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To: ["Passantino, Stefan C. EOP/WHO"](#)
Cc: [David J. Apol](#); [Shelley K. Finlayson](#)
Subject: waivers and authorizations
Date: Tuesday, May 30, 2017 12:17:15 PM

Stefan,

I'm writing as a follow up to your conversation with Dave Apol. As Dave explained, the Program Advisory (PA-17-02) requires the production of the actual documents (i.e., the waivers and authorizations themselves).

The requirement is to produce a copy of each waiver or authorization. Copies should be submitted to OGE as a PDF attachment to an email. If the White House posts them publicly instead, OGE will accept that posting as fully consistent with the Program Advisory.

There is a separate requirement to produce information about each waiver or authorization that applies **only** when a written document does not exist. The Program Advisory does not allow agencies to choose between providing either a copy of the document or a description of the document. In every case, the document must be produced. The requirement to provide a description of the waiver or authorization is a catchall intended to cover situations in which the waiver or authorization was not issued in writing or has been misplaced.

Please be aware that the Program Advisory covers not only waivers under EO 13770, but also waivers under 18 U.S.C. § 208(b)(1) and 5 C.F.R. § 2635.503(c) and authorizations under 5 C.F.R. § 2635.502(d).

Feel free to call me this afternoon if you have any questions.

Walt

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