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UNITED STATES POSTAL INSPECTION SERVICE

OFFICE OF COUNSEL

May 1, 2017

Mr. John Greenewald
The Black Vault Headquarters
[REDACTED]

RE: FOIA No. 2017-FPIS-00162

Dear Mr. Greenewald:

This is in further reference to your letter dated February 18, 2017, requesting, pursuant to the Freedom of Information Act access to certain records that may be in the custody of the U.S. Postal Inspection Service regarding the Inspection Service Manual (ISM).

In reference to your request for the cover page and table of contents of the ISM, enclosed are 44 pages of record material which can be released to you. Certain deletions have been made to this material pursuant to title 5, United States Code, section 552(b)(2), which concerns records related solely to the internal personnel rules and practices of an agency; section 552(b)(7)(E), where disclosure would reveal techniques and procedures for law enforcement investigations or prosecutions.

With respect to your request for the "references section" of the ISM, please be advised that the ISM does not have a specific "references section."

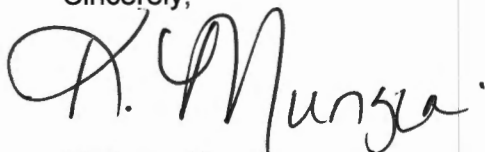
If you have any questions regarding the handling of your request, please contact the Inspection Service FOIA Requester Service Center at (202) 268-7004 or email address FOIA@uspis.gov between the hours of 8:30 a.m. – 5 p.m. (Eastern Standard Time).

You have the right to appeal this partial denial of your request by writing to the **Chief Counsel, U.S. Postal Service, 475 L'Enfant Plaza, SW, Washington, DC 20260-1135**, within 90 days of the date of this letter. The letter of appeal should include statements concerning this response, and the reasons why it is believed to be erroneous, and the relief sought, along with copies of the original request, this letter, and any other related correspondence.

As part of the 2007 FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your

own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. You may contact OGIS in any of the following ways: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road, Room 2510, College Park, MD 20740-6001, e-mail address: ogis@nara.gov, telephone: 301-837-3785, facsimile: 301-837-0348, toll-free: 1-877-684-6448.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Mungin", with a stylized flourish at the end.

Kimberly Mungin
FOIA Analyst

Enclosures

Inspection Service Transmittal Letter

December 2015

A. Introduction

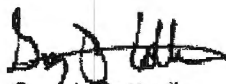
The *Inspection Service Manual* (ISM) is official policy of the United States Postal Inspection Service. The ISM is maintained in an electronic format.

B. Availability

The ISM is available to all Inspection Service personnel. The ISM is a restricted document and is not available for distribution outside of the Postal Inspection Service without the prior written approval of the Inspection Service Chief Counsel.

C. Changes and Updates

The ISM can only be modified through a controlled process which requires the signature and approval of an Inspection Service Executive (PCES) who sponsors a suggested change. Any changes to the ISM are approved by the Inspection Service Executive Committee and/or the Chief Postal Inspector. Once approved, changes to policy are announced through Inspection Service Policy Updates, which are effective upon publication.



Guy J. Cottrell
Chief Postal Inspector

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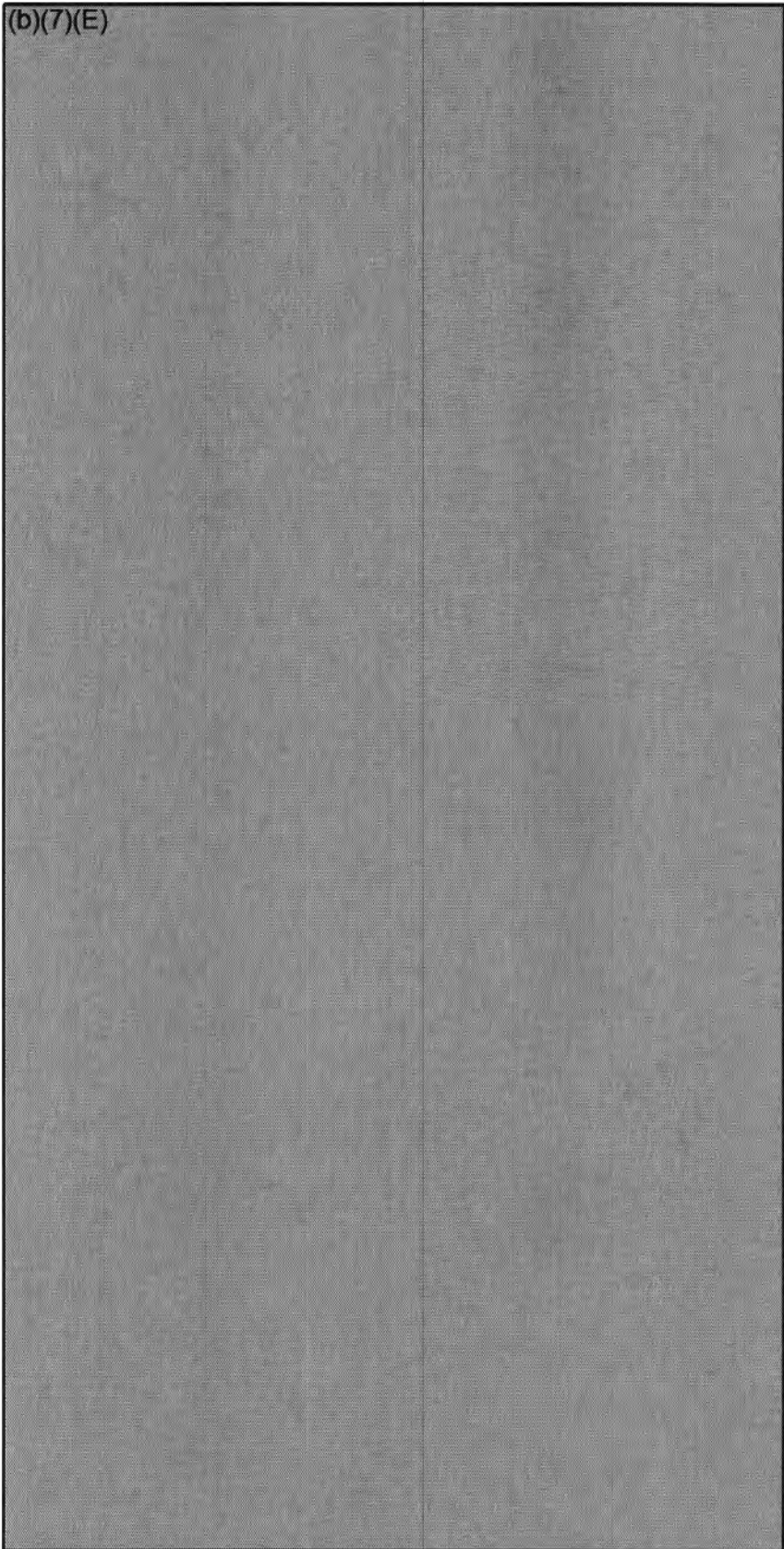
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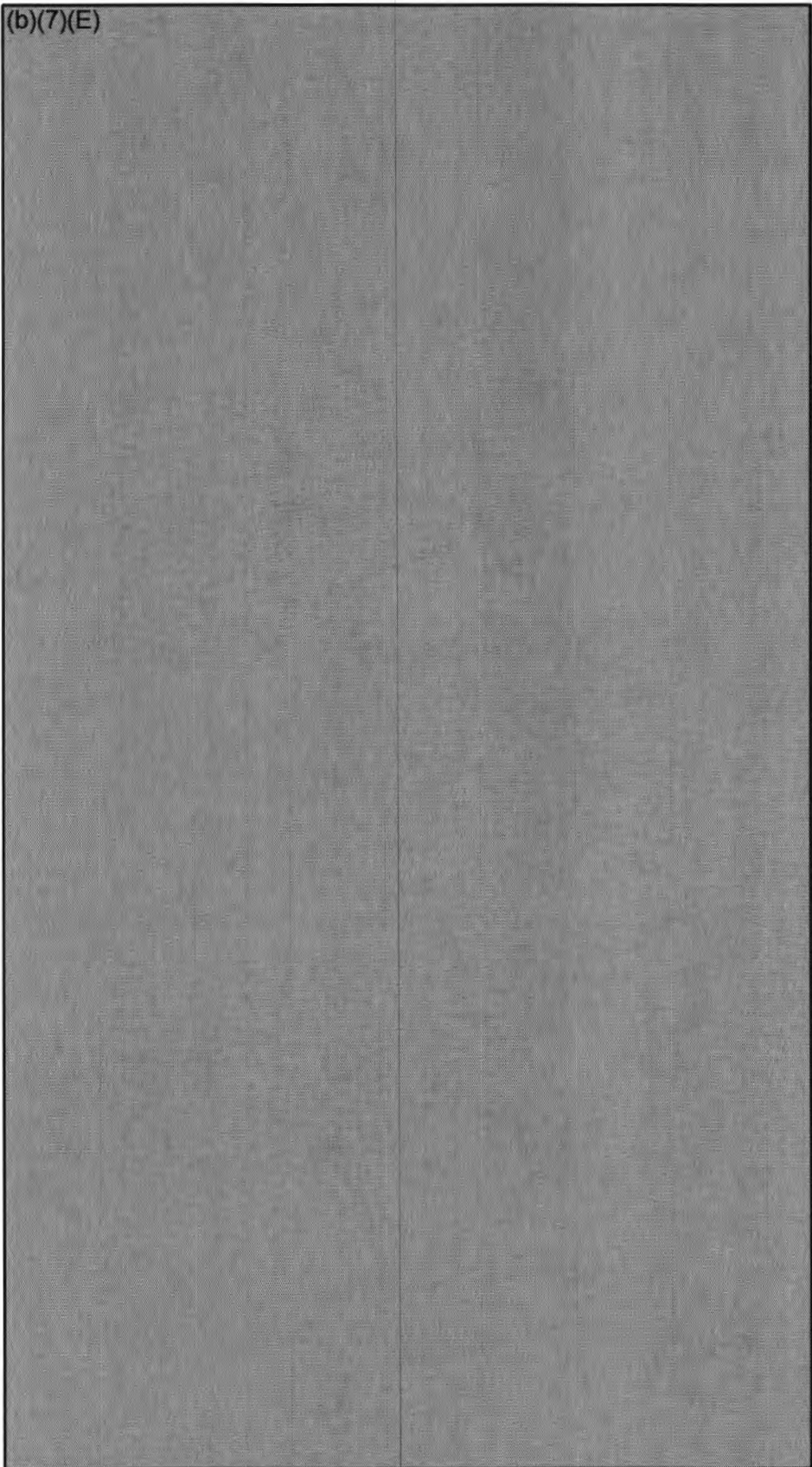
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