



**DEPARTMENT OF DEFENSE  
FREEDOM OF INFORMATION DIVISION  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155**

DEC 11 2018

Ref: 18-L-1454  
1:18-cv-02152-CRC

Brad Moss  
The James Madison Project  
1250 Connecticut Avenue, NW, Ste. 200  
Suite 700  
Washington, DC 20036

Dear Mr. Moss:

The Office of the Secretary of Defense (OSD)/Joint Staff, Freedom of Information Division/Office of Litigation Support is providing the final response to the enclosed Freedom of Information Act Request dated August 3, 2018. That request was assigned case number 18-L-1454, (Litigation civil action number 1:18-cv-02152-CRC).

You requested copies of "all records in the possession or control of the Department of Defense ("DoD"), including cross-references, regarding the travel records of former DoD civilian employee Sally Donnelly ("Ms. Donnelly"). For the record, Ms. Donnelly served as the Senior Advisor to Secretary of Defense James N. Mattis from January 21, 2017, up until the date of her separation from service on March 9, 2018."

The Defense Travel Management Office conducted a search of the Government Travel Charge Card system based on the information provided in your request. Enclosed, please find seven pages which are responsive to your request, and have been determined to be appropriate for release in full.

Because this case is a matter of litigation, your appeal rights are considered moot.

Sincerely,

  
Stephanie L. Carr  
Chief

Attachments:

FULL NAME	UNIT NAME2	UNIT NAME3	UNIT NAME4	TRANSACTION DT	TC TRANS TYPE	MCC CD	MERCHANT DESC	MERCHANT CITY	MERCHANT STATE	MERCHANT COUNTRY	BILLING AMT	DEBIT CREDIT FLG	MCC DESC MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	13-Feb-17			EXPEDITED CARD 0 DELIVERYFEE				\$20.00	D	PARKING LOTS, METERS, GARAGES WESTIN HOTELS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	9-Mar-17		7523	ARLINGTON METER PARKING	ARLINGTON	VA	US	\$2.03	D	METERS, GARAGES WESTIN HOTELS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	31-Mar-17	HOTEL	3513	WESTIN NY GRAND CENTRAL H	NEW YORK	NY	US	\$335.13	D	HOTELS/MOT ELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	1-Apr-17	HOTEL	7011	GROSVENOR HOUSE. A JW MAR	LONDON		GB	\$899.57	D	HYATT PLACE
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	7-Apr-17	HOTEL	3812	HYATT PLACE DELRAY BEACH	DELRAY BEACH	FL	US	\$23.79	D	HYATT PLACE
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	7-Apr-17	HOTEL	3812	HYATT PLACE DELRAY BEACH	DELRAY BEACH	FL	US	\$183.00	D	HYATT PLACE
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	19-Apr-17	HOTEL	7011	RITZ CARLTON FOREIGN CURRENCY CONVERSION	RIYADH		SA	\$992.09	D	HOTELS/MOT ELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	19-Apr-17			0 MARKUP				\$9.92	D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	21-Apr-17	HOTEL	7011	DAVID INTERCONTINENT	TEL AVIV		IL	\$390.00	D	HOTELS/MOT ELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	26-Apr-17	PYMT		PAYMENT - THANK 0 YOU SPLIT				\$1,256.73	C	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	27-Apr-17	PYMT	6011	DISBURSEMENT PAYMENT SPLIT				\$183.00	C	FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	28-Apr-17	PYMT	6011	DISBURSEMENT PAYMENT SPLIT				\$1,254.70	C	FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	5-May-17	PYMT	6011	DISBURSEMENT PAYMENT				\$1,392.01	C	FINANCIAL INST/AUTO CASH

SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	9-May-17	FOREIGN CURRENCY CONVERSION 0 MARKUP				\$5.05 D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	9-May-17 HOTEL	7011 CROWNE PLAZA	KOEBENHAVN S	DK		\$505.44 D	HOTELS/MOTELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	10-May-17 HOTEL	RADISSON BLU 7011 ROYAL ASTORI	VILNIUS	LT		\$8.72 D	HOTELS/MOTELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	10-May-17	FOREIGN CURRENCY CONVERSION 0 MARKUP				\$1.99 D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	10-May-17 HOTEL	UAB ASTORIJA 7011 HOTEL	VILNIUS	LT		\$199.30 D	HOTELS/MOTELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	10-May-17	FOREIGN CURRENCY CONVERSION 0 MARKUP				\$0.09 D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	11-May-17 HOTEL	INTERCONTINENTA 3512 L PARK LAN	LONDON	GB		\$425.76 D	INTER-CONTINENTAL
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	11-May-17	FOREIGN CURRENCY CONVERSION 0 MARKUP				\$4.26 D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	23-May-17 PYMT	SPLIT 6011 DISBURSEMENT PAYMENT				\$1,150.61 C	FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	25-May-17 HOTEL	LE CHATELAIN ALL 7011 SUIT	BRUXELLES	BE		\$481.75 D	HOTELS/MOTELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	1-Jun-17 :ON-BASE	LODGING 7011 CBH 81630014	PEARL HARBOR HI	US		\$74.00 D	HOTELS/MOTELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	1-Jun-17 PYMT	SPLIT 6011 DISBURSEMENT PAYMENT				\$481.75 C	FINANCIAL INST/AUTO CASH

SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	4-Jun-17	HOTEL	3545 SHANGRI-LA HOTEL SINGAPORE FOREIGN CURRENCY CONVERSION			SG	\$1,467.48 D	SHANGRI-LA INTERNATIONAL
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	4-Jun-17		0 MARKUP				\$14.67 D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	5-Jun-17	HOTEL	SHERATON ON THE PARK FD I SPLIT	SYDNEY		AU	\$317.88 D	HOTELS/MOTELS/RESORTS FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	16-Jun-17	PYMT	6011 DISBURSEMENT PAYMENT				\$1,874.03 C	CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	27-Jun-17	HOTEL	EDELWEISS LODGING	APO	XX	US	\$200.00 D	HOTELS/MOTELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	29-Jun-17	HOTEL	THE HOTEL ELBA LEASEHOLD SPLIT	BRUXELLES		BE	\$252.34 D	HOTELS/MOTELS/RESORTS FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	18-Jul-17	PYMT	6011 DISBURSEMENT PAYMENT				\$438.24 C	CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	9-Aug-17	OTHER-TRAVEL	CWTSATOTRAV 8902453412777	FORT MCCOY WI	WI	US	\$19.81 D	AIRLINES, AIR CARRIERS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	9-Aug-17	AIR	3000 0168644990573 UNITED	800-932-2732	TX	US	\$316.20 D	UNITED
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	10-Aug-17	AIR	3000 0168644990573 SPLIT	800-932-2732	TX	US	\$316.20 C	UNITED FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	7-Sep-17	PYMT	6011 DISBURSEMENT PAYMENT				\$19.81 C	CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	15-Sep-17		0 MARKUP				\$3.06 D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	15-Sep-17	HOTEL	JW MARRIOTT MEX CITY 2	MEXICO DF		MX	\$306.11 D	MARRIOTT
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	16-Sep-17	HOTEL	COURTYARD BY MARRIOTT	BELLEVUE	NE	US	\$228.59 D	COURTYARD BY MARRIOTT

SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	25-Sep-17	PYMT	SPLIT DISBURSEMENT 6011 PAYMENT				\$537.76 C	FINANCIAL INST/AUTO CASH	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	27-Sep-17	HOTEL	7011	IMPERIAL HOTEL	NEW DELHI	IN	\$382.15 D	HOTELS/MOT ELS/RESORTS	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	28-Sep-17	HOTEL	7011	MARRIOTT MARQUIS - FRONT FOREIGN CURRENCY CONVERSION	DOHA	QA	\$247.25 D	HOTELS/MOT ELS/RESORTS	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	28-Sep-17		0	MARKUP			\$2.47 D	MISSING MERCHANT CATEGORY	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	6-Oct-17	OTHER-TRAVEL	4511	CWTSATOTRAV 8902883932782	FORT MCCOY WI	WI	US	\$19.81 D	AIRLINES, AIR CARRIERS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	6-Oct-17	RAIL	4112	AMTRAK AGENC2790010585 390	WASHINGTON	DC	US	\$527.00 D	PASSENGER RAILWAYS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	13-Oct-17	HOTEL	3654	LOEWS HOTELS	NEW YORK	NY	US	\$1,642.84 D	LOEWS HOTEL PARKING LOTS, METERS, GARAGES TAXICABS/LI
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	13-Oct-17		7523	COLONIAL PARKING #585	WASHINGTON	DC	US	\$72.00 D	MOUSINES TAXICABS/LI
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	13-Oct-17	OTHER-TRAVEL	4121	NYCTAXI1N50 TAXI SVC NEW	LONG ISLAND	NY	US	\$12.80 D	MOUSINES TAXICABS/LI
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	13-Oct-17	OTHER-TRAVEL	4121	YORK SPLIT DISBURSEMENT	NEW YORK	NY	US	\$21.62 D	FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	18-Oct-17	PYMT	6011	PAYMENT			\$635.51 C	FINANCIAL INST/AUTO CASH	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	20-Oct-17	PYMT	6011	SPLIT DISBURSEMENT PAYMENT			\$2,296.07 C	FINANCIAL INST/AUTO CASH	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	25-Oct-17		0	CURRENCY CONVERSION MARKUP			\$5.46 D	MISSING MERCHANT CATEGORY	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	25-Oct-17	HOTEL	7011	QUEST HOTEL	PAMPANGA	PH	\$545.67 D	HOTELS/MOT ELS/RESORTS	

SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	26-Oct-17	HOTEL	3721 CONRAD BANGKOK	BANGKOK		TH	\$29.83	D	HILTON CONRAD
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	26-Oct-17	HOTEL	3721 CONRAD BANGKOK	BANGKOK		TH	\$292.00	D	HILTON CONRAD
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	28-Oct-17	HOTEL	3504 SEUL HILTON	SEOUL		KR	\$461.82	D	HILTON
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	28-Oct-17								MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	3-Nov-17		5812 STEAK HOU	ARLINGTON	VA	US	\$133.67	D	RESTAURANTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	9-Nov-17	HOTEL	7011 LE CHATELAIN ALL SUIT	BRUXELLES		BE	\$577.13	D	HOTELS/MOTELS/RESORTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	9-Nov-17	PYMT	6011 DISBURSEMENT PAYMENT				\$1,339.40	C	FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	10-Nov-17		0 MARKUP				\$6.18	D	MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	10-Nov-17	HOTEL	3512 INTERCONTINENTAL L PARK LAN	LONDON		GB	\$617.68	D	INTERCONTINENTAL
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	18-Nov-17	HOTEL	3504 HILTON HOTEL SAN DIEGO	619-5643333	CA	US	\$410.11	D	HILTON PARKING LOTS, METERS, GARAGES
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	21-Nov-17		7523 DC PARKING METERS	WASHINGTON	DC	US	\$4.00	D	RESTAURANTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	28-Nov-17		5812 RW WASHINGTON DC-GRILL	WASHINGTON	DC	US	\$938.72	D	RESTAURANTS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	28-Nov-17		7523 COLONIAL PARKING #711	WASHINGTON	DC	US	\$18.00	D	PARKING LOTS, METERS, GARAGES
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	30-Nov-17	PYMT	6011 SPLIT DISBURSEMENT PAYMENT				\$1,200.19	C	FINANCIAL INST/AUTO CASH
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	6-Dec-17	HOTEL	7011 WESTLAKE VILLAGE INN	WESTLAKE VILL	CA	US	\$592.40	D	HOTELS/MOTELS/RESORTS

SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	8-Dec-17	5812	THE HAY ADAMS F&B SPLIT	N.W., WASHING DC	US	\$243.40	D	RESTAURANTS	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	13-Dec-17	6011	DISBURSEMENT PAYMENT SPLIT			\$410.11	C	FINANCIAL INST/AUTO CASH	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	14-Dec-17	6011	DISBURSEMENT PAYMENT			\$592.00	C	FINANCIAL INST/AUTO CASH	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	20-Dec-17	5812	FARMERS FISHERS BAKERS FOREIGN CURRENCY CONVERSION	WASHINGTON DC	US	\$329.90	D	RESTAURANTS	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	16-Jan-18	0	MARKUP			\$0.40	D	MISSING MERCHANT CATEGORY FOUR	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	16-Jan-18	3543	FOUR SEASONS HOTEL VAN FOREIGN CURRENCY CONVERSION	VANCOUVER BC	CA	\$39.93	D	FOUR SEASONS	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	16-Jan-18	0	MARKUP			\$3.08	D	MISSING MERCHANT CATEGORY FOUR	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	16-Jan-18	3543	FOUR SEASONS HOTEL VAN	VANCOUVER BC	CA	\$307.73	D	SEASONS MISSING MERCHANT CATEGORY	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	17-Jan-18	0	PAYMENT - THANK YOU			\$448.44	C	CATEGORY	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	19-Jan-18	4511	OTHER- TRAVEL CWTSATOTRAV	FORT MCCOY WI	WI	US	\$19.81	D	AIRLINES, AIR CARRIERS
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	19-Jan-18	3000	AIR UNITED	800-932-2732 TX	US	\$482.99	D	UNITED	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	19-Jan-18	3000	AIR UNITED	800-932-2732 TX	US	\$482.99	C	UNITED	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	24-Jan-18	7011	BILTMORE HOTEL & SUITES	SANTA CLARA CA	US	\$292.68	D	HOTELS/MOTELS/RESORTS	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	26-Jan-18	4112	AMTRAK AGENC0260010559	WASHINGTON DC	US	\$244.00	D	PASSENGER RAILWAYS	
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	26-Jan-18	4511	OTHER- TRAVEL CWTSATOTRAV	FORT MCCOY WI	WI	US	\$19.81	D	AIRLINES, AIR CARRIERS

SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	27-Jan-18 RAIL	4112 813	AMTRAK AGENC0260010559 WASHINGTON DC	US	\$183.00 C	PASSENGER RAILWAYS FINANCIAL INST/AUTO
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	23-Feb-18 PYMT	6011	SPLIT DISBURSEMENT PAYMENT		\$312.49 C	CASH FINANCIAL INST/AUTO
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	23-Feb-18 PYMT	6011	SPLIT DISBURSEMENT PAYMENT		\$351.24 C	CASH MISSING MERCHANT CATEGORY
SALLY DONNELLY	INDEPENDENT AGENCIES	OSD/WHS	OSD/WHS MISCELLANEOUS	6-Mar-18 PYMT	0	COMM CARD WEB PAY		\$80.71 C	

**Submit New Request**

18-F-1454  
AUG 03 2018

**M\_Requester\_Deatils\_Note**

**Brad Moss**  
The James Madison Project  
The James Madison Project  
1250 Connecticut Avenue, NW, Ste. 200  
Washington, DC 20036  
Phone (202) 498-0011  
Brad@MarkZaid.com

**Requester Default Category: Educational or Non-Commercial Scientific**

**Custom Fields**

**Requester Control # :**  
**Previous Address 2 :**

**Action Office Instructions**  
**Request Type**  
**Requester Category**

**FOIA**  
**News Media**

**Street1**  
**Street2**  
**City**  
**State**  
**Country**  
**Zip Code**

**The James Madison Project**  
**1250 Connecticut Avenue, NW, Ste. 200**  
**Washington**  
**District of Columbia**  
**United States**  
**20036**

**Description Document**  
**Description**  
**Date Range for Record**  
**Search:From**  
**Date Range for Record**  
**Search:To**

**Request-DoD (Donnelly).pdf**  
**see attached**

**Willing Amount**

**\$25**

**Requester #**

18-F 1454  
AUG 03 2018

The James Madison Project  
1250 Connecticut Avenue, N.W.  
Suite 700  
Washington, D.C. 20036

(202) 498-0011  
(202) 330-5610 fax

E-Mail: [FOIA@JamesMadisonProject.org](mailto:FOIA@JamesMadisonProject.org)  
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August 3, 2018

VIA ONLINE PORTAL

Stephanie Carr, Chief  
OSD/JS FOIA Requester Service Center  
Office of Freedom of Information  
1155 Defense Pentagon  
Washington, DC 20301-1155

Re: FOIA Request

Dear Chief Carr:

This is a request on behalf of The James Madison Project ("JMP") under the Freedom of Information Act, 5 U.S.C. § 552, *et seq.*

This request seeks copies of all records in the possession or control of the Department of Defense ("DoD"), including cross-references, regarding the travel records of former DoD civilian employee Sally Donnelly ("Ms. Donnelly"). For the record, Ms. Donnelly served as the Senior Advisor to Secretary of Defense James N. Mattis from January 21, 2017, up until the date of her separation from service on March 9, 2018.

This request is specifically seeking the following categories of information:

- 1) All documentation memorializing Ms. Donnelly's official travel, specifically the time and location of the travel, as well as the locations to which she traveled and from where she departed; and
- 2) All documentation submitted by or on behalf of Ms. Donnelly as part of her official travel, including, but not limited to, DD Form 1351-2, DD Form 1610, and DD Form 1614.

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*"Knowledge will forever govern ignorance, and a people who mean to be their own Governors, must arm themselves with the power knowledge gives."*

*James Madison, 1822*

DoD can limit the timeframe for this search from January 21, 2017, up until the date upon which the agency begins conducting searches for responsive records. The scope of the search should not be limited to DoD-originated records and should be construed to include records that are currently in the possession of a U.S. Government contractor for purposes of records management. DoD should ensure its searches encompass any records reasonably likely to be maintained on classified or unclassified systems, including, but not limited to, hard drives, shared drives, and e-mail accounts.

Responsive records are reasonably likely to be maintained – albeit not exclusively – by the Defense Travel Management Office.

To be clear, DoD can exclude from its searches any documentation concerning Ms. Donnelly's personal and/or non-official travel.

We are requesting a waiver of or, at a minimum, a reduction in fees. At a minimum, JMP qualifies for designation as a representative of the news media.

JMP is a non-partisan organization dedicating to promoting government accountability and the reduction of secrecy, <http://jamesmadisonproject.org/> (last accessed March 28, 2018), and has a proven track record of coordinating the publication of original works in reliance upon FOIA documentation. See e.g., <https://www.nbcnews.com/politics/politics-news/u-s-ethics-office-struggled-gain-access-trump-team-emails-n704146> (last accessed April 17, 2018); <https://www.thedailybeast.com/border-patrol-ordered-to-block-congressmen-during-travel-ban> (last accessed April 17, 2018).

JMP has sufficiently demonstrated its ability to disseminate information on a wide scale and intends to use information obtained through this FOIA request in an original work, particularly through news articles written by journalists in a fashion similar to what it has accomplished in the past in prior FOIA requests. According to 5 U.S.C. § 552(a)(4)(A)(ii),

the term 'a representative of the news media' means any person or entity that gathers information of potential interest to a segment of the public, uses its editorial skills to turn the raw materials into a distinct work, and distributes that work to an audience.

In the event that fees are ultimately assessed, do not incur expenses beyond \$25 without first contacting our office for authorization.

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*"Knowledge will forever govern ignorance, and a people who mean to be their own Governors, must arm themselves with the power knowledge gives."*

*James Madison, 1822*

If DoD denies all or part of this request, please cite the specific exemptions you believe justify your refusal to release the information or permit the review and notify us of your appeal procedures available under the law. We request that any documents or records produced in response to this request be provided in electronic (soft-copy) form wherever possible. Acceptable formats are .pdf, .jpg, .gif, .tif. Please provide soft-copy records by email or on a CD if email is not feasible. However, JMP does not agree to pay an additional fee to receive records on a CD, and in the instance that such a fee is required, JMP will accept a paper copy of responsive records.

Your cooperation in this matter would be appreciated. If you wish to discuss this request, please do not hesitate to contact me at (202) 907-7945 or via e-mail at [brad@jamesmadisonproject.org](mailto:brad@jamesmadisonproject.org).

Sincerely,

/s/

Bradley P. Moss  
Deputy Executive Director

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