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UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

November 23, 2022

RE: DOC-OS-2023-000344

This letter responds to your November 15, 2022, request made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, regarding “A copy of the title page, cover page, and table of contents for the Security Manual.” The U.S. Department of Commerce’s Office of Privacy and Open Government (the “Office”) received your request on November 15, 2022, and assigned it the above referenced tracking request number.

This Office conducted a search and identified the enclosed pages as responsive to your request. Further, this Office determined that these pages may be released without excision. This action closes your request in this Office.

If you are not satisfied with this Office’s determination in response to your request, you may mail an administrative appeal to: Assistant General Counsel for Employment, Litigation, and Information, U.S. Department of Commerce, Office of the General Counsel, Room 5896, 1401 Constitution Avenue NW, Washington, D.C. 20230. For a written appeal, both the letter and the appeal envelope should be clearly marked “Freedom of Information Act Appeal.” Appeals may also be emailed to FOIAappeals@doc.gov or submitted electronically through the FOIAonline website (if you have a FOIAonline account) at <https://foiaonline.gov/>. Any appeal must be received within 90 calendar days from the date of this response.

For further assistance, you may contact me as this Office’s FOIA Public Liaison by email at eFOIA@doc.gov. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road,

College Park, MD 20740-6001; email at ogis@nara.gov; telephone at 1-202-741-5770; toll free at 1-877-684-6448; or fax at 1-202-741-5769.

Sincerely,

Digitally signed by NICHOLAS CORMIER

Date: 2022.11.23 10:34:51 -05'00'

Nicholas J. Cormier

Deputy Program Director

Office of Privacy and Open Government

Enclosure(s):

As stated

U.S. DEPARTMENT OF COMMERCE

Manual of Security Policies and Procedures



OFFICE OF SECURITY
OFFICE OF ADMINISTRATION
OFFICE OF THE SECRETARY

Washington, D.C.
December 2012



U.S. Department of Commerce
**MANUAL OF SECURITY
POLICIES AND PROCEDURES**

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