

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [\(b\)\(6\) K Rayburn email](#); [Joyce Merilos](#); [David J. Apol](#); [Deborah J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Precleared: Martin Walsh - (Contains CUI)  
**Date:** Wednesday, February 28, 2024 4:16:08 PM

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Wonderful news! Thank you all for your work on this review.

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Wednesday, February 28, 2024 4:14 PM  
**To:** Chabora, Paige E. EOP/WHO <[\(b\)\(6\)](#)> Fatemi, Mandy EOP/WHO <[\(b\)\(6\)](#)>  
**Cc:** [\(b\)\(6\) K Rayburn email](#) <[\(b\)\(6\) K Rayburn email](#)> [Joyce Merilos](#) <[jmerilos@oge.gov](mailto:jmerilos@oge.gov)>; [David J. Apol](#) <[djapol@oge.gov](mailto:djapol@oge.gov)>; [Deborah J. Bortot](#) <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; [Heather A. Jones](#) <[hajones@oge.gov](mailto:hajones@oge.gov)>; [Teresa L. Williamson](#) <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Precleared: Martin Walsh - (Contains CUI)

CONTROLLED

All-

Martin Walsh is precleared. Joyce, please send the report and ethics agreement to the White House.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [Deborah J. Bortot](#); [David J. Apol](#)  
**Subject:** RE: Preleared but not nominated - 2/26 - (e-mail and attachment contains CUI)  
**Date:** Monday, February 26, 2024 3:21:31 PM

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Thank you Heather.

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Monday, February 26, 2024 3:05 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Subject:** Preleared but not nominated - 2/26 - (e-mail and attachment contains CUI)

No attachment found in search

**CONTROLLED**  
Attachment contains CUI

Attached is this week's report. There is one report that goes stale on Friday

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Heather A. Jones](#)  
**To:** [Shelley K. Finlayson](#); [David J. Apol](#); [Diana Veilleux](#); [Dale A. Christopher](#); [Tracy Hurston](#)  
**Cc:** [Deborah J. Bortot](#); [Teresa L. Williamson](#); [Stephanie J. Dyer](#)  
**Subject:** FW: Great Lakes Authority chair financial disclosure (Contains CUI)  
**Date:** Friday, February 23, 2024 4:55:06 PM

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## FYI – Another email from the White House.

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**From:** Chabora, Paige E. EOP/WHO <(b)(6)>  
**Sent:** Friday, February 23, 2024 4:42 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Cc:** Fatemi, Mandy EOP/WHO <(b)(6)> Chabora, Paige E. EOP/WHO <(b)(6)>  
**Subject:** RE: Great Lakes Authority chair financial disclosure (Contains CUI)

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A follow up question for you. Might it be possible for us to assign a report in Integrity with OGE or another entity as a placeholder agency, so that he can get started working on the financial disclosure? As you know, the calendar is already pretty tight to get someone confirmed by the Senate this year, so every day that he can't work on his 278 is a problem. We could also ask him to fill it out on paper, but of course if he can get started in Integrity that would be vastly preferable.

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**From:** Chabora, Paige E. EOP/WHO  
**Sent:** Friday, February 23, 2024 4:10 PM  
**To:** 'Heather A. Jones' <[hajones@oge.gov](mailto:hajones@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Cc:** Fatemi, Mandy EOP/WHO <(b)(6)>  
**Subject:** RE: Great Lakes Authority chair financial disclosure (Contains CUI)

Many thanks for the quick response.

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Friday, February 23, 2024 4:03 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Cc:** Fatemi, Mandy EOP/WHO <(b)(6)>  
**Subject:** RE: Great Lakes Authority chair financial disclosure (Contains CUI)

CONTROLLED

Paige-

The person will file a public 278e. We are still running down the process for doing this with an agency that does not exist yet and need to discuss the matter up the chain. This may take some time.

Thanks,  
Heather

---

**From:** Chabora, Paige E. EOP/WHO <(b)(6)>  
**Sent:** Friday, February 23, 2024 3:42 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Cc:** Fatemi, Mandy EOP/WHO <(b)(6)> Chabora, Paige E. EOP/WHO <(b)(6)>  
**Subject:** Great Lakes Authority chair financial disclosure

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Hi – as mentioned yesterday, we are hoping to assign a financial disclosure report for a candidate for the Great Lakes Authority. We understand that this new commission is an additional commission along with these three existing ones: Appalachian Regional Commission, Northern Border, and Southeast Crescent. For the three existing commissions, their candidates file 278 reports and they are included as agencies for which 278 reports can be assigned in Integrity. At this time, “Great Lakes Authority” is not included in Integrity as an option for an “agency.”

You agreed to look into this and that you would let us know which kind of report to assign. (Thank you!) If it does turn out that we should assign a 278 report, may we also request that OGE please add the “Great Lakes Authority” as an agency in Integrity, so that we can assign a report to our proposed candidate?

Thanks very much,  
Paige

**Paige Chabora** (she/her)  
Associate Counsel and Senior Ethics Counsel  
Office of Presidential Personnel | The White House  
(b)(6) | (b)(6)

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**From:** [Heather A. Jones](#)  
**To:** [Diana Veilleux](#); [David J. Apol](#); [Shelley K. Finlayson](#); [Dale A. Christopher](#); [Tracy Hurston](#)  
**Cc:** [Deborah J. Bortot](#); [Teresa L. Williamson](#); [Stephanie J. Dyer](#)  
**Subject:** FW: Great Lakes Authority chair financial disclosure  
**Date:** Friday, February 23, 2024 4:05:18 PM

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All-

The White House asked about this issue again today. I answered the question about the type of report and told her I was running the other issue of the chain.

Thanks,  
Heather

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**From:** Chabora, Paige E. EOP/WHO <(b)(6)>  
**Sent:** Friday, February 23, 2024 3:42 PM  
**To:** Heather A. Jones <hajones@oge.gov>; Deborah J. Bortot <djborot@oge.gov>  
**Cc:** Fatemi, Mandy EOP/WHO <(b)(6)> Chabora, Paige E. EOP/WHO <(b)(6)>  
**Subject:** Great Lakes Authority chair financial disclosure

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Hi – as mentioned yesterday, we are hoping to assign a financial disclosure report for a candidate for the Great Lakes Authority. We understand that this new commission is an additional commission along with these three existing ones: Appalachian Regional Commission, Northern Border, and Southeast Crescent. For the three existing commissions, their candidates file 278 reports and they are included as agencies for which 278 reports can be assigned in Integrity. At this time, “Great Lakes Authority” is not included in Integrity as an option for an “agency.”

You agreed to look into this and that you would let us know which kind of report to assign. (Thank you!) If it does turn out that we should assign a 278 report, may we also request that OGE please add the “Great Lakes Authority” as an agency in Integrity, so that we can assign a report to our proposed candidate?

Thanks very much,  
Paige

**Paige Chabora** (she/her)  
Associate Counsel and Senior Ethics Counsel  
Office of Presidential Personnel | The White House  
(b)(6) | (b)(6)

**From:** [Deborah J. Bortot](#)  
**To:** [David J. Apol](#)  
**Cc:** [Teresa L. Williamson](#); [Heather A. Jones](#)  
**Subject:** FW: Richard Mills  
**Date:** Friday, February 23, 2024 1:58:26 PM  
**Importance:** High

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Dave,

Richard Mills is with you. The WH is asking about it.

Thanks,  
Deb

---

**From:** Chabora, Paige E. EOP/WHO <(b)(6)>  
**Sent:** Friday, February 23, 2024 1:48 PM  
**To:** Heather A. Jones <hajones@oge.gov>; Deborah J. Bortot <djbortot@oge.gov>  
**Cc:** Chabora, Paige E. EOP/WHO <(b)(6)>  
**Subject:** Richard Mills

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Hi Deb & Heather,

Richard Mills was precleared on 2/16/2024. SFRC advised our team today that they have not yet received the OGE package. Might it be possible for it to be sent by early next week?

Thanks,  
Paige

**Paige Chabora** (she/her)  
Associate Counsel and Senior Ethics Counsel  
Office of Presidential Personnel | The White House  
(b)(6) | (b)(6)

## Jennifer Matis

---

**From:** David J. Apol  
**Sent:** Friday, February 23, 2024 10:22 AM  
**To:** Dorsey, Osasu Z. EOP/WHO  
**Subject:** Accepted: Anti human trafficking

**From:** [Smith, Marcus J. EOP/WHO](#)  
**To:** [David J. Apol](#); [Seth Jaffe](#)  
**Cc:** [\(b\)\(6\)](#); [Caesar, Myra P. EOP/WHO](#); [Posada, Michael R. EOP/WHO](#); [Blakemore, Jess M. EOP/WHO](#); [Kolaja, Maddie A. EOP/WHO](#)  
**Subject:** RE: White House Office Detail Request for [\(b\)\(6\)](#)  
**Date:** Thursday, February 22, 2024 5:22:32 PM

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Hi Dave,

We have completed our onboarding process and worked with the gaining department to establish a start date for [\(b\)\(6\)](#)

Please note the detail will begin on February 26, 2024, and [\(b\)\(6\)](#) last day in WHO will be June 21, 2024.

Thank you for your partnership and support in this process. If you have any questions throughout the detail, please don't hesitate to reach out.

Best,

Marcus

Marcus Smith

Deputy Director for White House Personnel

Office of Management and Administration | Executive Office of the President

Mobile: [\(b\)\(6\)](#)

Email: [\(b\)\(6\)](#)

---

**From:** Smith, Marcus J. EOP/WHO

**Sent:** Monday, February 5, 2024 9:59 AM

**To:** 'David J. Apol' <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Cc:** [\(b\)\(6\)](#) <[\(b\)\(6\)](#)> Caesar, Myra P. EOP/WHO  
[\(b\)\(6\)](#) >; Posada, Michael R. EOP/WHO  
[\(b\)\(6\)](#) >; Blakemore, Jess M. EOP/WHO  
[\(b\)\(6\)](#) >; Kolaja, Maddie A. EOP/WHO  
<[\(b\)\(6\)](#)>

**Subject:** RE: White House Office Detail Request for [\(b\)\(6\)](#)

Hi Dave,

Thank you for your assistance with [\(b\)\(6\)](#) MOU. I have attached the fully executed MOU for your files. We'll loop back to confirm [\(b\)\(6\)](#) start and end date once we have it from the department.

Thank you again, and have a good one!

Best,

Marcus

Marcus Smith

Deputy Director for White House Personnel

Office of Management and Administration | Executive Office of the President

Mobile: [\(b\)\(6\)](#)

Email: [\(b\)\(6\)](#)

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Friday, February 2, 2024 1:13 PM  
**To:** Smith, Marcus J. EOP/WHO <(b)(6)> Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>  
**Subject:** RE: White House Office Detail Request for (b)(6)

Thanks Marcus!  
Attached is the signed MOU.  
Dave

---

**From:** Smith, Marcus J. EOP/WHO <(b)(6)>  
**Sent:** Friday, February 2, 2024 12:55 PM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>  
**Subject:** RE: White House Office Detail Request for (b)(6)

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Hi Dave,  
Attached is a PDF of the MOU for your signature. Please return this signed document, and we will then send you all a copy of the fully executed MOU once complete.  
Thank you!  
Marcus  
Marcus Smith  
Deputy Director for White House Personnel  
Office of Management and Administration | Executive Office of the President  
Mobile: (b)(6)  
Email: (b)(6)

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Friday, February 2, 2024 11:07 AM  
**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>; Smith, Marcus J. EOP/WHO <(b)(6)>  
**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>  
**Subject:** RE: White House Office Detail Request for (b)(6)

Hi Marcus,  
This looks fine to me as well. Are you planning to send a PDF that I can sign electronically, or do you want me to print, sign, scan, and send a copy back.  
Thanks,  
Dave

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Sent:** Friday, February 2, 2024 9:54 AM

**To:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>

**Subject:** Re: White House Office Detail Request for (b)(6)

Hi Marcus,

Thank you for sending this to me at (b)(6) request. I have reviewed and it looks good to me. I have also forwarded this to David Apol as he is still the appropriate signatory for OGE.

Thanks again,

Seth Jaffe

Chief, Ethics Law and Policy Branch

Sent from my Verizon, Samsung Galaxy smartphone

Get [Outlook for Android](#)

---

**From:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Sent:** Friday, February 2, 2024 9:43:47 AM

**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>

**Subject:** White House Office Detail Request for (b)(6)

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Hello Seth,

I hope you are well. I am reaching out with a detail agreement for (b)(6) and I hope that you are already in the loop on this request. Given that, I've attached a proposed MOU for your team's review and approval. The MOU is for a non-reimbursable detail under 3 U.S.C. 112 for 116 days (FYI, the exact dates of the 116 days may change depending on when the onboarding process completes).

We know (b)(6) will be a great asset to our team, supporting the work of the Office of White House Counsel.

Myra Caesar (cc'd) serves as the approving authority for Personnel actions in the White House Office and will be the signatory on this agreement when executed. My colleagues Michael Posada and Jess Blakemore from White House Counsel as well as Maddie Kolaja from White House Personnel are copied on this email, for tracking and coordination purposes. Please let us know if you have any questions or concerns, and feel free to edit the signing authority if David Apol is no longer the correct signatory. Have a great day and weekend.

Best,

Marcus

Marcus Smith

Deputy Director for White House Personnel

Office of Management and Administration | Executive Office of the President

Mobile: (b)(6)

Email: (b)(6)

---

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---

**From:** [Dorsey, Osasu Z. EOP/WHO](#)  
**To:** [David J. Apol](#)  
**Subject:** RE: Time to talk?  
**Date:** Wednesday, February 21, 2024 2:02:15 PM

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Great. I will send an invite. It will be me and Sean.

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Wednesday, February 21, 2024 1:09 PM  
**To:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Subject:** RE: Time to talk?

Let's say 1 then. I'm going to invite Chris Swarts as well since he was involved in some of the initial discussions about what the law required of the ethics officials.

---

**From:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Sent:** Wednesday, February 21, 2024 11:59 AM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Subject:** RE: Time to talk?

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Hi Dave. Thanks for following up. How about Friday 1-4? I just wanted to discuss the anti-human trafficking item.

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Wednesday, February 21, 2024 10:59 AM  
**To:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Subject:** RE: Time to talk?

Osasu,

My apologies. It looks like I did not respond to your last email. I'm available at any time today except from noon to 1. Is there a particular topic you wanted to discuss?

Dave

---

**From:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Sent:** Thursday, February 15, 2024 7:52 AM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>

**Subject:** RE: Time to talk?

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Great! How does Wednesday look?

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>

**Sent:** Wednesday, February 14, 2024 3:28 PM

**To:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>

**Subject:** Time to talk?

I just got your email on my phone, but, oddly, not my desktop, asking if we could meet. Of course and I'm available any time this afternoon. Is this about anti-trafficking, in which case I don't have a lot of information, or is it about something else?

---

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---

**From:** [Heather A. Jones](#)  
**To:** [Chabora, Paige E. EOP/WHO](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [Jody Keegan](#); [Joyce Merilos](#); [\(b\)\(6\) M Poonai email](#); [David J. Apol](#); [Deborah J. Bortot](#); [Heather A. Jones](#); [Teresa L. Williamson](#)  
**Subject:** (Contains CUI)  
**Date:** Thursday, February 15, 2024 1:48:07 PM

---

CONTROLLED

All-

Dale Bell is precleared. Joyce, please send the ethics agreement to the White House.

Please check the person to whom the EA is address before the filer signs it. The addressee is different from the one I have seen lately.

I entered the nomination date in Integrity.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [David J. Apol](#)  
**To:** "[Dorsey, Osasu Z. EOP/WHO](#)"  
**Subject:** RE: Time to talk?  
**Date:** Thursday, February 15, 2024 9:58:13 AM

---

Any time Wednesday morning or after 2 works for me. Is there a topic you wanted to discuss.

---

**From:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Sent:** Thursday, February 15, 2024 7:52 AM  
**To:** David J. Apol <djapol@oge.gov>  
**Subject:** RE: Time to talk?

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Great! How does Wednesday look?

---

**From:** David J. Apol <djapol@oge.gov>  
**Sent:** Wednesday, February 14, 2024 3:28 PM  
**To:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Subject:** Time to talk?

I just got your email on my phone, but, oddly, not my desktop, asking if we could meet. Of course and I'm available any time this afternoon. Is this about anti-trafficking, in which case I don't have a lot of information, or is it about something else?

---

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---

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Deborah J. Bortot](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [David J. Apol](#); [Heather A. Jones](#); [Teresa L. Williamson](#); [Bernadette Tolson](#); [Lorna A. Syme](#); "Mann, Judy H"; [Mr. David P. Huitema](#) (b) (6); [Hampton, Tommye L](#)  
**Subject:** RE: PRECLEARED: Angela Kerwin - [Contains CUI]  
**Date:** Wednesday, February 14, 2024 5:19:40 PM

---

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Thank you very much!

---

**From:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Sent:** Wednesday, February 14, 2024 3:57 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>; Bernadette Tolson <[btolson@oge.gov](mailto:btolson@oge.gov)>; Lorna A. Syme <[lasyme@oge.gov](mailto:lasyme@oge.gov)>; 'Mann, Judy H' <(b)(6)>; Mr. David P. Huitema <(b)(6)> <(b)(6)>; Hampton, Tommye L <(b)(6)>  
**Subject:** PRECLEARED: Angela Kerwin - [Contains CUI]

CONTROLLED

All, Angela Kerwin is precleared.

Bernadette, please send the ethics agreement to the White House.

Thanks,  
Deb

Deborah J. Bortot  
Chief, Presidential Nominations Branch  
U.S. Office of Government Ethics  
1201 New York Ave., NW, Suite 500  
Washington, DC 20005-3917  
Telephone: (202) 482-9227

---

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---

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Deborah J. Bortot](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [David J. Apol](#); [Heather A. Jones](#); [Teresa L. Williamson](#); [Marjorie R. Levine](#); [Raab, Franklin D \(Dean\) CIV OSD OGC \(USA\)](#)  
**Subject:** RE: PRECLEARED: Michael Sulmeyer - [Contains CUI]  
**Date:** Wednesday, February 14, 2024 5:19:39 PM

---

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Thank you!

---

**From:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Sent:** Wednesday, February 14, 2024 11:54 AM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>; Marjorie R. Levine <[mlevine@oge.gov](mailto:mlevine@oge.gov)>; Raab, Franklin D (Dean) CIV OSD OGC (USA) <(b)(6)>  
**Subject:** PRECLEARED: Michael Sulmeyer - [Contains CUI]

CONTROLLED

All, Michael Sulmeyer is precleared.

Marjie, please send the ethics agreement to the White House.

Thanks,  
Deb

Deborah J. Bortot  
Chief, Presidential Nominations Branch  
U.S. Office of Government Ethics  
1201 New York Ave., NW, Suite 500  
Washington, DC 20005-3917  
Telephone: (202) 482-9227

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---

**From:** [Dorsey, Osasu Z. EOP/WHO](#)  
**To:** [David J. Apol](#)  
**Subject:** RE: Anti-Trafficking Training Resources  
**Date:** Tuesday, February 13, 2024 8:13:49 PM

---

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Hi Dave! Many thanks for this. Sean and I would appreciate an opportunity to meet. Any availability Tuesday or Wednesday?

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Tuesday, February 13, 2024 4:38 PM  
**To:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Subject:** FW: Anti-Trafficking Training Resources

Doresy,

In case you missed it, here is what OGE forwarded to the ethics official on anti-trafficking. If we get other, maybe shorter, materials we will forward those too. I recommend you also look at the LA-23-04 link which we think gives agencies a lot of discretion on who and how the training is conducted.

Happy to discuss if you think that would be helpful.

Dave

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Tuesday, February 13, 2024 4:12 PM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** Anti-Trafficking Training Resources

Good afternoon,

At the DAEO meeting, I mentioned I would resend an email I sent last summer that includes training resources from other agencies in support of the Trafficking Victims Prevention and Protection Reauthorization Act of 2022 (Public Law 117-348)—see below. Apologies for the delay in sending.

---- (sent June 2023)----

Good afternoon DAEOs, ADAEOs, and POCs,

As promised, OGE has worked with agencies with expertise in human trafficking to provide your agency with the training resources linked below/attached in support of the Trafficking Victims Prevention and Protection Reauthorization Act of 2022 (Public Law 117-348)(described on page two

of [LA-23-04: Summary of Ethics Legislation \(117th Congress\)](#)). Although OGE cannot verify that the content in the training provided below meets the requirements of the law, OGE shares these as a courtesy from the departments listed below:

1. DHS: The DHS Blue Campaign, which recently became part of the DHS Center for Countering Human Trafficking, has a wide variety of resources and training materials available:

- [General Awareness Trainings/Videos](#)
- [Broader Training Resources](#)
- [Document Library \(Info Sheets, Toolkits, etc.\)](#)
- [Request Blue Campaign Materials at no-cost](#)
- [Resources Available for Victims](#)

The Blue Campaign also mentioned the possibility of scheduling virtual or in-person trainings for interested organizations. The Blue Campaign can be reached at [bluecampaign@hq.dhs.gov](mailto:bluecampaign@hq.dhs.gov)

2. DoD: Storyboard of Annual Training (attached)

Reminders: because this is DoD-specific training: 1) the references/authorities may not apply to your workforce; and 2) please remove the DoD contact information before distributing.

If your agency has anti-trafficking training you would like distributed to the ethics community, please email me at [nstein@oge.gov](mailto:nstein@oge.gov).

---

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---

**From:** [David J. Apol](#)  
**To:** [Dorsey, Osasu Z. EOP/WHO](#)  
**Subject:** FW: Anti-Trafficking Training Resources  
**Date:** Tuesday, February 13, 2024 4:38:19 PM  
**Attachments:** [J3TA-US1328-A CTIP\\_GeneralAwareness\\_StoryBoards\\_FINAL.pdf](#)

Attachment referred to DoD

Doresy,

In case you missed it, here is what OGE forwarded to the ethics official on anti-trafficking. If we get other, maybe shorter, materials we will forward those too. I recommend you also look at the LA-23-04 link which we think gives agencies a lot of discretion on who and how the training is conducted.

Happy to discuss if you think that would be helpful.

Dave

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Tuesday, February 13, 2024 4:12 PM  
**To:** Nicole Stein <nstein@oge.gov>  
**Subject:** Anti-Trafficking Training Resources

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  - [Broader Training Resources](#)
  - [Document Library \(Info Sheets, Toolkits, etc.\)](#)
  - [Request Blue Campaign Materials at no-cost](#)
  - [Resources Available for Victims](#)

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2. DoD: Storyboard of Annual Training (attached)

Reminders: because this is DoD-specific training: 1) the references/authorities may not apply to your workforce; and 2) please remove the DoD contact information before distributing.

If your agency has anti-trafficking training you would like distributed to the ethics community, please email me at [nstein@oge.gov](mailto:nstein@oge.gov).

**From:** [David J. Apol](#)  
**To:** "[Dorsey, Osasu Z. EOP/WHO](#)"  
**Subject:** RE: Anti Human Trafficking  
**Date:** Monday, February 12, 2024 4:07:58 PM

---

Hi Osasu,

We sent out a list serve on that, which included some training materials that other agencies who have responsibilities for anti human trafficking had prepared. I'm trying to track that down, as list serves do not live on our website.

We'll send it to you and give you a call as soon as we track it down.

Dave

---

**From:** Dorsey, Osasu Z. EOP/WHO <(b)(6)>  
**Sent:** Monday, February 12, 2024 3:59 PM  
**To:** David J. Apol <djapol@oge.gov>  
**Cc:** Blakemore, Jess M. EOP/WHO <(b)(6)>  
**Subject:** RE: Anti Human Trafficking

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Hi Dave – I hope you are well. Just following up here to see if you have any availability this week.  
Thanks.  
Osasu

---

**From:** Dorsey, Osasu Z. EOP/WHO  
**Sent:** Friday, February 9, 2024 8:53 AM  
**To:** 'David J. Apol' <djapol@oge.gov>  
**Cc:** Blakemore, Jess M. EOP/WHO <(b)(6)>  
**Subject:** Anti Human Trafficking

Hi Dave. I hope you are doing well. Are you available for a 30 min call next week on the anti-human trafficking item OGE mentioned during the last DAEO call at any of the following times: Monday 12:30-1 or Tuesday 2-5. Thank you!  
Osasu

Osasu Dorsey  
Senior Associate Counsel to the President  
Special Assistant to the President  
(b)(6)  
(b)(6)

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [Maura Leary](#); [\(b\)\(6\) C Furey email](#); [David J. Apol](#); [Deborah J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Precleared: Elizabeth Shortino (contains CUI)  
**Date:** Monday, February 12, 2024 3:10:44 PM

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Thank you!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Monday, February 12, 2024 3:02 PM  
**To:** Chabora, Paige E. EOP/WHO <[\(b\)\(6\)](#)> Fatemi, Mandy EOP/WHO <[\(b\)\(6\)](#)>  
**Cc:** Maura Leary <[mleary@oge.gov](mailto:mleary@oge.gov)>; [\(b\)\(6\) C Furey email](#) <[\(b\)\(6\) C Furey email](#)> David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Precleared: Elizabeth Shortino (contains CUI)

CONTROLLED

ALL-

Elizabeth Shortino is precleared. Maura, please send the ethics agreement to the White House.

I have entered the nomination date in Integrity.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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---

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** (b)(6) R Wulffen email; [Stephanie J. Dyer](#); [David J. Apol](#); [Deborah J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Precleared: Clinton Fuchs - (e-mail and attachment contains CUI)  
**Date:** Monday, February 12, 2024 11:00:27 AM

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Thanks!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Monday, February 12, 2024 10:55 AM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** (b)(6) R Wulffen email <(b)(6) R Wulffen email> Stephanie J. Dyer <[sdyer@oge.gov](mailto:sdyer@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Precleared: Clinton Fuchs - (e-mail and attachment contains CUI)

**CONTROLLED**  
Attachment contains CUI

All-

Clinton Fuchs is precleared. I have attached the ethics agreement. I also entered the nomination date in Integrity, so please start moving the final paperwork.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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---

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [\(b\)\(6\) EM Kiingi](#); [Stephanie Nonluecha](#); [Hampton, Tommye L](#); [Mr. David P. Huitema](#)  
[\(b\)\(6\)](#); [David J. Apol](#); [Deborah J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Preleared: Kin Moy - (Contains CUI)  
**Date:** Friday, February 9, 2024 10:46:50 AM

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Thank you!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Friday, February 9, 2024 10:41 AM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** [\(b\)\(6\) EM Kiingi email](#) <(b)(6)>; [Stephanie Nonluecha](#) <[snonlue@oge.gov](mailto:snonlue@oge.gov)>; [Hampton, Tommye L](#) <(b)(6)>; [Mr. David P. Huitema](#) <(b)(6)> <(b)(6)> [David J. Apol](#) <[djapol@oge.gov](mailto:djapol@oge.gov)>; [Deborah J. Bortot](#) <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; [Heather A. Jones](#) <[hajones@oge.gov](mailto:hajones@oge.gov)>; [Teresa L. Williamson](#) <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Preleared: Kin Moy - (Contains CUI)

CONTROLLED

All-

Kin Moy is preleared. Stephanie, please send the ethics agreement to the White House.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** (b)(6) C Blaine email "; [Jody Keegan](#); [David J. Apol](#); [Deborah J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Precleared: Jennifer Homendy - (Contains CUI)  
**Date:** Wednesday, February 7, 2024 5:29:44 PM

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Thanks!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Wednesday, February 7, 2024 5:26 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** (b)(6) C Blaine email <(b)(6)>; Jody Keegan <[jkeegan@oge.gov](mailto:jkeegan@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Precleared: Jennifer Homendy - (Contains CUI)

CONTROLLED

All-

Jennifer Homendy is precleared. Jody, please send the ethics agreement to the White House.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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---

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [Jody Keegan](#); [Wasserbly, Sarah \(USAEO\)](#); [David J. Apol](#); [Deborah J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Precleared: Matthew Gannon - (Contains CUI)  
**Date:** Wednesday, February 7, 2024 3:00:49 PM

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**CAUTION:** This email originated from outside OGE. Use caution before clicking on links, opening attachments, or responding. If you believe this email is suspicious, please forward it to [spam@oge.gov](mailto:spam@oge.gov) for additional analysis.

Thank you!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Wednesday, February 7, 2024 2:35 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** Jody Keegan <[jkeegan@oge.gov](mailto:jkeegan@oge.gov)>; Wasserbly, Sarah (USAEO) <(b)(6)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Precleared: Matthew Gannon - (Contains CUI)

CONTROLLED

All-

Matthew Gannon is precleared. Jody, please send the ethics agreement to the White House.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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---

**From:** [Deborah J. Bortot](#)  
**To:** [PNB MailGroup](#); [David J. Apol](#)  
**Subject:** FW: Updated guide is wonderful!  
**Date:** Wednesday, February 7, 2024 1:08:46 PM

---

**From:** Chabora, Paige E. EOP/WHO <(b)(6)>  
**Sent:** Wednesday, February 7, 2024 11:05 AM  
**To:** Deborah J. Bortot <djbortot@oge.gov>; Heather A. Jones <hajones@oge.gov>  
**Subject:** Updated guide is wonderful!

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Just a quick note to say that I've been exploring the updated financial disclosure guide and I think it's really fantastic. The online guide has always been a tremendously helpful resource, but I can already tell that it's going to be even more useful now. Many, many thanks to everyone at OGE who worked on this.

**Paige Chabora** (she/her)  
Associate Counsel and Senior Ethics Counsel  
Office of Presidential Personnel | The White House  
(b)(6) | (b)(6)

**From:** [Deborah J. Bortot](#)  
**To:** [Chabora, Paige E. EOP/WHO](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [David J. Apol](#); [Heather A. Jones](#); [Teresa L. Williamson](#); [Maura Leary](#); ["Wasserbly, Sarah \(USAEO\)"](#)  
**Subject:** PRECLEARED: David Waterman - [Contains CUI]  
**Date:** Tuesday, February 6, 2024 5:16:27 PM

---

CONTROLLED

All, David Waterman is precleared.

Maura, please send the ethics agreement to the White House.

Thanks,  
Deb

Deborah J. Bortot  
Chief, Presidential Nominations Branch  
U.S. Office of Government Ethics  
1201 New York Ave., NW, Suite 500  
Washington, DC 20005-3917  
Telephone: (202) 482-9227

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Wasserbly, Sarah \(USAEO\)](#); [Deborah J. Bortot](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [David J. Apol](#); [Heather A. Jones](#); [Teresa L. Williamson](#); [Jenna R. Mazzella](#)  
**Subject:** RE: PRECLEARED: Rebecca Lutzko - [Contains CUI]  
**Date:** Tuesday, February 6, 2024 10:54:40 AM

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Thank you all!

Referred to DOJ



**From:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Sent:** Monday, February 5, 2024 5:47:43 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[twillia@oge.gov](mailto:twillia@oge.gov)>; Jenna R. Mazzella <[jrmazzel@oge.gov](mailto:jrmazzel@oge.gov)>; Wasserbly, Sarah (USAEO) <(b)(6)>  
**Subject:** [EXTERNAL] PRECLEARED: Rebecca Lutzko - [Contains CUI]

CONTROLLED

All, Rebecca Lutzko is precleared.

Sarah, Please add (b)(5) (b)(3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_).

Jenna, please send the ethics agreement to the White House.

I have entered the nomination date in Integrity.

Thanks,  
Deb

Deborah J. Bortot  
Chief, Presidential Nominations Branch  
U.S. Office of Government Ethics  
1201 New York Ave., NW, Suite 500  
Washington, DC 20005-3917  
Telephone: (202) 482-9227

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---

**From:** [Smith, Marcus J. EOP/WHO](#)  
**To:** [David J. Apol](#); [Seth Jaffe](#)  
**Cc:** (b)(6) [Caesar, Myra P. EOP/WHO](#); [Posada, Michael R. EOP/WHO](#); [Blakemore, Jess M. EOP/WHO](#); [Kolaja, Maddie A. EOP/WHO](#)  
**Subject:** RE: White House Office Detail Request for (b)(6)  
**Date:** Monday, February 5, 2024 10:00:34 AM  
**Attachments:** (b)(6) [WHO MOU \(February 2, 2024\) whsigned.pdf](#)

---

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Hi Dave,

Thank you for your assistance with (b)(6) MOU. I have attached the fully executed MOU for your files. We'll loop back to confirm (b)(6) start and end date once we have it from the department. Thank you again, and have a good one!

Best,

Marcus

Marcus Smith

Deputy Director for White House Personnel

Office of Management and Administration | Executive Office of the President

Mobile: (b)(6)

Email: (b)(6)

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>

**Sent:** Friday, February 2, 2024 1:13 PM

**To:** Smith, Marcus J. EOP/WHO <(b)(6)> Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>

**Subject:** RE: White House Office Detail Request for (b)(6)

Thanks Marcus!

Attached is the signed MOU.

Dave

---

**From:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Sent:** Friday, February 2, 2024 12:55 PM

**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>

**Subject:** RE: White House Office Detail Request for (b)(6)

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Hi Dave,

Attached is a PDF of the MOU for your signature. Please return this signed document, and we will then send you all a copy of the fully executed MOU once complete.

Thank you!

Marcus

Marcus Smith

Deputy Director for White House Personnel

Office of Management and Administration | Executive Office of the President

Mobile: (b)(6)

Email: (b)(6)

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>

**Sent:** Friday, February 2, 2024 11:07 AM

**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>; Smith, Marcus J. EOP/WHO <(b)(6)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>

**Subject:** RE: White House Office Detail Request for (b)(6)

Hi Marcus,

This looks fine to me as well. Are you planning to send a PDF that I can sign electronically, or do you want me to print, sign, scan, and send a copy back.

Thanks,

Dave

---

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Sent:** Friday, February 2, 2024 9:54 AM

**To:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>

**Subject:** Re: White House Office Detail Request for (b)(6)

Hi Marcus,

Thank you for sending this to me at (b)(6) request. I have reviewed and it looks good to me. I have also forwarded this to David Apol as he is still the appropriate signatory for OGE.

Thanks again,

Seth Jaffe

Chief, Ethics Law and Policy Branch

Sent from my Verizon, Samsung Galaxy smartphone

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---

**From:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Sent:** Friday, February 2, 2024 9:43:47 AM

**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>

<(b)(6)>; Blakemore, Jess M. EOP/WHO  
<(b)(6)>; Kolaja, Maddie A. EOP/WHO  
<(b)(6)>

**Subject:** White House Office Detail Request for (b)(6)

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Hello Seth,

I hope you are well. I am reaching out with a detail agreement for (b)(6) and I hope that you are already in the loop on this request. Given that, I've attached a proposed MOU for your team's review and approval. The MOU is for a non-reimbursable detail under 3 U.S.C. 112 for 116 days (FYI, the exact dates of the 116 days may change depending on when the onboarding process completes).

We know (b)(6) will be a great asset to our team, supporting the work of the Office of White House Counsel.

Myra Caesar (cc'd) serves as the approving authority for Personnel actions in the White House Office and will be the signatory on this agreement when executed. My colleagues Michael Posada and Jess Blakemore from White House Counsel as well as Maddie Kolaja from White House Personnel are copied on this email, for tracking and coordination purposes. Please let us know if you have any questions or concerns, and feel free to edit the signing authority if David Apol is no longer the correct signatory. Have a great day and weekend.

Best,

Marcus

Marcus Smith

Deputy Director for White House Personnel

Office of Management and Administration | Executive Office of the President

Mobile: (b)(6)

Email: (b)(6)

---

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**THE WHITE HOUSE**  
**WASHINGTON**

MEMORANDUM FOR: David J. Apol  
General Counsel  
Office of Government Ethics

FROM: Myra P. Caesar  
Special Assistant to the President and  
Director of White House Personnel  
White House Office  
(b)(6)

SUBJECT: Request for Detailee: (b)(6)

The White House Personnel Office requests the detail of (b)(6), (“Detailee”) from the United States Office of Government Ethics (“Home Agency”).

**This detail will be NON-REIMBURSABLE and effective from approximately Monday, February 26 to Friday, June 21, 2024 (116 days) (final dates to be provided upon successful completion of required security checks and determination of actual start date), per 3 U.S.C. § 112 (which authorizes the White House Office to receive detailees on a non-reimbursable basis for up to 180 calendar days in any fiscal year). Any extensions of this detail that will exceed 180 calendar days in a fiscal year will require a new agreement.**

The Detailee will support the Office of White House Counsel and serve as an Associate Counsel. The Detailee will support the White House Counsel’s Office by providing surge capacity for the review of annual financial disclosure filings and certificates of divestiture during the upcoming financial disclosure filing season. This role will be particularly important to support the extensive and increased work of the Office of White House Counsel in Spring 2024. The Detailee will also support and assist with matters involving Ethics Laws and Regulations and help ensure that White House Office staff fulfill the President’s priority of maintaining the highest ethical standards within the Biden-Harris Administration and help ensure the White House ethics program maintains excellent standards. The Home Agency will benefit, as its employee will continue to develop skills relevant to (b)(6) position, as well as foster relationships across the federal government.

**I. Allocation of Responsibilities**

The Home Agency will:

- Maintain records for the Detailee, including official time, attendance, and leave records; conduct formal performance evaluations; and address related personnel matters per Home Agency policy.
- Coordinate with the White House Office regarding approvals of leave, performance appraisals, and other applicable Home Agency requirements.

The White House Office will:

- Provide office space and materials necessary for building access and communications, including badges, phones, and computers, as required to conduct White House Office work.
- Cover expenses only for travel, training, or other costs specifically required and pre-approved for the Detailee to fulfill his/her detail assignment (unless otherwise negotiated between the White House Office and the Home Agency).
- Determine the work schedule for the Detailee, subject to applicable federal regulations, and approve any requests for leave.
- Advise the Detailee of any applicable ethics and confidentiality requirements that may apply in the White House Office in addition to the Home Agency's ethics and confidentiality requirements.

**II. Rules, Regulations, and Policies**

- Detailee will continue to receive compensation from Home Agency for the duration of the detail pursuant to law for his/her regular employment and shall retain the rights and privileges of such employment without interruption.
- Detailee is subject to the White House Office's workplace policies, including anti-harassment and anti-discrimination policies, as well as federal statutory and regulatory provisions governing ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity.

**III. Modification/Termination**

- This agreement shall become effective when signed by both parties.
- The agreement shall terminate (b)(6). It may also be terminated unilaterally by either party through written notice provided at least 14 calendar days prior.
- The agreement may be otherwise modified or extended at any time by mutual consent of the parties.

**We appreciate your attention to this request and completion of all fields below.**

---

***TO BE COMPLETED BY HOME AGENCY:***

Approved:  Disapproved:

*Please choose one of the following:*

Type of Appointment: (i.e., "Career"/ "Schedule C"): Career

DAVID APOL Digitally signed by DAVID APOL  
Date: 2024.02.02 13:09:11 -05'00'

DATE: \_\_\_\_\_

Signature

David J. Apol  
General Counsel  
U.S. Office of Government Ethics

***TO BE COMPLETED BY WHITE HOUSE OFFICE:***

(b)(6) 

DATE: 2/2/24

Signature

Myra P. Caesar  
Special Assistant to the President and  
Director of White House Personnel  
White House Office

(b)(6) 

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [Kimberly L. Sikora Panza](#); (b)(6) N Stinson; [David J. Apol](#); [Deborah J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Precleared: Julie Guity-Guevara - (Contains CUI)  
**Date:** Friday, February 2, 2024 5:22:11 PM

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Thanks!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Friday, February 2, 2024 4:15 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** Kimberly L. Sikora Panza <[klspanza@oge.gov](mailto:klspanza@oge.gov)>; (b)(6) N Stinson email <(b)(6)> David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Precleared: Julie Guity-Guevara - (Contains CUI)

CONTROLLED

All-

Julio Guity-Guevara is precleared. Kim, please send the report and ethics agreement to the White House.

This filer has been nominated, so please start moving the final paperwork.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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---

**From:** [Chabora, Paige E. EOP/WHO](#)  
**To:** [Heather A. Jones](#); [Fatemi, Mandy EOP/WHO](#)  
**Cc:** [Jack MacDonald](#); [\(b\)\(6\) VA Yorke](#); [Hampton, Tommye L](#); [Mr. David P. Huitema](#) (b) (6)  
[David J. Apol](#); [Deboran J. Bortot](#); [Teresa L. Williamson](#)  
**Subject:** RE: Preleared: Pamela Tremont -(Contains CUI)  
**Date:** Friday, February 2, 2024 1:42:07 PM

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Thank you!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Friday, February 2, 2024 1:22 PM  
**To:** Chabora, Paige E. EOP/WHO <(b)(6)> Fatemi, Mandy EOP/WHO <(b)(6)>  
**Cc:** Jack MacDonald <[jjmacdon@oge.gov](mailto:jjmacdon@oge.gov)>; (b)(6) VA Yorke email <(b)(6)>; Hampton, Tommye L <(b)(6)>; Mr. David P. Huitema <(b)(6)>; (b)(6) <(b)(6)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Teresa L. Williamson <[tlwillia@oge.gov](mailto:tlwillia@oge.gov)>  
**Subject:** Preleared: Pamela Tremont -(Contains CUI)

CONTROLLED

All-

Pamela Tremont is preleared. Jack, please send the ethics agreement to the White House.

I entered the nomination date in Integrity.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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---

**From:** [David J. Apol](#)  
**To:** "Smith, Marcus J. EOP/WHO"; [Seth Jaffe](#)  
**Cc:** (b)(6) [Caesar, Myra P. EOP/WHO](#); [Posada, Michael R. EOP/WHO](#); [Blakemore, Jess M. EOP/WHO](#); [Kolaja, Maddie A. EOP/WHO](#)  
**Subject:** RE: White House Office Detail Request for (b)(6)  
**Date:** Friday, February 2, 2024 1:13:08 PM  
**Attachments:** (b)(6) [WHO MOU \(2-2-2024\).pdf](#)

---

Thanks Marcus!

Attached is the signed MOU.

Dave

---

**From:** Smith, Marcus J. EOP/WHO <(b)(6)>  
**Sent:** Friday, February 2, 2024 12:55 PM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Cc:** (b)(6) <(b)(6)>; Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>  
**Subject:** RE: White House Office Detail Request for (b)(6)

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Hi Dave,

Attached is a PDF of the MOU for your signature. Please return this signed document, and we will then send you all a copy of the fully executed MOU once complete.

Thank you!  
Marcus

Marcus Smith  
Deputy Director for White House Personnel  
Office of Management and Administration | Executive Office of the President  
Mobile: (b)(6)  
Email: (b)(6)

---

**From:** David J. Apol <djapol@oge.gov>  
**Sent:** Friday, February 2, 2024 11:07 AM  
**To:** Seth Jaffe <sjaffe@oge.gov>; Smith, Marcus J. EOP/WHO <(b)(6)>  
**Cc:** (b)(6) <(b)(6)>; Caesar, Myra P. EOP/WHO

(b)(6) >

**Subject:** RE: White House Office Detail Request for (b)(6)

Hi Marcus,

This looks fine to me as well. Are you planning to send a PDF that I can sign electronically, or do you want me to print, sign, scan, and send a copy back.

Thanks,

Dave

---

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Sent:** Friday, February 2, 2024 9:54 AM

**To:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>

**Subject:** Re: White House Office Detail Request for (b)(6)

Hi Marcus,

Thank you for sending this to me at (b)(6) request. I have reviewed and it looks good to me. I have also forwarded this to David Apol as he is still the appropriate signatory for OGE.

Thanks again,

Seth Jaffe

Chief, Ethics Law and Policy Branch

Sent from my Verizon, Samsung Galaxy smartphone

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---

**From:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Sent:** Friday, February 2, 2024 9:43:47 AM

**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>; Posada, Michael R. EOP/WHO <(b)(6)>; Blakemore, Jess M. EOP/WHO <(b)(6)>; Kolaja, Maddie A. EOP/WHO <(b)(6)>

**Subject:** White House Office Detail Request for (b)(6)

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responding. If you believe this email is suspicious, please forward it to [spam@oge.gov](mailto:spam@oge.gov) for additional analysis.

Hello Seth,

I hope you are well. I am reaching out with a detail agreement for (b)(6) and I hope that you are already in the loop on this request. Given that, I've attached a proposed MOU for your team's review and approval. The MOU is for a non-reimbursable detail under 3 U.S.C. 112 for 116 days (FYI, the exact dates of the 116 days may change depending on when the onboarding process completes).

We know (b)(6) will be a great asset to our team, supporting the work of the Office of White House Counsel.

Myra Caesar (cc'd) serves as the approving authority for Personnel actions in the White House Office and will be the signatory on this agreement when executed. My colleagues Michael Posada and Jess Blakemore from White House Counsel as well as Maddie Kolaja from White House Personnel are copied on this email, for tracking and coordination purposes. Please let us know if you have any questions or concerns, and feel free to edit the signing authority if David Apol is no longer the correct signatory. Have a great day and weekend.

Best,  
Marcus

Marcus Smith  
Deputy Director for White House Personnel  
Office of Management and Administration | Executive Office of the President  
Mobile: (b)(6)  
Email: (b)(6)

---

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---

**THE WHITE HOUSE**  
**WASHINGTON**

MEMORANDUM FOR: David J. Apol  
General Counsel  
Office of Government Ethics

FROM: Myra P. Caesar  
Special Assistant to the President and  
Director of White House Personnel  
White House Office  
(b)(6)

SUBJECT: **Request for Detailee:** (b)(6)

The White House Personnel Office requests the detail of (b)(6), (“Detailee”) from the United States Office of Government Ethics (“Home Agency”).

**This detail will be NON-REIMBURSABLE and effective from approximately Monday, February 26 to Friday, June 21, 2024 (116 days) (final dates to be provided upon successful completion of required security checks and determination of actual start date), per 3 U.S.C. § 112 (which authorizes the White House Office to receive detailees on a non-reimbursable basis for up to 180 calendar days in any fiscal year). Any extensions of this detail that will exceed 180 calendar days in a fiscal year will require a new agreement.**

The Detailee will support the Office of White House Counsel and serve as an Associate Counsel. The Detailee will support the White House Counsel’s Office by providing surge capacity for the review of annual financial disclosure filings and certificates of divestiture during the upcoming financial disclosure filing season. This role will be particularly important to support the extensive and increased work of the Office of White House Counsel in Spring 2024. The Detailee will also support and assist with matters involving Ethics Laws and Regulations and help ensure that White House Office staff fulfill the President's priority of maintaining the highest ethical standards within the Biden-Harris Administration and help ensure the White House ethics program maintains excellent standards. The Home Agency will benefit, as its employee will continue to develop skills relevant to (b)(6) position, as well as foster relationships across the federal government.

**I. Allocation of Responsibilities**

The Home Agency will:

- Maintain records for the Detailee, including official time, attendance, and leave records; conduct formal performance evaluations; and address related personnel matters per Home Agency policy.
- Coordinate with the White House Office regarding approvals of leave, performance appraisals, and other applicable Home Agency requirements.

The White House Office will:

- Provide office space and materials necessary for building access and communications, including badges, phones, and computers, as required to conduct White House Office work.
- Cover expenses only for travel, training, or other costs specifically required and pre-approved for the Detailee to fulfill his/her detail assignment (unless otherwise negotiated between the White House Office and the Home Agency).
- Determine the work schedule for the Detailee, subject to applicable federal regulations, and approve any requests for leave.
- Advise the Detailee of any applicable ethics and confidentiality requirements that may apply in the White House Office in addition to the Home Agency's ethics and confidentiality requirements.

**II. Rules, Regulations, and Policies**

- Detailee will continue to receive compensation from Home Agency for the duration of the detail pursuant to law for his/her regular employment and shall retain the rights and privileges of such employment without interruption.
- Detailee is subject to the White House Office's workplace policies, including anti-harassment and anti-discrimination policies, as well as federal statutory and regulatory provisions governing ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity.

**III. Modification/Termination**

- This agreement shall become effective when signed by both parties.
- The agreement shall terminate (b)(6) . It may also be terminated unilaterally by either party through written notice provided at least 14 calendar days prior.
- The agreement may be otherwise modified or extended at any time by mutual consent of the parties.

**We appreciate your attention to this request and completion of all fields below.**

---

***TO BE COMPLETED BY HOME AGENCY:***

Approved:  Disapproved:

*Please choose one of the following:*

Type of Appointment: (i.e., "Career"/ "Schedule C"): Career

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

Signature

David J. Apol  
General Counsel  
U.S. Office of Government Ethics

***TO BE COMPLETED BY WHITE HOUSE OFFICE:***

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

Signature

Myra P. Caesar  
Special Assistant to the President and  
Director of White House Personnel  
White House Office

(b)(6) 

**From:** [Smith, Marcus J. EOP/WHO](#)  
**To:** [David J. Apol](#); [Seth Jaffe](#)  
**Cc:** (b)(6) [Caesar, Myra P. EOP/WHO](#); [Posada, Michael R. EOP/WHO](#); [Blakemore, Jess M. EOP/WHO](#); [Kolaja, Maddie A. EOP/WHO](#)  
**Subject:** RE: White House Office Detail Request for (b)(6)  
**Date:** Friday, February 2, 2024 12:55:39 PM  
**Attachments:** (b)(6) [WHO MOU \(2-2-2024\).pdf](#)

---

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Hi Dave,

Attached is a PDF of the MOU for your signature. Please return this signed document, and we will then send you all a copy of the fully executed MOU once complete.

Thank you!

Marcus

Marcus Smith

Deputy Director for White House Personnel

Office of Management and Administration | Executive Office of the President

Mobile: (b)(6)

Email: (b)(6)

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Friday, February 2, 2024 11:07 AM  
**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>; Smith, Marcus J. EOP/WHO <(b)(6)>  
**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO <(b)(6)>  
**Subject:** RE: White House Office Detail Request for (b)(6)

Hi Marcus,

This looks fine to me as well. Are you planning to send a PDF that I can sign electronically, or do you want me to print, sign, scan, and send a copy back.

Thanks,

Dave

---

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Sent:** Friday, February 2, 2024 9:54 AM  
**To:** Smith, Marcus J. EOP/WHO <(b)(6)>

**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO  
(b)(6) >; Posada, Michael R. EOP/WHO  
(b)(6) >; Blakemore, Jess M. EOP/WHO  
(b)(6) >; Kolaja, Maddie A. EOP/WHO  
(b)(6) >; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Subject:** Re: White House Office Detail Request for (b)(6)

Hi Marcus,

Thank you for sending this to me at (b)(6) request. I have reviewed and it looks good to me. I have also forwarded this to David Apol as he is still the appropriate signatory for OGE.

Thanks again,  
Seth Jaffe  
Chief, Ethics Law and Policy Branch

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Smith, Marcus J. EOP/WHO <(b)(6)>  
**Sent:** Friday, February 2, 2024 9:43:47 AM  
**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Cc:** (b)(6) <(b)(6)> Caesar, Myra P. EOP/WHO  
(b)(6) >; Posada, Michael R. EOP/WHO  
(b)(6) >; Blakemore, Jess M. EOP/WHO  
(b)(6) >; Kolaja, Maddie A. EOP/WHO  
(b)(6) >  
**Subject:** White House Office Detail Request for (b)(6)

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Best,  
Marcus

Marcus Smith  
Deputy Director for White House Personnel  
Office of Management and Administration | Executive Office of the President  
Mobile: (b)(6)  
Email: (b)(6)

---

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---

**THE WHITE HOUSE**  
**WASHINGTON**

MEMORANDUM FOR: David J. Apol  
General Counsel  
Office of Government Ethics

FROM: Myra P. Caesar  
Special Assistant to the President and  
Director of White House Personnel  
White House Office  
(b)(6)

SUBJECT: **Request for Detailee:** (b)(6)

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**I. Allocation of Responsibilities**

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**III. Modification/Termination**

- This agreement shall become effective when signed by both parties.
- The agreement shall terminate (b)(6) . It may also be terminated unilaterally by either party through written notice provided at least 14 calendar days prior.
- The agreement may be otherwise modified or extended at any time by mutual consent of the parties.

**We appreciate your attention to this request and completion of all fields below.**

---

***TO BE COMPLETED BY HOME AGENCY:***

Approved:  Disapproved:

*Please choose one of the following:*

Type of Appointment: (i.e., "Career"/ "Schedule C"): Career

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

Signature

David J. Apol  
General Counsel  
U.S. Office of Government Ethics

***TO BE COMPLETED BY WHITE HOUSE OFFICE:***

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

Signature

Myra P. Caesar  
Special Assistant to the President and  
Director of White House Personnel  
White House Office

(b)(6) 

**From:** [David J. Apol](#)  
**To:** [Seth Jaffe](#)  
**Subject:** Ready to Exit - Top Tips Checklist\_DRAFT (SHJ) v6.docx  
**Date:** Friday, February 23, 2024 3:19:40 PM  
**Attachments:** [Ready to Exit - Top Tips Checklist\\_DRAFT \(SHJ\) v6.docx](#)

---

My comments are attached to yours.



**PARTNERSHIP  
FOR PUBLIC SERVICE**

**Ready to Exit: Checklist for Departing Political Appointees**

Version 6 – February 20, 2024

This checklist is designed to help outgoing appointees understand the numerous personal administrative items that must be considered when departing government service. It is important that you are accorded all of your rights and benefits, address your ethics obligations and fulfill your responsibility as a steward of federal funds as you depart your politically appointed position. While there are some commonalities across the federal government, each agency has its own unique checklists based on different statutes and agency regulations. There likely will be a difference in procedures for offboarding appointees who were Senate confirmed, or who were in the Senior Executive Service.

The Partnership compiled these tips from interviews with recent appointees as well as experts in the office of the undersecretary of management as well as assistant secretaries for administration and management at CFO Act agencies. However, the ultimate responsibility for effective offboarding rests with your designated agency experts and you.

(b)(5) deliberative

(b)(5) deliberative

[ourpublicservice.org](https://ourpublicservice.org) | (202) 775-9111

600 14<sup>th</sup> Street NW, Suite 600 | Washington, D.C. | 20005



### C. Human Resources

1. **Resignation Letters.** Consult your chief human capital officer or White House liaison on the appropriate protocol and format of letters. Your resignation letter may be a public record, so give careful thought to the tone and content of the letter and what you want to say about public service. If your resignation is at the end of a president's term, you may be eligible for unemployment benefits.
2. **Service Computation Date.** Ensure that your service computation date accurately reflects all your federal service (civilian, military or creditable by other statute). A service computation date determines your eligibility for leave, retirement, vesting in the Thrift Savings Plan and as a factor in a reduction in force. It is in block #31 of your SF-50. If you have had multiple tours of federal service, with breaks, it is important that an HR staff member compute your service computation date to account for all your service. It is best to check this date upon returning to service, but vital to do so before you depart in case you are eligible for retirement benefits (such as lifetime health insurance coverage). This was our top tip from recent appointees.
3. **Your SF-50, Notification of Personnel Action.** Print and keep a copy of your SF-50, your electronic Official Personnel Folder and your last earnings and leave statement. The electronic forms may no longer be available once you leave your agency. We recommend you keep it as a permanent record if you ever plan to return to federal service – it confirms valuable employment information that a new hiring office will need to reinstate you.
4. **Benefits.** The federal government offers a wide range of benefits, but you may not be eligible for all of them. It is important to ask what continues after you leave federal service. Here is a list of topics to explore:
  - **Leave**
  - **Severance Pay**
  - **Unemployment Compensation**
  - **Health Benefits**
  - **Flexible spending accounts (health care and dependent care)**
  - **Federal dental and vision benefits**
  - **Federal Long Term Care insurance**
  - **Life insurance**
  - **Retirement eligibility**
  - **Retirement contributions**
  - **Thrift Savings Plan**
  - **Transit Benefits**
5. **Contact Information:** Let HR know how to reach you after you leave: phone, email and mailing address. Take a contact list of the key career contacts who can answer questions after you leave. Do not hesitate to follow up if you have not been paid your last check or your unused leave balance.

### D. Records Management

1. Consult with your Records Liaison Office to ensure your official records are identified and preserved, which records you may take with you and which of your materials can be discarded. Allow your RLO and career point of contact access to your online files. Read National Archives and Records Administration [Records](#)



[Management Guidance for Political Appointees](#). This resource defines what a record is and all the types of records you may have created.

2. Allow enough time to review these records prior to your departure – usually three to four weeks in advance. In the rare instances you used your personal email for official government business, you may need time to transfer the records to the official files and you may need time to sort and preserve official government texts on your government phone and online meeting notes.

A. Determine how your agency social media accounts associated with your position will be archived and shut down.

E. **Security, Privacy, IT, Equipment and Gifts**

1. **Security.** Your access to classified national security information and your security clearance ends with your termination from the government and your clearance will be administratively withdrawn. For those with top secret/sensitive compartmented information clearances, you must be debriefed by your chief information security officer or designee. You may not take classified files. Return all access control cards, credentials, badges and other identifying information, such as an official or diplomatic government passport for your position. Be sure to keep a copy of your clearance information from your security office as it is much easier to reinstate an administratively withdrawn clearance (within certain timelines) should you need it in the future for other employment.

2. **Privacy.** Consult your agency's privacy officer on how to properly secure, transfer or destroy any personal identifiable information you may have stored in paper or electronic files.

3. **IT.** Contact IT to determine the next steps on all your accounts on all electronic devices.

4. **Equipment.** Return computer equipment, mobile phones, home monitors, printers, thumb drives, wireless cards and other IT and communication equipment. Disconnect your government account from your personal mobile and other personal devices. Clean out your office and return all non-IT property such as office keys, desk keys, file keys, official flags, seals and photos.

5. **Gifts.** It is very possible that in your position you accepted gifts from visiting dignitaries, foreign partners, colleagues, business associates or others. Each of these gifts should have been noted with your OGE at the time of receipt along with the proper disposition of each gift. As you depart, it's a good idea to verify each gift acceptance disposition before you remove it from your office.

F. **Communications**

1. **Discuss with leadership how your resignation will be communicated to the public.** Will it be by a press release or a notice on the agency's website? Identify key accomplishments you may wish to highlight in a press release if one is required. Draw these from your legacy work in item III.

2. **Say Thank You** to your non-career and career staff for everything they did to help you accomplish the administration's and your goals. You absolutely could not have done it without them.

3. **Farewell letters to internal and external stakeholders.** Check with your CHCO on the appropriate protocol. Include your future contact information if you wish.



**Resources:** Please see examples of briefings from the Department of Homeland Security and Department of Education who have graciously agreed that we may share them. (we can put links in) And the Department of Labor example in section 3.1 of the [Agency Transition Guide](#).

DRAFT

**From:** [David J. Apol](#)  
**To:** [Seth Jaffe](#)  
**Subject:** RE: Ready to Exit Tip Sheet for your review  
**Date:** Thursday, February 22, 2024 6:10:08 PM

---

I think it needs a little work. Let's talk tomorrow.

Dave

---

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Sent:** Thursday, February 22, 2024 5:40 PM  
**To:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Cc:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Subject:** RE: Ready to Exit Tip Sheet for your review

Hi Shelley,

Thanks, I hope to be able to get suggested edits back tomorrow.

Thanks again,  
Seth

---

**From:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Sent:** Thursday, February 22, 2024 5:38 PM  
**To:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Cc:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Subject:** FW: Ready to Exit Tip Sheet for your review

Good evening –

I just received this request/opportunity for input from the Partnership on a document they are planning to share with all the CHCOS next week. Please let me know if you/your team have suggested revisions. I have also shared it with Nicole for her input. (Please see the description of the purpose below.)

Thanks,  
Shelley

---

**From:** Tina Sung <sup>(b) (6)</sup> >  
**Sent:** Thursday, February 22, 2024 5:16 PM  
**To:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Subject:** Ready to Exit Tip Sheet for your review

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Hi Shelley, I have one final product for our Ready to Series – **Ready to Exit: What to Consider**

**& Tip sheet** for appointees who are transitioning out. I interviewed many Dep Secs, Agency heads, Assistant Secretaries for Administration and CHCOs for their top tips and put them into a simple document to ensure consistency across agencies. You'll note I have many references to the ethics obligations, and I didn't try to duplicate all the granular detail that every agency provides. Sharing with you before I share with all the CHCOS next week. Let me know if you'd like me to strengthen anything. You know I wholeheartedly support the work that OGE does and am sorry I won't be working closely with you through another Presidential Transition.

Many thanks for your support and help,

Tina

From: David J. Apol  
To: Heather A. Jones; Kimberly L. Sikora Panza  
Cc: Seth Jaffe; Deborah J. Bortot  
Subject: RE: Follow up on (b) (6) (b) (5) [contains CUI]  
Date: Thursday, February 13, 2024 11:43:24 PM

I'm not sure exactly what affect that would have. I think the key point (b)(5) deliberative

Maybe a different answer if the (b)(5) deliberative

From: Heather A. Jones <hajones@oge.gov>  
Sent: Tuesday, February 13, 2024 5:30 PM  
To: David J. Apol <djapol@oge.gov>; Kimberly L. Sikora Panza <kspanza@oge.gov>  
Cc: Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djortot@oge.gov>  
Subject: RE: Follow up on (b) (6) (b) (5) [contains CUI]  
Please consider whether (b)(5) deliberative

(b) (5), (b) (6)

From: Heather A. Jones  
Sent: Tuesday, February 13, 2024 5:16 PM  
To: David J. Apol <djapol@oge.gov>; Kimberly L. Sikora Panza <kspanza@oge.gov>  
Cc: Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djortot@oge.gov>  
Subject: RE: Follow up on (b) (6) (b) (5) [contains CUI]

Dave-  
I have been thinking about this and have a new perspective. I don't think exchanging emails is productive. I think it would be helpful for all of us to meet and possibly include Chris.  
Thanks,  
Heather

From: David J. Apol <djapol@oge.gov>  
Sent: Tuesday, February 13, 2024 4:22 PM  
To: Kimberly L. Sikora Panza <kspanza@oge.gov>; Heather A. Jones <hajones@oge.gov>  
Cc: Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djortot@oge.gov>  
Subject: RE: Follow up on (b) (6) (b) (5) [contains CUI]

(b)(5)

deliber

The argument that (b)(5) deliberative

Similarly, this analysis would also mean (b)(5) deliberative

(b)(5) deliberative

This is different from than a case where (b)(5) deliberative

Do we have different advice from OLC? Has OLC ever raised concerns about (b)(5) deliberative ?

So it seems to me that:

(b)(5) deliberative

From: Kimberly L. Sikora Panza <kspanza@oge.gov>  
Sent: Tuesday, February 13, 2024 7:48 AM  
To: Heather A. Jones <hajones@oge.gov>; David J. Apol <djapol@oge.gov>  
Cc: Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djortot@oge.gov>; Kimberly L. Sikora Panza <kspanza@oge.gov>  
Subject: RE: Follow up on (b) (6) (b) (5) [contains CUI]

All,  
As stated in (b)(5) deliberative

The email that DOJ sent me last week on this issue also directly states that (b)(5) deliberative

understand this is not only our approach in the nominee program, but it also is advice that we have provided agencies who

inquire re the same in desk officer questions – see AIMS (b)

(b)(5) deliberative

(b)(5) deliberative

Kim

Kimberly L. Sikora Panza  
Senior Associate Counsel  
U.S. Office of Government Ethics  
1201 New York Avenue NW, Suite 500  
Washington, DC 20005  
202.482.9214

From: Heather A. Jones <hajones@oge.gov>

Sent: Monday, February 12, 2024 1:40 PM

To: David J. Apol <djapol@oge.gov>; Kimberly L. Sikora Panza <kspanza@oge.gov>

Cc: Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djborot@oge.gov>

Subject: RE: Follow up on (b) (6) (b)(5) [contains CUI]

Was this (b) (5), (b) (6) ? Or Alternative, is this (b) (b) (5), (b) (6) ?

From: David J. Apol <djapol@oge.gov>

Sent: Monday, February 12, 2024 12:22 PM

To: Kimberly L. Sikora Panza <kspanza@oge.gov>; Heather A. Jones <hajones@oge.gov>

Cc: Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djborot@oge.gov>

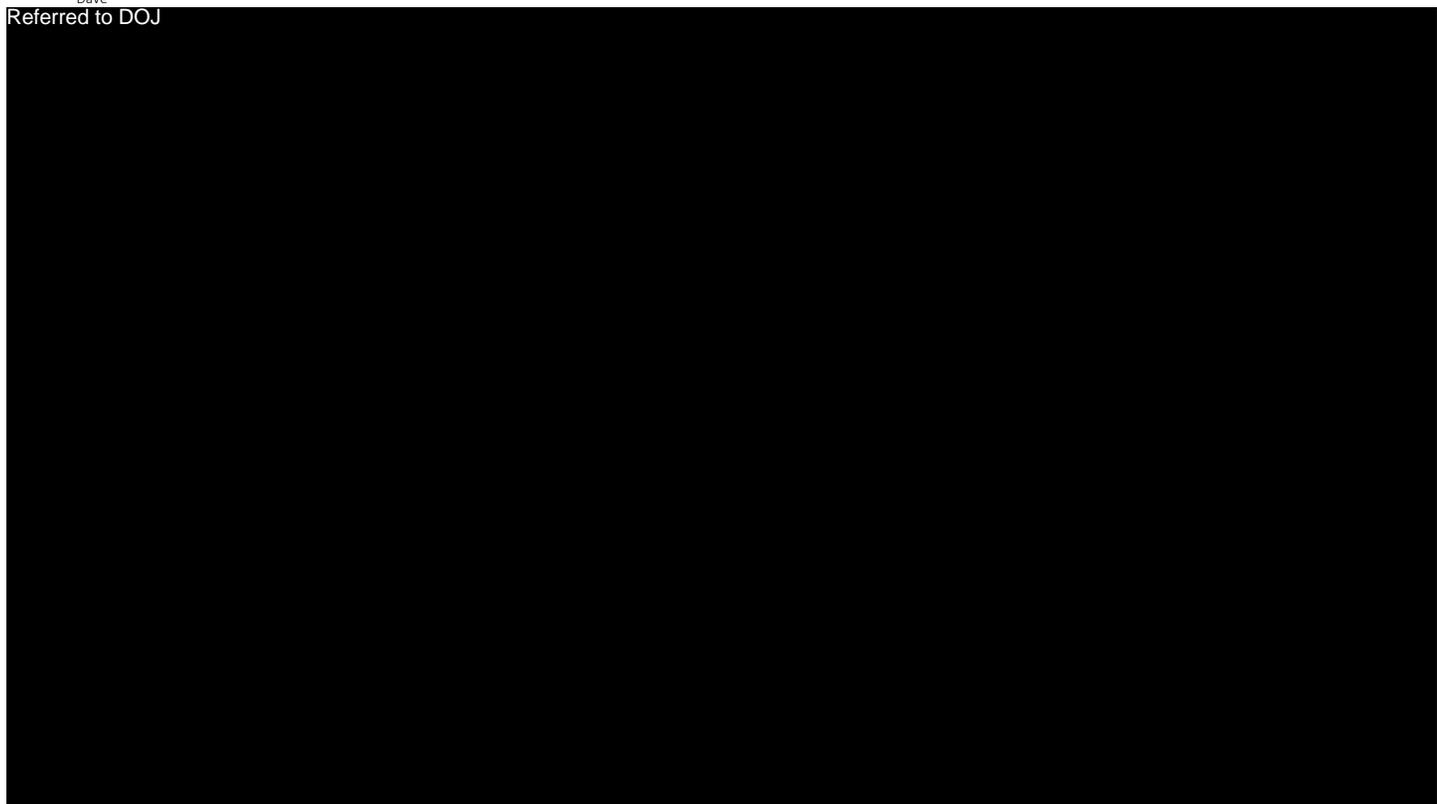
Subject: FW: Follow up on (b) (6) (b) (5) [contains CUI]

I would like to talk about this. Have we said (b)(5) deliberative in the past where there was (b)(5) deliberative Is a (b)(5) deliberative matter if (b)(5) deliberative ? Would if

Two attachments referred to DOJ

Dave

Referred to DOJ



From: Kimberly L. Sikora Panza <kspanza@oge.gov>

Sent: Tuesday, February 6, 2024 9:39 AM

To: Tirrell, Joseph W. (IMD) (b) (6)

Cc: Kimberly L. Sikora Panza <kspanza@oge.gov>

Subject: [EXTERNAL] RE: Follow up on (b) (6) (b) (5) [contains CUI]

CONTROLLED

Hi Joe,

I spoke with the nominee team and we consulted (b) (5) . The reason why he was required to (b) (5), (b) (6)

[Redacted line]

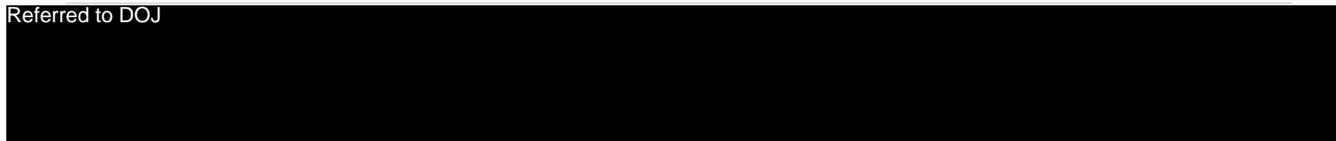
[Redacted line]

Thanks,

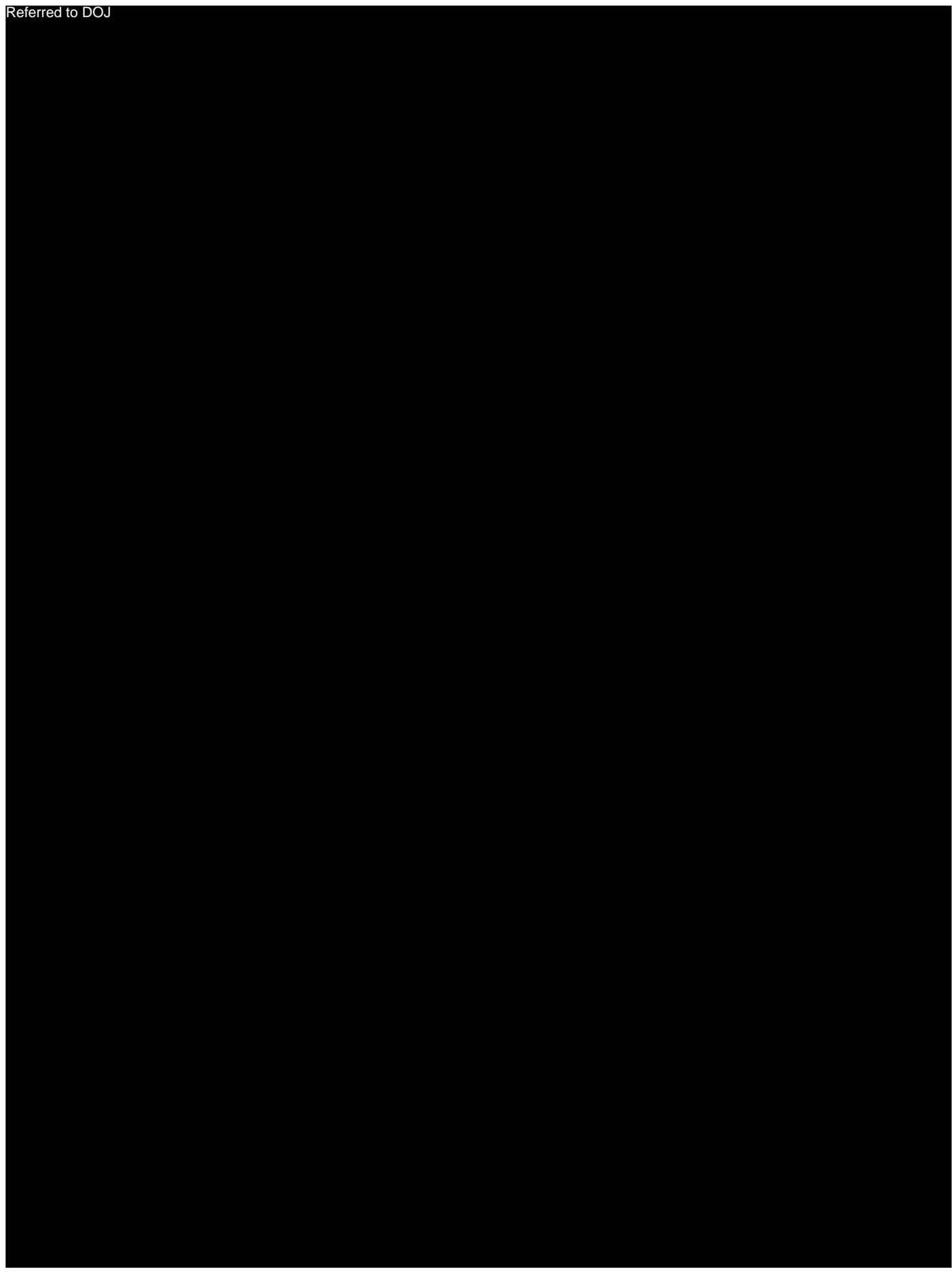
Kim

Kimberly L. Sikora Panza  
Senior Associate Counsel  
U.S. Office of Government Ethics  
1201 New York Avenue NW, Suite 500  
Washington, DC 20005  
202.482.9214

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**From:** [David J. Apol](#)  
**To:** [Christopher J. Swartz](#); [Seth Jaffe](#)  
**Subject:** RE: Application of (b)(5) deliberative  
**Date:** Wednesday, February 14, 2024 4:17:08 PM

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Great! Thanks Chirs.

Dave

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**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Wednesday, February 14, 2024 4:11 PM  
**To:** Seth Jaffe <sjaffe@oge.gov>  
**Cc:** David J. Apol <djapol@oge.gov>  
**Subject:** RE: Application of (b)(5) deliberative

Closing it out right now. AIMS (b) (5)

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
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**From:** Seth Jaffe <sjaffe@oge.gov>  
**Sent:** Wednesday, February 14, 2024 4:11 PM  
**To:** Christopher J. Swartz <cjswartz@oge.gov>  
**Cc:** David J. Apol <djapol@oge.gov>  
**Subject:** FW: Application of (b)(5) deliberative

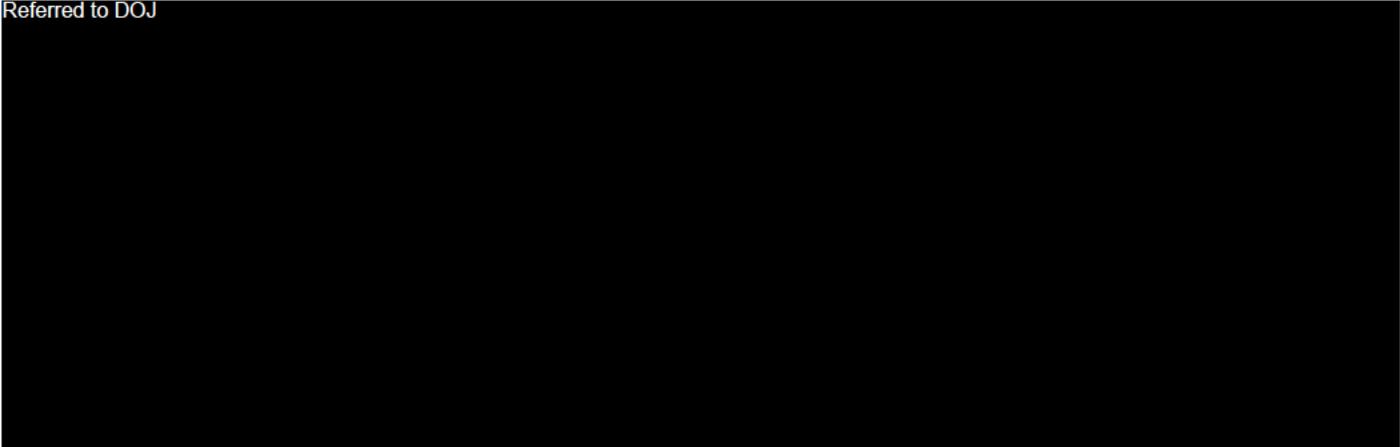
Hi Chris,

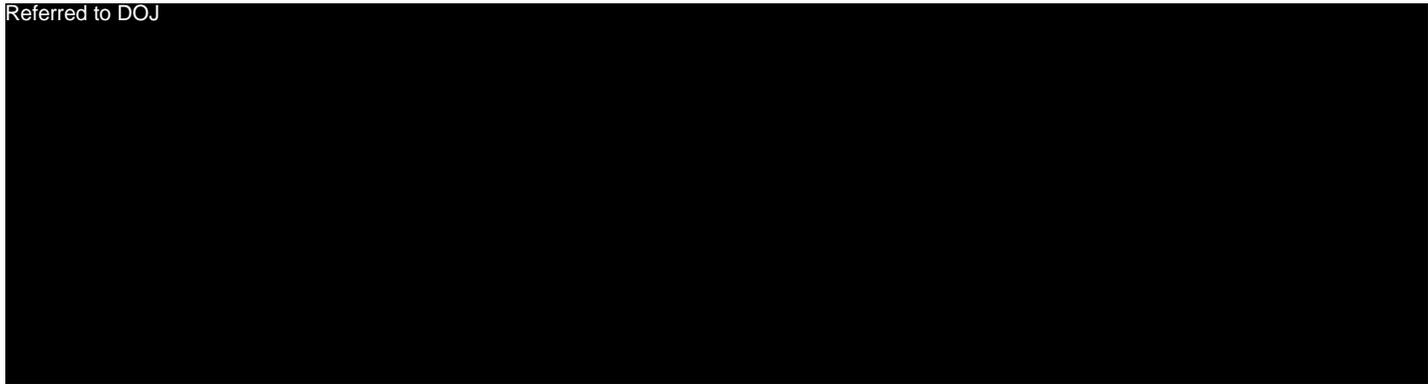
Could you please make sure that this gets memorialized in the correct AIMS entry?

Thanks,  
Seth

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Referred to DOJ





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**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Wednesday, February 7, 2024 5:27 PM  
**To:** Schauf, Zachary (OLC) <(b) (6)>; Heim, Laura (OLC) <(b) (6)>  
Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>; Christopher J. Swartz <[cjswartz@oge.gov](mailto:cjswartz@oge.gov)>  
**Subject:** [EXTERNAL] Application of (b)(5) deliberative

Hi Laura and Zach,

Thank you very much for reaching out concerning the application of (b)(5) deliberative [redacted] – I appreciate it.

Specifically, you asked:

- 1) Would you mind taking a look and letting us know your views?
- 2) We'd also appreciate any information you might be able to share about the prior advice (b) (5) [redacted] from OGE.

In response to the first question:

OGE understanding is that OLC's previous conclusion under (b) (5) [redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]

In response to the second question:

Our records show that OGE provided the previous advice in (b) (5) [redacted]  
[redacted]  
[redacted]

In applying these factors, we advised that there were aspects of (b) (5) [redacted]  
[redacted]  
[redacted]

(b) (5)

We provided the ethics official with the references cited above; he indicated that the agency would probably reach out to OLC for a definitive answer.

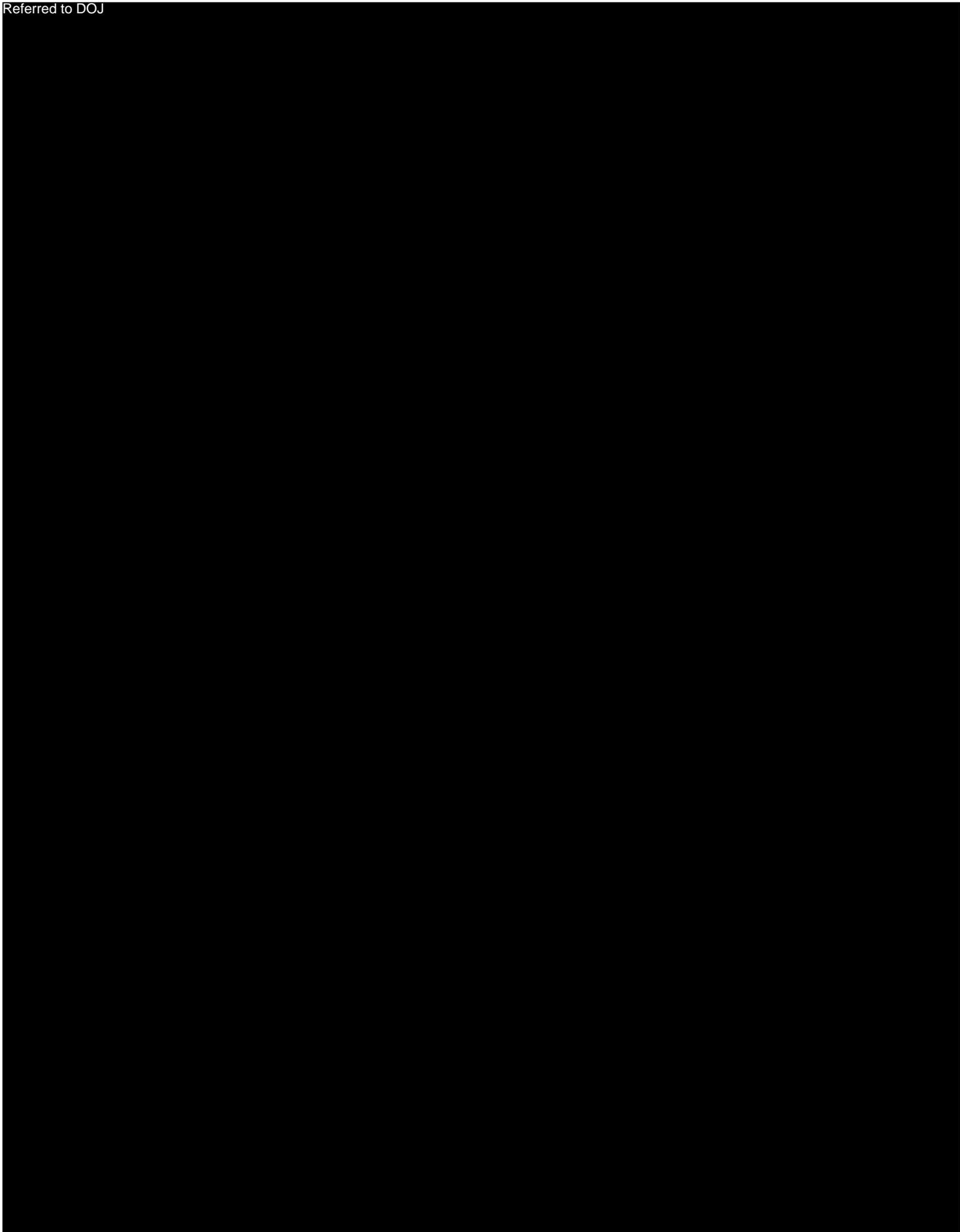
I note that (b) (5)

If you would like to discuss these issues further or would like to discuss issues that may arise from scenarios involving an (b) (5) – we are happy to do so.

Thanks,  
Dave

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**From:** [David J. Apol](#)  
**To:** [Deborah J. Bortot](#); [Heather A. Jones](#)  
**Subject:** RE: Follow up on (b) (6), (b) (6) [contains CUI]  
**Date:** Monday, February 12, 2024 5:45:47 PM

I'm not sure it should have been or needs to be (b) (5), (b) (6)

---

**From:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Sent:** Monday, February 12, 2024 2:38 PM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Subject:** RE: Follow up on (b) (6), (b) (5) [contains CUI]

I would say that answers the question we wanted to ask, but we still need to talk about what this means for (b) (5)

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Monday, February 12, 2024 1:55 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Subject:** FW: Follow up on (b) (6), (b) (5) [contains CUI]  
Take another look at Joe's original email to Kim. Does that answer any of our questions?

Remainder of thread duplicate of records addressed above

**From:** [David J. Apol](#)  
**To:** [Heather A. Jones](#)  
**Cc:** [Kimberly L. Sikora Panza](#); [Seth Jaffe](#)  
**Subject:** RE: Follow up on (b) (6), (b) (5) [contains CUI]  
**Date:** Monday, February 12, 2024 12:33 PM

But does the fact tha (b) (5)

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Monday, February 12, 2024 12:33 PM  
**To:** David J. Apol <djapol@oge.gov>; Kimberly L. Sikora Panza <kspanza@oge.gov>  
**Cc:** Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djborot@oge.gov>  
**Subject:** RE: Follow up on (b) (6), (b) (5) [contains CUI]

Dave-

Happy to talk about it. Kim is (b) (6), so we could talk tomorrow. It is interesting that she went around Joe Tirrell, who spoke to Kim. We did confirm that the (b) (5)

Heather

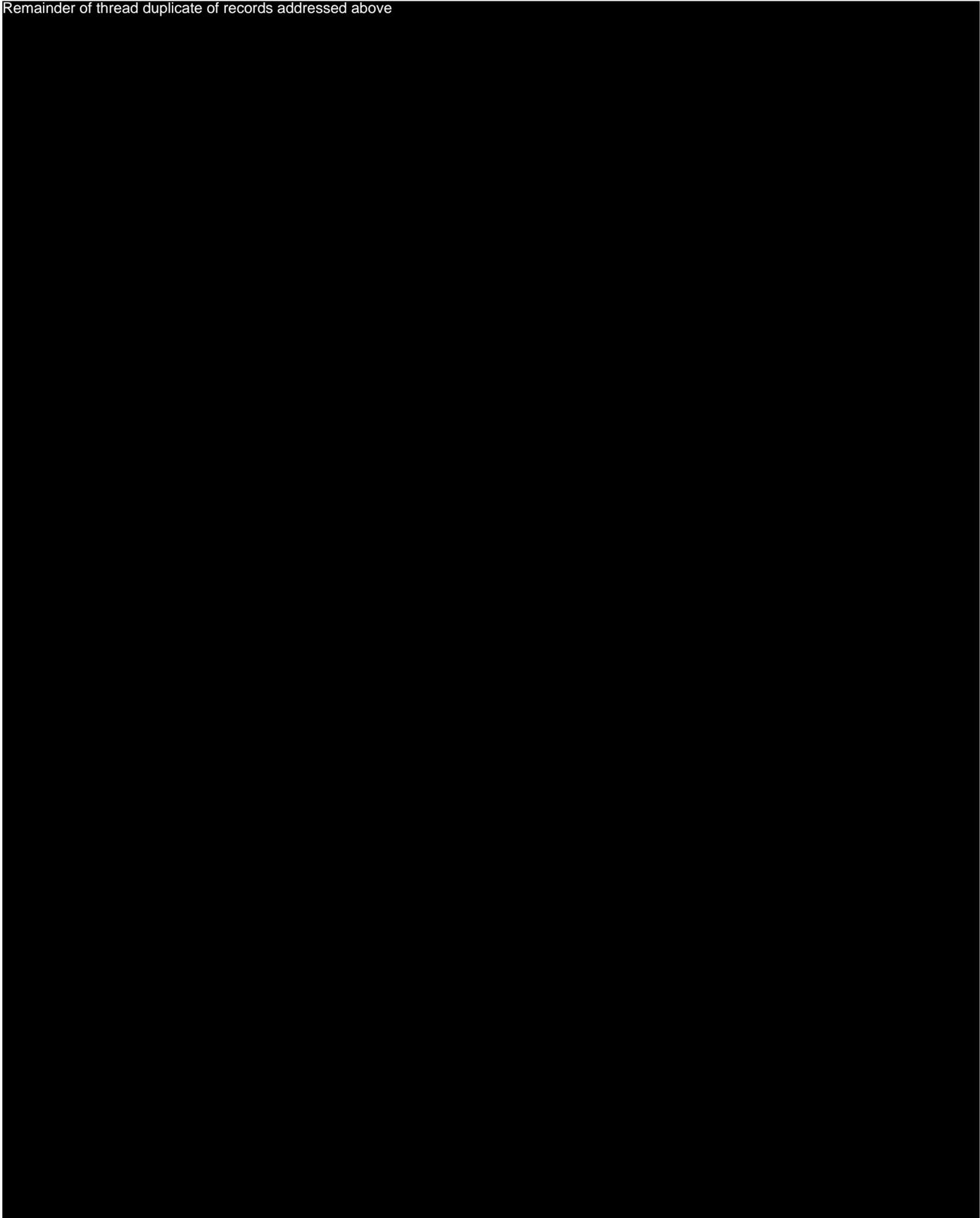
Remainder of thread duplicate of records addressed above

**From:** [David J. Apat](#)  
**To:** [Seth Jaffe](#)  
**Subject:** FW: Follow up on (b) (6) (b) (7) (C) [contains CUI]  
**Date:** Thursday, February 6, 2020 12:53:01 PM

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Looks like this in a nom team answer, but does this seem like the (b) (5) to you?

Remainder of thread duplicate of records addressed above



**From:** [David J. Apol](#)  
**To:** [Christopher J. Swartz](#); [Seth Jaffe](#)  
**Subject:** RE: application of (b)(5) deliberative  
**Date:** Wednesday, February 7, 2024 9:37:48 AM

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11 is fine. Thanks.!

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**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Wednesday, February 7, 2024 9:37 AM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Subject:** RE: application of (b)(5) deliberative

Hi Dave-

The call at 11 is internal only (just you, me, and Seth). I have a 10 AM call but could move our 11 to 10:30 AM if that is preferable.

-Chris

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

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**From:** David J. Apol <djapol@oge.gov>  
**Sent:** Wednesday, February 7, 2024 9:36 AM  
**To:** Seth Jaffe <sjaffe@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>  
**Subject:** RE: application of (b)(5) deliberative

Can we talk briefly at 10 just to make sure we are all going down the same path?

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**From:** Seth Jaffe <sjaffe@oge.gov>  
**Sent:** Tuesday, February 6, 2024 4:51 PM  
**To:** Christopher J. Swartz <cjswartz@oge.gov>  
**Cc:** David J. Apol <djapol@oge.gov>  
**Subject:** RE: application of (b)(5) deliberative

Hi Chris,

I defer to Dave, but it is fine with me if you are assigned to review this inquiry from OLC.

Thanks,  
Seth

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**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Tuesday, February 6, 2024 3:03 PM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>

**Subject:** FW: application of (b)(5) deliberative

I am happy to investigate this if you'd like. I understand if you want to assign it to someone else, however, I have the time and interest.

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

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Remainder of thread duplicate of records addressed above

