

FACSIMILE TRANSMITTAL HEADER SHEET

For use of this form, see AR 25-11: the proponent agency is ODISC4

COMMAND/OFFICE		NAME/OFFICE SYMBOL		OFFICE TELEPHONE NO. (AUTOVON/COMM.)		FAX NO. (AUTOVON/COMM.)
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CLASSIFICATION	PRECEDENCE	NO. PAGES (Including this header.)	DATE/TIME	MONTH	YEAR	RELEASER'S SIGNATURE
			2Dec 1998			

REMARKS:

Alan:

LOOW Draft Phase 1 Report

1. Enclosure 1 - Attached is the letter of transmittal that was included in the EA package that provided the draft Phase I report for LOOW. Note there is no indication of when comments are due or who to send them to. If you confirm that no additional letter was sent, I will prepare a letter indicating that comments are due by January 3, 1999 and should be submitted to me. I am requesting EA to provide the mailing addresses of all those that this was sent to. Please see id they can provide this early today. They can e-mail it to be at raymond.l.pilon@usace.army.mil or fax it to me.

LOOW FOIA Request

2. Enclosure 2 - Also attached is the sheet provided by our office of counsel that indicates the costs associated with responding to the FOIA request. Our Counsel indicates **that if** we feel this will be a **substantial** effort to provide the response, then an estimate needs to be prepared by you and that estimate will be provided to the requestor asking them to confirm their willingness to pay. Our policy here is if it is a minor effort, we simply provide the information free of cost.

LOOW Admin Record

3. Enclosure 3 - A long time ago, I requested Justina to send us a copy of all the reports that have been generated for LOOW. The list appears substantial but I do recall she told me that EA was going to be providing a copy to us. It has been a long time and nothing has been received. We want to establish a formal administrative record and need this information to complete that action. Please check the status of the request.
4. Please let me know the status of asking Sandy Chaloux to come to Buffalo for a presentation.
5. Thanks.

Ray Pilon
Project Manager

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