

Hutchison, Stasia

From: Bentley, Christopher - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BENTLEY CHRISEF558200-0C9C-468A-9BB0-AC2A1147158013B>
Sent: Monday, January 23, 2017 10:55 AM
To: Jacobs-Young, Chavonda - ARS
Cc: Drumm, Sharon - ARS
Subject: RE: USDA OC Instructions

Thanks. - Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Jacobs-Young, Chavonda - ARS
Sent: Monday, January 23, 2017 10:54 AM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Cc: Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>
Subject: Re: USDA OC Instructions

We are discussing in REE mtg right now. Hold on.

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

On Jan 23, 2017, at 10:45 AM, Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV> wrote:

FYSA

All,

Starting immediately and until further notice, ARS is to stop issuing ANY public-facing documents. That includes, among other materials, news releases, photos, fact sheets, news feeds, and social media content – tweets and blog posts. I am checking now about scientific publications. For all intents and purposes, we are dark. The best guess is that this will last for at least the remainder of this week. Should we share these instruction with the AC? r/Chris

Christopher S. Bentley
Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

Hutchison, Stasia

From: Drumm, Sharon - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DRUMM, SHARON17B64046-2FF4-4F56-B9AC-02C9881989CF>
Sent: Monday, January 23, 2017 11:59 AM
To: Stetka, Jill; Liu, Simon; Kappes, Steven - ARS; Arnold, Michael; Mayo, Gary - ARS; Park, Joon
Cc: Jacobs-Young, Chavonda - ARS
Subject: FW: USDA OC Instructions

No action, just FYI and stay tuned.

SDD

From: Bentley, Christopher - ARS
Sent: Monday, January 23, 2017 10:46 AM
To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>
Subject: USDA OC Instructions

FYSA

All,

Starting immediately and until further notice, ARS is to stop issuing ANY public-facing documents. That includes, among other materials, news releases, photos, fact sheets, news feeds, and social media content – tweets and blog posts. I am checking now about scientific publications. For all intents and purposes, we are dark. The best guess is that this will last for at least the remainder of this week. Should we share these instruction with the AC? r/Chris

Christopher S. Bentley
Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

Hutchison, Stasia

From: Bentley, Christopher - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BENTLEY CHRISEF558200-0C9C-468A-9BB0-AC2A1147158013B>
Sent: Monday, January 23, 2017 12:50 PM
To: Drumm, Sharon - ARS; Jacobs-Young, Chavonda - ARS
Subject: RE: USDA OC Instructions

I'd add the following to the first couple of sentences, Sharon. Thanks for asking. r/Chris

Starting immediately and until further notice, ARS is not issuing ANY public-facing documents. That includes – among other materials – news releases, photos, fact sheets, news feeds, and social media content. Please contact Director of Communications Chris Bentley should you have any questions about this guidance.

Christopher S. Bentley

Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Drumm, Sharon - ARS
Sent: Monday, January 23, 2017 12:43 PM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>
Subject: RE: USDA OC Instructions

Hi Chris – I will send out an email to the AC. Do you have any other language suggestions than what you sent below?

From: Bentley, Christopher - ARS
Sent: Monday, January 23, 2017 12:41 PM
To: Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>; Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>
Subject: RE: USDA OC Instructions

Thanks Sharon.

Chavonda – Did you learn anything more at the REE meeting? r/Chris

Christopher S. Bentley

Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Drumm, Sharon - ARS
Sent: Monday, January 23, 2017 11:58 AM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Jacobs-Young, Chavonda - ARS

<C.JacobsYoung@ARS.USDA.GOV>

Subject: RE: USDA OC Instructions

Just thinking out loud here – I wouldn't bother asking about scientific publications – these are done months in advance and technically not published by USDA.

From: Bentley, Christopher - ARS

Sent: Monday, January 23, 2017 10:46 AM

To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Drumm, Sharon - ARS

<Sharon.Drumm@ARS.USDA.GOV>

Subject: USDA OC Instructions

FYSA

All,

Starting immediately and until further notice, ARS is to stop issuing ANY public-facing documents. That includes, among other materials, news releases, photos, fact sheets, news feeds, and social media content – tweets and blog posts. I am checking now about scientific publications. For all intents and purposes, we are dark. The best guess is that this will last for at least the remainder of this week. Should we share these instruction with the AC? r/Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA

301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

Hutchison, Stasia

From: Drumm, Sharon - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DRUMM, SHARON17B64046-2FF4-4F56-B9AC-02C9881989CF>
Sent: Monday, January 23, 2017 12:58 PM
To: ARS-Administrators Council
Cc: ARS-AC Secretaries-All; ARS-Associate-ADs; MacDonald, Robert; Strauss, Mike
Subject: For Immediate Transmittal: Guidance on External Communications

Hello again All - Starting immediately and until further notice, ARS will not release any public-facing documents. This includes, but is not limited to, news releases, photos, fact sheets, news feeds, and social media content.

Please contact Director of Communications Chris Bentley with any questions about this guidance. [Please also transmit to your employees as soon as feasible.](#)

Thanks!
Sharon

Sharon D. Drumm, Ph.D.

ARS Chief of Staff
202-720-4465

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 8:52 AM
To: Bartuska, Ann - OSEC, Washington, DC
Subject: Fwd: For Immediate Transmittal: Guidance on External Communications

Please see the actual note below.

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Begin forwarded message:

From: "Drumm, Sharon - ARS" <Sharon.Drumm@ARS.USDA.GOV>
Date: January 23, 2017 at 12:58:22 PM EST
To: ARS-Administrators Council <ARS-AdministratorsCouncil@ARS.USDA.GOV>
Cc: ARS-AC Secretaries-All <ARS-AC_Secretaries-All@ARS.USDA.GOV>, ARS-Associate-ADs <ARS-Associate-ADs@ARS.USDA.GOV>, "MacDonald, Robert" <Robert.MacDonald@ARS.USDA.GOV>, "Strauss, Mike" <Mike.Strauss@ARS.USDA.GOV>
Subject: For Immediate Transmittal: Guidance on External Communications

Hello again All - Starting immediately and until further notice, ARS will not release any public-facing documents. This includes, but is not limited to, news releases, photos, fact sheets, news feeds, and social media content.

Please contact Director of Communications Chris Bentley with any questions about this guidance. [Please also transmit to your employees as soon as feasible.](#)

Thanks!
Sharon

Sharon D. Drumm, Ph.D.
ARS Chief of Staff
202-720-4465

Hutchison, Stasia

From: Bentley, Christopher - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BENTLEY CHRISEF558200-0C9C-468A-9BB0-AC2A1147158013B>
Sent: Tuesday, January 24, 2017 9:56 AM
To: Drumm, Sharon - ARS
Cc: Jacobs-Young, Chavonda - ARS; Liu, Simon
Subject: RE: USDA OC Instructions

This is not a statement, Sharon. This is a recap of my conversation with Damon from REE. I passed it along to the three of you as soon as the conversation was finished. r/Chris

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Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Drumm, Sharon - ARS
Sent: Tuesday, January 24, 2017 9:53 AM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Cc: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>
Subject: RE: USDA OC Instructions

Chris, where did this original statement come from? OC? OSEC? This is the statement I based the email guidance on.

Sharon

From: Bentley, Christopher - ARS
Sent: Monday, January 23, 2017 10:46 AM
To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>
Subject: USDA OC Instructions

FYSA

All,

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Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 10:18 AM
To: Bentley, Christopher - ARS; Drumm, Sharon - ARS
Cc: Liu, Simon; Kappes, Steven - ARS
Subject: RE: DRAFT ARS statement

Looks good. Yes, please move forward.

Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



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From: Bentley, Christopher - ARS
Sent: Tuesday, January 24, 2017 10:14 AM
To: Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>
Cc: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Kappes, Steven - ARS <Steven.Kappes@ARS.USDA.GOV>
Subject: RE: DRAFT ARS statement

Great input, Sharon. I'm very comfortable with this. May I share with the Department? r/Chris

Christopher S. Bentley

Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Drumm, Sharon - ARS
Sent: Tuesday, January 24, 2017 10:05 AM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Cc: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Kappes,

Steven - ARS <Steven.Kappes@ARS.USDA.GOV>

Subject: RE: DRAFT ARS statement

Yes I think that's the gist. All, how about this:

ARS Statement

After direction from the Department, ARS issued an internal email to employees yesterday (text follows below) about Agency informational products like news releases and social media content. Scientific publications, released through peer reviewed professional journals are not included. As the U.S. Department of Agriculture's chief scientific in-house research agency, ARS values and is committed to maintaining the free flow of information between our scientists and the American public as we strive to find solutions to agricultural problems affecting America. Information on our projects, people, and locations are available on our website as always, at www.ars.usda.gov.

Background information

ARS has not blacked out public information. Just yesterday, the Agency published the following release to our website – <https://www.ars.usda.gov/news-events/news/research-news/2017/ars-geneticist-edward-buckler-awarded-first-nas-prize-in-food-and-agriculture-sciences/>. The release acknowledges the break-through work of one of our scientists.

Text of Email

On Jan 23, 2017, at 9:58 AM, Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV> wrote:

Hello again All - Starting immediately and until further notice, ARS will not release any public-facing documents. This includes, but is not limited to, news releases, photos, fact sheets, news feeds, and social media content.

Please contact Director of Communications Chris Bentley with any questions about this guidance. Please also transmit to your employees as soon as feasible

From: Bentley, Christopher - ARS

Sent: Tuesday, January 24, 2017 9:53 AM

To: Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>

Cc: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Kappes, Steven - ARS <Steven.Kappes@ARS.USDA.GOV>

Subject: RE: DRAFT ARS statement

Sharon – I hear you loud and clear. Given that, it would seem the proper strategy is to refer the reporters to the Department for an explanation of why that guidance was provided to us. We were simply doing as instructed. Right? r/Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA

301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

From: Drumm, Sharon - ARS

Sent: Tuesday, January 24, 2017 9:49 AM

To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>

Cc: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Kappes,

Steven - ARS <Steven.Kappes@ARS.USDA.GOV>

Subject: Re: DRAFT ARS statement

I think the statement skirts the issue. We received guidance to stop publication of certain materials. So we passed that on. I don't like the spin that this is business as usual because it isn't.

Sharon

Sent from my iPhone

On Jan 24, 2017, at 9:44 AM, Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV> wrote:

All – Please review the following and provide edits/thoughts. We have a number of media inquiries. I'd like to provide OC and REE with a strategy and statement. As such, I'd like to respond to the reporters inquiring with the following text. I propose releasing the email for two reasons. First, it is releasable through the FOIA process. As such, we're better served to provide it now than making reporters file FOIA requests for it. Second, the media is reporting the issuance of a memo. We should correct that misperception by forcefully referencing that an email and not a memo was shared internally.

Thanks. r/Chris

DRAFT

ARS Statement

In an attempt to ensure proper coordination, ARS issued an internal email to employees yesterday (text follows below) about Agency informational products like news releases and social media content. The email instructs employees to contact the ARS Director of Communications with any questions. As the U.S. Department of Agriculture's chief scientific in-house research agency, ARS values and is committed to maintaining the free flow of information between our scientists and the American public as we strive to find solutions to agricultural problems affecting America.

Background information

ARS has not blacked out public information. Just yesterday, the Agency published the following release to our website – <https://www.ars.usda.gov/news-events/news/research-news/2017/ars-geneticist-edward-buckler-awarded-first-nas-prize-in-food-and-agriculture-sciences/>. The release acknowledges the breakthrough work of one of our scientists.

Text of Email

On Jan 23, 2017, at 9:58 AM, Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV> wrote:

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Christopher S. Bentley

Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

Hutchison, Stasia

From: Bentley, Christopher - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BENTLEY CHRISEF558200-0C9C-468A-9BB0-AC2A1147158013B>
Sent: Tuesday, January 24, 2017 4:47 PM
To: Jacobs-Young, Chavonda - ARS; Black, David - OC; Bice, Don - OBPA; Bartuska, Ann - OSEC, Washington, DC
Subject: RE: Please review as soon as possible - ARS all agency email draft

Chavonda,

I think this looks strong and conveys what we discussed earlier. I've include one minor edit below. Thanks for the chance to review. r/Chris

Christopher S. Bentley

Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Jacobs-Young, Chavonda - ARS
Sent: Tuesday, January 24, 2017 4:26 PM
To: Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Subject: Please review as soon as possible - ARS all agency email draft
Importance: High

Dear ARS Colleagues,

On yesterday, we sent an email message about Agency informational products like news releases and social media content. This internal email was released prior to receiving official Departmental guidance. I am therefore writing to provide clarification. The Departmental guidance does not, and was never intended, to cover all public-facing documents. Scientific publications, released through peer reviewed professional journals and many of our scientific related activities are not included.

ARS has not blacked out public information. Just yesterday, the Agency published the following release to our website – <https://www.ars.usda.gov/news-events/news/research-news/2017/ars-geneticist-edward-buckler-awarded-first-nas-prize-in-food-and-agriculture-sciences/>. The release acknowledges the break-through work of one of our scientists.

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Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

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Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 4:20 PM
To: Drumm, Sharon - ARS

Dear ARS Colleagues,

On yesterday, we sent an email message about Agency informational products like news releases and social media content. This internal email was released prior to receiving official Departmental guidance. I am therefore writing to provide clarification and address inconsistencies. The Departmental guidance does not, and was never intended, to cover all public-facing documents. Scientific publications, released through peer reviewed professional journals and many of our scientific related activities are not included. The guidance reads as follows:

“ In order for the Department to deliver unified, consistent messages, it's important for the Office of the Secretary to be consulted on media inquiries and proposed responses to questions related to legislation budgets, policy issues, and regulations. Policy-related statements should not be made to the press without notifying and consulting the Office of the Secretary. This includes press releases and on and off the record conversations.

Agencies are requested to review their websites, blog posts and other social media and, consistent with direction you will receive from the Office of Communication, remove references to policy priorities and initiatives of the previous Administration. The addition of any policy related content to websites or other social media should be routed to the Office of the Secretary through the Office of Communications before it is added. Any speeches or communications at significant public events that may be covered by media must be identified in advance for the Office of the Secretary through the Office of Communications.”

ARS has not blacked out public information. In fact, on yesterday, the Agency published the following release to our website – <https://www.ars.usda.gov/news-events/news/research-news/2017/ars-geneticist-edward-buckler-awarded-first-nas-prize-in-food-and-agriculture-sciences/>. The release acknowledges the break-through work of one of our scientists.

As the U.S. Department of Agriculture’s chief scientific in-house research agency, ARS values and is committed to maintaining the free flow of information between our scientists and the American public as we strive to find solutions to agricultural problems affecting America.

Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250

P: 202-720-3656

E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



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Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 9:10 PM
To: ARS-Administrator
Subject: Important: Communications Guidance

Dear ARS Colleagues,

Yesterday, we sent an email message about Agency informational products like news releases and social media content. This internal email was released prior to receiving official Departmental guidance and is hereby rescinded. The official guidance states that the Secretary's office should be consulted on media inquiries and proposed responses to questions related to legislation, budgets, policy issues and regulations and that policy related statements should not be made to the press without notifying and consulting with the Office of the Secretary. The Departmental guidance does not, and was never intended, to cover all public-facing documents. For example, scientific publications released through peer reviewed professional journals are not covered. Please contact Christopher Bentley (Christopher.bentley@ARS.usda.gov) if you have any questions.

ARS has not blacked out public information. In fact, yesterday, the Agency published the following release to our website – <https://www.ars.usda.gov/news-events/news/research-news/2017/ars-geneticist-edward-buckler-awarded-first-nas-prize-in-food-and-agriculture-sciences/>. The release acknowledges the break-through work of one of our scientists.

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Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

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subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 9:15 PM
To: Bartuska, Ann - OSEC, Washington, DC; Young, Mike - OSEC, Washington, DC; Bice, Don - OBPA
Subject: Fwd: Important: Communications Guidance

The ARS all message has been sent.

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

Begin forwarded message:

From: "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>
Date: January 24, 2017 at 9:10:24 PM EST
To: ARS-Administrator <Administrator@ARS.USDA.GOV>
Subject: Important: Communications Guidance

Dear ARS Colleagues,

Yesterday, we sent an email message about Agency informational products like news releases and social media content. This internal email was released prior to receiving official Departmental guidance and is hereby rescinded. The official guidance states that the Secretary's office should be consulted on media inquiries and proposed responses to questions related to legislation, budgets, policy issues and regulations and that policy related statements should not be made to the press without notifying and consulting with the Office of the Secretary. The Departmental guidance does not, and was never intended, to cover all public-facing documents. For example, scientific publications released through peer reviewed professional journals are not covered. Please contact Christopher Bentley (Christopher.bentley@ARS.usda.gov) if you have any questions.

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Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

From: [Bartuska, Ann - OSEC, Washington, DC](#)
To: [Jacobs-Young, Chavonda - ARS](#); [Drumm, Sharon - ARS](#); [Ramaswamy, Sonny - NIFA](#); [Broussard, Meryl C. - NIFA](#); [Hoffman, William - NIFA](#); [Bohman, Mary - ERS](#); [Leibtag, Ephraim - ERS](#); [Hamer, Hubert - NASS](#); [Picanso, Renee - NASS](#); [Joshua, Troy - NASS](#); [Derksen, Rich - OSEC](#)
Cc: [Esch, Michele - ARS](#); [Simmons, Michele - OSEC](#)
Subject: FW: Interim Procedures Document
Date: Monday, January 23, 2017 2:24:41 PM
Attachments: [interimproced_1.pdf](#)

Per our earlier discussion.

Let me know if you would like to have a phone call on this in the morning. Ann

Ann M. Bartuska, Ph.D.
Acting Under Secretary for
Research, Education and Economics
USDA
202-720-5923

From: Bice, Don - OBPA
Sent: Monday, January 23, 2017 1:51 PM
To: Klippenstein, Brian - OSEC, Washington, DC <Brian.Klippenstein@osec.usda.gov>; Young, Mike - OSEC, Washington, DC <Mike.Young@osec.usda.gov>; Almanza, Al - FSIS <Al.Almanza@fsis.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; BUMBARY-LANGSTON, INGA - OGC <INGA.BUMBARY-LANGSTON@OGC.USDA.GOV>; Crandall, Doug - OSEC, Washington, DC <Doug.Crandall@osec.usda.gov>; Fretz, Abbey - OSEC, Washington, DC <Abbey.Fretz@aphis.usda.gov>; Glendenning, Roger - RD, Washington, DC <Roger.Glendenning@wdc.usda.gov>; Hafemeister, Jason - FAS <Jason.Hafemeister@fas.usda.gov>; Jackson, Yvette - OSEC, Washington, DC <Yvette.Jackson@osec.usda.gov>; Jiron, Dan - OSEC, Washington, DC <Dan.Jiron@osec.usda.gov>; Johansson, Robert - OCE <RJohansson@oce.usda.gov>; Moaney, Lynn - OCFO <Lynn.Moaney@cfo.usda.gov>; Rottenberg, Carmen - FSIS <Carmen.Rottenberg@fsis.usda.gov>; Scott, Winona -ASCR <Winona.Scott@ascr.usda.gov>; Shea, Kevin - OSEC, Washington, DC <Kevin.A.Shea@aphis.usda.gov>; Shorter, Malcom - DM <Malcom.Shorter@osec.usda.gov>; King, David -ASCR <David.King@ascr.usda.gov>
Cc: Jeanquart, Bobbi - DM <Bobbi.Jeanquart@dm.usda.gov>
Subject: Interim Procedures Document

Attached is an electronic copy of the interim procedures document Mike handed out at the 1:00 meeting. Please distribute in your mission areas as appropriate. We understand WH guidance has been released on hiring. We will work with DM and OHRM on implementation of that guidance and provide updates to the procedures as necessary.

Thanks



United States Department of Agriculture

Office of the Secretary
Washington, D.C. 20250

JAN 23 2017

TO: Deputy Under and Assistant Secretaries
Acting Deputy Under and Assistant Secretaries
Agency Heads
Acting Agency Heads

FROM: Michael L. Young
Acting Deputy Secretary

SUBJECT: Interim Procedures

Thank you for your continued service to the Department and for ensuring the implementation of our important mission. There has been a successful transition to a new Administration and over the next few weeks we can expect there will be new priorities and direction coming from our policy officials. The Department will depend on your leadership and expertise to communicate these priorities.

During this transition period, we are implementing some interim operating procedures. These procedures are intended to notify the Office of the Secretary in advance of certain actions and decisions and to provide the new policy staff with the opportunity to review such matters with a complete set of objective information.

All requests for decisions by the Office of the Secretary will be documented through a decision memorandum utilizing the Executive Correspondence Management system and will require at a minimum the approval of the agency head, subcabinet office, the Office of the General Counsel, and the Office of Budget and Program Analysis.

Press/Communications/Social Media/Public Messaging

In order for the Department to deliver unified, consistent messages, it's important for the Office of the Secretary to be consulted on media inquiries and proposed responses to questions related to legislation, budgets, policy issues, and regulations. Policy-related statements should not be made to the press without notifying and consulting the Office of the Secretary. This includes press releases and on and off the record conversations.

Agencies are requested to review their websites, blog posts and other social media and, consistent with direction you will receive from the Office of Communication, remove references to policy priorities and initiatives of the previous Administration. The addition of any policy-related content to websites or other social media should be routed to the Office of the Secretary through the Office of Communications before it is added.

Any speeches or communications at significant public events that may be covered by media must be identified in advance for the Office of the Secretary through the Office of Communications.

Congressional Drafting Services/Hill Briefings/Congressional Notifications

Until further notice, all legislative drafting technical assistance and related requests, and plans to brief members of Congress or their staff should be routed in advance to the Office of the Secretary through the Office of Congressional Relations. This includes any potential Farm Bill or child nutrition authorization activities. In addition, until further notice, the ability of agencies (including the FSA, RD, and NRCS state offices through the State Food and Agriculture Councils or the National Food and Agriculture Council) to close an office or notify local delegations of office closures is hereby rescinded. All notifications must work through a process that includes the approval of agency heads, the subcabinet, and the Office of Budget and Program Analysis. The Office of Budget and Program Analysis will work with Congressional Relations and the Office of the Secretary to obtain the necessary approvals. For appropriations issues all interactions should continue to work through the Office of Budget and Program Analysis who will continue to keep the Office of the Secretary apprised of ongoing appropriations actions.

Announcements of Financial Assistance

Until further notice, all requests for proposals, notices of funds availability and similar announcements or awarding of grants, cooperative agreements, loans, and other financial agreements should be routed to the Office of the Secretary prior to release.

Correspondence

Until further notice, all correspondence at an agency head level leaving the Department should be routed for approval of the Office of the Secretary.

Inter-agency Agreements and Interactions

Until further notice, all proposed inter-agency agreements between USDA and other Federal agencies and non-federal cooperators should be submitted in advance for review to the Office of the Secretary. In addition, interactions on policy or regulatory matters between agencies and other Federal agencies must go through the Office of the Secretary.

Employee Selections/Reassignments

All proposals relating to advertising or hiring at or above the GS-14 level shall be routed to the Office of the Secretary for review through the Office of Human Resources Management. In the event that there are additional processes put in place by the Administration on the advertisement or hiring of staff those will be communicated separately.

International Negotiations

Until further notice, please notify OSEC as early as possible in advance of bilateral and multilateral negotiations in which the Department will be participating and international conferences at which the Department will have a presence.

Conferences

Please utilize the existing process established and operated by the Office of the Chief Financial Officer to provide the advance notification for all conferences.

Audit Responses

Until further notice, audit responses, statement of action responses, and/or requests for management decisions for Office of Inspector General or Government Accountability Office audit reports must be submitted to the Chief Financial Officer. The OCFO will package and submit the proposed responses on a weekly basis to the Office of the Secretary for review and approval.

Advisory Committees

Until further notice, no agency official responsible for an advisory committee should appoint a committee member to any topical, regional, state, or local advisory committee. No invitations for nominations to advisory committees shall be published until further notice. If an agency official has selected committee members for an advisory committee, but the letters of invitation have not been sent, agencies shall suspend sending the letter of invitation.

Ongoing Litigation

Until further notice, significant Department decisions related to ongoing litigation should be routed to the Office of the Secretary for review. Decisions to concur with Department of Justice recommendations, litigation settlement, and major strategy decisions of a dispositive nature, in both administrative and civil actions, particularly in the areas of personnel, civil rights, EEO, substantive program policy matters, and tort and contract matters in excess of \$500,000 should be provided in advance to the Office of the Secretary for review.

Contract Awards

Until further notice, all proposed contract awards for advisory and assistance services and professional services exceeding a total cost of \$500,000 should be submitted through the office of the Assistant Secretary of Administration to the Office of the Secretary for review.

cc: Sam Clovis, OSEC
Brian Klippenstein, OSEC
Donald Bice, OBPA

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Monday, January 23, 2017 2:35 PM
To: Kappes, Steven - ARS; Liu, Simon; Drumm, Sharon - ARS; Arnold, Michael; Park, Joon
Subject: Fwd: Exemptions to the hold on comms

FYI

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Begin forwarded message:

From: "Thompson, Damon - OSEC" <Damon.Thompson@osec.usda.gov>
Date: January 23, 2017 at 1:35:52 PM EST
To: "Bentley, Christopher - ARS" <Christopher.Bentley@ARS.USDA.GOV>, "WeaverMissick, Tara" <Tara.WeaverMissick@ARS.USDA.GOV>, "Smits, Jennifer - ERS" <JENNIFER.SMITS@ers.usda.gov>, Sue King <Sue.King@nass.usda.gov>, "Minchenkov, Aleksey - NASS" <Aleksey.Minchenkov@nass.usda.gov>, "Bueno, Virginia - NIFA" <Virginia.Bueno@nifa.usda.gov>, "Gifford, Sally" <Sally.Gifford@nifa.usda.gov>, "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>, "Bohman, Mary - ERS" <MBOHMAN@ers.usda.gov>, "Hamer, Hubert - NASS" <Hubert.Hamer@nass.usda.gov>, "Ramaswamy, Sonny - NIFA" <sonny@nifa.usda.gov>, "Hoffman, William - NIFA" <WHOFFMAN@nifa.usda.gov>, "Wright, Justice - OSEC" <Justice.Wright@osec.usda.gov>
Subject: Exemptions to the hold on comms

As promised, I talked with Brian Mabry about the decision to "go dark" for a couple of days on media announcements and social media activity, and explained how REE agencies have some time sensitive matters, including data releases and RFAs.

He is very sympathetic, and suggests that there are three areas under which we can exempt an announcement from this hold:

1. It is a release of statutorily required information
2. It is related to national security
3. It is related to health and safety

Please go back and look at the releases you have requested for this week and let me know which ones fall under which categories. If you can get me something back today, we can be in good shape to avoid too much disruption.

Thanks.

Damon Thompson
Communications Director
USDA Research, Education,
& Economics Mission Area (REE)
Washington, DC 20251
(202) 977-6125
Damon.thompson@osec.usda.gov

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 12:33 PM
To: Bartuska, Ann - OSEC, Washington, DC
Subject: Fwd: Exemptions to the hold on comms

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Begin forwarded message:

From: "Thompson, Damon - OSEC" <Damon.Thompson@osec.usda.gov>
Date: January 23, 2017 at 1:35:52 PM EST
To: "Bentley, Christopher - ARS" <Christopher.Bentley@ARS.USDA.GOV>, "WeaverMissick, Tara" <Tara.WeaverMissick@ARS.USDA.GOV>, "Smits, Jennifer - ERS" <JENNIFER.SMITS@ers.usda.gov>, Sue King <Sue.King@nass.usda.gov>, "Minchenkov, Aleksey - NASS" <Aleksey.Minchenkov@nass.usda.gov>, "Bueno, Virginia - NIFA" <Virginia.Bueno@nifa.usda.gov>, "Gifford, Sally" <Sally.Gifford@nifa.usda.gov>, "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>, "Bohman, Mary - ERS" <MBOHMAN@ers.usda.gov>, "Hamer, Hubert - NASS" <Hubert.Hamer@nass.usda.gov>, "Ramaswamy, Sonny - NIFA" <sonny@nifa.usda.gov>, "Hoffman, William - NIFA" <WHOFFMAN@nifa.usda.gov>, "Wright, Justice - OSEC" <Justice.Wright@osec.usda.gov>
Subject: Exemptions to the hold on comms

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Thanks.

Damon Thompson
Communications Director
USDA Research, Education,
& Economics Mission Area (REE)
Washington, DC 20251
(202) 977-6125
Damon.thompson@osec.usda.gov

Hutchison, Stasia

From: Bentley, Christopher - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BENTLEY CHRISEF558200-0C9C-468A-9BB0-AC2A1147158013B>
Sent: Tuesday, January 24, 2017 1:07 PM
To: Jacobs-Young, Chavonda - ARS; Liu, Simon; Drumm, Sharon - ARS; Kappes, Steven - ARS
Subject: RE: USDA Ordered to Stop Talking to Public

Thanks Chavonda. - Chris

Christopher S. Bentley

Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Jacobs-Young, Chavonda - ARS
Sent: Tuesday, January 24, 2017 1:07 PM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>; Kappes, Steven - ARS <Steven.Kappes@ARS.USDA.GOV>
Subject: RE: USDA Ordered to Stop Talking to Public

Please move forward with the release as prepared.

Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



Have you subscribed to the online Ag Research Magazine? Subscribe today at <http://agresearchmag.ars.usda.gov/>

From: Bentley, Christopher - ARS
Sent: Tuesday, January 24, 2017 1:05 PM
To: Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>; Kappes, Steven - ARS <Steven.Kappes@ARS.USDA.GOV>
Subject: RE: USDA Ordered to Stop Talking to Public

I just talked with the Department. They are simply trying to establish a chronology here. There is official guidance that the acting Secretary's office have provided to REE. That inclusion is simply meant to address that.

Does that address your concern, Simon? We have reporters graciously holding their pieces. I need to get back to them. r/Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA

301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

From: Liu, Simon

Sent: Tuesday, January 24, 2017 12:58 PM

To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>; Kappes, Steven - ARS <Steven.Kappes@ARS.USDA.GOV>

Subject: RE: USDA Ordered to Stop Talking to Public

Have concerns about the following statement:

The email below was sent out before official guidance that the Office of the Secretary be consulted on questions related to legislation, budgets, policy issues, and regulations.

Thank you,

Simon Liu, Ph.D.

Associate Administrator

USDA Agricultural Research Service

Simon.liu@ars.usda.gov

From: Bentley, Christopher - ARS

Sent: Tuesday, January 24, 2017 12:50 PM

To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Kappes, Steven - ARS <Steven.Kappes@ARS.USDA.GOV>

Subject: FW: USDA Ordered to Stop Talking to Public

Here's our cleared response. I will begin sending this out at 1300. Let me know if you have any concerns. Thanks. r/Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA

301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

From: Mabry, Brian - OSEC

Sent: Tuesday, January 24, 2017 12:45 PM

To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>

Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>

Subject: RE: USDA Ordered to Stop Talking to Public

Damon and Chris,

This is CLEARED for response from ARS.

ARS Statement

ARS issued an internal email to employees on Jan. 23 (text follows below) about Agency informational products like news releases and social media content. Scientific publications, released through peer reviewed professional journals are not included. As the U.S. Department of Agriculture's chief scientific in-house research agency, ARS values and is committed to maintaining the free flow of information between our scientists and the American public as we strive to find solutions to agricultural problems affecting America. Information on our projects, people, and locations are available on our website as always, at www.ars.usda.gov.

Background information

Reports ARS has blacked out public information are wrong. Just yesterday, the Agency published the following release to our website – <https://www.ars.usda.gov/news-events/news/research-news/2017/ars-geneticist-edward-buckler-awarded-first-nas-prize-in-food-and-agriculture-sciences/>. The release acknowledges the break-through work of one of our scientists.

The email below was sent out before official guidance that the Office of the Secretary be consulted on questions related to legislation, budgets, policy issues, and regulations.

Text of Email

On Jan 23, 2017, at 12:58 PM, Drumm, Sharon - ARS wrote:

Hello again All - Starting immediately and until further notice, ARS will not release any public-facing documents. This includes, but is not limited to, news releases, photos, fact sheets, news feeds, and social media content.

Please contact Director of Communications Chris Bentley with any questions about this guidance. Please also transmit to your employees as soon as feasible

#

Brian K. Mabry,
Communications Coordinator
USDA Office of Communications
1400 Independence Avenue SW, Whitten 405-A
Washington DC 20250
Office Direct: 202.720.3088 (no voicemail)
USDA Mobile: (b)(6)
brian.mabry@oc.usda.gov
www.usda.gov

From: Bentley, Christopher - ARS

Sent: Tuesday, January 24, 2017 12:34 PM

To: Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>; Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: USDA Ordered to Stop Talking to Public

Got it. - Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA

301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

From: Thompson, Damon - OSEC
Sent: Tuesday, January 24, 2017 12:25 PM
To: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Cc: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Subject: Fwd: USDA Ordered to Stop Talking to Public

Jeremy Bernfeld with Harvest Public Media has made an inquiry.

Damon

Sent from my iPhone

Begin forwarded message:

From: "Simmons, Michele - OSEC" <Michele.Simmons@osec.usda.gov>
Date: January 24, 2017 at 12:23:17 PM EST
To: "Thompson, Damon - OSEC" <Damon.Thompson@osec.usda.gov>
Cc: "bernfeldj@harvestpublicmedia.org" <bernfeldj@harvestpublicmedia.org>
Subject: **USDA Ordered to Stop Talking to Public**

Damon,

Jeremy Bernfeld called about the subject article. His number is (b)(6)

Michele

Hutchison, Stasia

From: Bartuska, Ann - OSEC, Washington, DC </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BARTUSKA, ANN3E215DED-45AB-40DC-8EB6-B5C6BA1E8D6E>
Sent: Tuesday, January 24, 2017 1:46 PM
To: Drumm, Sharon - ARS; Jacobs-Young, Chavonda - ARS
Subject: FW: USDA Ordered to Stop Talking to Public
Importance: High

Getting you in the loop

Ann M. Bartuska, Ph.D.
Acting Under Secretary for
Research, Education and Economics
USDA
202-720-5923

From: Bice, Don - OBPA
Sent: Tuesday, January 24, 2017 1:44 PM
To: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>
Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>
Subject: RE: USDA Ordered to Stop Talking to Public
Importance: High

Hold on. Mike was still reviewing and has comments.

From: Mabry, Brian - OSEC
Sent: Tuesday, January 24, 2017 12:45 PM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>
Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>
Subject: RE: USDA Ordered to Stop Talking to Public

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Please contact Director of Communications Chris Bentley with any questions about this guidance. Please also transmit to your employees as soon as feasible

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Communications Coordinator
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1400 Independence Avenue SW, Whitten 405-A
Washington DC 20250
Office Direct: 202.720.3088 (*no voicemail*)
USDA Mobile: (b)(6)
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www.usda.gov

From: Bentley, Christopher - ARS
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To: Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>; Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: USDA Ordered to Stop Talking to Public

Got it. - Chris

Christopher S. Bentley
Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Thompson, Damon - OSEC
Sent: Tuesday, January 24, 2017 12:25 PM
To: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Cc: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
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Damon

Sent from my iPhone

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Date: January 24, 2017 at 12:23:17 PM EST
To: "Thompson, Damon - OSEC" <Damon.Thompson@osec.usda.gov>
Cc: "bernfeldj@harvestpublicmedia.org" <bernfeldj@harvestpublicmedia.org>
Subject: **USDA Ordered to Stop Talking to Public**

Damon,

Jeremy Bernfeld called about the subject article. His number is (b)(6)

Michele

Hutchison, Stasia

From: Bartuska, Ann - OSEC, Washington, DC </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BARTUSKA, ANN3E215DED-45AB-40DC-8EB6-B5C6BA1E8D6E>
Sent: Tuesday, January 24, 2017 2:03 PM
To: Jacobs-Young, Chavonda - ARS; Drumm, Sharon - ARS
Subject: FW: UPDATED STATEMENT: USDA Ordered to Stop Talking to Public

This is most recent version; it includes Mike Young's review

Ann M. Bartuska, Ph.D.
Acting Under Secretary for
Research, Education and Economics
USDA
202-720-5923

From: Mabry, Brian - OSEC
Sent: Tuesday, January 24, 2017 1:57 PM
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Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>
Subject: UPDATED STATEMENT: USDA Ordered to Stop Talking to Public

This updated statement is CLEARED for distribution – we should reach back to reporters with the updated statement. Edits are below my signature for your information:

ARS Statement

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Please contact Director of Communications Chris Bentley with any questions about this guidance. Please also transmit to your employees as soon as feasible

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Brian K. Mabry,
Communications Coordinator
USDA Office of Communications
1400 Independence Avenue SW, Whitten 405-A
Washington DC 20250
Office Direct: 202.720.3088 *(no voicemail)*
USDA Mobile: (b)(6)
brian.mabry@oc.usda.gov
www.usda.gov

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From: Mabry, Brian - OSEC

Sent: Tuesday, January 24, 2017 12:45 PM

To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>

Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>

Subject: RE: USDA Ordered to Stop Talking to Public

Damon and Chris,

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Got it. - Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA

301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

From: Thompson, Damon - OSEC
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To: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Cc: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Subject: Fwd: USDA Ordered to Stop Talking to Public

Jeremy Bernfeld with Harvest Public Media has made an inquiry.

Damon

Sent from my iPhone

Begin forwarded message:

From: "Simmons, Michele - OSEC" <Michele.Simmons@osec.usda.gov>
Date: January 24, 2017 at 12:23:17 PM EST
To: "Thompson, Damon - OSEC" <Damon.Thompson@osec.usda.gov>
Cc: "bernfeldj@harvestpublicmedia.org" <bernfeldj@harvestpublicmedia.org>
Subject: **USDA Ordered to Stop Talking to Public**

Damon,

Jeremy Bernfeld called about the subject article. His number is (b)(6)

Michele

Hutchison, Stasia

From: Bartuska, Ann - OSEC, Washington, DC </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BARTUSKA, ANN3E215DED-45AB-40DC-8EB6-B5C6BA1E8D6E>
Sent: Tuesday, January 24, 2017 2:12 PM
To: Bentley, Christopher - ARS; Mabry, Brian - OSEC; Thompson, Damon - OSEC
Cc: Black, David - OC; Bice, Don - OBPA; Jacobs-Young, Chavonda - ARS; Liu, Simon; Kappes, Steven - ARS; Drumm, Sharon - ARS
Subject: RE: UPDATED STATEMENT: USDA Ordered to Stop Talking to Public

I concurred with this statement when I was asked to meet with OSEC about an hour ago.

Ann M. Bartuska, Ph.D.
Acting Under Secretary for
Research, Education and Economics
USDA
202-720-5923

From: Bentley, Christopher - ARS
Sent: Tuesday, January 24, 2017 2:07 PM
To: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>; Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>
Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Liu, Simon <Simon.Liu@ARS.USDA.GOV>; Kappes, Steven - ARS <Steven.Kappes@ARS.USDA.GOV>; Drumm, Sharon - ARS <Sharon.Drumm@ARS.USDA.GOV>
Subject: RE: UPDATED STATEMENT: USDA Ordered to Stop Talking to Public

I need to run this past Dr. Jacobs-Young and the rest of the ARS leadership team. Please note that I have already – based on previous direction – provided the originally cleared statement to 28 different reporters/outlets. Those articles are hitting the wires as I type.

Adding Drs. Jacobs-Young, Liu, Kappes, and Drumm. r/Chris

Christopher S. Bentley
Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

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Michele

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 2:48 PM
To: Drumm, Sharon - ARS; Liu, Simon
Subject: Fwd: Exemptions to the hold on comms

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

Begin forwarded message:

From: "Thompson, Damon - OSEC" <Damon.Thompson@osec.usda.gov>
Date: January 23, 2017 at 1:35:52 PM EST
To: "Bentley, Christopher - ARS" <Christopher.Bentley@ARS.USDA.GOV>, "WeaverMissick, Tara" <Tara.WeaverMissick@ARS.USDA.GOV>, "Smits, Jennifer - ERS" <JENNIFER.SMITS@ers.usda.gov>, Sue King <Sue.King@nass.usda.gov>, "Minchenkov, Aleksey - NASS" <Aleksey.Minchenkov@nass.usda.gov>, "Bueno, Virginia - NIFA" <Virginia.Bueno@nifa.usda.gov>, "Gifford, Sally" <Sally.Gifford@nifa.usda.gov>, "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>, "Bohman, Mary - ERS" <MBOHMAN@ers.usda.gov>, "Hamer, Hubert - NASS" <Hubert.Hamer@nass.usda.gov>, "Ramaswamy, Sonny - NIFA" <sonny@nifa.usda.gov>, "Hoffman, William - NIFA" <WHOFFMAN@nifa.usda.gov>, "Wright, Justice - OSEC" <Justice.Wright@osec.usda.gov>
Subject: Exemptions to the hold on comms

As promised, I talked with Brian Mabry about the decision to "go dark" for a couple of days on media announcements and social media activity, and explained how REE agencies have some time sensitive matters, including data releases and RFAs.

He is very sympathetic, and suggests that there are three areas under which we can exempt an announcement from this hold:

1. It is a release of statutorily required information
2. It is related to national security
3. It is related to health and safety

Please go back and look at the releases you have requested for this week and let me know which ones fall under which categories. If you can get me something back today, we can be in good shape to avoid too much disruption.

Thanks.

Damon Thompson
Communications Director
USDA Research, Education,
& Economics Mission Area (REE)
Washington, DC 20251
(202) 977-6125
Damon.thompson@osec.usda.gov

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 3:14 PM
To: Bice, Don - OBPA
Cc: Bentley, Christopher - ARS; Mabry, Brian - OSEC; Thompson, Damon - OSEC; Bartuska, Ann - OSEC, Washington, DC; Black, David - OC; Liu, Simon; Kappes, Steven - ARS; Drumm, Sharon - ARS
Subject: Re: UPDATED STATEMENT: USDA Ordered to Stop Talking to Public

Great. Please use (b)(6) .

Thank You,

Chavonda Jacobs-Young , Ph.D.

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[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
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On Jan 24, 2017, at 3:13 PM, Bice, Don - OBPA <Don.Bice@obpa.usda.gov> wrote:

We can be available.

Sent from my iPhone

On Jan 24, 2017, at 2:54 PM, Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV> wrote:

Would it be possible to do a quick call to discuss next steps? Perhaps at 3:30?

Thank You,

Chavonda Jacobs-Young , Ph.D.

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<Christopher.Bentley@ARS.USDA.GOV> wrote:

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Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

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christopher.bentley@ars.usda.gov

From: Thompson, Damon - OSEC
Sent: Tuesday, January 24, 2017 12:25 PM
To: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Cc: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Subject: Fwd: USDA Ordered to Stop Talking to Public

Jeremy Bernfeld with Harvest Public Media has made an inquiry.

Damon

Sent from my iPhone

Begin forwarded message:

From: "Simmons, Michele - OSEC"
<Michele.Simmons@osec.usda.gov>
Date: January 24, 2017 at 12:23:17 PM EST
To: "Thompson, Damon - OSEC"
<Damon.Thompson@osec.usda.gov>
Cc: "bernfeldj@harvestpublicmedia.org"
<bernfeldj@harvestpublicmedia.org>
Subject: USDA Ordered to Stop Talking to Public

Damon,

Jeremy Bernfeld called about the subject article. His number is (b)(6)

Michele

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 3:15 PM
To: Bice, Don - OBPA
Subject: Re: UPDATED STATEMENT: USDA Ordered to Stop Talking to Public

Do you have 5 minutes for a call now?

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

On Jan 24, 2017, at 3:13 PM, Bice, Don - OBPA <Don.Bice@obpa.usda.gov> wrote:

We can be available.

Sent from my iPhone

On Jan 24, 2017, at 2:54 PM, Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV> wrote:

Would it be possible to do a quick call to discuss next steps? Perhaps at 3:30?

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

On Jan 24, 2017, at 2:06 PM, Bentley, Christopher - ARS
<Christopher.Bentley@ARS.USDA.GOV> wrote:

I need to run this past Dr. Jacobs-Young and the rest of the ARS leadership team. Please note that I have already – based on previous direction – provided the originally cleared statement to 28 different reporters/outlets. Those articles are hitting the wires as I type.

Adding Drs. Jacobs-Young, Liu, Kappes, and Drumm. r/Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Mabry, Brian - OSEC
Sent: Tuesday, January 24, 2017 1:57 PM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>
Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>
Subject: UPDATED STATEMENT: USDA Ordered to Stop Talking to Public

This updated statement is CLEARED for distribution – we should reach back to reporters with the updated statement. Edits are below my signature for your information:

ARS Statement

ARS issued an internal email to employees on Jan. 23 (text follows below) about Agency informational products like news releases and social media content. This internal email was released without Departmental direction, and prior to Departmental guidance being issued. The ARS internal email is inconsistent with the Departmental guidance given and ARS will be providing updated direction to its staff. The Departmental guidance does not, and was never intended, to cover all public-facing documents. Scientific publications, released through peer reviewed professional journals were never to be included. As the U.S. Department of Agriculture’s chief scientific in-house research agency, ARS values and is committed to maintaining the free flow of information between our scientists and the American public as we strive to find solutions to agricultural problems affecting America. Information on our projects, people, and locations are available on our website as always, at www.ars.usda.gov.

Background information

Reports ARS has blacked out public information are wrong. Just yesterday, the Agency published the following release to our website – <https://www.ars.usda.gov/news-events/news/research-news/2017/ars-geneticist-edward-buckler-awarded-first-nas-prize->

in-food-and-agriculture-sciences/. The release acknowledges the break-through work of one of our scientists.

The email below was sent out before official guidance that the Office of the Secretary be consulted on questions related to legislation, budgets, policy issues, and regulations.

On Jan 23, 2017, at 12:58 PM, Drumm, Sharon - ARS wrote:

Hello again All - Starting immediately and until further notice, ARS will not release any public-facing documents. This includes, but is not limited to, news releases, photos, fact sheets, news feeds, and social media content.

Please contact Director of Communications Chris Bentley with any questions about this guidance. Please also transmit to your employees as soon as feasible

#

Brian K. Mabry,
Communications Coordinator
USDA Office of Communications
1400 Independence Avenue SW, Whitten 405-A
Washington DC 20250
Office Direct: 202.720.3088 *(no voicemail)*
USDA Mobile: (b)(6)
brian.mabry@oc.usda.gov
www.usda.gov

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The email below was sent out before official guidance that the Office of the Secretary be consulted on questions related to legislation, budgets, policy issues, and regulations.

From: Mabry, Brian - OSEC
Sent: Tuesday, January 24, 2017 12:45 PM
To: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>; Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>
Cc: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>
Subject: RE: USDA Ordered to Stop Talking to Public

Damon and Chris,

This is CLEARED for response from ARS.

ARS Statement

ARS issued an internal email to employees on Jan. 23 (text follows below) about Agency informational products like news releases and social media content. Scientific publications, released through peer reviewed professional journals are not included. As the U.S. Department of Agriculture's chief scientific in-house research agency, ARS values and is committed to maintaining the free flow of information between our scientists and the American public as we strive to find solutions to agricultural problems affecting America. Information on our projects, people, and locations are available on our website as always, at www.ars.usda.gov.

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Text of Email

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#

Brian K. Mabry,
Communications Coordinator
USDA Office of Communications
1400 Independence Avenue SW, Whitten 405-A
Washington DC 20250
Office Direct: 202.720.3088 *(no voicemail)*
USDA Mobile: (b)(6)
brian.mabry@oc.usda.gov
www.usda.gov

From: Bentley, Christopher - ARS
Sent: Tuesday, January 24, 2017 12:34 PM
To: Thompson, Damon - OSEC <Damon.Thompson@osec.usda.gov>;
Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: USDA Ordered to Stop Talking to Public

Got it. - Chris

Christopher S. Bentley
Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Thompson, Damon - OSEC
Sent: Tuesday, January 24, 2017 12:25 PM
To: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Cc: Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Subject: Fwd: USDA Ordered to Stop Talking to Public

Jeremy Bernfeld with Harvest Public Media has made an inquiry.

Damon

Sent from my iPhone

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Date: January 24, 2017 at 12:23:17 PM EST
To: "Thompson, Damon - OSEC"
<Damon.Thompson@osec.usda.gov>
Cc: "bernfeldj@harvestpublicmedia.org"
<bernfeldj@harvestpublicmedia.org>
Subject: USDA Ordered to Stop Talking to Public

Damon,

Jeremy Bernfeld called about the subject article. His number is (b)(6)

Michele

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 3:44 PM
To: Bice, Don - OBPA
Subject: Fwd: Exemptions to the hold on comms

This is what I received.

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

Begin forwarded message:

From: "Thompson, Damon - OSEC" <Damon.Thompson@osec.usda.gov>
Date: January 23, 2017 at 1:35:52 PM EST
To: "Bentley, Christopher - ARS" <Christopher.Bentley@ARS.USDA.GOV>, "WeaverMissick, Tara" <Tara.WeaverMissick@ARS.USDA.GOV>, "Smits, Jennifer - ERS" <JENNIFER.SMITS@ers.usda.gov>, Sue King <Sue.King@nass.usda.gov>, "Minchenkov, Aleksey - NASS" <Aleksey.Minchenkov@nass.usda.gov>, "Bueno, Virginia - NIFA" <Virginia.Bueno@nifa.usda.gov>, "Gifford, Sally" <Sally.Gifford@nifa.usda.gov>, "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>, "Bohman, Mary - ERS" <MBOHMAN@ers.usda.gov>, "Hamer, Hubert - NASS" <Hubert.Hamer@nass.usda.gov>, "Ramaswamy, Sonny - NIFA" <sonny@nifa.usda.gov>, "Hoffman, William - NIFA" <WHOFFMAN@nifa.usda.gov>, "Wright, Justice - OSEC" <Justice.Wright@osec.usda.gov>
Subject: Exemptions to the hold on comms

As promised, I talked with Brian Mabry about the decision to "go dark" for a couple of days on media announcements and social media activity, and explained how REE agencies have some time sensitive matters, including data releases and RFAs.

He is very sympathetic, and suggests that there are three areas under which we can exempt an announcement from this hold:

1. It is a release of statutorily required information
2. It is related to national security
3. It is related to health and safety

Please go back and look at the releases you have requested for this week and let me know which ones fall under which categories. If you can get me something back today, we can be in good shape to avoid too much disruption.

Thanks.

Damon Thompson
Communications Director
USDA Research, Education,
& Economics Mission Area (REE)
Washington, DC 20251
(202) 977-6125
Damon.thompson@osec.usda.gov

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 4:38 PM
To: Bartuska, Ann - OSEC, Washington, DC
Subject: RE: Please review as soon as possible - ARS all agency email draft

That is correct.

Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



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From: Bartuska, Ann - OSEC, Washington, DC
Sent: Tuesday, January 24, 2017 4:37 PM
To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>
Subject: RE: Please review as soon as possible - ARS all agency email draft

Mike young is meeting with reporters in a few minutes. He wanted validation on timing of Sharon's email; I reiterated what you sent me – 12:58 pm Jan 23

Ann M. Bartuska, Ph.D.
Acting Under Secretary for
Research, Education and Economics
USDA
202-720-5923

From: Jacobs-Young, Chavonda - ARS
Sent: Tuesday, January 24, 2017 4:26 PM
To: Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Subject: Please review as soon as possible - ARS all agency email draft
Importance: High

Dear ARS Colleagues,

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Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



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Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 4:52 PM
To: Drumm, Sharon - ARS
Subject: FW: Please review as soon as possible - ARS all agency email draft

Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



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From: Black, David - OC
Sent: Tuesday, January 24, 2017 4:52 PM
To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Cc: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: Please review as soon as possible - ARS all agency email draft

Chavonda,

See below for my edits. Don and Mike should be the final clearance.

db
David O. Black
Acting Director
Office of Communications
United States Department of Agriculture
202-720-4623
david.black@oc.usda.gov

From: Jacobs-Young, Chavonda - ARS

Sent: Tuesday, January 24, 2017 4:26 PM

To: Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>

Subject: Please review as soon as possible - ARS all agency email draft

Importance: High

Dear ARS Colleagues,

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Thank You,

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302A Whitten Building
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Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 4:55 PM
To: Black, David - OC; Bice, Don - OBPA; Bartuska, Ann - OSEC, Washington, DC; Bentley, Christopher - ARS
Cc: Mabry, Brian - OSEC
Subject: RE: Please review as soon as possible - ARS all agency email draft

Thank you David. In addition, I will add Chris Bentley's contact information for inquiries.

I will wait to send after hearing from Don and Mike.

Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

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Cc: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: Please review as soon as possible - ARS all agency email draft

Chavonda,

See below for my edits. Don and Mike should be the final clearance.

db
David O. Black
Acting Director
Office of Communications

United States Department of Agriculture

202-720-4623

david.black@oc.usda.gov

From: Jacobs-Young, Chavonda - ARS

Sent: Tuesday, January 24, 2017 4:26 PM

To: Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>

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Importance: High

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Administrator

USDA Agricultural Research Service

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Washington, DC 20250

P: 202-720-3656

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Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 5:50 PM
To: Bice, Don - OBPA; Young, Mike - OSEC, Washington, DC
Cc: Black, David - OC; Mabry, Brian - OSEC; Bartuska, Ann - OSEC, Washington, DC; Bentley, Christopher - ARS; Mabry, Brian - OSEC; Thompson, Damon - OSEC
Subject: FW: Please review as soon as possible - ARS all agency email draft
Importance: High

During our call, we decided that an ARS all message should be sent today. My thanks to all who have commented.

I will send as soon as I have final concurrence from Don and Mike.

Please let me know if you have any additional comments or questions on the draft. Thank you in advance. CJ-Y

Dear ARS Colleagues,

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Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



Have you subscribed to the online Ag Research Magazine? Subscribe today at <http://agresearchmag.ars.usda.gov/>

From: Bentley, Christopher - ARS
Sent: Tuesday, January 24, 2017 5:00 PM
To: Black, David - OC <David.Black@oc.usda.gov>; Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>
Cc: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: Please review as soon as possible - ARS all agency email draft

Great catch regarding he first “on,” David.

Chavonda – Please change “unifies” to “unified” below. Please also delete a space between “office” and “should.”

r/Chris

Christopher S. Bentley
Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

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Cc: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: Please review as soon as possible - ARS all agency email draft

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db
David O. Black
Acting Director

Office of Communications
United States Department of Agriculture
202-720-4623
david.black@oc.usda.gov

From: Jacobs-Young, Chavonda - ARS
Sent: Tuesday, January 24, 2017 4:26 PM
To: Black, David - OC <David.Black@oc.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Subject: Please review as soon as possible - ARS all agency email draft
Importance: High

Dear ARS Colleagues,

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Thank You,

Chavonda Jacobs-Young, Ph.D.

Administrator
USDA Agricultural Research Service
302A Whitten Building
Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov



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Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 6:07 PM
To: Bice, Don - OBPA
Subject: Re: Please review as soon as possible - ARS all agency email draft

Will do. Just left for train. Will step off at next stop.

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

On Jan 24, 2017, at 6:05 PM, Bice, Don - OBPA <Don.Bice@obpa.usda.gov> wrote:

Can you call ASAP. Just want to go over suggestions.

(b)(6)

Sent from my iPhone

On Jan 24, 2017, at 5:49 PM, Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV> wrote:

During our call, we decided that an ARS all message should be sent today. My thanks to all who have commented.

I will send as soon as I have final concurrence from Don and Mike.

Please let me know if you have any additional comments or questions on the draft. Thank you in advance. CJ-Y

Dear ARS Colleagues,

Yesterday, we sent an email message about Agency informational products like news releases and social media content. This internal email was released prior to receiving official Departmental guidance. I am therefore writing to provide clarification. The official guidance states that the Secretary's office should be consulted on any releases and social media content so the Department delivers a unified and consistent message. The Departmental guidance does not, and was

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<image011.jpg> <image012.jpg> <image013.jpg> <image014.jpg><image015.jpg>

Have you subscribed to the online Ag Research Magazine? Subscribe today at <http://agresearchmag.ars.usda.gov/>

From: Bentley, Christopher - ARS
Sent: Tuesday, January 24, 2017 5:00 PM
To: Black, David - OC <David.Black@oc.usda.gov>; Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>
Cc: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
Subject: RE: Please review as soon as possible - ARS all agency email draft

Great catch regarding he first “on,” David.

Chavonda – Please change “unifies” to “unified” below. Please also delete a space between “office” and “should.”

r/Chris

Christopher S. Bentley

Director, Office of Communications

Agricultural Research Service, USDA

301-504-1636 (w); (b)(6) (c)

christopher.bentley@ars.usda.gov

From: Black, David - OC

Sent: Tuesday, January 24, 2017 4:52 PM

To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>

Cc: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>

Subject: RE: Please review as soon as possible - ARS all agency email draft

Chavonda,

See below for my edits. Don and Mike should be the final clearance.

db

David O. Black

Acting Director

Office of Communications

United States Department of Agriculture

202-720-4623

david.black@oc.usda.gov

From: Jacobs-Young, Chavonda - ARS

Sent: Tuesday, January 24, 2017 4:26 PM

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P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

Get more information: www.ars.usda.gov

<image001.jpg> <image002.jpg> <image003.jpg> <image004.jpg><image005.jpg>

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Hutchison, Stasia

From: Young, Mike - OSEC, Washington, DC </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=YOUNG, MIKEC47D3D31-690B-496D-9AEF-6AAAABD93FB6>
Sent: Tuesday, January 24, 2017 6:38 PM
To: Bice, Don - OBPA; Bartuska, Ann - OSEC, Washington, DC; Black, David - OC; Jacobs-Young, Chavonda - ARS; Bentley, Christopher - ARS; Mabry, Brian - OSEC
Subject: RE: Please review as soon as possible - ARS all agency email draft
Attachments: Dear ARS Colleagues comments.docx
Importance: High

See attached file with suggested edits in track changes – please read it carefully as the color of new text appears to be similar to the original document on my screen. Please reply with further comments or clearance.

Thanks.

From: Bice, Don - OBPA
Sent: Tuesday, January 24, 2017 5:42 PM
To: Young, Mike - OSEC, Washington, DC <Mike.Young@osec.usda.gov>
Subject: Fwd: Please review as soon as possible - ARS all agency email draft

Sent from my iPhone

Begin forwarded message:

From: "Bentley, Christopher - ARS" <Christopher.Bentley@ARS.USDA.GOV>
Date: January 24, 2017 at 5:00:28 PM EST
To: "Black, David - OC" <David.Black@oc.usda.gov>, "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>, "Bice, Don - OBPA" <Don.Bice@obpa.usda.gov>, "Bartuska, Ann - OSEC, Washington, DC" <Ann.Bartuska@osec.usda.gov>
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r/Chris

Christopher S. Bentley
Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

From: Black, David - OC
Sent: Tuesday, January 24, 2017 4:52 PM
To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
Cc: Mabry, Brian - OSEC <Brian.Mabry@oc.usda.gov>
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Acting Director
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david.black@oc.usda.gov

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E: Chavonda.Jacobs-Young@ars.usda.gov

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Thank You,

Hutchison, Stasia

From: Jacobs-Young, Chavonda - ARS </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JACOBS-YOUNG, CHAVO10425BE6-6FDB-4412-941C-288B1DE6DA>
Sent: Tuesday, January 24, 2017 6:48 PM
To: Drumm, Sharon - ARS
Subject: Fwd: Please review as soon as possible - ARS all agency email draft
Attachments: image001.jpg; ATT00001.htm; image002.jpg; ATT00002.htm; image003.jpg; ATT00003.htm; image004.jpg; ATT00004.htm; image005.jpg; ATT00005.htm; Dear ARS Colleagues comments.docx; ATT00006.htm

FYI

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

Begin forwarded message:

From: "Young, Mike - OSEC, Washington, DC" <Mike.Young@osec.usda.gov>
Date: January 24, 2017 at 6:37:47 PM EST
To: "Bice, Don - OBPA" <Don.Bice@obpa.usda.gov>, "Bartuska, Ann - OSEC, Washington, DC" <Ann.Bartuska@osec.usda.gov>, "Black, David - OC" <David.Black@oc.usda.gov>, "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>, "Bentley, Christopher - ARS" <Christopher.Bentley@ARS.USDA.GOV>, "Mabry, Brian - OSEC" <Brian.Mabry@oc.usda.gov>
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From: Bice, Don - OBPA
Sent: Tuesday, January 24, 2017 5:42 PM
To: Young, Mike - OSEC, Washington, DC <Mike.Young@osec.usda.gov>
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Sent from my iPhone

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Date: January 24, 2017 at 5:00:28 PM EST
To: "Black, David - OC" <David.Black@oc.usda.gov>, "Jacobs-Young, Chavonda - ARS" <C.JacobsYoung@ARS.USDA.GOV>, "Bice, Don - OBPA" <Don.Bice@obpa.usda.gov>, "Bartuska, Ann - OSEC, Washington, DC" <Ann.Bartuska@osec.usda.gov>
Cc: "Mabry, Brian - OSEC" <Brian.Mabry@oc.usda.gov>
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Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

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Sent: Tuesday, January 24, 2017 4:52 PM
To: Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>; Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS <Christopher.Bentley@ARS.USDA.GOV>
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<Ann.Bartuska@osec.usda.gov>; Bentley, Christopher - ARS

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302A Whitten Building
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E: Chavonda.Jacobs-Young@ars.usda.gov

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Sent: Tuesday, January 24, 2017 8:16 PM
To: Black, David - OC
Cc: Bartuska, Ann - OSEC, Washington, DC; Young, Mike - OSEC, Washington, DC; Bice, Don - OBPA; Bentley, Christopher - ARS; Mabry, Brian - OSEC; Esch, Michele - ARS
Subject: Re: Please review as soon as possible - ARS all agency email draft

Many thanks.

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
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[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)
E: Chavonda.Jacobs-Young@ars.usda.gov

On Jan 24, 2017, at 8:14 PM, Black, David - OC <David.Black@oc.usda.gov> wrote:

With Mike's comments and edits this is good to go.

db

David O. Black
Deputy Director
Office of Communications
United States Department of Agriculture
202-720-3068
david.black@oc.usda.gov

On Jan 24, 2017, at 8:05 PM, Jacobs-Young, Chavonda - ARS <C.JacobsYoung@ARS.USDA.GOV> wrote:

Thank you Ann. I will send after clearance from David Black.

Thank You,

Chavonda Jacobs-Young , Ph.D.

Administrator
USDA Agricultural Research Service
[302A Whitten Building](#)
[Washington, DC 20250](#)
P: [202-720-3656](tel:202-720-3656)

E: Chavonda.Jacobs-Young@ars.usda.gov

On Jan 24, 2017, at 7:28 PM, Bartuska, Ann - OSEC, Washington, DC
<Ann.Bartuska@osec.usda.gov> wrote:

I am good with this.

Dr. Ann M. Bartuska
Acting Under Secretary for
Research, Education and Economics
USDA
202-720-1542

On Jan 24, 2017, at 6:37 PM, Young, Mike - OSEC, Washington, DC
<Mike.Young@osec.usda.gov> wrote:

See attached file with suggested edits in track changes – please read it carefully as the color of new text appears to be similar to the original document on my screen. Please reply with further comments or clearance.

Thanks.

From: Bice, Don - OBPA
Sent: Tuesday, January 24, 2017 5:42 PM
To: Young, Mike - OSEC, Washington, DC
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Subject: Fwd: Please review as soon as possible - ARS all agency email draft

Sent from my iPhone

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Date: January 24, 2017 at 5:00:28 PM EST
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<David.Black@oc.usda.gov>, "Jacobs-Young, Chavonda - ARS"
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<Don.Bice@obpa.usda.gov>, "Bartuska, Ann - OSEC, Washington, DC"
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Director, Office of Communications
Agricultural Research Service, USDA
301-504-1636 (w); (b)(6) (c)
christopher.bentley@ars.usda.gov

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Sent: Tuesday, January 24, 2017 4:52 PM
To: Jacobs-Young, Chavonda - ARS
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Bice, Don - OBPA
<Don.Bice@obpa.usda.gov>; Bartuska,
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david.black@oc.usda.gov

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Washington, DC 20250
P: 202-720-3656
E: Chavonda.Jacobs-Young@ars.usda.gov

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<Dear ARS Colleagues comments.docx>

Hutchison, Stasia

From: Bartuska, Ann - OSEC, Washington, DC </O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BARTUSKA, ANN3E215DED-45AB-40DC-8EB6-B5C6BA1E8D6E>
Sent: Wednesday, January 25, 2017 8:31 AM
To: Jacobs-Young, Chavonda - ARS; Ramaswamy, Sonny - NIFA; Broussard, Meryl C -NIFA; Bohman, Mary - ERS; Hamer, Hubert - NASS; Picanso, Renee - NASS; Derksen, Rich - OSEC
Cc: Drumm, Sharon - ARS; Hoffman, William - NIFA; Leibtag, Ephraim - ERS; Joshua, Troy - NASS; Esch, Michele - ARS
Subject: FW: IM for Acting Deputy Secretary - Interim Memo Questions_AMB0 1-24-17.docx
Attachments: IM for Acting Deputy Secretary - Interim Memo Questions_AMB 01-24-17.pdf; REE Interim Communications.docx

I wanted you to have the Memo we sent to Mike seeking clarification on the interim procedures, as well as a summary of the communication materials REE produces. The last was requested from Mike after I mentioned the NASS and ERS products. Ann

Ann M. Bartuska, Ph.D.
Acting Under Secretary for
Research, Education and Economics
USDA
202-720-5923

From: Simmons, Michele - OSEC
Sent: Tuesday, January 24, 2017 6:16 PM
To: Bartuska, Ann - OSEC, Washington, DC <Ann.Bartuska@osec.usda.gov>
Subject: FW: IM for Acting Deputy Secretary - Interim Memo Questions_AMB0 1-24-17.docx

I also blind copied Michele E. on this.

From: Simmons, Michele - OSEC
Sent: Tuesday, January 24, 2017 6:11 PM
To: Young, Mike - OBPA <Mike.Young@obpa.usda.gov>
Cc: Trollinger, Shelia - OSEC <Shelia.Trollinger@osec.usda.gov>; Bice, Don - OBPA <Don.Bice@obpa.usda.gov>
Subject: IM for Acting Deputy Secretary - Interim Memo Questions_AMB0 1-24-17.docx

Good afternoon,

Please see the subject information memo and attachment from Dr. Bartuska.

Thanks,
Michele D. Simmons
Scheduler for Acting Under Secretary Ann Bartuska
USDA/REE
1400 Independence Ave., SW Room214W
Washington, D.C. 20250
T: (202) 720-1542
F: (202) 690-2842

michele.simmons@osec.usda.gov



United States
Department of
Agriculture

Research
Education
Economics

Office
of the Under
Secretary

Room 216W
Jamie L. Whitten Building
Washington, DC 20250-0110

**INFORMATIONAL MEMORANDUM FOR THE ACTING DEPUTY SECRETARY
MICHAEL YOUNG**

FROM: Ann M. Bartuska, Ph.D.
Acting Under Secretary

 JAN 24 2017

SUBJECT: Clarification on Interim Procedures

ISSUE:

In response to the memorandum you sent on January 23, 2017 regarding Interim Procedures, the Research, Education, and Economics Mission Area has some questions for clarification. As you know, the research arm of USDA is complex with unique practices and procedures. Below are questions specific to this guidance. In addition, attached is a brief outline of some of the unique authorities and directives that guide our work.

BACKGROUND:

On January 23, 2017, a memorandum was issued regarding Interim Procedures on Agency communications; below are specific questions seeking clarification. Per our discussion at the Subcabinet meeting regarding the types of REE publications, attached is a list of routine, and sometimes unique agency communication products and activities.

DISCUSSION:

Below are issues that need clarification or further guidance.

Press/Communications/Social Media/Public Messaging

- ARS scientists publish roughly 5,000 articles in peer reviewed journals each year. Publication typically occurs months after the article is approved internally. These documents are not cleared through USDA however ARS does provide notification to the Administration as necessary on items that may be of interest. REE is provided a biweekly report on peer reviewed publications that have been approved by ARS in the previous two weeks and also those publications that have been accepted by journals. *Do these come to OC and OSEC for clearance?*

**INFORMATIONAL MEMORANDUM FOR THE ACTING DEPUTY SECRETARY
MICHAEL YOUNG**

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- ARS automatically updates its website every evening to update basic information, including personnel updates, location contact information, and information related to research projects. *Does this activity need daily OC approval?*
- ARS publishes a cadre of documents related to the experimental design of research projects and the Institutional Animal Care and Use Committees across locations with animal research projects. This was a direct request for the Office of the Inspector General in their audit of the US Meat and Animal Research Center. There are approximately 20-30 of these postings every month.

Announcements of Federal Assistance

- The National Institute of Food and Agriculture is the primary extramural research, education, and extension funding agency of USDA. About 94 percent of NIFA funds are used for program grants that are distributed to science professionals around the country to fund innovative solutions to local and global challenges to serve the American people. NIFA is continually in the process of awarding grants through various programs. *Are all grant awards to be submitted through the Office of the Secretary prior to award?*
- It is an established procedure that NIFA sends an electronic notification automatically through NIFAs grant management system to the awardees Congressional and Senate office five days before the official award is issued. The agency is careful to provide a courtesy notice with the understanding that the information is confidential until announced by the department. *Does OCR and OSEC need to clear these notifications?*
- The Agricultural Research Service works cooperatively with universities and other non-Federal entities to further agricultural research, extension, or teaching programs through cooperative agreements, awarded non-competitively. ARS has approximately 133 new outgoing agreements in their work file currently, which is lower than normal because of restrictions we have in spending appropriated funds during the Continuing Resolution. Generally, ARS has roughly 100 new agreements a month. In addition, ARS, ERS, and NASS are able to receive funds from other entities through Reimbursable Cooperative Agreements to do work that benefits both entities. *Do these outgoing and incoming awards need to be submitted to OSEC for approval prior to award? If so, what information is required for review? Currently, the Administrative and Financial Management has proper internal controls and authorities to award these agreements.*

**INFORMATIONAL MEMORANDUM FOR THE ACTING DEPUTY SECRETARY
MICHAEL YOUNG**

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Inter-Agency Agreements and Interactions

- REE has recently developed an Umbrella Interagency Agreement (IAA) with the Department of Energy for “Cooperation in Agriculture and Bioenergy and Application, Technology, and Education Activities.” The drafting of the IAA was completed with individual USDA agency concurrence after several rounds with DOE, all parties were in agreement of final text. This was followed by Office of General Counsel review at both DOE and USDA. Both agencies are doing final concurrence and signature separately. *Does this IAA need to be rerouted through the Office of the Secretary?*

Employee Selections/Reassignments

- The memo of Interim Procedures states that all reassignments or advertising for GS-14 and above should be directed to the Office of the Secretary. *How is this impacted by the current announcement of a hiring freeze across all of government?*

STAFF CONTACT: Michele Esch, Acting Chief of Staff, REE (202-720-1542)

Attachment

**RESEARCH, EDUCATION, AND ECONOMICS
INTERIM COMMUNICATIONS
January 24, 2017**

PRESS/COMMUNICATIONS/SOCIAL MEDIA/PUBLIC MESSAGING

Agricultural Research Service (ARS):

- ARS posts Institutional Animal Care and Use (IACUC) Summary documents on its website: this is a fairly new process that resulted from the OIG audit on the USMARC and ARS estimates there are 20-30 IACUC summaries posted per month.
- ARS posts and distributes around 5-6 news items or press releases per month.
- ARS has a Twitter account that is used to promote news items, press releases, and events.
- USDA has several publication series (Agriculture Handbook, Technical Bulletin, Miscellaneous Publication, and Program Aid among them) and Department policy is that each agency may have only one agency-specific publication series. The ARS series is, literally, the ARS series (ARS-1, ARS-2, ARS-3, and so on).
- ARS publishes primary scientific and technical publications, including handbooks, taxonomic monographs, how-to manuals, annotated bibliographies, software issued as a finished product with user and/or technical documentation.
- ARS publishes secondary technical publications, including symposium proceedings, workshop reports, unannotated bibliographies and finding aids, directories, and lab or location research progress reports.
- ARS publishes documents that explain ARS programs by program or location, including policy documents such as the ARS Strategic Plan, national research program overviews, ARS accomplishments, laboratory and location brochures, and similar documents. This category includes annual reports required by law and distributed outside USDA. It also includes annual reports that cannot reasonably be described as research progress reports. Audiences are generally broad and may include policymakers, private industry members, students, news media, and other information multipliers such as teachers and extension agents, scientists and the general public.
- ARS publishes newsletters and other periodicals distributed to non-USDA audiences.

National Institute of Food and Agriculture (NIFA):

- NIFA has a Twitter account that is used to promote news items, press releases, and events.
- NIFA either issues a stakeholder notification via email or a press release to ensure potential applicants know about RFAs.
- NIFA announces the successful proposal applicants either by issuing a stakeholder notification via email or a press release to amplify the program awards.
- NIFA sends a notification automatically through NIFAs grant management system to the awardees Congressional and Senate office five days before the official award is issued. The agency is careful to provide a courtesy notice with the understanding that the information is confidential until announced by the Department.

- NIFA often collects success stories through its “Share your Science” campaign and publicizes the impacts that have the greatest benefit to the American people via press release, blogs, social media, email, websites, handouts, speeches, congressional testimony, and other methods.

Economic Research Service (ERS):

- The Office of Management and Budget’s Statistical Policy Directives 1 and 4 provide the guidelines to ensure the quality, objectivity, and independence of Federal Statistical Agency products. ERS and NASS are both Federal Statistical Agencies.
 - Statistical Policy Directive No. 1: Fundamental Responsibilities of Federal Statistical Agencies and Recognized Units emphasizes the importance of public trust. Within it, *Responsibility 3: Conduct objective statistical activities* provides guidelines to conduct objective statistical activities. It states that “it is paramount that Federal statistical agencies and recognized statistical units produce data that are impartial, clear and complete and are readily perceived as such by the public.”
 - Statistical Policy Directive No. 4: Release and Dissemination of Statistical Products Produced by Federal Statistical Agencies provides guidelines on the release of statistical products that cover ERS data and research reports. The stated goal is, “to maximize the quality, objectivity, utility and integrity of information, including statistical information provided to the public.” **The Directive states that, “Unless otherwise specified in statute, statistical agencies or units are directly and solely responsible for the content, quality, and dissemination of their products.”**
- ERS has a Twitter account that is used to promote report releases.
- ERS publishes a range of reports, including:
 - Daily: Charts of Note: A daily chart and descriptive paragraph Monday through Friday that is based on previously released data products, ERS reports, and website content. The charts are published through the ERS website and distributed via email and Twitter.
 - Weekly: Notification of Releases from Previous Week: Weekly updates on releases sent out during the previous week, containing a brief description of what was released, the date of release, and a link to each release.
 - Monthly: Food Price Outlook: Recurring monthly data release by ERS as part of its role as a Federal Statistical Agency.
 - Recurring: Updated State Fact Sheets: Recurring data release by ERS as part of its role as a Federal Statistical Agency.
 - Recurring: Livestock & Meat Domestic Data: Recurring monthly data release by ERS as part of its role as a Federal Statistical Agency.
 - Annual: Major Land Uses Data (annual cropland data update): Recurring data release by ERS as part of its role as a Federal Statistical Agency.

National Agricultural Statistics Service (NASS):

- NASS publishes around 450 reports every year. These reports follow protocols established by Office of Management and Budget mandates for Federal data and statistical products and are exempt from OSEC/OC review (see above).

- NASS has a Twitter account that is used to promote the release of NASS reports.

CONGRESSIONAL DRAFTING SERVICES/HILL BRIEFINGS/CONGRESSIONAL NOTIFICATIONS

- REE Office of the Chief Scientist produces the REE Report to Congress, which is cleared through OSEC.
- NIFA issues Congressional Notifications: It is a longstanding practice that NIFA sends a notification to the awardees Congressional and Senate office five days before awards are issued.

ANNOUNCEMENTS OF FINANCIAL ASSISTANCE

- NIFA publication of the Request for Applications (RFA) for the NIFA competitive program of interest. The RFA is published on the NIFA Web site and is accessible through funding opportunity Web pages. The RFA can also be accessed through Grants.gov, the web site for Federal government grants.

INTER-AGENCY AGREEMENTS AND INTERACTIONS

- Each quarter, ERS research and communication directors meet with OSEC and OC staff to provide information on forthcoming research reports.

ADVISORY COMMITTEES

- NIFA periodically convenes panels, exempt from the Federal Advisory Committee Act, to review funding applications.
- The NAREEE Advisory Board will not be seeking new members until Q3 FY2017.

FEDERAL REGISTER NOTICES

- The REE Office of the Chief Scientist occasionally posts notices of Listening Session and stakeholder events in the Federal Register.
- When NIFA codifies procedures for a new federal assistance program or modifies that way that it conducts business on an existing program, it publishes these procedures in the Federal Register. In some cases, the agency also publicizes listening sessions that are open to the general public in the federal register.
- NIFA occasionally publishes RFAs in the Federal Register.
- ARS typically has 5-10 Federal Register notices per month.
- NASS occasionally publishes notices in the Federal Register.