



U.S. Department of Justice

Executive Office for Immigration Review

Office of the General Counsel

5107 Leesburg Pike, Suite 2150
Falls Church, Virginia 22041

June 7, 2019

Michelle Mendez
CLINIC
8757 Georgia Ave., Suite 850
Silver Springs, MD 20910

Re: FOIA 2019-11392

Dear Ms. Mendez,

This letter is a partial response to your Freedom of Information Act (FOIA) request to the Executive Office for Immigration Review (EOIR) in which you seek information regarding the Office of Policy and various Attorney General's decisions.

Documents responsive to parts 1 and 2 of your request are enclosed. There will be no charge for the enclosed documents.

EOIR continues to process your request and will issue a final response when all documents have been received and reviewed.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. *See* <http://www.justice.gov/oip/foiapost/2012foiapost9.html>.

You may contact our FOIA Public Liaison at the telephone number 703-605-1297 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <https://www.foiaonline.gov/foiaonline/action/public/home>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Schaaf", written in a cursive style.

Joseph R. Schaaf

Senior Counsel for Administrative Law



U.S. Department of Justice

Executive Office for Immigration Review

Office of the Director


Director

5107 Leesburg Pike, Suite 2600

Falls Church, Virginia 22041

June 1, 2017

MEMORANDUM TO: Lee J. Lofthus
Assistant Attorney General for Administration
Justice Management Division

FROM: James R. McHenry III 
Acting Director
Executive Office for Immigration Review

SUBJECT: The Executive Office for Immigration Review (EOIR) seeks to
add a new Office of Policy

The Executive Office for Immigration Review (EOIR) is requesting that a reorganization, establishing a new Office of Policy, be included in the Department of Justice FY 2017 Spending Plan. The proposed reorganization reflects EOIR's need to identify, develop and effectively communicate EOIR's organizational priorities and policies to internal and external stakeholders.

The Office of Policy will include the previous Office of Planning, Analysis and Statistics, currently located in the Office of the Director. It will coordinate strategic policy initiatives on behalf of EOIR leadership that advance EOIR's priorities, including projects that require coordination with DOJ headquarters, and both intra-agency and inter-agency partners.

This office will:

- Identify, develop, draft, standardize, and communicate agency priorities and policies
- Oversee and standardize the EOIR regulatory process
- Oversee the strategic management process
- Conduct research, evaluation, and statistical analysis
- Expand analytics capacity to meet the demand for advanced and predictive analytics
- Enhance data quality and governance to quickly and effectively mitigate any data quality issues in the field

Memorandum to Lee J. Lofthus, Justice Management Division
Subject: The EOIR seeks to add a new Office of Policy.

Page 2

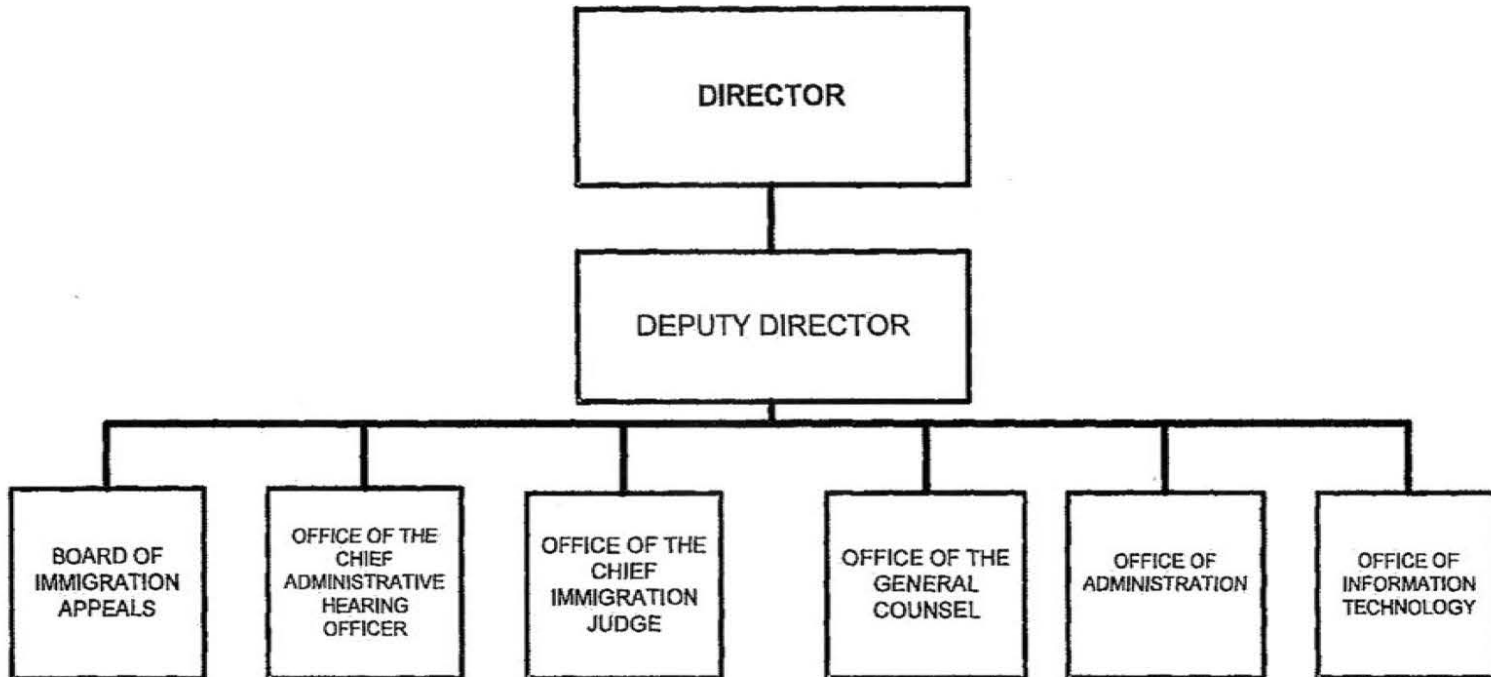
OP will be led by a GS-15, with the intention that EOIR will request an SES slot for this position in the future.

This new office will enable EOIR to make better data-informed decisions and quickly adapt to the changing environment. Information regarding this proposed reorganization has also been provide to the Budget Staff, Justice Management Division with the EOIR FY 2017 spending plan submission.

The existing and proposed organization charts are attached for reference.

Attachments

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW



Approved by:

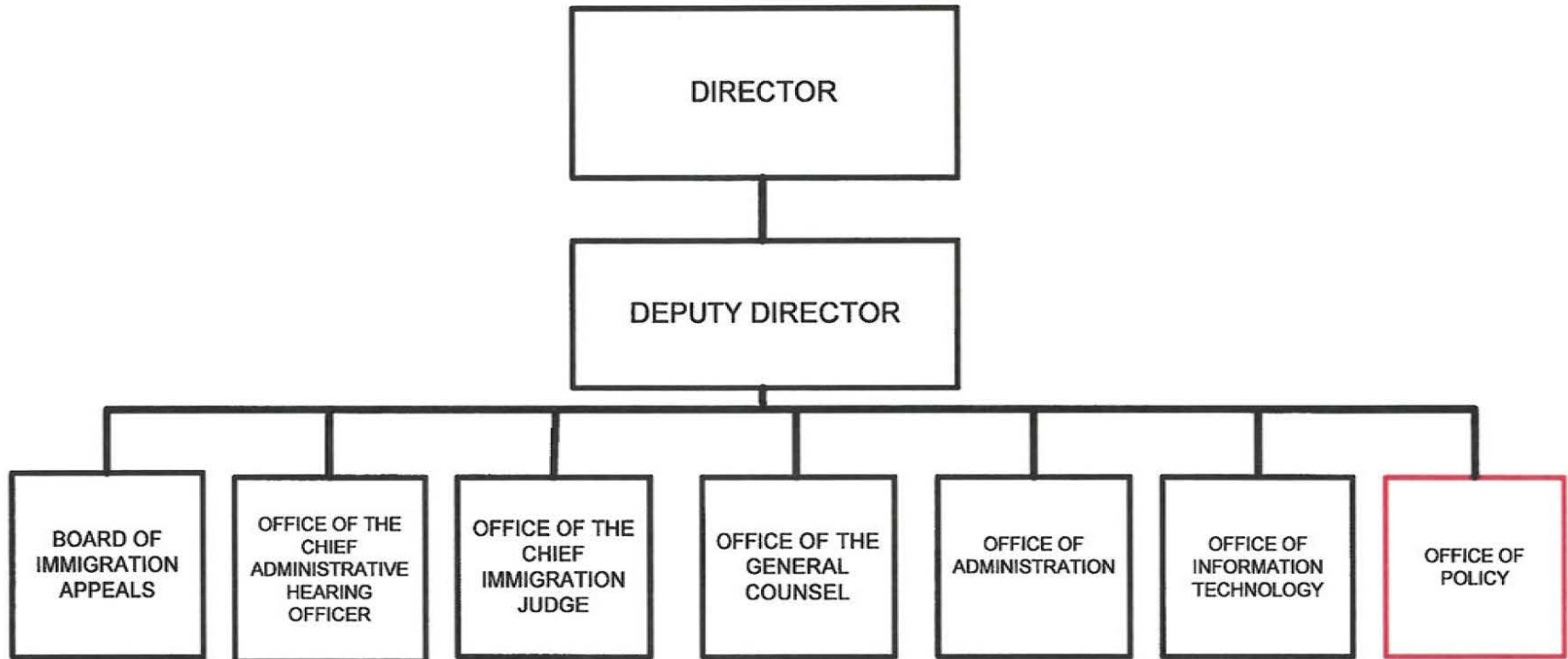
Date:

January 28, 2015

ERIC H. HOLDER, JR.
Attorney General

Explanation of Organization Chart Changes

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW



KEY/NOTES:



Create a new Office of Policy

Component Name: Executive Office for Immigration Review	
Current SES Allocation:	9
Current SL Allocation:	15
Additional SES Requested:	2 (1 Perm & 1 Float)
Additional SL Requested:	2 (DOJ Perm)

Position Title	Incumbent Name, Vacant, or New Request	Pay Plan	Proposed Position Rank (A, B, C)	Position Designation
DIRECTOR	Vacant (MCHENRY acting)	ES	A1	General
DEPUTY DIRECTOR	Vacant (REILLY acting)	ES	A2	General
CHAIRMAN, BOARD OF IMMIGRATION APPEALS	NEAL, DAVID	ES	A3	Career Reserved
CHIEF IMMIGRATION JUDGE	KELLER, MARY BETH	ES	A4	Career Reserved
DEPUTY CHIEF IMMIGRATION JUDGE	VACANT	ES	A5	Career Reserved
VICE CHAIRMAN, BOARD OF IMMIGRATION APPEALS	ADKINS-BLANCH, CHARLES K.	ES	A6	Career Reserved
CHIEF INFORMATION OFFICER	VACANT (LUMHO acting)	ES	A7	Float (Convert to Career Reserved)
ATTORNEY EXAMINER	CLARK, MOLLY K. (vice Vacant)	SL	A5	DOJ Perm
ATTORNEY EXAMINER	COLE, PATRICIA A.	SL	A5	DOJ Perm
ATTORNEY EXAMINER	CREPPY, MICHAEL	SL	A5	DOJ Perm
ATTORNEY EXAMINER	GRANT, EDWARD R.	SL	A5	DOJ Perm
ATTORNEY EXAMINER	GREER, ANNE J.	SL	A5	DOJ Perm
ATTORNEY EXAMINER	GUENDELSBERGER, JOHN W.	SL	A5	DOJ Perm
ATTORNEY EXAMINER	KELLY, EDWARD (vice Miller)	SL	A5	DOJ Perm
ATTORNEY EXAMINER	LIEBOWITZ, ELLEN	SL	A5	DOJ Float (change to DOJ Perm)
ATTORNEY EXAMINER	MALPHRUS, GARRY D.	SL	A5	DOJ Perm
ATTORNEY EXAMINER	MANN, ANA	SL	A5	DOJ Perm
ATTORNEY EXAMINER	MULLANE, HUGH G.	SL	A5	DOJ Perm
ATTORNEY EXAMINER	O'CONNOR, BLAIR (vice Holmes)	SL	A5	DOJ Perm
ATTORNEY EXAMINER	PAULEY, ROGER ANDREW	SL	A5	DOJ Perm
ATTORNEY EXAMINER	WENDTLAND, LINDA S.	SL	A5	DOJ Perm
ATTORNEY EXAMINER	VACANT	SL	A5	DOJ Float (change to DOJ Perm)
SENIOR IMMIGRATION JUDGE	VACANT (vice Schmidt)	SL	A5	DOJ Float (can be released)
CHIEF ADMINISTRATIVE HEARING OFFICER	STUTMAN, ROBIN M.	ES	B1	Career Reserved
GENERAL COUNSEL	KING, JEAN C.	ES	B2	Career Reserved
ASSISTANT DIRECTOR, OFFICE OF POLICY	VACANT	ES	B3	DOJ Float (new request)
ASSISTANT DIRECTOR FOR ADMINISTRATION	JORDAN, WYEVETRA (WARD acting)	ES	C1	Career Reserved
SENIOR ASSOCIATE GENERAL COUNSEL	Vacant (vice Espinosa)	SL	C2	DOJ Float (can be released)

Position Count: 28

EOIR - OFFICE OF POLICY

Assistant Director (SES)

Deputy Assistant Director (GS-15)

Staff Assistant - GS-12

Chief, Communications (GS-15)

Chief, Planning, Analysis & Statistics (GS-15)

Chief, Regulations & Policies

Deputy Chief (GS-15)

Deputy Chief (GS-15)

Deputy Chief

Attorney Advisor (GS-15)

Program Analyst (GS-13)

Attorney Advisor GS-14

Public Affairs Specialist (GS-14)

Program Analyst (GS-13)

Attorney Advisor GS-14

Public Affairs Specialist (GS-14)

Program Analyst (GS-13)

Attorney Advisor GS-14

Public Affairs Specialist (GS-14)

Attorney Advisor GS-14

Public Affairs Specialist (GS-14)

Program Analyst GS-13

Public Affairs Specialist (GS-14)

Program Analyst GS-13

Public Affairs Specialist (GS-13)

Program Analyst (GS-15)

Program Analyst (GS-14)

Program Analyst (GS-11)

Contractors = 7

Contractors = 5

EOIR – Office of Policy
September 2017

The work of the Executive Office for Immigration Review has grown significantly over recent years as the agency serves to administer the nation's immigration court system and the increasing immigration court backlog. As well as the primary responsibility of operating 58 immigration courts (expected to increase to over 60) throughout the country determining the status of foreign born individuals, EOIR also adjudicates cases involving the illegal hiring and employment eligibility verification violations, document fraud, and employment discrimination. In addition, as the topic of immigration and public safety become the focal point of the current Administration, EOIR gains more public interest and is in need of a dedicated office to effectively communicate the agency's organizational priorities and policies to internal and external stakeholders. This new office, headed by an SES executive, will be key in EOIR's efforts to meet the Presidential and Attorney General priority goal to Enforce Immigration Laws.

Schaaf, Joseph R. (EOIR)

From: EOIR Director (EOIR)
Sent: Monday, November 27, 2017 11:32 AM
To: All of EOIR
Subject: Office of Policy Leadership Update

I am pleased to announce that Chief of Staff ACIJ Christopher A. Santoro will serve as the Acting Assistant Director for EOIR's newly-formed Office of Policy, which is slated to begin operations on December 11. Chris will oversee setting up the office and ensuring a seamless transition as it centralizes coordination among different components on a number of issues. The Office of Policy will, among other things:

- identify, develop, draft and standardize agency priorities and policies
- oversee and standardize the agency's regulatory process in consultation with OGC
- oversee the strategic management process
- conduct research, evaluation, and statistical analysis
- expand analytics capacity to provide advanced and predictive analytics for strategic planning purposes
- enhance data quality and governance
- oversee and coordinate the agency's internal development and dissemination of policy guidance and legal updates and coordinate legal training
- provide for overall planning, management, and direction of communications.

I encourage you to contact Chris with any suggestions you may have regarding ways in which the Office of Policy can serve EOIR's needs.

James McHenry
Acting Director

Schaaf, Joseph R. (EOIR)

From: Ayers, Matia (EOIR)
Sent: Wednesday, November 15, 2017 5:06 PM
To: All of EOIR
Subject: Internal Reassignment Opportunity: Office of Policy (OP), Immigration Law Division

Good Afternoon,

EOIR invites qualified attorneys to apply for an opportunity to join our new Office of Policy (OP), which will formally launch on December 11, 2017. In addition to containing the Office of Communications and Legislative Affairs (OCLA) and the Office of Planning Analysis and Statistics (OPAS), OP will house a newly-formed Immigration Law Division. The Immigration Law Division will oversee and standardize the agency's regulatory process in consultation with OGC; oversee and coordinate the agency's internal development and dissemination of policy guidance and legal updates; and coordinate all legal training.

We are looking to fill two types of positions within the Immigration Law Division: Division Chief (one position) and Attorney (up to four positions). Before soliciting externally, we are seeking volunteers to potentially fill these positions through reassignment.

Qualifications.

(1) Division Chief. To qualify for this position, the applicant must be an EOIR attorney with at least 7 years of experience in the field of immigration law. In particular, the applicant should have experience related to the regulatory process, policy development, and/or legal training. Moreover, the applicant must have at least one year of supervisory experience.

(2) Attorney: To qualify for this position, the applicant must be an EOIR attorney with at least 5 years of experience in the field of immigration law. In particular, the applicant should have experience related to the regulatory process, policy development, and/or legal training.

Application process. Attorneys wishing to apply to either position must submit a brief statement of interest (1-2 pages), a current resume, and any supporting documentation that the applicant would like considered. The statement of interest should demonstrate that the applicant meets the qualifications for the position as listed above, and should also address the applicant's ability to perform quality legal work in a timely manner, while exhibiting professionalism, collegiality, and an ability to work collaboratively with others. Applicants are welcome to submit their most recent performance evaluation, but it is not required.

The application materials must be submitted to: EOIR.HR_Application_Review@usdoj.gov or type in the following address: EOIR.HR_Application_Review@usdoj.gov by the close of business on Friday, December 1st. **The applicant must clearly indicate in the subject line or body of the e-mail the position to which he/she is applying (Division Chief or Attorney or both).** If you have any questions please contact Matia Ayers 703-305-0710 or via email.

Thank you for your interest.

Regards,
Human Resources Services

Schaaf, Joseph R. (EOIR)

From: Kravetz, Angela (EOIR)
Sent: Tuesday, December 05, 2017 4:45 PM
To: Santoro, Christopher A (EOIR)
Cc: Alder Reid, Lauren (EOIR); Berkeley, Nathan (EOIR)
Subject: RE: Office of Policy Component Highlight EOIR Homepage

Thank you again and I will reach out to Deborah.

Best,
Angela

From: Santoro, Christopher A (EOIR)
Sent: Tuesday, December 05, 2017 4:31 PM
To: Kravetz, Angela (EOIR) <Angela.Kravetz@EOIR.USDOJ.GOV>
Cc: Alder Reid, Lauren (EOIR) <Lauren.AlderReid@EOIR.USDOJ.GOV>; Berkeley, Nathan (EOIR) <Nathan.Berkeley@EOIR.USDOJ.GOV>
Subject: RE: Office of Policy Component Highlight EOIR Homepage

Yes, please – check w/ Deborah and she will find a time that works for both of us. Thanks!

Christopher A. Santoro
Chief of Staff

From: Kravetz, Angela (EOIR)
Sent: Tuesday, December 05, 2017 4:15 PM
To: Santoro, Christopher A (EOIR) <Christopher.Santoro@EOIR.USDOJ.GOV>
Cc: Alder Reid, Lauren (EOIR) <Lauren.AlderReid@EOIR.USDOJ.GOV>; Berkeley, Nathan (EOIR) <Nathan.Berkeley@EOIR.USDOJ.GOV>
Subject: RE: Office of Policy Component Highlight EOIR Homepage

Hi Sir,

An interview late next week is perfect and the team photo is ideal at All Hands on the 19th. I truly appreciate your support and should I go to Deborah Moutinho to schedule a 30 minute appointment with you Thursday, Dec 14?
And I'm very flexible regarding the component highlights - OP will post/publish 02 Jan.

Best,
Angela

Angela M. Kravetz

Chief, Internal Communications
Office of Communications and Legislative Affairs
Office of the Director
Executive Office for Immigration Review
US Department of Justice
Phone: 703-756-8427
Black Berry: 703-598-0663
Angela.Kravetz@usdoj.gov

From: Santoro, Christopher A (EOIR)
Sent: Tuesday, December 05, 2017 3:58 PM
To: Kravetz, Angela (EOIR) <Angela.Kravetz@EOIR.USDOJ.GOV>
Cc: Alder Reid, Lauren (EOIR) <Lauren.AlderReid@EOIR.USDOJ.GOV>; Berkeley, Nathan (EOIR) <Nathan.Berkeley@EOIR.USDOJ.GOV>
Subject: RE: Office of Policy Component Highlight EOIR Homepage

Angela,

Hello – I hope you are well. The OP will be highlighted the week of Jan 2 (that change just literally happened a few minutes ago so don't worry about not knowing it yet...).

I'm okay with doing an interview whenever you want it but I won't have a full staff identified until late next week (we are reviewing the people who will round out the training and legal functions). Might I suggest we do the photo the day of the All Hands on the 19th? Would that work?

Christopher A. Santoro
Chief of Staff

From: Kravetz, Angela (EOIR)
Sent: Tuesday, December 05, 2017 3:53 PM
To: Santoro, Christopher A (EOIR) <Christopher.Santoro@EOIR.USDOJ.GOV>
Cc: Alder Reid, Lauren (EOIR) <Lauren.AlderReid@EOIR.USDOJ.GOV>; Berkeley, Nathan (EOIR) <Nathan.Berkeley@EOIR.USDOJ.GOV>
Subject: Office of Policy Component Highlight EOIR Homepage

Sir,

Good afternoon and I hope this message finds you well.

As you know, OCLA Internal Communications has highlighted since October EOIR components with a narrative and a team photo which appear on the EOIR Homepage.
According to the Director's schedule, the new Office of Policy (OP) is scheduled to post/publish Dec 18.
I am respectfully requesting an opportunity to interview you this week and to take a team photo either on Thursday, Dec 7 or Monday, Dec 11.
The OP narrative will be limited to 320-350 words in length and will capture "What OP is responsible for and how OP assists the EOIR workforce?"
I'm looking forward to this unique opportunity and thank you in advance for your time and support.

All my best,
Angela Kravetz

Schaaf, Joseph R. (EOIR)

From: Ayers, Matia (EOIR)
Sent: Thursday, December 07, 2017 10:14 AM
To: All of EOIR
Subject: **UPDATE: Internal Reassignment Opportunity: Office of Policy (OP)**

Good Morning,

As mentioned in the e-mail below and in this month's Director's Spotlight message, we are excited about the December 11 launch of the Office of Policy. We have made some adjustments to the office's structure that we wanted to share with you and, because of these changes, we are slightly modifying the qualifications for attorneys who wish to transfer to this office.

In addition to the current OPAS and OCLA teams, the Office of Policy will now have two additional divisions. The first, the Immigration Law Division (ILD) will as previously announced oversee and standardize the agency's regulatory process in consultation with OGC and oversee and coordinate the agency's internal development and dissemination of policy guidance and legal updates.

The second division (name still to be determined) will have the responsibility for all of the agency's legal training, which includes training for members and staff of the Board of Immigration Appeals, immigration judges, attorneys, court administrators, and court staff throughout the country. Professional development and access to access to legal resources are critical to EOIR's success. This division will also include the staff of EOIR's law library and will continue and expand upon their work.

At this time, we are seeking volunteers for reassignment to be the division chiefs for each of these two new divisions and for attorneys who wish to work in those divisions. If you have already applied in response to the below initial advertisement, there is no need to reapply, although you may, if you wish, submit a statement indicating a preference for one of the two new divisions.

Internal Reassignment Opportunity, Office of Policy, Attorney Positions

Please see below for qualifications, these updated qualifications will be used to evaluate candidates for both offices. As with the initial advertisement, this posting is open to interested candidates in the GS-905 attorney series.

Qualifications.

(1) Division Chief. To qualify for this position, the applicant must be an EOIR attorney with experience in the field of immigration law. In particular, it is preferable that the applicant have experience related to the regulatory process, policy development, and/or legal training. Moreover, the applicant must have at least one year of supervisory experience.

(2) Attorney: To qualify for this position, the applicant must be an EOIR attorney with experience in the field of immigration law. It is preferable that the applicant have experience related to the regulatory process, policy development, and/or legal training.

Application process. Attorneys wishing to apply to either position must submit a brief statement of interest (1-2 pages), a current resume, and any supporting documentation that the applicant would like considered. The statement of interest should demonstrate that the applicant meets the qualifications for the position as listed

above, and should also address the applicant's ability to perform quality legal work in a timely manner, while exhibiting professionalism, collegiality, and an ability to work collaboratively with others. Applicants are welcome to submit their most recent performance evaluation, but it is not required.

The application materials must be submitted to: EOIR.HR_Application_Review@usdoj.gov or type in the following address: EOIR.HR_Application_Review@usdoj.gov by the close of business on Friday, December 13th. **The applicant must clearly indicate in the subject line or body of the e-mail the position to which he/she is applying (Division Chief or Attorney or both).** If you have any questions please contact Matia Ayers 703-305-0710 or via email.

The application materials must be submitted to: EOIR.HR_Application_Review@usdoj.gov or type in the following address: EOIR.HR_Application_Review@usdoj.gov by the close of business on Wednesday, December 13th. If you have any questions please contact Matia Ayers 703-305-0710 or via email.

Thank you for your interest.

Regards,
Human Resources Services



From: Ayers, Matia (EOIR)
Sent: Wednesday, November 15, 2017 5:06 PM
To: All of EOIR <All_of_EOIR@EOIR.USDOJ.GOV>
Subject: Internal Reassignment Opportunity: Office of Policy (OP), Immigration Law Division

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Thank you for your interest.

Regards,
Human Resources Services



Schaaf, Joseph R. (EOIR)

From: Santoro, Christopher A (EOIR)
Sent: Friday, December 08, 2017 9:43 AM
To: Ward, Lisa (EOIR)
Cc: Dalton, Kay (EOIR)
Subject: Re: Internal Detail Opportunities: Office of Policy (OP),

I agree. At a minimum we are definitely not paying tdy costs.

Christopher A. Santoro
Chief of Staff

On Dec 8, 2017, at 9:09 AM, Ward, Lisa (EOIR) <Lisa.Ward@EOIR.USDOJ.GOV> wrote:

I think it should be!

From: Dalton, Kay (EOIR)
Sent: Friday, December 08, 2017 8:43 AM
To: Santoro, Christopher A (EOIR) <Christopher.Santoro@EOIR.USDOJ.GOV>
Cc: Ward, Lisa (EOIR) <Lisa.Ward@EOIR.USDOJ.GOV>
Subject: FW: Internal Detail Opportunities: Office of Policy (OP),

Chris,

Is this detail limited to HTQRs only?

L. Kay Dalton

Human Resources Officer

DOJ | Executive Office for Immigration Review

Office of Administration | Human Resources Services

Phone (703)-756-8061

<image001.png>

From: "Ward, Lisa (EOIR)" <Lisa.Ward@EOIR.USDOJ.GOV>
Date: December 7, 2017 at 7:48:42 AM EST
To: "Dalton, Kay (EOIR)" <Kay.Dalton@EOIR.USDOJ.GOV>
Cc: "Sheehey, Kate (EOIR)" <Kate.Sheehey@EOIR.USDOJ.GOV>, "Santoro, Christopher A (EOIR)" <Christopher.Santoro@EOIR.USDOJ.GOV>
Subject: Internal Detail Opportunities: Office of Policy (OP),

Please send this one out this morning also. Thanks, lisa

As mentioned in this month's Director's Spotlight message, we are excited about the December 11 launch of the Office of Policy. We have made some adjustments to the office's structure that we wanted to share with you and, request volunteers from our professional staff for details to stand up and support the Office of Policy's work.

In addition to the current OPAS and OCLA teams, the Office of Policy will now have two additional divisions. The first, the Immigration Law Division (ILD) will as previously announced oversee and standardize the agency's regulatory process in consultation with OGC and oversee and coordinate the agency's internal development and dissemination of policy guidance and legal updates.

The second division (name still to be determined) will have the responsibility for all of the agency's legal training, which includes training for members and staff of the Board of Immigration Appeals, immigration judges, attorneys, court administrators, and court staff throughout the country. Professional development and access to access to legal resources are critical to EOIR's success. This division will also include the staff of EOIR's law library and will continue and expand upon their work.

Internal Detail Opportunity, Office of Policy, Professional Support Staff Positions

EOIR invites qualified employees currently in the GS 301 or 343 series at the GS 9, 11 or 12 level to apply for a detail opportunity in our new Office of Policy (OP). As discussed above, OP will house a newly-formed Immigration Law Division and a division focused on legal training and professional development. We are looking to fill administrative positions (up to four positions total) within the two divisions. Until these positions can be formally filled, we are seeking detailees to fill these positions. Note – these positions are details only and are not permanent reassignments.

Qualifications. To qualify for this position, the applicant must be an EOIR employee with at least one year of EOIR experience. In particular, the applicant should have experience related to logistical planning of conferences and training or the administrative duties which include: MS Office familiarity, ability to handle coordination between components, suspense tracking, project tracking and/or experience with correspondence.

- GS 9 – applicant should be able to perform the above tasks with supervision
- GS-11 – applicant should be able to perform the above tasks with some supervision
- GS-12 – applicant should be able to perform the above tasks with minimal supervision

Application process. Applicants wishing to apply must submit a brief statement of interest (1-2 pages), a current resume, and any supporting documentation that the applicant would like considered. The statement of interest should demonstrate that the applicant meets the qualifications for the position as listed above. Applicants are welcome to submit their most recent performance

evaluation, but it is not required. Applicants should also indicate if they are applying for a position in a particular division or both.

The application materials must be submitted to:

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Thank you for your interest.

Regards,
Human Resources Services

From: [Ayers, Matia \(EOIR\)](#)
To: [All of EOIR](#)
Subject: **CORRECTION TO DUE DATE** Internal Reassignment Opportunity: Office of Policy (OP)**
Date: Friday, December 08, 2017 7:43:24 AM
Attachments: [image001.jpg](#)
[image002.jpg](#)

Good morning All,

Please note the following corrections:

The application materials must be submitted to: EOIR.HR_Application_Review@usdoj.gov or type in the following address: EOIR.HR_Application_Review@usdoj.gov by the close of business on **Wednesday, December 13th**. **The applicant must clearly indicate in the subject line or body of the e-mail the position to which he/she is applying (Division Chief or Attorney or both)**. If you have any questions please contact Matia Ayers 703-305-0710 or via email.

Thank you for your interest.

Regards,
Human Resources Services
OfficialSeal



From: Ayers, Matia (EOIR)
Sent: Thursday, December 07, 2017 10:14 AM
To: All of EOIR <All_of_EOIR@EOIR.USDOJ.GOV>
Subject: **UPDATE: Internal Reassignment Opportunity: Office of Policy (OP)**

Good Morning,

As mentioned in the e-mail below and in this month's Director's Spotlight message, we are excited about the December 11 launch of the Office of Policy. We have made some adjustments to the office's structure that we wanted to share with you and, because of these changes, we are slightly modifying the qualifications for attorneys who wish to transfer to this office.

In addition to the current OPAS and OCLA teams, the Office of Policy will now have two additional divisions. The first, the Immigration Law Division (ILD) will as previously announced oversee and standardize the agency's regulatory process in consultation with OGC and oversee and coordinate the agency's internal development and dissemination of policy guidance and legal updates.

The second division (name still to be determined) will have the responsibility for all of the

agency's legal training, which includes training for members and staff of the Board of Immigration Appeals, immigration judges, attorneys, court administrators, and court staff throughout the country. Professional development and access to legal resources are critical to EOIR's success. This division will also include the staff of EOIR's law library and will continue and expand upon their work.

At this time, we are seeking volunteers for reassignment to be the division chiefs for each of these two new divisions and for attorneys who wish to work in those divisions. If you have already applied in response to the below initial advertisement, there is no need to reapply, although you may, if you wish, submit a statement indicating a preference for one of the two new divisions.

Internal Reassignment Opportunity, Office of Policy, Attorney Positions

Please see below for qualifications, these updated qualifications will be used to evaluate candidates for both offices. As with the initial advertisement, this posting is open to interested candidates in the GS-905 attorney series.

Qualifications.

(1) **Division Chief.** To qualify for this position, the applicant must be an EOIR attorney with experience in the field of immigration law. In particular, it is preferable that the applicant have experience related to the regulatory process, policy development, and/or legal training. Moreover, the applicant must have at least one year of supervisory experience.

(2) **Attorney:** To qualify for this position, the applicant must be an EOIR attorney with experience in the field of immigration law. It is preferable that the applicant have experience related to the regulatory process, policy development, and/or legal training.

Application process. Attorneys wishing to apply to either position must submit a brief statement of interest (1-2 pages), a current resume, and any supporting documentation that the applicant would like considered. The statement of interest should demonstrate that the applicant meets the qualifications for the position as listed above, and should also address the applicant's ability to perform quality legal work in a timely manner, while exhibiting professionalism, collegiality, and an ability to work collaboratively with others. Applicants are welcome to submit their most recent performance evaluation, but it is not required.

The application materials must be submitted to: EOIR.HR_Application_Review@usdoj.gov or type in the following address: EOIR.HR_Application_Review@usdoj.gov by the close of business on **Wednesday, December 13th**. **The applicant must clearly indicate in the subject line or body of the e-mail the position to which he/she is applying (Division Chief or Attorney or both).** If you have any questions please contact Matia Ayers 703-305-0710 or via email.

Thank you for your interest.

Regards,
Human Resources Services

OfficialSeal



From: Ayers, Matia (EOIR)

Sent: Wednesday, November 15, 2017 5:06 PM

To: All of EOIR <All_of_EOIR@EOIR.USDOJ.GOV>

Subject: Internal Reassignment Opportunity: Office of Policy (OP), Immigration Law Division

Good Afternoon,

EOIR invites qualified attorneys to apply for an opportunity to join our new Office of Policy (OP), which will formally launch on December 11, 2017. In addition to containing the Office of Communications and Legislative Affairs (OCLA) and the Office of Planning Analysis and Statistics (OPAS), OP will house a newly-formed Immigration Law Division. The Immigration Law Division will oversee and standardize the agency's regulatory process in consultation with OGC; oversee and coordinate the agency's internal development and dissemination of policy guidance and legal updates; and coordinate all legal training.

We are looking to fill two types of positions within the Immigration Law Division: Division Chief (one position) and Attorney (up to four positions). Before soliciting externally, we are seeking volunteers to potentially fill these positions through reassignment.

Qualifications.

(1) Division Chief. To qualify for this position, the applicant must be an EOIR attorney with at least 7 years of experience in the field of immigration law. In particular, the applicant should have experience related to the regulatory process, policy development, and/or legal training. Moreover, the applicant must have at least one year of supervisory experience.

(2) Attorney: To qualify for this position, the applicant must be an EOIR attorney with at least 5 years of experience in the field of immigration law. In particular, the applicant should have experience related to the regulatory process, policy development, and/or legal training.

Application process. Attorneys wishing to apply to either position must submit a brief statement of interest (1-2 pages), a current resume, and any supporting documentation that the applicant would like considered. The statement of interest should demonstrate that the applicant meets the qualifications for the position as listed above, and should also address the applicant's ability to perform quality legal work in a timely manner, while exhibiting professionalism, collegiality, and an ability to work collaboratively with others. Applicants are welcome to submit their most recent performance evaluation, but it is not required.

The application materials must be submitted to: EOIR.HR_Application_Review@usdoj.gov or type in the following address: EOIR.HR_Application_Review@usdoj.gov by the close of business on Friday, December 1st. **The applicant must clearly indicate in the subject line or body of the e-mail the position to which he/she is applying (Division Chief or Attorney**

or both). If you have any questions please contact Matia Ayers 703-305-0710 or via email.

Thank you for your interest.

Regards,
Human Resources Services



Schaaf, Joseph R. (EOIR)

From: Santoro, Christopher A (EOIR)
Sent: Wednesday, December 20, 2017 9:09 AM
To: All of EOIR
Subject: Office of Policy leadership and personnel announcements

Good morning,

I am pleased to announce the following divisional names, leadership, and personnel moves within and to the Office of Policy:

Planning, Analysis, and Statistics Division (formerly known as the Office of Planning, Analysis, and Statistics). **Mike Tennyson** remains the division chief. All personnel previously assigned to OPAS are now within OP/PASD.

Communication and Legislative Affairs Division (formerly known as the Office of Communication and Legislative Affairs). **Nathan Berkeley** is acting division chief. All personnel previously assigned to OCLA are now within OP/CLAD.

Immigration Law Division. **Lauren Alder Reid** is acting ILD division chief on a detail from her position as Counsel and Chief of OCLA. Joining Lauren within ILD are **Artur Korniluk** (coming to OP from the BIA), **Melissa Bauder** (coming to OP from OCIJ) and **John Cowles** (coming to OP from OCIJ).

Legal Education and Research Services Division. **Amanda Adams** (coming to OP from the BIA) is the LERS division chief. Joining Amanda is **Jeff Pease** (coming to OP from the BIA). Additionally, the staff of EOIR's law library (**Karen Drumond** and team) will be joining the LERS.

This is the first round of selections and I anticipate additional permanent reassignment and detail opportunities for both attorneys and staff in the coming months. If you have interest in working with the Office of Policy in any capacity, please feel free to contact any of the division chiefs or me and we would be happy to explain more about the office's mission and opportunities. Biographical information on the division chiefs is below.

Christopher A. Santoro
Chief of Staff

Michael Tennyson joined EOIR in 2016. As the head of PASD, he oversees the development of statistical reports, analyses, assessments, and evaluations to inform EOIR strategic management efforts and communicate meaningful insights to both internal and external EOIR stakeholders. He is also a Contracting Officer's Representative II overseeing two contract support teams. Prior to joining EOIR, Tennyson served as a branch chief within USCIS' Fraud Detection and National Security Directorate, National Security Division, Case Resolution Branch in Washington, DC. Before joining USCIS, he served as a Branch Chief within US Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), Law Enforcement Systems and Analysis (formerly "Secure Communities"), and in ICE's Office of Policy as a Senior Policy Advisor. Prior to his work at ICE, Tennyson was an asylum officer with the former Immigration and Naturalization Service (INS) in Arlington, VA. He graduated summa cum laude from George Mason University with a degree in International Affairs and double-minor in History and Contemporary Europe. He served in the US Navy as a first-class petty officer (reactor machinist mate) and is a veteran of Desert Storm-Desert Shield.

Nathan Berkeley joined the Executive Office for Immigration Review's Communications and Legislative Affairs Division (CLAD) (formerly, the Office of Communications and Legislative Affairs) in May 2015. He has served as CLAD's deputy

chief since October 2016. Mr. Berkeley received Bachelor of Arts degrees in 2003 from Olivet Nazarene University and a Master of Arts degree in 2007 from the Catholic University of America. From June 2012 to May 2015, Mr. Berkeley served in the U.S. Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations, Custody Programs Division in Washington, D.C. From 2010 to 2012, Mr. Berkeley served in the ICE Office of the Chief Financial Officer. Previous to his time with ICE, Mr. Berkeley served from 2008 to 2009 as a police officer in Kentwood, Mich. From 2003 to 2006, he served as a congressional aide in the office of Rep. Donald Manzullo.

Lauren Alder Reid comes to the Office of Policy, Immigration Law Division, from the Communication and Legislative Affairs Division, where she has drafted and reviewed legislation, and evaluated legal and policy issues related to criminal, administrative, and communications law to provide briefings, both oral and written, to senior executive staff. Prior to coming to EOIR, Lauren worked at the Department of Justice's Office of Legislative Affairs, managing clearance of a large legislative portfolio that included issues related to immigration, drugs, sex offenses, cybercrime, money laundering, gangs, terrorist financing, and health. She has also served as an assistant general counsel to the United States Sentencing Commission, where she drafted sentencing guidelines and related policy documents. Other work history includes time with the United States Senate Committee on the Judiciary, Subcommittee on Crime and Drugs; the Drug Enforcement Administration; and Customs and Border Protection. She earned her bachelor's degree, with honors, in psychology at Denison University (Granville, OH) and her juris doctor from the University of Pittsburgh School of Law. Ms. Alder Reid is a member of the Maryland State and U.S. Supreme Court Bars.

Amanda Adams joins the Office of Policy as a supervisory attorney-advisor and chief of the Legal Education and Research Services Division. For the past seven years, Ms. Adams served as a senior legal advisor with the Board of Immigration Appeals, where among other things, she was responsible for overseeing the Board's Legal Training & Development Program. Ms. Adams also served as a supervisory attorney team leader with the Board from 2007 until 2010 and an attorney-advisor with the Board from 2001-2007. She originally joined the Department of Justice and the Executive Office for Immigration Review through the Attorney General's Honors Program in September 2000 as a judicial law clerk with the Office of the Chief Immigration Judge, Newark and Elizabeth Immigration Courts. Ms. Adams received her J.D. from Chicago-Kent College of Law and is a member of the Illinois Bar.

Schaaf, Joseph R. (EOIR)

From: Santoro, Christopher A (EOIR)
Sent: Friday, December 22, 2017 10:42 AM
To: Edwards, R. Elliott (EOIR)
Subject: RE: Office of Policy Leadership Update

Following up on this just FYI... I have asked for an ECAS briefing for the Office of Policy shortly after we all return from the holiday break. Will look to see what we can/should disseminate after I find out where things stand. I have been out of the ECAS loop for a while.

Christopher A. Santoro
Chief of Staff

From: Edwards, R. Elliott (EOIR)
Sent: Saturday, December 02, 2017 9:13 AM
To: Santoro, Christopher A (EOIR) <Christopher.Santoro@EOIR.USDOJ.GOV>
Subject: FW: Office of Policy Leadership Update

Good morning Judge Santoro,

Regarding your new acting role with OP, please see the latest ECAs Weekly Update.

I think we need to disseminate some of this information to the field (all immigration courts). While the ECAS group is very capable, I think we still need to keep everyone in the loop as we progress. There should be a balance in terms of what we release (everyone doesn't need to know everything) but I would like to avoid "we didn't know what this was going to look like and no one asked us for our input." I am not volunteering for more work, but thought this should be on your radar. At best, we should have a clear timeline of when information will be released. The ECAS team looked at some demos last week and already I can see some issues with how the project is progressing. I'm no expert in the technology field but I sense there are still gaps in communication between OCIJ and the tech folks.

Thank you,

Elliott

From: EOIR Director (EOIR)
Sent: Monday, November 27, 2017 11:32 AM
To: All of EOIR <[All of EOIR@EOIR.USDOJ.GOV](mailto:All_of_EOIR@EOIR.USDOJ.GOV)>
Subject: Office of Policy Leadership Update

I am pleased to announce that Chief of Staff ACIJ Christopher A. Santoro will serve as the Acting Assistant Director for EOIR's newly-formed Office of Policy, which is slated to begin operations on December 11. Chris will oversee setting up

the office and ensuring a seamless transition as it centralizes coordination among different components on a number of issues. The Office of Policy will, among other things:

- identify, develop, draft and standardize agency priorities and policies
- oversee and standardize the agency's regulatory process in consultation with OGC
- oversee the strategic management process
- conduct research, evaluation, and statistical analysis
- expand analytics capacity to provide advanced and predictive analytics for strategic planning purposes
- enhance data quality and governance
- oversee and coordinate the agency's internal development and dissemination of policy guidance and legal updates and coordinate legal training
- provide for overall planning, management, and direction of communications.

I encourage you to contact Chris with any suggestions you may have regarding ways in which the Office of Policy can serve EOIR's needs.

James McHenry
Acting Director

Schaaf, Joseph R. (EOIR)

From: Santoro, Christopher A (EOIR)
Sent: Monday, January 08, 2018 4:57 PM
To: Ward, Lisa (EOIR); Sheehey, Kate (EOIR)
Subject: RE: any word

Since I've heard nothing does this mean we now need Plan B?

Christopher A. Santoro
Chief of Staff

From: Ward, Lisa (EOIR)
Sent: Friday, January 05, 2018 10:05 AM
To: Santoro, Christopher A (EOIR) <Christopher.Santoro@EOIR.USDOJ.GOV>; Sheehey, Kate (EOIR) <Kate.Sheehey@EOIR.USDOJ.GOV>
Subject: FW: any word

FYI – We need to start thinking of something else we can do if this person doesn't come.....

From: McHenry, James (EOIR)
Sent: Friday, January 05, 2018 7:38 AM
To: Ward, Lisa (EOIR) <Lisa.Ward@EOIR.USDOJ.GOV>
Subject: Re: any word

I pinged OSG twice already and again yesterday. If I don't hear anything by Monday we'll proceed with an alternative strategy.

On Jan 4, 2018, at 4:21 PM, Ward, Lisa (EOIR) <Lisa.Ward@EOIR.USDOJ.GOV> wrote:

On the EXO for the Office of Policy? Do you think this will happen? We need to develop an interim strategy to address their needs if this isn't happening. Thanks, lisa

Lisa Ward
Acting Assistant Director
Office of Administration
Executive Office for Immigration Review
703-756-8120

Schaaf, Joseph R. (EOIR)

From: Santoro, Christopher A (EOIR)
Sent: Thursday, March 15, 2018 4:51 PM
To: Berkeley, Nathan (EOIR)
Subject: RE: Acting Chief/Acting Deputy Chief

10-4. thanks.

Christopher A. Santoro
Assistant Director for Policy (acting)

From: Berkeley, Nathan (EOIR)
Sent: Thursday, March 15, 2018 4:50 PM
To: Santoro, Christopher A (EOIR) <Christopher.Santoro@EOIR.USDOJ.GOV>
Subject: Acting Chief/Acting Deputy Chief

Hi Chris – I spoke to Lou, and he is in full support of being named acting deputy chief through the end of June to parallel my acting chief timeline. We will provide staff augmentation requests to you in writing tomorrow.

Thank you,
Nathan

Nathan A. Berkeley
Acting Chief
Communications and Legislative Affairs Division
Office of Policy
Executive Office for Immigration Review
U.S. Department of Justice
703.305.0450
nathan.berkeley@usdoj.gov

Schaaf, Joseph R. (EOIR)

From: Berkeley, Nathan (EOIR)
Sent: Monday, March 19, 2018 3:23 PM
To: Santoro, Christopher A (EOIR)
Subject: Proposed CLAD Staff Augmentation

Hi Chris – Below is a proposal for three new CLAD positions. I cannot recall whether some or all of these positions are more likely to be contractors—let me know if that is the case, and I will revise the language.

During the past month, the CLAD Chief & Counsel and two contractors have left our office. Moreover, in recent months, Director McHenry and Acting Assistant Director Santoro have assigned CLAD a number of significant projects with relatively short timeframes for completion while CLAD continues to field a consistently high volume of press and congressional inquiries and requests. As we aim to achieve a more sustainable path in light of these staff changes and our office workload, CLAD proposes adding the following staff positions to our office:

Technical Information Specialist (web developer) GS-12/13

A Technical Information Specialist (web developer) will allow CLAD to more efficiently execute the myriad ad hoc requests for website changes our office receives. He or she will also enable CLAD to move, restructure (architecturally), and reorganize content (within and among pages) on EOIR's internet site to improve the site's usability and effectiveness. Additionally, he or she can assist with creating privileges, processes, and other site-governance protocols for managing the various component/agency requests for action or assistance on EOIR's internet and intranet sites. A dedicated web developer will enable CLAD to build out the Office of Policy's (OP) internet and intranet pages; stay current with tools, techniques, methodologies, and system requirements; and serve as a technical consultant to educate CLAD staff on the best ways to employ available technology to perform its functions (such as using appropriate tools to train OP employees on any newly developed policies).

Office Administrator GS-7/9/11

An Office Administrator will provide necessary support to CLAD managers in service of a staff that, as of April 2018, will span eight cities (HQ, NYC, Miami, Atlanta, Chicago, Houston, Denver, and SF). The Office Administrator will organize and monitor the CLAD office calendar and provide weekly updates regarding staff leave, significant meetings, and staff travel. The Office Administrator will be responsible for assisting with the processing of a variety of employee requests (e.g., telework, transit subsidy, business cards, travel card, and myriad OIT-related requests). This individual will also monitor and restock office supplies, and manage fax machine transmissions, office mail, and internal HQ deliveries and coordinate with appropriate CLAD staff members to respond to them. The Office Administrator will provide administrative support for CLAD contracts to assist the Contracting Officer's Representative and other staff members who perform contract-related tasks as collateral duties. This individual will also be trained to answer CLAD's mainline and for checking the mainline voicemail daily and routing the information accordingly.

Writer/Editor GS-11/12/13

A Writer/Editor will provide support for the development of CLAD's internal and external communications products. This individual will be well-versed in AP and GPO rules and will be an expert in EOIR's Style Guide when it is issued. CLAD is frequently given assignments to produce internal and external written products with very tight deadlines, and this individual would be assigned as needed to draft and review those items. The Writer/Editor would also be integral in reviewing the wide range of FAQs, flyers, and other documents intended for public consumption that EOIR components regularly submit to CLAD for review.

Thank you,

Nathan

Nathan A. Berkeley

Acting Chief

Communications and Legislative Affairs Division

Office of Policy

Executive Office for Immigration Review

U.S. Department of Justice

703.305.0450

nathan.berkeley@usdoj.gov

Schaaf, Joseph R. (EOIR)

From: Santoro, Christopher A (EOIR)
Sent: Friday, March 30, 2018 3:10 PM
To: All of EOIR
Subject: Office of Policy personnel announcements

All,

I am pleased to announce that **Lauren Alder Reid**, who has been serving since December as the acting chief of the Immigration Law Division while on detail from her permanent position as chief of the Communications and Legislative Affairs Division, will become the permanent chief of the Immigration Law Division effective April 1, 2018.

Nathan Berkeley, deputy chief of the Communications and Legislative Affairs Division (CLAD), will continue to serve as acting chief of CLAD. Nathan will be assisted by **Lou Ruffino**, who has agreed to take on additional duties and serve as acting CLAD deputy chief beginning April 1, 2018.

Please join me in congratulating Lauren and Lou on their new roles and in thanking Nathan for his continued leadership.

Christopher A. Santoro
Assistant Director for Policy (acting)

Schaaf, Joseph R. (EOIR)

From: Santoro, Christopher A (EOIR)
Sent: Monday, April 02, 2018 8:58 AM
To: Alder Reid, Lauren (EOIR)
Subject: FW: Office of Policy personnel announcements

Nothing urgent here... Kurt saw me last week and wanted to talk about whether OP should do anything with respect to COOP policies. I think the answer is probably no but when you or someone on your staff has a chance, it might be worth talking to James (McDaniel) to see whether he thinks there is anything here for us or it should stay with OS.

Christopher A. Santoro
Assistant Director for Policy (acting)

From: Wurzberger, Kurt (EOIR)
Sent: Friday, March 30, 2018 3:21 PM
To: Santoro, Christopher A (EOIR) <Christopher.Santoro@EOIR.USDOJ.GOV>
Subject: RE: Office of Policy personnel announcements

Hi Judge Santoro:

Wow, talk about timing... anyway, per our conversation:

- COOP and other emergency preparedness/management policies will have a strong impact on these programs.
- I'm always available to discuss with the powers that be, when the time comes.

Regards,

Kurt

From: Santoro, Christopher A (EOIR)
Sent: Friday, March 30, 2018 3:10 PM
To: All of EOIR <All_of_EOIR@EOIR.USDOJ.GOV>
Subject: Office of Policy personnel announcements

All,

I am pleased to announce that **Lauren Alder Reid**, who has been serving since December as the acting chief of the Immigration Law Division while on detail from her permanent position as chief of the Communications and Legislative Affairs Division, will become the permanent chief of the Immigration Law Division effective April 1, 2018.

Nathan Berkeley, deputy chief of the Communications and Legislative Affairs Division (CLAD), will continue to serve as acting chief of CLAD. Nathan will be assisted by **Lou Ruffino**, who has agreed to take on additional duties and serve as acting CLAD deputy chief beginning April 1, 2018.

Please join me in congratulating Lauren and Lou on their new roles and in thanking Nathan for his continued leadership.

Christopher A. Santoro
Assistant Director for Policy (acting)

Schaaf, Joseph R. (EOIR)

From: Christopher.Santoro@EOIR.USDOJ.GOV
Sent: Friday, May 25, 2018 1:30 PM
To: Alder Reid, Lauren (EOIR)
Subject: Re: Hiring for ILD

I don't recall seeing a 52. Have you done them?

Christopher A. Santoro
Deputy Chief Immigration Judge

On May 25, 2018, at 12:33 PM, Alder Reid, Lauren (EOIR) <Lauren.AlderReid@EOIR.USDOJ.GOV> wrote:

Hi Chris –

Do you know when ILD will be able to advertise for our attorney and support staff person?

Best,

Lauren Alder Reid

Chief, Immigration Law Division
Office of Policy
Executive Office for Immigration Review
U.S. Department of Justice
703-305-0701
Lauren.Alder.Reid@usdoj.gov

From: [Ward, Lisa \(EOIR\)](#)
To: [Alder Reid, Lauren \(EOIR\)](#)
Cc: [Santoro, Christopher A \(EOIR\)](#)
Subject: FW: PD for ILD attorney
Date: Monday, June 04, 2018 4:31:33 PM
Attachments: [ILD- Attorney Advisor GS-14 LAR.docx](#)

Use this version.

I need to give a copy to James first thing in the morning as a draft. I will also then give it to HR to classify and make sure we are on the right track for the GS-14.

Thanks, lisa