gov>
Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Alina Semo [alina.semo@nara.gov]
Sent: 11/24/2021 7:50:01 PM
To: Sarich, Michael B. [michael.sarich@va.gov]; Eric F Stein [SteinEF@state.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Talebian, Bobby (Bobak) [bobak.talebian@usdoj.gov]; Martha MURPHY [martha.murphy@nara.gov]; Kirsten Mitchell [Kirsten.Mitchell@nara.gov]
Subject: Great Discussion Today:

Thanks again for a great discussion today regarding FOIAOnline sunseting and where we go from here. I am **very** excited about the opportunity the Technology Committee has - in particular led by the FOIAXpress/FOIAOnline working group - to assist the 20 affected agencies during this important transition period. Please let me know how I/OGIS can assist. Happy Thanksgiving to all. - Alina

PS: Brian - please don't forget to share contact information for 3 vendors we discussed today so that I may reach out to them to make them aware of the 12/8 extended deadline to submit in response to our NextGen FOIA Tech Showcase RFI.

Alina M. Semo

Director, Office of Government Information Services
National Archives and Records Administration

Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: Ex. 6 Personal Privacy (PP)



Website: www.archives.gov/ogis
Blog: <https://foia.blogs.archives.gov/>
Twitter: https://twitter.com/foia_ombuds

Physical Address:

732 North Capitol Street, N.W., Suite A702
Washington, DC 20401-0001

Mailing Address:

8601 Adelphi Road – OGIS
College Park, MD 20740-6001

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/30/2021 12:26:03 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: RE: FOIA Advisory Committee - Technology Subcommittee

Brian

I agree and believe this is a welcome development and you should mention it later today.

I think:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

You may also need to develop some talking points for the meeting later today - that you repeat at this meeting. Perhaps something to the effect of:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

To your point, perhaps this is where this committee can actively step up and provide direct assistance although they, too, will need to be careful about the perception of “steering” in the face of an acquisition and should be working closely with their own acquisition shop to ensure they don’t trip any wires.

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 5:01 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIA Advisory Committee - Technology Subcommittee

Jeff,

I have been invited to join the next meeting (this Wednesday) of the FOIA Advisory Committee’s Technology Subcommittee to discuss the sunset of FOIAonline and how the FOIA Advisory Committee may be able to help affected agencies walk through the process, step-by-step, of evaluating their needs with the ultimate goal of acquiring and transitioning to a new system. I think there are so many factors agencies should consider and this subcommittee would be well positioned to issue best practices and perhaps even an outright recommendation on this. I think this would be a huge help to our ongoing efforts.

The committee itself is composed of both government and non-government individuals. I do not plan to share anything I would not feel comfortable discussing in a public forum – although the meeting is not recorded or open to the public. The members of the subcommittee are Allyson Deitrick from Dept. of Commerce (FOIAonline user), Jason Gart from History Associates (public), along with Roger Andoh (CDC), Kristin Ellis (FBI), and Dione Stearns (FTC). David Cuillier (Author and Prof. at University of Arizona) and Prof. A. Jay Wagner (Prof. at Marquette Univ.) are the two other non-government members. I also understand that Patricia Weth (EPA-NFO) and Matt Schwarz (EPA-OGC) have been invited as well as they are part of the larger Committee (not the subcommittee).

Again, I think the benefit here of engaging with this subcommittee would be very helpful to our Partners and our transition process. I wanted to double check with you considering it is not 100% closed to Government and the ongoing discussions around this topic internal to EPA.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 11/30/2021 2:24:25 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Looks good - feel free to send out. A little worried about our team fielding the questions from everyone - that will be enormously time consuming. Hopefully these upcoming meetings will help. Are you also (is it possible?) going to have some FAQs up somewhere so you don't have to answer the same question 19 times?

Thanks Brian.

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 30, 2021 8:30 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff,

Thank you for the feedback and the questions below – we have incorporated them into our internal FAQ document.

Attached, please find 4 documents. If you can provide your concurrence with the “Partner meeting Agenda” we can get that out to them this morning prior to the meeting.

- (1) Partner Meeting Agenda
If you concur, this will be sent out as an attachment to today's meeting ASAP.
- (2) Sunset Partner Responses
This document shows the questions we've received thus far and our responses. This is internal only.
- (3) FOIAonline Sunsetting FAQs partners
This document is a running list of potential questions we have generated that we believe partners or others may have. Where we have answers – we've put them in. This is internal only.
- (4) Internal Partner Sunset Meeting Annotated Agenda ...
This is our script for today's meeting. Internal only, but outlines the talking points.

I welcome your feedback and thoughts.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 2:48 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian

This is shaping up nicely. It looks like

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Here are some other questions you might want to be prepared to answer - I don't think you need these listed in the talking points.

- How long are we planning for Agencies to be without a FOIA solution where the public can submit requests?
- What kind of assistance can I expect from EPA's technical team in identifying and evaluating my successor system?
- What sort of technical assistance will I/can I expect?
- Will EPA's tech team meet one-on-one with each Agency's team to help them evaluate alternatives?
- Will EPA be providing any contracting or acquisition support?
- What sort of help can we expect from DOJ?
- What do we need to know about FOIA.gov for the new system we each acquire?
- Will agencies be able to team up and barter with providers to get a better deal - even if we acquire a system individually?

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 11:47 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff –

In an effort to provide everyone with additional time, attached is what I sent back to Laura for edits/and review.

Please keep in mind that the "Partner Meeting Agenda" is what we will share with the Partners.

The "Internal Partner Sunset Meeting Annotated Agenda" is our playbook/script, not to be shared with the Partners. This is essentially what we plan to go over and discuss.

I welcome your input as I continue to review and make suggestions as well. If you rather wait until we are done that is fine too – just wanted to give us all more time to review together if that was feasible.

Thanks
Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency

phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 11:27 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Thanks!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 11:26 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff –

Just an outline, no deck. I'll share everything with you later today once it is final or near final.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 11:25 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian

Thanks - agree.

I will there be a deck or are you simply going to have an outline for tomorrow's call? I'd definitely like to see whatever you're going to present before we do it tomorrow. I can also make myself available tomorrow AM if that works better.

Thanks

Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 11:01 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Thanks Jeff. Happy to discuss, but the reason I included the background on that was to **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

We can certainly chat later today – I'll aim to have an outline of tomorrow's agenda for you later as well.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Monday, November 29, 2021 9:34 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Brian
Thanks. This is good news all around.

I'm rather disappointed that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Thanks,
Jeff

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Monday, November 29, 2021 8:24 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline - follow up with Chief FOIA Officer's Council - Technology Committee

Jeff,

FOIAonline has the support from the Chief FOIA Officer's Council Technology Committee in our efforts to sunset FOIAonline and transition 20 federal agencies to other solutions. They have offered to be an additional resource and work with us as needed over the next two years.

On Friday, November 19th, Tim Epp raised an issue for anticipating potential public questions/criticism of the decision to sunset FOIAonline in that **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

In an effort to find out more information, I reached out to Erik Stein (US State Dept.) and Michael Sarich (Dept. Veterans Affairs) who co-chair the Technology Committee. I had a meeting with them last Wednesday, November 24th, before I left for the Thanksgiving break. They confirmed that:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I appreciated the discussion and the background on the subcommittee's goal(s).

During the discussion we did touch on the decision to sunset FOIAonline and Alina Semo from NARA joined the call a little late. Alina is part of NARA's Office of Government Information Services (OGIS) which runs the Federal FOIA Advisory Committee. All three of these individuals expressed their desire and interest in providing support from their respective committees/subcommittees. The Technology Committee of the CFOC has a subgroup/working-group that focuses on FOIAonline and the FOIA Advisory Committee has a Technology Subcommittee as well.

Overall, both of these groups may be terrific resources for our Partners and to us in helping with any migration and real-world feedback on specific applications/solutions our Partners may need as they begin their search for alternative solutions. While we will continue to provide support as best we can, the Technology Committee of the CFOC was extremely interested/excited about the opportunity to support our Partners through this transition, especially since they already have a FOIAonline subcommittee.

I wanted to share this background with you as I will likely mention it on tomorrow's Partner workgroup as additional resources/support and that we (FOIAonline) will be working with both Committees throughout the sunset/transition period.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 12/3/2021 2:10:12 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Grimm, Patrick [Grimm.Patrick@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: RE: FOIAonline:

Let's discuss with Vaughn next week. Obviously OPA would also have to give their blessing.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Friday, December 3, 2021 9:07 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Cc: Grimm, Patrick <Grimm.Patrick@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FW: FOIAonline:

FYA: Request for a public forum to discuss FOIAonline Sunsetting

Brian Thompson | Director

eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Alina Semo <alina.semo@nara.gov>
Sent: Wednesday, December 1, 2021 1:45 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Weth, Patricia <Weth.Patricia@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Talebian, Bobak (OIP) <Bobak.Talebian@usdoj.gov>; Eric F Stein <SteinEF@state.gov>; Sarich, Michael B. <michael.sarich@va.gov>; Martha MURPHY <martha.murphy@nara.gov>
Subject: FOIAonline:

Brian: On a related note ... today OGIS held its quarterly brown bag lunch conference call with civil society groups/members of the requester community. Naturally, FOIAonline was the first topic of conversation. There is a lot of interest on the requester side as to **why** it is sunsetting, what will happen to pending FOIA requests, what will happen to the information currently housed there, etc. I was able to provide the "elevator pitch" that Mike had asked you about last week; I couldn't answer all of their questions of course. I also explained that it is my hope that the Technology Committee (of the Chief FOIA Officers Council) will be helping the 20 affected agencies through the transition, and that today the Technology Subcommittee (of the FOIA Advisory Committee) will also be hearing more about this topic, and perhaps have the opportunity to have a hand on the future direction.

But one particularly good suggestion we received is that it would be **extremely** helpful if EPA would be willing to host a public forum on this topic: the purpose would be two-fold: (1) provide more information and answer questions; (2) use it as an opportunity to receive feedback from the requester community about what functionality/features they

would like to see in a future iteration. It was also suggested that a press release that provides the announcement and provides answers to frequently asked questions would be valuable.

Thanks, Alina

Alina M. Semo

Director, Office of Government Information Services

National Archives and Records Administration

Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: Ex. 6 Personal Privacy (PP)



Website: www.archives.gov/ogis

Blog: <https://foia.blogs.archives.gov/>

Twitter: https://twitter.com/foia_ombuds

Physical Address:

732 North Capitol Street, N.W., Suite A702
Washington, DC 20401-0001

Mailing Address:

8601 Adelphi Road – OGIS
College Park, MD 20740-6001

Message

From: Wells, Jeffrey [Wells.jeffrey@epa.gov]
Sent: 12/8/2021 9:11:02 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: RE: FOIAonline's future

Good to know. Thanks!!!

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Wednesday, December 8, 2021 1:35 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: FW: FOIAonline's future

FYI – I was on a call with our Customer Advisory Group for RelativityOne Government and was told that NFO sent out the below talking points about FOIAonline sunseting. Just wanted to make sure you saw it as I had to ask for it to be forwarded to me!

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, December 8, 2021 12:17 PM
To: FOIA-Coordinators-Officers-Alternates-and-Supervisors <FOIA-Coordinators-Officers-Alternates-and-Supervisors@epa.gov>; EPA FOIA Community <EPA-FOIA-Community@epa.gov>
Cc: OGC NFO <OGC-NFO@epa.gov>
Subject: FOIAonline's future

Hi all,


As you know, since 2012, EPA's OMS has run FOIAonline as a shared federal service for 20 partner agencies. OMS has announced to the FOIAonline partner agencies that OMS' Chief Information Officer, in consultation with the Chief Information Officers' Council, has decided to sunset FOIAonline in two years. It will keep FOIAonline operational through the end of year reporting for the 2023 fiscal year.

Because the news of OMS' decision is starting to get out into the public, and because some of you who have regular conversations with FOIA requesters including with members of the media, you may encounter requesters trying to get inside information on EPA's plans by asking you questions about FOIAonline, including as side topics in your negotiations regarding FOIA requests that you are processing.

Most importantly, please direct any questions about FOIAonline's future to the HQ Office of Public Affairs at press@epa.gov. If you are pressed and feel a need to provide some response in order to redirect the conversation to the FOIA request your office is processing, you may use the following talking points.

Talking Points:

- EPA's Office of Mission Support, in consultation with the Federal Chief Information Officer and the U.S. Chief Information Officers' Council, has decided to sunset FOIAonline by the end of FY23.
- EPA will continue to receive and process FOIA requests through FOIAonline until EPA migrates to a new system.
- The Agency will take the time needed to evaluate and consider its options for FOIA processing software and anticipates a smooth transition at the appropriate time.

For your own questions and internal EPA conversations, please be assured that the National FOIA Office will provide additional information as we are able and will take questions during our upcoming FOIA Community meetings. OMS's announcement does not alter the record keeping obligations in EPA's  FOIA Policy and Procedures, including local procedures.

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]
Sent: 12/8/2021 6:31:37 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: RE: FOIAonline's future

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Wednesday, December 8, 2021 12:17 PM
To: FOIA-Coordinators-Officers-Alternates-and-Supervisors <FOIA-Coordinators-Officers-Alternates-and-Supervisors@epa.gov>; EPA FOIA Community <EPA-FOIA-Community@epa.gov>
Cc: OGC NFO <OGC-NFO@epa.gov>
Subject: FOIAonline's future

Hi all,


As you know, since 2012, EPA's OMS has run FOIAonline as a shared federal service for 20 partner agencies. OMS has announced to the FOIAonline partner agencies that OMS' Chief Information Officer, in consultation with the Chief Information Officers' Council, has decided to sunset FOIAonline in two years. It will keep FOIAonline operational through the end of year reporting for the 2023 fiscal year.

Because the news of OMS' decision is starting to get out into the public, and because some of you who have regular conversations with FOIA requesters including with members of the media, you may encounter requesters trying to get inside information on EPA's plans by asking you questions about FOIAonline, including as side topics in your negotiations regarding FOIA requests that you are processing.

Most importantly, please direct any questions about FOIAonline's future to the HQ Office of Public Affairs at press@epa.gov. If you are pressed and feel a need to provide some response in order to redirect the conversation to the FOIA request your office is processing, you may use the following talking points.

Talking Points:

- EPA's Office of Mission Support, in consultation with the Federal Chief Information Officer and the U.S. Chief Information Officers' Council, has decided to sunset FOIAonline by the end of FY23.
- EPA will continue to receive and process FOIA requests through FOIAonline until EPA migrates to a new system.
- The Agency will take the time needed to evaluate and consider its options for FOIA processing software and anticipates a smooth transition at the appropriate time.

For your own questions and internal EPA conversations, please be assured that the National FOIA Office will provide additional information as we are able and will take questions during our upcoming FOIA Community meetings. OMS's announcement does not alter the record keeping obligations in EPA's  [FOIA Policy and Procedures](#), including local procedures.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/30/2021 4:13:03 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
CC: Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: [Non-DoD Source] RE: FOIAonline Next Steps and Future
Attachments: Partner Meeting Agenda 11.30.2021.pdf

Good morning everyone,

Attached, please find an agenda for today's 1:00pm ET meeting. I look forward to our discussion in a few hours.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

-----Original Appointment-----

From: Thompson, BrianK

Sent: Thursday, November 18, 2021 3:59 PM

To: Thompson, BrianK; Edwards, Jeff; Johnson, Laura-S; christie.m.sharpe@cbp.dhs.gov; Bennett, Amy; sabrina.burroughs@cbp.dhs.gov; Bouziane, Michele; Tamara.Qureshi@csb.gov; Lewis.Oleinick@dla.mil; kathy.Dixon@dla.mil; Teresa.W.Smith@dla.mil; Williams, Darrell M CIV OSD ODAM (USA; bParsons@doc.gov; JGoode@doc.gov; Barbara.Gonzalez@DODIG.MIL; Mark.Dorgan@DODIG.MIL; Searle.Slutzkin@DODIG.MIL; rachel.spector; christopher.a.julka@navy.mil; Moubleaux, Joan; Weth, Patricia; Rementer, Nicole; vanessa.lamb@fcc.gov; Stephanie.Kost@fcc.gov; Benish.Shah@fcc.gov; rosborne@flra.gov; travis.lewis@gsa.gov; kimberly.veach@gsa.gov; Jennifer.Everling@mspb.gov; Fon.Muttamara@mspb.gov; Karin.Kelly@mspb.gov; Joseph.Scanlon@nara.gov; jeannette.wise@nara.gov; Mark.Jeweler@nlrb.gov; Julie.Yarbrough@nlrb.gov; Synta.Keeling@nlrb.gov; Stephanie.Blaney@nrc.gov; Karen.Danoff@nrc.gov; Lezlie.Colbert@nrc.gov; tina.ennis@nrc.gov; Perry.Camilla@pbgc.gov; Oreoluwa.Fashola@sba.gov; melinda.jones@sba.gov; Mary.Ann.Zimmerman@ssa.gov; Lorrell.Woods@ssa.gov; Anthony.Tookes@ssa.gov; Torya.Mathes-Evans@ssa.gov; Stan.Cierlitsky@ssa.gov; Navdeep.Sarai@ssa.gov; Monica.de.los.Reyes@ssa.gov; Josue.Vega@ssa.gov; Lawrence.E.Walker.II@ssa.gov; Nianti.Colon-Torres@ssa.gov; Linda.Frye@ssa.gov; Christopher.Oehrle@stb.gov; Marquis.Toson@stb.gov; Schumacher, Wendy; Alcantara, Natasha Y; Haywood, Kenyetta (Federal; Krapels, Helen (USPC); Epp, Timothy; cindy.cafaro; robin.patterson@navy.mil; sally.hughes@usmc.mil; Gamez.Betty@pbgc.gov; Christopher.holleman@sba.gov; Steve.Husk@usdoj.gov; Anissa.Banks@usdoj.gov; Wells, Jeffrey; Grimm, Patrick
Cc: Jones, Jasper; Perkins, Shannon; Julka, Christopher A CIV USN DONCIO WASHINGTON DC (USA); Reagan, Sarah; Stewart, Tyler J CIV DLA INFO OPERATIONS (USA); Wheeler, Ashley; Alvarez, Nelson R CIV DLA INFO OPERATIONS (USA); Gulamali, Adil; Hickey, Tammy J CIV OSD OATSD (PCLT) (USA); Fuentes, Tonya R (Toni) CIV OSD OATSD (PCLT) (USA); Joshua Cooper; Rhonda Martinez; Sherice Mariani; Peters, Noah; Moore, Angela G; Saul, Lindsey A CIV DLA INFO OPERATIONS (USA); Chickris, Peter; Mansfield, Judith R CIV DLA INFO OPERATIONS (USA)

Subject: FOIAonline Next Steps and Future

When: Tuesday, November 30, 2021 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

Discuss this decision to sunset FOIAonline by FY23

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

*FOIAonline Partner Meeting
Sunsetting Overview and Next Steps*

November 30, 2021

1:00pm – 2:00pm

Teams Meeting

Agenda

- I. Sunset Announcement
- II. Meeting Purpose and Structure
- III. Sunsetting Decision Rationale
- IV. Overview of Sunsetting Schedule
- V. FOIAonline Sunsetting Support
 - a. Partner input and feedback will help drive the communications and FOIAonline support elements of this transition.
 - b. Partner needs/concerns/questions/requests related to sunsetting should be sent to our FOIAonline team (Jeff, Jasper, and Laura). This allows for a central focal point for these communications and allows our contractors and help desk to maintain focus on everyday operations. Please don't go through our contractors or help desk, as they need to maintain focus on everyday FOIAonline operations.
- VI. Upcoming meetings and events

Meeting: We would like to host a series of meetings to feed you information and to address your information needs. Thus far, **some proposed meeting topics for the near future include** (meetings will take place every two weeks):

 - **Sunsetting Process Logistics/Timing (tentatively scheduled for early January 2022):**
Phasing/timing of sunsetting that includes timing for last year-end report, migrating data, and a code freeze. Accessibility to data after sunsetting, public notifications
 - To be Scheduled in late January 2022
 - **Budget and MOUs/MOAs:**
 - **Case Management Alternatives:**

Event: NexGen FOIA Tech Showcase in February 2022

The information that we have on this event is as follows:

The Chief FOIA Officers (CFO) Council's Technology Committee, in conjunction with The Office of Information Services (OGIS) at the National Archives and Records Administration and the U.S. Department of Justice (DOJ) Office of Information Policy (OIP), are hosting an event for federal agencies in February 2022 called the ***NexGen FOIA Tech Showcase***.

The purpose of this two-day event is to identify FOIA technology solutions for federal agencies in response to existing FOIA case processing challenges raised through the Technology Committee's research. Additionally, the event is intended to help federal agencies better understand the promise of artificial intelligence and advanced/emerging technology for case processing.

On the first day of the showcase, FOIA practitioners and industry partners will share issues, insights, and explore potential solutions in the following areas:

- eDiscovery/electronic record search tools
- Case processing tools (including the collection of records to review for redaction and posting accessible 508 compliant releases)
- Redaction tools (including tools that allow for automatic redaction of similar forms and record types including paper, digital content, videos, data, etc.)
- Artificial Intelligence (AI) tools that may assist with FOIA case processing.

On the second day, attendees will discuss how these tools can improve agency FOIA programs in the following ways:

- The future of FOIA
- Improved public FOIA reading rooms/websites
- Improving the FOIA customer experience

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 11/18/2021 8:43:43 PM
To: Edwards, Jeff [Edwards.Jeff@epa.gov]; Johnson, Laura-S [Johnson.Laura-S@epa.gov]; Jones, Jasper [Jones.Jasper@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: [Non-DoD Source] FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Walker, Denise [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B10D83A48A5E4AF7A9B1F01465330FF2-WALKER, DEN]
Sent: 12/3/2021 4:17:18 PM
To: Nicole Rementer (rementer.nicole@epa.gov) [rementer.nicole@epa.gov]; Altendorfer, Ian [Altendorfer.Ian@epa.gov]
Subject: FW: FOIAonline Next Steps and Future

Denise A. Walker

Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7308A
Phone 202-564-6520 | Cell Ex. 6 Personal Privacy (PP) walker.denise@epa.gov

LGBTQIA+ ally. Pronouns: she/her/hers. Black Lives Matter.

Have a FOIA question? Try here first: https://usepa.sharepoint.com/sites/EPA_OGC_NFO



National FOIA Office
EPA Office of General Counsel

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 11:01 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Weaver, Susannah <Weaver.Susannah@epa.gov>
Subject: FW: FOIAonline Next Steps and Future

Hi all – this is an FYI on the email that went to the FOIAonline partners.

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Friday, November 19, 2021 10:25 AM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the offboarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Wells, Jeffrey [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A38927EBD65B49F48651257B9CD26602-WELLS, JEFFREY]
Sent: 11/22/2021 12:40:47 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

We weren't either. We never heard that. But rather than get into a back and forth on a Friday afternoon, I responded as you saw. Tim goes to those Chief FOIA Officers' meetings and Brian and the team never hear back anything.

From: Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Sent: Monday, November 22, 2021 7:36 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

I am not aware of the Chief FOIA Officer's "recommendation".

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 4:17 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Weth, Patricia <Weth.Patricia@epa.gov>
Subject: Re: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Tim and Nancy,

Sure. If we get a question about this fine point we will be ready to answer it.

Have a great weekend.

Thanks,
Jeff

Jeff Wells
Director
Office of Enterprise Information Programs
202-566-1706 office
Ex. 6 Personal Privacy (PP) mobile
wells.jeffrey@epa.gov

On Nov 19, 2021, at 3:38 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

Agree thx ng

Get [Outlook for iOS](#)

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 3:35:46 PM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Weth, Patricia <Weth.Patricia@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy and Jeff,

Another issue for anticipating potential public questions/criticism of the decision to sunset
FOIAonline: Apparently **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 11:07 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

I am not sure. We do not intend to publicize it further. CIO's at the affected agencies are aware already.

The FOIA leads at each agency are now aware as of yesterday.

Someone at some point may share this information with the broader public but I am not sure when that might occur.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 19, 2021 11:02 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks .. will a take look

When will this be more public

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) (cell)
grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Sent: Friday, November 19, 2021 10:53 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

First, let's separate the two items here.

- a. Transition of FOIAonline to a more cost effective and better structured cloud environment
- b. Sunsetting FOIAonline in two years

I think there will be more interest from the public on "b" so let's cover that first.

Sunset of FOIAonline

Tim's overarching talking points here are spot on and well-phrased:

-

Ex. 5 Deliberative Process (DP)

We also want to highlight the following facts:

- FOIAonline is not scheduled to be sunset until the end of FY23 (September 30, 2023), which is nearly 2 year away. We wanted to give the partners ample advance notice so they had more than enough time to develop and implement their own transition away from FOIAonline.

- During this time FOIAonline will continue to operate as-is for the existing 20 federal agencies that utilize the application and will coordinate with them to provide support in their migration efforts to new solutions they choose.
- The Department of Justice recently launched FOIA.Gov, the federal government's central website for FOIA and FOIA submissions. All FOIAonline Partners can and do receive requests submitted through that portal and will continue to do so. Note that FOIA.gov does not yet have the ability to accept responses/post responses. So far they just have the ability to accept requests and funnel them to the agencies.
- The FOIAonline application has accumulated significant technical debt over the years that would take an extraordinary amount of resources (time and money) to redress. This does not seem warranted given the variety of commercial FOIA case management solutions now available to the Federal Government that were not present at the inception of FOIAonline in 2012.

Transition of FOIAonline to A Better Cloud Environment

- Last week the FOIAonline application moved to EPA's instance of AWS (Amazon Web Services).
- This move was not an 'upgrade' to the service, but a strategic move of the application to a more cost effective and better structured cloud instance prior to the expiration of the current Booz Allen Hamilton (BAH) contract that previously provided it.
- The decision to move the application was made over a year ago and one which the FOIAonline Partner Agencies were aware of and a part of the decision.
- We are now working to clean up the inevitable issues that arise from any new deployment, none of which have caused or will cause the FOIAonline application to be offline as it was in 2018 when we originally moved to the BAH AWS environment.

If people want to know what this transition achieved from a deep, technical standpoint for the partner agencies, here is an abbreviated list:

- Successful deployment of multiple new environments through automation utilizing Infrastructure as Code (IaC). This automated IaC provisions several application clusters that support critical application functionality as well as failover, load balancing & fault tolerance.
- Successful migration of all data from BAH's Production AWS into EPA's AWS.
- Successful utilization of application build automation to build and deploy our new application code. This addresses our Continuous Integration & Continuous Deployment.
- Successful deployment of a new search engine index and data mapping capability that removes countless delays in application performance. We can now enjoy several reports completing in seconds that formerly took minutes to complete. Dashboards are now updated in seconds instead of minutes as well.
- This new application addressed more than a dozen bugs.

Let me know if you have any further questions. And thanks to you and Tim for your help here.

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Friday, November 19, 2021 8:16 AM

To: Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thanks ... OMS .. if you can assist per what Tim has outlined below – would be much appreciated thanks
ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

Ex. 6 Personal Privacy (PP) (cell)

grantham.nancy@epa.gov

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Friday, November 19, 2021 8:12 AM
To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy – both Elise and I’ve been looped in, and I’ve informed Wendy.

There will be a lot of concern from the public, media, and other federal agencies. (b) (5)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) (b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

(b) (5)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Friday, November 19, 2021 6:49 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Great -will do and will copy Tim.

Tim,

If you want to forward anticipated reactions to us from the FOIA community then we can develop responses for them and combine with our reaction/response material and return to Nancy. Alternatively, feel free to send your material directly to Nancy if you prefer to do that instead.

Thanks,

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Friday, November 19, 2021 6:43 AM

To: Wells, Jeffrey <Wells.jeffrey@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Thank you .. would like to hear from FOIA office in OGC as well thanks ng

Nancy Grantham

Principal Deputy Associate Administrator

Environmental Protection Agency

Office of Public Affairs

202-564-6879 (desk)

Ex. 6 Personal Privacy (PP) (cell)

grantham.nancy@epa.gov

From: Wells, Jeffrey <Wells.jeffrey@epa.gov>

Sent: Friday, November 19, 2021 6:42 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy

If you'd like, we can get you a few bullets that describe anticipated reaction and our response later this AM. Would that work for you?

Jeff

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Thursday, November 18, 2021 10:12 PM

To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: RE: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Looping OGC/FOIA to make sure they are aware.

Also – what the anticipated reaction to this action thanks ng

Nancy Grantham

Principal Deputy Associate Administrator

Environmental Protection Agency

Office of Public Affairs

202-564-6879 (desk)

Ex. 6 Personal Privacy (PP) cell)

grantham.nancy@epa.gov

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>

Sent: Thursday, November 18, 2021 5:49 PM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>

Cc: Braxton, Marilyn <Braxton.Marilyn@epa.gov>

Subject: FOIAonline Sunset Desk Statement FINAL 11182021.docx

Hi Nancy, as promised attached is the updated desk statement regarding foia online sunseting. OGC has approved. The foiaonline community and partners were notified today after 3.

Thanks and please let us know if you need anything.

Shakeba

Shakeba Carter-Jenkins

Communications Director &

Senior Special Assistant

Office of Mission Support -Immediate Office

202-564-6385 (o) | Ex. 6 Personal Privacy (PP) (c)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Wells, Jeffrey [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A38927EBD65B49F48651257B9CD26602-WELLS, JEFFREY]
Sent: 11/23/2021 1:49:13 PM
To: Grimm, Patrick [Grimm.Patrick@epa.gov]
Subject: FW: FOIAonline: Announcement to sunset FOIAonline by FY23

Here it is

From: Epp, Timothy <Epp.Timothy@epa.gov>
Sent: Tuesday, November 23, 2021 8:30 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Wells, Jeffrey <Wells.jeffrey@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Brian, I've taken the extra folks off the email to keep this a bit more close.

I'd greatly appreciate you reconsidering and providing us a briefing prior to the partner meeting. (b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP) (b) (5)
(b) (5)

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP) To serve my advising role to them, I need to know that EPA's FOIA program has an adequate basis to support this decision.

(b) (5) Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

Tim

Timothy R. Epp

Associate General Counsel | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Tuesday, November 23, 2021 8:14 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>
Subject: RE: FOIAonline: Announcement to sunset FOIAonline by FY23

Patricia,

Good morning and thank you for the email. Given the upcoming Thanksgiving break and the timing of our November 30th meeting with all the FOIAonline Partners, I'll work to schedule our one-on-one meeting with the NFO in early to mid-December as we had planned.

For quick background, we will use the November 30th meeting to provide all the FOIAonline Partners an update and a high-level outline of our sunseting plan over the next two years. We also want to use the meeting as an opportunity to hear from the FOIAonline Partners on what help they are looking and what additional questions they may have so we can continue to support each of them in their migration over the next two years. We will be setting up one-on-one meetings with each of the Partners after this meeting and we will aim to meet with EPA-NFO in early to mid-December.

I know that Jeff spoke with Tim prior to the email and communications being sent out regarding the sunseting of the FOIAonline Shared Service, and I am grateful for his advice and counsel on this issue. The NFO has always been helpful in providing feedback on the application as well as listing its desired enhancements and improvements. We look forward to working with the NFO on the replacement for FOIAonline – which is something I'd like to begin to discuss in earnest in early Q2 of this FY.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Monday, November 22, 2021 11:24 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Edwards, Jeff <Edwards.Jeff@epa.gov>
Subject: FOIAonline: Announcement to sunset FOIAonline by FY23

Good morning Brian,

I am requesting a briefing for Tim Epp and the EPA National FOIA Office regarding your recent announcement to sunset FOIAonline by FY 23. As a stakeholder, the National FOIA Office was greatly surprised by this announcement.

We asked this briefing be held prior to the November 30 FOIAonline Agency Partners meeting.

If you have any questions, please contact me.

Kind regards,
Patricia A. Weth

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

Appointment

From: Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Sent: 10/6/2021 12:04:20 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Collard, Erin [Collard.Erin@epa.gov]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Edwards, Jeff [Edwards.Jeff@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]
CC: Henderson, Austin [Henderson.Austin@epa.gov]; Alvarado, David [alvarado.david@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]
Subject: FOIAonline Next Steps
Attachments: FOIAonline Sunset.docx; Sunset Supplemental Info and Appendices.docx; FOIAonline Transition Next Steps 10.13.21.pptx
Location: Microsoft Teams Meeting
Start: 10/13/2021 1:00:00 PM
End: 10/13/2021 1:30:00 PM
Show Time As: Busy

Required Attendees: Noga, Vaughn; Collard, Erin; Grimm, Patrick; Thompson, BrianK; Edwards, Jeff; Wells, Jeffrey
Optional Attendees: Henderson, Austin; Alvarado, David; Perkins, Shannon

Added materials 10/13/21 – lsg

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

By participating in EPA hosted virtual meetings and events, you are consenting to abide by the agency's terms of use. In addition, you acknowledge that content you post may be collected and used in support of FOIA and eDiscovery activities.

[Learn More](#) | [Meeting options](#)

Today's Date: 9/27/2021

- Title of meeting or event: FOIAonline Next Steps
- Purpose: Decision on FOIAonline Strategy

- Desired Outcome: Obtain CIO Approval to Move Forward
- Will there be advance materials? (Y/N) N
- If yes, provide the name of the individual providing materials:
- Date desired for meeting, or no later than: October 15th
- Length of meeting/event: Half Hour
- Location: *TEAMS*
- Participants:
 - **Vaughn Noga (send invite from his calendar)**
 - **Erin Collard**
 - **OMS-EI IO Staff as needed by CIO**
 - **Jeff Wells**
 - **Patrick Grimm**
 - **BrianK Thompson**
 - **Jeff Edwards**

Sunsetting FOIAonline Program

Proposed Communications Plan

October 8, 2021

Goal: To inform NFO, DOJ, public users of FOIAonline, and FOIAonline Partners we are sunsetting the program: Provide logistics and related implications of carrying out this action to NFO, DOJ, and FOIAonline Partners; guide Partners through the 2-year process of transitioning from being an active user of the shared service to an independent Federal Agency with or without an alternate FOIA case management system. Inform public users of FOIAonline of their last day to access FOIAonline.

Below is the communications strategy we will use as our system operations move towards sunsetting. The sunsetting process will commence with announcements to DOJ and NFO on **October 18, 2021**, and conclude with the sunset date of **December 30, 2023**.

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|------------------------------------|---------------------|--|
| Testing for AWS migration | Fri, Oct 15, 2021 | Send out 2 separate meeting invites for discussions with CGI pertaining to our sunsetting decision. Meetings to be scheduled include 1) Jeff & Jay to have a one-on-one meeting to discuss at a high-level the reasons we are moving forward with sunsetting FOIAonline program; and 2) Brian & Alison need to have a one-on-one meeting to discuss at a tactical level how we plan to execute FOIAonline sunsetting and ensure a smooth transition. |
| | Mon, Oct 18, 2021 | Announce Sunsetting Plans to DOJ and NFO (see appendix A for draft messages). Mention to NFO the need to coordinate an Agency Desk Statement that would include review and clearance by/from OPA and OMS (EDD). |
| | Mon, Oct 18, 2021 | Meetings with CGI pertaining to sunsetting: 1) Jeff & Jay and 2) Brian & Alison |
| | Thurs, Oct 21, 2021 | Prepare sunset FOIAonline Agency Desk Statement; send forward for Brian Thompson's review. |
| | Tues, Oct 26, 2021 | Submit Agency Desk Statement to NFO for review/clearance; ask for comments by Thurs, October 28 th COB. |
| | Thurs, Oct 28, 2021 | Due date for NFO comments on the Desk Statement. |
| | Tues, Nov 2, 2021 | Submit Agency Desk Statement to OMS (Jeff Wells, Vaughn Noga) for review/clearance; ask for comments by Thurs, Nov 4 th COB. |
| | Thurs, Nov 4, 2021 | Due date for OMS comments on the Desk Statement. |
| | Mon, Nov 8, 2021 | Submit Agency Desk Statement to OPA for review/clearance; ask for comments by Wed, Nov 10 th COB. |
| Last day to run year end reporting | Tues, Nov 9, 2021 | During the week of October 11, Partners will be provided with a roadmap that guides them towards running and completing their Year End Annual Reporting (YEAR). Included in the messaging will be a reminder that this is the last day to run their FY21 report after |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|--|--|---|
| | | which no reports can be run while we begin AWS migration (see Appendix B for Year End Reporting Comms Plan). |
| | Wed, Nov 10, 2021 | Due date for NFO comments on the Desk Statement. |
| | Thurs, Nov 11, 2021 | Provide final Agency Desk Statement to OPA and other relevant program offices. |
| Focus on AWS migration | Mon, Nov 15, 2021 | Announce Sunsetting Plans to the Partners and inform them of the webinar series/teams meetings we will host providing information to support Partners through the sunsetting process. Acknowledge that we know Partners will have questions; we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunsetting. From the moment Partners receive the announcement, we will encourage them to send concerns/questions, as this will serve as the agenda backbone for follow up meetings. Stress that Partners should send questions/concerns directly to Jeff Edwards and me only (emailing to Kylee or Josh will distract them from what we need them to do in real time; this approach will also reduce the chances of Partner emails falling through the cracks). We will schedule 3 webinar series/teams meetings with the first meeting on Nov 18, (three days after they receive the sunsetting announcement) and the final one scheduled for Dec 14. Additional meetings can be scheduled should the Partners desire the need, or Partner concerns reveal that another is necessary. |
| | Tues, Nov 16, 2021 | Distribute to Partners the meeting agenda for the kickoff meeting. Describe how the agenda was developed, how the meeting will be run, and encourage Partners to continue sending questions/ concerns/ meeting agenda topics to Jeff and me. Additionally, present to the Partners future meeting topics, informing them of what's to come and for them to raise issues they want covered/discussed (see appendix C for proposed meeting agenda topics and meeting format). |
| | Thurs, Nov 18, 2021; Tues, Nov 30; Tues Dec 14 | Host first webinar/teams meeting. |
| One full year to find new service | Nov 1, 2021 -- Nov 1, 2022 | In November 2021 and periodically thereafter, communicate to the Partners the importance of identifying a new case management system for the reason of having a destination for us to migrate their existing data/information currently living at FOIAonline. Communicate clearly with Agency Partners that we will run FOIAonline an additional ten (10) months for that time to be allocated specifically for onboarding and training with each Agency's preferred new FOIA case management vendor. |
| Build data export scripts for each agency. | Jan 1, 2022 -- May 31, 2022 | Announce that engineering efforts will commence with goals of creating custom data exportation scripts for each Agency. These scripts will be able to output Agency data in |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|-------------------------------|--|
| | | many desired formats and separated as desired (for example, by sub-agency and/or chronologically). These scripts can be run upon request and as late as Dec 2023. |
| Remove Temi and Keenan from CGI (Burn < \$90K /mo for CGI) | Feb 1, 2022 | Announce during our initial outreach messaging of our plans that CGI staff decreases are necessary in order to scale back as soon as possible and reduce considerably the monthly burn rate. |
| Eleven months for training & onboarding w/new service | Nov 1, 2022 -- Sept 30, 2023. | Communicate periodically that Agency Partners must find an alternative to FOIAonline and begin onboarding and training with their preferred new FOIA case management vendor. |
| | Last week of Aug, 2023 | Run preliminary year end reports and raw data extracts. Begin Communications plan to guide Partners to meet the DOJ deadlines for year end reporting and to update them of further program sunseting as it pertains to incoming FOIA requests. |
| | Fri, Sept 1, 2023 | Inform general public of last day to access FOIAonline: Provide banners on main FOIAonline landing page and individual Partner FOIAonline landing pages. Encourage users to submit FOIA requests via FOIA.gov. Remind Partners to update their own Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead submit requests to FOIA.gov. |
| Run Year End Reporting – no FOIA requests accepted after this date | Sep 30, 2023 | Communicate clearly that <u>no new FOIA requests</u> will be accepted after Sept 30, 2023. Inform Partners that Agency users will be able to update existing cases only leading up to the date at which we freeze and migrate their data (beginning in Oct, 2023). New FOIA requests will be handled by their new vendor's solution. Inform Partners that an aggressive FY23 Year End Annual Reporting and Raw Data Extract (RDE) Initiative will be launched October 1, 2023. |
| (Huge Price Reduction); 10 month CGI contract extension needed | FY24 | Send a reminder to Partners that there will be a significant price reduction for our service due to sunseting the program; price reductions will be reflected in MOU/MOA contracts for FY24. Announce to all Stakeholders that a CGI ten (10) month contract extension is mandatory as we continue to support all Partners in their migration successes. CGI will dismantle and destroy all of our EPA AWS FOIAonline application environments. |
| Data Migration: As data is migrated, agencies are locked out and data is frozen | Mon, Oct 2, 2023 | Send a reminder email to Partners to update their Agency web pages to delete references of submitting FOIA requests to FOIAonline and instead include language to go to FOIA.gov. |
| | Oct 1, 2023 – Dec 29, 2023 | Communicate clearly to Partners that on Oct 1, 2023, FOIAonline will start an aggressive data migration campaign whereby FOIAonline will work closely with each Partner's vendor of choice to migrate Partner's data from FOIAonline to the new vendor's service. FOIAonline will coordinate closely with the vendors and will provide Partners frequent status update notifications. Once the migration starts for an Partner Agency, Partner |

| <i>System Operations</i> | <i>Date</i> | <i>Messaging</i> |
|---|---|---|
| | | data will be frozen, and Partners will not be able to login. Within 48-hours, Partners should be able to work with existing cases in their new vendor's solution. |
| Program Sunset Partner by Partner: Partners are locked out of FOIAonline and data is inaccessible | Oct 1, 2023 – Dec 29, 2023, Sunset date for a given Partner occurs according to export data migration date. | Send email to individual Partners as they are locked out of FOIAonline, and stress that FOIAonline data is inaccessible and FOIAonline support is no longer available. Communicate clearly to Partners that all FY24 year-end reporting and raw data exports will be run in the new Vendor's Solution. Further, because all data will have been imported successfully to the vendor's solution, Partners can generate year end reports and raw data exports in that solution without a problem. |
| Complete Program Sunset | December 30, 2023 | Send an email to all Partners that the Program is completely shutdown and shuttered. All Partners are locked out of FOIAonline and data is inaccessible |

Appendix A. Initial Messages Announcing Sunsetting and Anticipated Reaction

DEPARTMENT OF JUSTICE

- **Initial Message to DOJ**

This communication is to inform you we will be sunsetting the FOIAonline application on December 31, 2023. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners. Our Partners be notified via email on [XX].

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to DOJ that we anticipate. We would also like to dedicate time for you to ask questions and allow for a more robust discussion. Please designate a POC with whom we can work to schedule a date in the very near future that includes those from DOJ you wish to attend.

We know our FOIAonline Partners will have questions and concerns regarding our decision and how this will directly impact them. In anticipation of this, we plan to schedule a series of meetings to fully inform them of the sunsetting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. We will be sure to invite DOJ to these meetings so that you can be fully aware of our Partners' reactions, as well as the anticipated expectations they may have on FOIA.gov.

- **Anticipated DOJ Reactions/Concerns/Questions**

- ✓ How will this impact FOIA.gov FOIA request intake volume?
- ✓ Will this increase FOIAonline Partners asking DOJ questions/asking for help?
- ✓ How will end of year reporting be affected?
- ✓ Will our Partners expect FOIA.gov to replace FOIAonline?

NATIONAL FOIA OFFICE

- **Initial Message to NFO**

This communication is to inform you we will be sunsetting FOIAonline on December 31, 2023. On this date, FOIAonline will shift from a shared service, to a FOIA case management system serving only NFO, our sole customer. At this time, please keep this information close hold. We wanted to inform you first, prior to notifying our FOIAonline Partners.

We would like to schedule a meeting to walk you through the timing and logistical details of the sunsetting process, as well as the potential impacts to the NFO. We would also like to dedicate time for you to ask questions and allow for a more robust discussion.

We're sure you're interested in our rationale behind this difficult decision. During our planning to deliver more advanced functionality and your requested enhancements, we learned that it has become more technologically advantageous (and less expensive) to replace FOIAonline with a new solution that includes

next generation capabilities and intelligence with customizable workflows. The FOIAonline of the future will be a brand new, state of the art collection of intelligent workflows and automation that reduces unnecessary complex, cumbersome and laborious tasks. The FOIAonline of the future will ensure that day-to-day users will like the new product better and will be far more productive. As our sole customer, the NFO will the benefits of the FOIAonline evolution. Please look for our meeting invitation to discuss all this in greater detail.

- **Anticipated NFO Reactions/Concerns/Questions**

- ✓ How will sunseting impact NFO's daily work?
- ✓ How does sunseting affect NFO's cost of operation?
- ✓ How will FOIAonline incorporate NFO's existing list of enhancements?
- ✓ How will sunseting code freeze impact NFO?

PARTNERS

- **Initial Message to Partners**

This communication is to inform you we will be sunseting the FOIAonline application on **December 31, 2023**.

We are sharing this notice at our earliest opportunity and we want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will lead the off-boarding and migration efforts as we work closely with you to guarantee everyone continues to succeed and stays well informed.

We know you will have questions and concerns regarding our decision and how this will directly impact your Agencies work. In anticipation of this, will send you a series of meeting invitations to fully inform you of the sunseting process, the importance of finding another FOIA case management option, and the services we can provide throughout the transition. More specifically, we plan to schedule bi-weekly (once every 2 weeks) webinar series/teams meetings to convey information and address concerns. The first such meeting will focus on the rationale behind this decision, as well as the logistics of the sunseting.

We highly encourage you to send concerns/questions to Laura Johnson and Jeff Edwards, for your questions/concerns will serve as the agenda's backbone for subsequent meetings. We will schedule 3 webinar series/teams meetings with the first meeting scheduled for Nov 18, (in just three days) and the final meeting is scheduled for Dec 14. Additional meetings can be scheduled should Partner concerns reveal that another is necessary. In addition to us sharing information with you during each meeting, we will also allocate time for you to ask questions and allow for a more robust discussion.

Please look for our first of a series of meeting invitations to discuss FOIAonline sunseting in greater detail. That invitation will include a detailed meeting agenda.

- **Anticipated Partner Reactions/Concerns/Questions**

- ✓ Why is FOIAonline doing this?
- ✓ How long have we known this was going to happen/when was the decision made?

- ✓ What happens to FOIAonline FOIA requests after sunseting?
- ✓ Can a Partner still access information in their FOIAonline account after the sunset date?
- ✓ What level of consultation will we offer to help them find a replacement shared service?

Appendix B. FY21 Year End Reporting Comms Plan

| Date | Action Needed/Related Messaging | Action Status |
|-------------------------|--|---------------|
| Sept 2-3; Sept 13-15 | <p>The FOIA Online Help Desk has generated a preliminary fiscal year 2021 Raw Data Export and Year-End Annual Report for your agency. This report is generated as a courtesy to your agency by the FOIA Online Help Desk near the end of the fiscal year to assist you with your Year-End Data review.</p> <p>If you have any questions about the information in your report, or if you have made changes to the data and wish to have the report regenerated, please contact the FOIA Online Help Desk at foiaonlinehelp@sysaidit.com. Requests sent to Help Desk agent personal e-mails or to staff of other departments related to FOIA Online may take longer to be processed.</p> <p>When your Year-End Annual Report is complete to your specifications and ready to be delivered to DOJ, please click the green box in the Action column next to the report to Finalize your report. This will speed up generation of this report at the end of fiscal year 2022.</p> | DONE |
| Wed Oct 13 | <p>We are sending this email to further support you through the Annual Reporting process that FOIA Officers need to complete and submit to DOJ by the end of October. On Monday, October 18, we will run your Year End Report and prepare your Raw Data Extract.</p> <p>Earlier in September, you received an email from Josh Cooper of our helpdesk, providing you with a preliminary FY21 Raw Data Export and Year-End Annual Report for your agency as a courtesy of FOIAonline. We hope that that email served as the catalyst for you to do any end of year case cleanup in preparation for the final report production. On Tuesday, October 19, we will begin running Partner's FY21 Year End Reports and preparing Raw Data Exports. Please respond directly to Laura Johnson and Jeff Edwards if your Agency is NOT prepared for us to run reports and provide data on that date. We can't stress enough that FOIAonline is on a very tight schedule to prepare Partner reports and provide data exports by the end of October, because we need to begin the FOIAonline system migration from AWS to EPA's cloud. That being said, no Year End Reports or Raw Data Extracts can be executed after November 9. Additionally, we will only have time to run your report and prepare your data once. Your immediate response is needed regarding your current status of case management cleanup and if your Agency is ready for us to execute a Raw Data Export and prepare a Year-End Annual Report.</p> | |
| Mon Oct 18 | <p>Reminder to Partners who haven't responded in the affirmative for running their reports to clean up their cases and inform us of their status so we can run reports. We will begin running reports on Tuesday Oct 19 for those Partners who have told us they are ready.</p> | |
| Tues Oct 19 | <p>Begin running reports for those Partners who have told us they are ready.</p> | |

| | | |
|-------------------|--|--|
| Tuesday Oct 26 | Reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 2 | Last reminder to Partners who haven't responded in the affirmative for running their reports. We will continue running reports for those Partners who have told us they are ready. | |
| Tues Nov 9 | Run remaining reports for Partners. | |
| Wed Nov 10 | Stop date for running Year End Report and Raw Data Extract. | |
| Thurs Nov 11 | Veteran's Day | |

Appendix C. Proposed Webinar Series/Teams Meetings Topics and Format:

Proposed Topics

- Logistics/timing of the sunseting process: Phasing/timing of sunseting that includes timing for last year-end report, migrating data, and a code freeze.
- Budget and MOUs/MOAs: reduction in pricing for FY23, ensuring no contracts exceed the sunset date, etc., what if partner wants to leave immediately (before the end of their MOU – do we prorate the difference)
- Functionality of FOIA.gov: Given the timing, partners may have an unrealistic expectation that FOIA.gov is replacing FOIAonline and can execute the same functions as our shared service.

Format

- Upon initial sunseting announcement, immediately gather questions/concerns which will serve as the follow up meeting agendas.
- Distribute agendas in advance.
- Encourage Partners to send questions to Jeff and me. From those questions we can develop an agenda for a series of meetings focused on Partners concerns.
- During meetings, allow appropriate amount of time for questions related to agenda topics; allow time at the end of the meeting for questions. Questions outside the scope of the agenda will be tabled and included in future meeting agendas.

Sunsetting FOIAonline For New FOIA Solution -Next Steps-

CIO Briefing

October 13, 2021

1

FOIAonline Transition Plan

Announce sunset plans & code freeze to Partners

Oct-Nov '21

- Provide Partners with notice of a 2-year plan to ramp down
- Provide DOJ with notice before announcement to Partners
- Discussions with CGI after announcement to Partners

One Full Year to Find New Service

FY22

- Partners will have a full year to research and begin to acquire a new service
- FOIAonline will build data export scripts for each agency Jan '22 – June '22
- Reduce CGI burn for cost savings to less than \$90K/month (Feb '22)

One Full Year for Data Migration and Transition

FY23

- Work with partners and their new service provider to allow them to migrate FOIAonline data and ensure a seamless transition
- No new requests after September 30, 2023
- Final FOIA-Annual Report Oct '23

[Date/Time]

OMS OFFICE of MISSION SUPPORT

2

FOIAonline Transition Plan - *Considerations*

One-Year CGI Contract Extension needed

- 02/23/23 – 02/24/24
- We are exercising the last option year in February '22
- Looking at options with CDX/CGI & other contract vehicles


FY23 Funding

- We may need additional funds from partners in FY23. Should be a very reduced rate but greater risk if Partners leave in FY22.

FTE & EPA Support

- Same staff to support existing and new service
- Procurement, Acquisition and Training for EPA
- WCF modification to existing Discovery Services to include FOIAonline service
 - Added FTE (3 transferred from FOIAonline)
 - Use OGC's existing FOIAonline service

{DateTime}

 **OMS** OFFICE of MISSION SUPPORT

3



Questions and Discussion

Message

From: Weth, Patricia [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=50613CF0D5BD40B0954EB708DFEE4DC2-WETH, PATRI]
Sent: 11/24/2021 2:50:49 PM
To: Ventura, Marisol [Ventura.Marisol@epa.gov]
Subject: RE: FOIAonline Next Steps and Future

Calling you now!

From: Ventura, Marisol <Ventura.Marisol@epa.gov>
Sent: Wednesday, November 24, 2021 9:30 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>; Cunningham, Patrice <cunningham.patrice@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Hi Patricia,

I'm free now to 11 – let me know!

Marisol Ventura
U.S. EPA Contracting Officer/Team Leader
Office of Acquisition Solutions (OAS)
Headquarters Acquisitions Division (HQAD)
Pre-Award Branch / ORD Professional Services
EAS Buyer Code(s): HQAD/PAB or HQAD/PAB/ORD PS
Office: (202) 564-0366

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Wednesday, November 24, 2021 12:23 AM
To: Ventura, Marisol <Ventura.Marisol@epa.gov>; Cunningham, Patrice <cunningham.patrice@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

I so appreciate it.

I am available in the morning. Is there a convenient time to reach you?

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Ventura, Marisol <Ventura.Marisol@epa.gov>

Sent: Tuesday, November 23, 2021 9:13 AM

To: Weth, Patricia <Weth.Patricia@epa.gov>; Cunningham, Patrice <cunningham.patrice@epa.gov>

Subject: RE: FOIAonline Next Steps and Future

Hi Patricia,

Are you available tomorrow morning? I'm not sure what you're asking, so I think it would be easier to have a chat. Thanks!

Marisol Ventura
U.S. EPA Contracting Officer/Team Leader
Office of Acquisition Solutions (OAS)
Headquarters Acquisitions Division (HQAD)
Pre-Award Branch / ORD Professional Services
EAS Buyer Code(s): HQAD/PAB or HQAD/PAB/ORD PS
Office: (202) 564-0366

From: Weth, Patricia <Weth.Patricia@epa.gov>

Sent: Monday, November 22, 2021 11:33 PM

To: Ventura, Marisol <Ventura.Marisol@epa.gov>; Cunningham, Patrice <cunningham.patrice@epa.gov>

Subject: FW: FOIAonline Next Steps and Future

Hi Marisol and Patrice,

I have just learned that FOIAonline will be attending their services by the end of FY 23. The National FOIA Office uses FOIAonline as its FOIA case management system.

I know the main competitor for FOIAonline is a company called FOIAXpress. I would like to contact FOIAXpress to get an rough idea of their cost. I had used FOIAXpress as a FOIA case management system at USDA and Department of Energy.

I want to make sure that I'm not violating any procurements regulations by informally getting an idea of their cost.

I would appreciate your guidance.

Many thanks,

Patricia

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](https://www.epa.gov/foia)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

Message

From: Weth, Patricia [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=50613CF0D5BD40B0954EB708DFEE4DC2-WETH, PATRI]
Sent: 11/30/2021 3:03:06 PM
To: Graves, Alexis - OGC, Washington, DC [alexis.graves@usda.gov]
CC: Jordan, Christine - OGC, Washington, DC [christine.jordan@usda.gov]; Cindy Dillow [cdillow@ains.com]
Subject: RE: FOIAonline Next Steps and Future

Alexis,

You are a doll! Thank for your help.

Cindy,

I will send you a separate email.

All the best,
Patricia

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Graves, Alexis - OGC, Washington, DC <alexis.graves@usda.gov>
Sent: Tuesday, November 30, 2021 8:35 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>
Cc: Jordan, Christine - OGC, Washington, DC <christine.jordan@usda.gov>; Cindy Dillow <cdillow@ains.com>
Subject: RE: FOIAonline Next Steps and Future

Yes. I've copied Cindy Dillow of the AINS team. She has worked on the USDA portfolio for years and was instrumental in training shortly after we deployed in 2011.

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Tuesday, November 30, 2021 12:31 AM
To: Graves, Alexis - OGC, Washington, DC <alexis.graves@usda.gov>
Cc: Jordan, Christine - OGC, Washington, DC <christine.jordan@usda.gov>
Subject: FW: FOIAonline Next Steps and Future

Alexis,

So this was an interesting email to receive!

Do you have a contact in at AINS that I can speak to regarding FOIAXpress?

As always – any help that you could give would be much appreciated!

Hope you Thanksgiving was wonderful!

Take care,
Patricia

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Mission Support (OMS)
U.S. Environmental Protection Agency
phone: (202) 564-4256

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

Message

From: Cunningham, Patrice [cunningham.patrice@epa.gov]
Sent: 11/24/2021 5:07:32 PM
To: Weth, Patricia [Weth.Patricia@epa.gov]; Ventura, Marisol [Ventura.Marisol@epa.gov]
Subject: RE: FOIAonline Next Steps and Future

No problem! Please let us know if you need any further information!

Thanks!

Patrice Cunningham
Team Lead
Contracting Officer
Pre-award & Professional Services Branch
Office of Acquisition Solutions
EAS Buyer Code: HQAD/PSCMSB
Headquarters Acquisition Division (HQAD)
US Environmental Protection Agency
Office: 202-564-1378

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Wednesday, November 24, 2021 12:22 AM
To: Cunningham, Patrice <cunningham.patrice@epa.gov>; Ventura, Marisol <Ventura.Marisol@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Thank you!

That is exactly it—Market research.

I appreciate your guidance.

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Cunningham, Patrice <cunningham.patrice@epa.gov>
Sent: Tuesday, November 23, 2021 8:42 AM
To: Weth, Patricia <Weth.Patricia@epa.gov>; Ventura, Marisol <Ventura.Marisol@epa.gov>
Subject: RE: FOIAonline Next Steps and Future

Are you currently under a contract with FOIA online? You can ask for pricing information from the other company but it can't be in the since that you are anticipating needing a new contract but more for Market Research purposes.

Thanks

Patrice Cunningham
Team Lead
Contracting Officer
Pre-award & Professional Services Branch
Office of Acquisition Solutions
EAS Buyer Code: HQAD/PSCMSB
Headquarters Acquisition Division (HQAD)
US Environmental Protection Agency
Office: 202-564-1378

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Monday, November 22, 2021 11:33 PM
To: Ventura, Marisol <Ventura.Marisol@epa.gov>; Cunningham, Patrice <cunningham.patrice@epa.gov>
Subject: FW: FOIAonline Next Steps and Future

Hi Marisol and Patrice,

I have just learned that FOIAonline will be attending their services by the end of FY 23. The National FOIA Office uses FOIAonline as its FOIA case management system.

I know the main competitor for FOIAonline is a company called FOIAXpress. I would like to contact FOIAXpress to get an rough idea of their cost. I had used FOIAXpress as a FOIA case management system at USDA and Department of Energy.

I want to make sure that I'm not violating any procurements regulations by informally getting an idea of their cost.

I would appreciate your guidance.

Many thanks,

Patricia

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper

<Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>

Subject: FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

Message

From: Graves, Alexis - OGC, Washington, DC [alexis.graves@usda.gov]
Sent: 11/30/2021 1:35:17 PM
To: Weth, Patricia [Weth.Patricia@epa.gov]
CC: Jordan, Christine - OGC, Washington, DC [christine.jordan@usda.gov]; Cindy Dillow [cdillow@ains.com]
Subject: RE: FOIAonline Next Steps and Future
Attachments: ATT00001.txt

Yes. I've copied Cindy Dillow of the AINS team. She has worked on the USDA portfolio for years and was instrumental in training shortly after we deployed in 2011.

From: Weth, Patricia <Weth.Patricia@epa.gov>
Sent: Tuesday, November 30, 2021 12:31 AM
To: Graves, Alexis - OGC, Washington, DC <alexis.graves@usda.gov>
Cc: Jordan, Christine - OGC, Washington, DC <christine.jordan@usda.gov>
Subject: FW: FOIAonline Next Steps and Future

Alexis,

So this was an interesting email to receive!

Do you have a contact in at AINS that I can speak to regarding FOIAXpress?

As always – any help that you could give would be much appreciated!

Hope your Thanksgiving was wonderful!

Take care,
Patricia

Patricia A. Weth
Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
Phone (202) 564-2295 | Weth.Patricia@epa.gov



From: Thompson, BrianK <Thompson.BrianK@epa.gov>
Sent: Thursday, November 18, 2021 3:44 PM
To: Edwards, Jeff <Edwards.Jeff@epa.gov>; Johnson, Laura-S <Johnson.Laura-S@epa.gov>; Jones, Jasper <Jones.Jasper@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>
Subject: FOIAonline Next Steps and Future

Good afternoon,

I am reaching out to announce that EPA, in consultation with the Office of the Federal Chief Information Officer, has decided to sunset the FOIAonline Shared Service by the end of FY23.

We are sharing this notice at our earliest opportunity and I want to assure you that we will continue to support your FOIA requests and case management needs until that time. Moreover, we will provide assistance to you during the off-boarding process and support migration efforts as we all work to ensure everyone succeeds and stays well informed.

We will be holding an initial meeting for the FOIAonline partners on Tuesday, November 30th to discuss this decision, listen to your needs and questions, and provide our high level plans for the next two years so you can begin your program's transition. I want to reiterate that our team will continue to work with each of you and your programs over the next two years to assist you in the ongoing operations of FOIAonline and your transition to whatever alternative FOIA case management solution you select.

Thank you, and as always, please feel free to reach out to me at any time.

-Brian

Brian Thompson | Director

eDiscovery Division

Office of Enterprise Information Programs (OEIP)

Office of Mission Support (OMS)

U.S. Environmental Protection Agency

phone: (202) 564-4256

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.