

**From:** [Poland, Melody F](#) on behalf of [Foerster, Kevin](#)  
**To:** [Poland, Melody F](#)  
**Subject:** Fw: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm  
**Date:** Tuesday, April 19, 2022 9:52:35 AM  
**Attachments:** [DOI-FWS-2022-000501 Case File.pdf](#)

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**From:** Poland, Melody F <melody\_poland@fws.gov>  
**Sent:** Monday, December 6, 2021 9:45 AM  
**To:** Ogura, Christine <christine\_ogura@fws.gov>; Foerster, Kevin <kevin\_foerster@fws.gov>  
**Subject:** FW: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

FYI below is the official FOIA request notification received from HQ via Sarah Gray.

It looks like they want a response by tomorrow as to who will be the SME assisting with this request/response.

### **Melody Poland**

Acting Executive Assistant  
U.S. FWS - IR 9/12, NWRS  
Mobile: 971-832-1730

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**From:** Gray, Sarah <Sarah\_Gray@fws.gov>  
**Sent:** Monday, December 6, 2021 9:16 AM  
**To:** DeClerck, John <john\_declerck@fws.gov>; Poland, Melody F <melody\_poland@fws.gov>  
**Subject:** Fwd: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

Hi John and Melody

This crossed my email and I think I'm in the system as a legacy contact. Melody Poland is the acting Executive Assistant for the Regional Refuge Chief's Office.

Can you two please take a look at this and figure out what the next step is? Maybe something already made it to the Chief's Office and this is a duplicate?

Have a great week,  
Sarah.

Sarah Gray | she/her  
Urban Refuge Program Assistant  
Portland-Vancouver National Wildlife Refuges  
email: [sarah\\_gray@fws.gov](mailto:sarah_gray@fws.gov)

mobile: 503-716-0326

Please note: My work weeks are Monday-Thursday.

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**From:** FOIA, FWHQ <[FWHQ\\_FOIA@fws.gov](mailto:FWHQ_FOIA@fws.gov)>

**Sent:** Thursday, December 2, 2021 3:12:03 PM

**To:** Gray, Sarah <[Sarah\\_Gray@fws.gov](mailto:Sarah_Gray@fws.gov)>

**Cc:** DeClerck, John <[john\\_declerck@fws.gov](mailto:john_declerck@fws.gov)>; Cummins, Stacey C <[stacey\\_cummins@fws.gov](mailto:stacey_cummins@fws.gov)>

**Subject:** FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

This may have been forwarded from Brett Hunter in the Atlanta region so I apologize if this is a duplicate.

The FWS FOIA office has migrated to an intake/review process. Under this new process, the Intake Team is responsible for perfecting requests and gathering all responsive records. Once the records are received the request will be assigned to a Review Coordinator within the FOIA Office who will work with the SME on the release of the records. John DeClerk will still serve as your Coordinator and will most likely be your Review Coordinator. However, based on workload you may occasionally work with another Coordinator within the FOIA Office. Also, if you are not aware, the FOIA Office is divided into three teams – West Coast, East Coast and Headquarters. Stacey Cummins cc'd here is the new West Coast lead and John is part of her team.

We have received a FOIA request. We believe your program may have responsive records. The request is attached.

If you do not have responsive records please notify us by 12/7/2021.

If your program has responsive records, please notify us by 12/7/2021; provide the name and email address of the SME who will be working with us to respond to this FOIA request; and we ask that you notify the SME to contact us asap, so we may begin processing the request.

Any questions or concerns please notify us at [fwhq\\_foia@fws.gov](mailto:fwhq_foia@fws.gov).

United States Fish and Wildlife Service  
Headquarters Freedom of Information Act Office  
MS: IRTM  
5275 Leesburg Pike  
Falls Church, VA 22041