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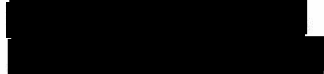
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GSA Chief FOIA Officer

February 6, 2017

Mr. John Greenewald
The Black Vault



Dear Mr. Greenewald:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) appeal (GSA-2017-000406), dated January 20, 2017. On January 13, 2017 you submitted GSA FOIA request (GSA-2017-000371), in which you request the following information:

"[a] copy of records, electronic or otherwise, of the home page for the GSA Intranet site, "INSITE." I ask that you include the front page of INSITE, once you are logged in."

On January 13, 2017, GSA replied to your FOIA request stating that "In response to your request, InSite is a federal government computer system that is "FOR OFFICIAL USE ONLY." InSite is not accessible to the general public, only to GSA employees and contractors with network access through GSA systems. We are withholding this information because it is considered for federal government use only and is exempt from disclosure to the general public under FOIA Exemption 2, 5 U.S.C. 552(b)(2). Exemption 2 of the FOIA permits the government to withhold records that are "related solely to the internal personnel rules and practices of an agency." These materials pertain to the agency's internal position selection and promotion process, which includes the criteria, evaluation and selection procedures utilized to fill a vacant position within GSA.

On January 20, 2017, you appealed the adequacy of GSA's search, stating:

"This is an official appeal for FOIA case GSA-2017-000371, wherein the GSA has withheld, in it's entirety."

After careful consideration of your request for a pictorial copy of the GSA Intranet site, "INSITE" home page, we have reconsidered our original decision not to release this information. Please find enclosed a copy of a redacted version of the GSA Insite homepage and one level down for the key topics addressed at the top of the home page; Agency Topics, Organizations, Directory, PBS, FAS, Directives, and Locations.


U.S. General Services Administration
1800 F. Street, NW, Room: 7308
Washington, DC 20405
Toll Free: (855)-675-3642
Fax: (202) 501-2727

However, GSA is withholding information, specifically GSA Guest WiFi information pursuant to the sixth exemption of FOIA (5 U.S.C. 552(b)(6)), which protects information the release of which would constitute a clearly unwarranted invasion of privacy.







This letter constitutes GSA's final determination regarding this matter. You have the right to seek judicial review of this determination in the United States District Court in the District in which you reside, have your principal place of business, or in the District of Columbia, or where the records are located.

As an alternative to litigation, the Office of Government Information Services (OGIS) has been created under the 2007 FOIA amendments. OGIS was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a nonexclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS by mail at the Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road, Room 2501, College Park, MD 20740, via e-mail at ogis@nara.gov or by phone at (877) 684-6448.

Sincerely,


Cynthia A. Metzler
Chief FOIA Officer

☒ GSA InSite ☐ All InSites

GSA InSite	Agency Topics	Organization	Directory	PBS	FAS	Directives	Locations
Staff Directory <input type="text" value="Last Name"/> <input type="text" value="First Name"/> <input type="button" value="GO"/> Advanced Look-Up Reverse Look-Up Help Lines & Support	 <p>GSA Welcomes New Leadership Effective immediately, President Trump has named Tim Horne Acting Administrator of the U.S. General Services Administration. Find out more</p>			Agency Highlights GSA Budget and Performance Employee Engagement Safety & Security			
	IT Service Help Yourself Submit a Service Ticket			GSA Central The latest from Chatter Alicia Woods MLK ROCKS Event 2 22 17 Join the MLK Rocks Change Management Team For a walk through of floor plans, ren... show more January 30, 2017 13:28 PM EST Tara Mitchell GSA Online University is now offering new Insider Threat Awareness training. The course is mandatory for a... show more January 30, 2017 10:27 AM EST R6 Heartland Wire IT Support; Available When You Need it GSA IT offers many channels for you to receive technical support, a... show more January 26, 2017 13:33 PM EST Show Last 3 Comments Clarissa Hester, Jay Gatewood, and Dave Hobbey like this Caroline Jackson GSA Online University is now offering new Insider Threat Awareness training. The course is mandatory for a... show more January 26, 2017 12:00 PM EST Caroline Jackson GSA Online University is now offering new Insider Threat Awareness training. The course is mandatory for a... show more January 26, 2017 11:59 AM EST Show Last 1 Comments Tiffany Hixson, Clint McCoy, and Maria Rodriguez like this			
Tools BookIT! (room scheduling) ALOHA (leave requests) CHRIS (personnel files) ConcurGov (travel reservations) Employee Express (payroll) FEDdesk (time & attendance) GCIMS (update contact info) GSA Advantage! (office supplies) Meeting Space (virtual meetings) Online University (OLU) (training) Salesforce (access all apps) More Tools >>	IT INSIDER: IT Support Available When You Need It  <p>24/7 IT Assistance GSA IT offers many channels for you to receive technical support, anytime you need it! The IT Service Desk is reachable 24/7, 365 days a year January 26, 2017</p>			HOT TOPIC: VERA Officer, Director Nominations Due by Jan. 31  <p>GSA Veterans Group Set to Elect Officers, Directors for 2017 GSA's Veterans Employee Resource Association is expected to hold its annual election of officers and directors in mid-February January 19, 2017</p>			
Resources Acquisition Portal Calendars and Events Directives (orders) Daily News Briefing Email subscriptions Employee Assistance (counseling) Forms GSA Job openings Retirement Training Telework Telepresence More Resources >>	INSITE FEATURE: A Greener and More Efficient Government  <p>Implementing 55 Conservation Measures GSA continues to green its federal portfolio through a series of budget-neutral projects that will help save energy and water. January 9, 2017</p>			HOT TOPICS: GSA's 2016 Financial Report  <p>GSA's 2016 Financial Report The report includes an independent auditor's report, GSA responses to the OIG management challenges, and GSA's required statement of assurance over internal controls. January 23, 2017</p>			
			Labor Unions NFFE AFGE				
			GSA Subscriptions <input checked="" type="checkbox"/> Get internal GSA news on the topics that interest you. <input type="text" value="Enter Email Address"/> <input type="button" value="Go"/>				



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GSA InSite	Agency Topics	Organization	Directory	PBS	FAS	Directives	Locations	
ABOUT GSA	HR, PAY, & LEAVE	INFORMATION TECHNOLOGY	NEWS	PROCUREMENT & PAYMENTS	REFERENCE & RESOURCES	SAFETY & SECURITY	TRAINING & DEVELOPMENT	TRAVEL

Agency Topics > About GSA >

About GSA

GSA At A Glance

GSA Organization Chart (on GSA.gov)	GSA Strategic Sustainability Plan
GSA History	GSA Events
GSA Budget	

Central Office

1800 F Street	Shuttle
About Central Office	Transportation
Dismissal or Closure Procedures	Rideshare
Federal Government's Operating Status (OPM)	

Regions

New England (1)	Greater Southwest (7)
Northeast & Caribbean (2)	Rocky Mountain (8)
Mid-Atlantic (3)	Pacific Rim (9)
Southeast Sunbelt (4)	Northwest/Arctic (10)
Great Lakes (5)	National Capital (11)
Heartland (6)	

GSA Initiatives

Administrator's Awards	Martin Luther King, Jr. Day
Pay2Park	National Disability Employment Awareness Month
Performance Corner	National Native American Heritage Month
African American History Month	National Women's History Month
Asian American and Pacific Islander Heritage Month	Presidential Transition
Combined Federal Campaign	Public Service Recognition Week
Customer Service Week	Returned Peace Corps Volunteers
Earth Day	Small Business First
Feds Feed Families	Sustainability Expert Network Directory (SEND)
Hispanic Heritage Month	Top 10 GSA Achievements
Lesbian, Gay, Bisexual, and Transgender Pride Month	Telework
eCards	Total Workplace
GSA Does That?	Wellbuilt for Wellbeing
	WorkLife4You

GSA Organizations

Office of the Administrator	Strategic Communication
Federal Acquisition Service	Small Business Utilization
Public Buildings Service	General Counsel
Governmentwide Policy	Office of Civil Rights
Chief Acquisition Officer	Mission Assurance
Chief Financial Officer	Inspector General
Chief Information Officer	Civilian Board of Contract Appeals
Office of Human Resources Management	GSA Leadership Directory
Congressional & Intergovernmental Affairs	Office of Administrative Services
Technology Transformation Service	

Last Reviewed 2015-01-20

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GSA InSite	Agency Topics	Organization	Directory	PBS	FAS	Directives	Locations
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GSA Staff Directory

Fill in one or more fields for results. Use at least three letters to search for beginnings or endings of names. You can fill in any fields to get results. Maximum number of employees returned is 250.

Last name:	<input type="text"/>	Search For Names Beginning with these letters ▼
First name:	<input type="text"/>	Search For Names Beginning with these letters ▼
Email:	<input type="text"/>	
Zip Code:	<input type="text"/>	
State:	Select a State ▼	
Symbol:	Select a Symbol ▼	Search for the exact name entered ▼

Related Information

[Update your Directory Information through GCIMS](#)

[Information on how to update Contact Information](#)

[Reverse Phone Look-Up: Find a GSA employee or contractor using an office or cell phone number](#)

[Correspondence symbols: Read an explanation of symbols used for organizations](#)

☒ Search for ALL of the above fields to get fewer, more precise ☐ Search for ANY of the above fields to get more results.
You must have at least 2 fields filled-in for this to work.

<input type="button" value="SEARCH"/>	<input type="button" value="CLEAR"/>
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GSA **PBS InSite**

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HOME	ABOUT PBS	PORTFOLIO	UTILIZATION & DISPOSAL	LEASING	DESIGN & CONSTRUCTION	FACILITIES MANAGEMENT	ACQUISITION
							PERFORMANCE & ANALYTICS

GSA DESIGN AWARDS 2016

2016 GSA Design Award Winners Announced

18 projects recognized as best-in-class by this year's GSA Design Awards, held September 8 in Washington, DC.

[1](#) [2](#) [3](#) [4](#)


Interesting Reads

Seven Years after It Was Built, the Springfield, MA United States Courthouse is an Icon for the Community.

Designed by renowned architect Moshe Safdie, the building incorporates two "heritage trees", a copper beach and a linden tree, that are hundreds of years old. A third tree, a 500-year-old black walnut tree, was deemed to be in poor health and could not be saved. [Read more on Mass Live>](#)

Art at our Border Crossings - A story about celebrating place and the American spirit.

"I wanted to make an artwork that was about the ideas of citizenship and movement," said Norie Sato, a Seattle artist with extensive experience in public art projects who was commissioned by the U.S. General Services Administration. [Read more on UT San Diego>](#)

Quick Links

[Faces of PBS Leadership](#)
[State of the Portfolio](#)
[PBS Portal](#)
[Acquisition Portal](#)

PBS Chatter

FAS Region 7 "Acquisition Workforce Training" SBA First Wednesday Virtual Learning FY 2017 "SBA's Certificate of Compet

[show more](#)
January 30, 2017 10:12 AM EST
Karen Poole and Samuel Valme like this

GSA's Acquisition Workforce "Acquisition Workforce Training" SBA First Wednesday Virtual Learning FY 2017 "SBA's Certificate of Compet

[show more](#)
January 27, 2017 09:53 AM EST
Judith Stackhouse Stackhouse and Samuel Valme like this

Yolanda Johnson "Acquisition Workforce Training" SBA First Wednesday Virtual Learning FY 2017 "SBA's Certificate of Compet

[show more](#)
January 27, 2017 08:43 AM EST
Judith Stackhouse Stackhouse and Karen Poole like this

Quick Directory

 Last Name

 First Name


[Help Lines & Support](#)

Tools

[BookIt! \(room scheduling\)](#)
[ALOHA \(leave requests\)](#)
[CHRIS \(personnel files\)](#)

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FAS TODAY	ABOUT FAS	NEWS	PORTFOLIOS	REFERENCE & RESOURCES	FAS STRATEGY	WORKFORCE TRANSFORMATION	

[For Employees](#)[Agency Topics](#)[FAS Tools](#)**Office of the Commissioner**

Thomas Sharpe
FAS Commissioner
[Read Biography](#)



Kevin Youall Page
FAS Deputy Commissioner
[Read Biography](#)

[More on the Office of Commissioner](#)

FAS DESKSIDE CHAT

FAS Deskside Chat

In his first Deskside Chat of 2017, FAS Commissioner Tom Sharpe outlines some of the engagement initiatives that leadership has planned to maintain FAS employee engagement. [Watch Now >>](#)

1 2



2/16
QF Tom Talks
Turkey



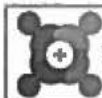
3/6-3/10
R6 Visit



3/16
QC Tom Talks
Turkey



3/27-3/31
R4 Visit



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Empowering you for Success

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January 31, 2017 16:38 PM EST

Andrea Azarcon Heller Join the Acquisition Gateway team for an online login clinic on Feb 1st, 3-4P ET. This session will provid...
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January 31, 2017 15:04 PM EST

Sara Schulz Join the Acquisition Gateway team for an online login clinic on Feb 1st, 3-4P ET. This session will provid...
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January 31, 2017 14:34 PM EST

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GSA Directives Library

Directives

Search

Overview Most Recent By Category By Number Staff Offices PBS FAS Regions Cancelled

Overview

The GSA Directives Program, under the Executive Secretariat Division (H1A) in the Office of Administrative Services (OAS), manages GSA's internal directives issuance process.

Internal directives provide basic organization structure, delegation of authority, and policy and procedural requirements and guidance to support GSA's mission and program management activities – whether across GSA organizations or within a Service, Staff Office or Region.

The Directives Program also manages and maintains GSA's Directives Library on InSite and GSA.gov. The GSA Directives Library consists of different types of internal directives, including Orders, Delegations of Authority, Organizational Changes, Instructional Letters and Manuals. These are described briefly below and in [OAS.P. 1832.1A The GSA Internal Directives System](#). The Directives Program can be reached at: Executive-Secretariat@gsa.gov.

The GSA Directives (Instructional Letters, Orders, and Manuals) contained in the GSA Directives Library show administrative edits to reflect corrections to directive formatting, misspelled words, updates to referenced websites, corrections to contacts and contacts' information, and technical changes; updates of legal citations and referenced GSA directives, new editions of forms, etc.

Directives

Orders establish management objectives and requirements, identify the results needed in performance of a job or subject matter, and establish intended requirements for Federal employees and contractor employees in the performance of their duties.

Delegations of Authority are Orders that assign authority to a specific position or designee to approve or carry out actions in support of GSA's mission and programs.

Organizational Changes are Orders that outline one or more organizational change(s) and/or changes in functional responsibility within GSA.

Instructional Letters are temporary directives issued to apprise Federal employees and contractors of new regulations or requirements while a permanent Order or Manual is being developed.

Manuals are detailed technical and administrative procedures covering major subjects or programs that are to be followed by Federal employees and contractor employees in the performance of their duties.

Regulations or external directives are created and enforced by GSA to put into effect laws passed by Congress that govern the United States. GSA is responsible for the development and implementation of three Regulations that affect all Federal agencies:

The Federal Acquisition Regulation (FAR),

The Federal Travel Regulation (FTR), and

The Federal Management Regulation (FMR)

GSA also issues one Regulation that is specific only to GSA and its programs, the General Services Acquisition Manual (GSAM). These Regulations are not included in the internal directives library. They are owned by the Office of Government-wide Policy.

Frequently Used Directives

Number	Title
2104.1A CIO	GSA Information Technology IT General Rules of Behavior
6010.4 OAD P	Time and Leave Administration
1832.1A OAS P	The GSA Internal Directives System
5770.1 OAS	Local Travel
5785.1 OAS	Conference and Event Management
4200.1A OAS	Management and Use of the GSA SmartPay Purchase Card
5775.1 OAS	OCONUS Travel Policy
5730.1 OAS	GSA Relocation Allowances
5740.1 OAS	Government Travel Charge Card Program
2106.1 CIO	GSA Social Media Policy



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SERVICES

Federal Acquisition Service
Public Buildings Service

STAFF OFFICES

Chief Financial Officer
Office of the General Counsel 
Office of the Inspector General 

REGIONS

New England (1)
Northeast & Caribbean (2)
Mid-Atlantic (3)
Southeast Sunbelt (4)
Great Lakes (5)
Heartland (6)
Greater Southwest (7)
Rocky Mountain (8)
Pacific Rim (9)
Northwest/Arctic (10)
National Capital Region (11)

CENTRAL OFFICE

Central Office InSite

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