

**From:** [Ogura, Christine](#)  
**To:** [Poland, Melody F](#)  
**Cc:** [Foerster, Kevin](#)  
**Subject:** Re: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm  
**Date:** Tuesday, December 21, 2021 10:15:10 AM  
**Attachments:** [Outlook-0o3ehxti.png](#)

---

I use web version so yikes, folder by folder? That means I actually have to organize this if you can't do a full search through my emails? might be easier to chat so I can get on the same page.

Thanks and please take care,  
Christine

---

Christine Ogura  
Deputy Regional Chief, [National Wildlife Refuge System](#)  
[U.S. Fish and Wildlife Service](#)  
[Interior Region 9](#) (Idaho, Oregon, Washington, NW Montana)  
[Interior Region 12](#) (American Samoa, Guam, Hawaii, Northern Mariana Islands)  
911 NE 11th Avenue, 4E  
Portland, OR 97232  
Cell: 503-913-8027  
Email: [christine\\_ogura@fws.gov](mailto:christine_ogura@fws.gov)



[A Beginner's Guide to the National Wildlife Refuge System](#)  
[Why Visit National Wildlife Refuges?](#)

---

**From:** Poland, Melody F <[melody\\_poland@fws.gov](mailto:melody_poland@fws.gov)>  
**Sent:** Monday, December 20, 2021 11:28 AM  
**To:** Ogura, Christine <[christine\\_ogura@fws.gov](mailto:christine_ogura@fws.gov)>  
**Cc:** Foerster, Kevin <[kevin\\_foerster@fws.gov](mailto:kevin_foerster@fws.gov)>  
**Subject:** FW: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

Hello,

It looks like John would like to begin gathering email records for this FOIA case.

I can begin this process for Christine (and Kevin, if needed). Chanelle did mention that she has delegate access to the RD and DRD mailboxes, so whenever there's a FOIA she just goes in and

searches for the requested keywords.

To delegate access from Outlook, there are a couple of methods depending on whether you use the desktop version or the web app.

I can help set it up with either version, but for the Outlook Web App, it looks as though access is delegated on a folder-by-folder basis instead of the entire mailbox

(Kevin, please feel free to weigh in if you know of another way to delegate access for the entire OWA mailbox).

Please let me know how you would like to proceed, or I can start by sending instructions for how to delegate access for both versions of Outlook.

Thanks,

**Melody Poland**

Executive Assistant

U.S. FWS - IR 9/12, NWRS

Mobile: 971-832-1730

---

**From:** DeClerck, John <[john\\_declerck@fws.gov](mailto:john_declerck@fws.gov)>  
**Sent:** Monday, December 20, 2021 10:48 AM  
**To:** Poland, Melody F <[melody\\_poland@fws.gov](mailto:melody_poland@fws.gov)>; FOIA, FWHQ <[FWHQ\\_FOIA@fws.gov](mailto:FWHQ_FOIA@fws.gov)>  
**Cc:** Cummins, Stacey C <[stacey\\_cummins@fws.gov](mailto:stacey_cummins@fws.gov)>  
**Subject:** RE: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

Hi Melody,

Please start your process of searching for records with Christine, and see if Kevin may have any records prior to his retirement if possible.

Thanks,  
John

---

**From:** Poland, Melody F <[melody\\_poland@fws.gov](mailto:melody_poland@fws.gov)>  
**Sent:** Monday, December 20, 2021 10:36 AM  
**To:** FOIA, FWHQ <[FWHQ\\_FOIA@fws.gov](mailto:FWHQ_FOIA@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:** RE: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

Hello,

I am just checking in on the status of this request to see if anything is needed from the Chief's office

of Refuges, and if so, what we can do to help.

As an FYI, our Regional Chief, Kevin Foerster, will be retiring at the end of the month, and our Deputy Regional Chief, Christine Ogura, will be on leave for all of January except the last week. I can work on getting access to Christine's calendar to start looking for messages, if that helps.

Thank you,

**Melody Poland**

Executive Assistant

U.S. Fish & Wildlife Service, Interior Regions 9 & 12

National Wildlife Refuge System

911 NE 11th Avenue, Portland, OR 97232

Mobile: 971-832-1730

---

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

**Sent:** Thursday, December 9, 2021 7:50 AM

**To:** Poland, Melody F <[melody\\_poland@fws.gov](mailto:melody_poland@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:** Re: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

Hello, Melody-

Since we are doing intake now, we will work with the SME to gather records before it is sent to John for review.

Thanks!

Stacey

United States Fish and Wildlife Service

Headquarters Freedom of Information Act Office

MS: IRTM

5275 Leesburg Pike

Falls Church, VA 22041

---

**From:** Poland, Melody F <[melody\\_poland@fws.gov](mailto:melody_poland@fws.gov)>

**Sent:** Wednesday, December 8, 2021 4:57 PM

**To:** FOIA, FWHQ <[FWHQ\\_FOIA@fws.gov](mailto:FWHQ_FOIA@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:** RE: FOIA request DOI-FWS-2022-000501 Dungeness Oyster Bay Farm

Hello,

Apologies if this message was not conveyed sooner.

The SME for this request is Jennifer BrownScott. Her email address is [jennifer\\_brownScott@fws.gov](mailto:jennifer_brownScott@fws.gov).

I have passed this notice to her and she will work with John to respond to the request.

Thank you,

**Melody Poland**

Acting Executive Assistant  
U.S. Fish & Wildlife Service, Interior Regions 9 & 12  
National Wildlife Refuge System  
911 NE 11th Avenue, Portland, OR 97232  
Mobile: 971-832-1730

---

**From:** Gray, Sarah <[Sarah\\_Gray@fws.gov](mailto:Sarah_Gray@fws.gov)>  
**Sent:** Monday, December 6, 2021 9:16 AM  
**To:** DeClerck, John <[john\\_declerck@fws.gov](mailto:john_declerck@fws.gov)>; Poland, Melody F <[melody\\_poland@fws.gov](mailto: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.

---

**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