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Description of document: Job description for the Second Assistant Section Chief of the Federal Bureau of Investigation (FBI) Record/Information Dissemination Section (RIDS), 2005

Released date: 19-April-2011

Posted date: 09-May-2011

Title of document Department of Justice, Federal Bureau of Investigation
Position Description: Supervisory Legal Administrative Specialist

Source of document: Federal Bureau of Investigation
Attn: FOI/PA Request
Record/Information Dissemination Section
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Federal Bureau of Investigation

Washington, D.C. 20535

April 19, 2011

Subject: JOB DESCRIPTION: SECOND ASSISTANT SECTION CHIEF OF RIDS

FOIPA No. 1160019- 000

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Form OPCA-16a:

Section 552		Section 552a
<input type="checkbox"/> (b)(1)		<input type="checkbox"/> (d)(5)
<input type="checkbox"/> (b)(2)		<input type="checkbox"/> (j)(2)
<input type="checkbox"/> (b)(3) _____	<input checked="" type="checkbox"/> (b)(7)(C)	<input type="checkbox"/> (k)(1)
_____	<input type="checkbox"/> (b)(7)(D)	<input type="checkbox"/> (k)(2)
_____	<input type="checkbox"/> (b)(7)(E)	<input type="checkbox"/> (k)(3)
	<input type="checkbox"/> (b)(7)(F)	<input type="checkbox"/> (k)(4)
<input type="checkbox"/> (b)(4)	<input type="checkbox"/> (b)(8)	<input type="checkbox"/> (k)(5)
<input type="checkbox"/> (b)(5)	<input type="checkbox"/> (b)(9)	<input type="checkbox"/> (k)(6)
<input checked="" type="checkbox"/> (b)(6)		<input type="checkbox"/> (k)(7)

6 pages were reviewed and 6 pages are being released.

- Document(s) were located which originated with, or contained information concerning other Government agency(ies) [OGA]. This information has been:
 - referred to the OGA for review and direct response to you.
 - referred to the OGA for consultation. The FBI will correspond with you regarding this information when the consultation is finished.

You have the right to appeal any denials in this release. Appeals should be directed in writing to the Director, Office of Information Policy, U.S. Department of Justice, 1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001. Your appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Number assigned to your request so that it may be easily identified.

The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown, when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s).

If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

See additional information which follows.

Sincerely yours,



David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

In response to your Freedom of Information/Privacy Act (FOIPA) request submitted to the Records Management Division at Winchester, VA, enclosed is a processed copy of documents responsive to your request.

Pursuant to Title 28, Code of Federal Regulations, Sections 16.11 and 16.49, there is a fee of ten cents per page for duplication. No fees are assessed for the first 100 pages. In addition, there are no fees assessed if the duplication costs for the remaining pages do not exceed \$14.00. Therefore, the enclosed documents are being forwarded to you at no charge.

EXPLANATION OF EXEMPTIONS

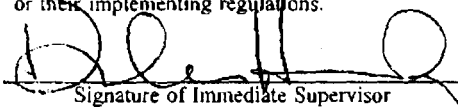
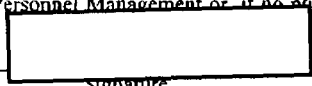
SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute(A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could be reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could be reasonably expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

The SUBMITTING DIVISION/OFFICE completes ONLY ITEMS 1, 2, 2a, 3, 4, 5, and 6.

Department of Justice Federal Bureau of Investigation POSITION DESCRIPTION COVERSHEET	1 Division or Field Office Records Management Division				
	a. Branch and/or Section Records/Information Dissemination Section				
	b. Unit or Squad c. Subunit				
2 Official Title of Position Supervisory Legal Administrative Specialist		Schedule GS	Series 0901	Grade 15	Position Number 05-17-111
2a. Organizational Title of Position (if any) Assistant Section Chief		4 <input type="checkbox"/> New Position <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> In lieu of Supervisory Paralegal Specialist GS 0950-15-02-17-368			
3 Fair Labor Standard Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt					
5 I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		6 Certification by Head of Division or Field Office			
		Signature of Immediate Supervisor  Supervisory Attorney-Advisor, SES Position Title and Grade		Date 3/31/05	
Date APR - 4 2005					
certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
Signature 		Date 4/21/05		Human Resources Specialist (Classification) Position Title	
8 RESERVED FOR CLASSIFICATION OFFICE USE ONLY. This block is for any special information about the position.					
limitations: <ul style="list-style-type: none"> • may fill <i>only</i> when the corresponding section chief position (#SS-00-460) is encumbered • 1 incumbent 					
FPL: GS-15					
Performance Appraisal Job Family: Legal Analysis					

b6
b7c

Estimated
% of Time
for Each
Duty

Major Duties and Responsibilities

As Assistant Section Chief of the Records/Information Dissemination Section (RIDS), serves as the full deputy and principal advisor to the Section Chief (SC). Facilitates the management of RIDS operations and responsibilities in accomplishing related missions, objectives, and goals. **100%**

FACTOR 1 — PROGRAM SCOPE AND EFFECT

Plans, directs, coordinates, and oversees the overall development and management of the Section's operations and responsibilities that provide legal guidance or counsel and that address inquiries and requests made under the Freedom of Information and/or Privacy Acts (FOIPA), which affect both FBIHQ and field operations/functions Bureau-wide as well as those related among law enforcement and intelligence agencies. Ensures and facilitates the effectiveness and efficiency of RIDS programs and operations (i.e., identification of information for classification/declassification under Executive Order 12958 and provision of support for civil and criminal discovery and related FBI operations; duplication of raw documents and redacted copies; creation and maintenance of FBI files; decipherment of FOIPA requests; review, analysis, and disclosure of information in FBI documents in response to requests under the provisions of Title 5 United States Code § 552 and 552a; scanning and cataloguing of responses; coordination of related efforts with the Department of Justice and with other agencies; coordination of all FOIPA-related litigation matters with the Bureau's legal advisory division; maintenance of the Reading Room, electronic tracking information, and FOIPA-related databases; and provision of related Help Desk services).

Work involves indepth problem-solving analysis, interpretation, evaluation, resolution, and written response on the variety of routine, complex, and complicated legal-related matters encountered by the Section. RIDS matters respond to unanticipated changes in judicial and/or administrative law, policy, or program direction; interpret often conflicting or ambiguous information from varied sources; uncover previously-overlooked data; develop usable data and/or supplementary material; and effectively resolve contentious issues. Work results provide Bureau information within the context of established guidance and practices. Recommendations and decisions made and actions taken impact major aspects of the RMD's programs that frequently may receive media or Congressional attention. Often, activities conducted are in response to and as part of addressing crisis situations, major investigations, joint operations with other agencies or organizations within the law enforcement and intelligence communities, or the unexpected issuance of new or revised legislation or governing policies.

Additionally, directs and oversees projects/studies that identify and ensure the resolution of matters impacting: major aspects of records and information management Bureau-wide, dissemination activities in relation to FBI investigative and administrative programs and operations, overall RIDS workflow, as well as the Bureau's overall reputation and image. The incumbent also ensures the effectiveness, efficiency, and timeliness of the Section's legal analytical administrative functions. Explores and supports new methods, study approaches, and options for innovation to enable and improve work accomplishment and for providing support services. Projects funding needs; coordinates the development, preparation, submission, and approval of budget proposals and justifications; and oversees related

elements of the Division's annual financial plan. Monitors expenditures, salaries, and other costs as well as available funds and obligations. Determines the optimum approach for resolving identified budget shortages and planning for long-range staffing needs. Also, ensures the resolution of budgetary matters affecting the RIDS.

The position requires the following knowledges, skills, and abilities: knowledge of the appropriate and effective application of governing laws, regulations, decisions, policies, rules, decisions, interpretations, and procedures to the administration of Section operations; knowledge of the governing laws, regulations, principles, policies, approaches, methods, processes, and practices pertaining to the overall Federal records management life-cycle and related RMD functions, which enables — among other undertakings — the exercise classification authority and signing of Declarations for the FBI; knowledge of available legal reference resources; knowledge of the FBI's and RMD's missions, strategic objectives, operational priorities, history, organizational structures, policies, programs, functions, and major activities; knowledge of and skill in a wide range of qualitative and quantitative analytical and evaluative methods and techniques, including those involving particular technical questions or evidence arising in the conduct of RMD programs; knowledge of project planning and management techniques, resource estimation, and audit procedures as well as skill in applying organization, management, and time management principles and techniques; skill in legal research and investigation of subject-matter details of a particular matter with legal implications, including discerning relevant precedents; skill in oral and written communication, often involving tact, persuasiveness, and diplomacy; and the ability to apply basic budgetary and financial management principles.

FACTOR 2 — ORGANIZATIONAL SETTING

The position reports to a section chief position at the Senior Executive Service level. The incumbent receives administrative direction from the supervisor in terms of broadly-defined objectives, initiatives, or projects. The incumbent is given wide latitude and exercises a high degree of independence, judgment, originality, and ingenuity in designing, planning, coordinating, and managing RIDS initiatives, projects, or other staff efforts that involve substantive program matters crossing organizational lines and that involve day-to-day administration of the Section. Recommendations, decisions, and work results are considered authoritative and are normally accepted without modification. The incumbent keeps the supervisor informed of particularly complicated and potentially very sensitive or controversial matters uncovered. Completed work is reviewed for fulfillment of broad objectives within resource allocations, effectiveness in meeting operational requirements, and the overall impact of the incumbent's advice and influence on RIDS, RMD, and Bureau missions, strategic objectives, goals, and operations.

FACTOR 3 — SUPERVISORY AND MANAGERIAL RESPONSIBILITIES

Through assessments of extensive and broad management studies, evaluates the Section and determines its strategic planning objectives and goals and overall resource needs. Analyzes and evaluates proposed changes in mission, operations, or delegated authority. Develops detailed objectives, goals, and plans for long- and short-range administration of RIDS program areas. Ensures the sound utilization of existing human and financial resources to facilitate and effectively and efficiently support mission-oriented operations and activities within the purview of Section, RMD, and/or Bureau programs and to make related resource estimates and proposals. Keeps current with sensitive and controversial matters, and

oversees the resolution of critical problems that encounters or arise. Extensive coordination is often necessary to: evaluate subordinate units' program areas and operations, conduct long-range planning, glean subtle or tenuous elements of legal matters crucial to a line of argument upon which significant RIDS situations get decided, ensure appropriate outgoing communication from and on Section activities, and set new overall policies and general operating guidelines governing related functions. Decisions determine how FOIPA matters get addressed. Directs and/or oversees the preparation of such policies and guidelines on methods and techniques to effectively and properly conduct legal and related research, perform critical analyses, and provide FBI information in response to inquiries and requests. Assesses the impact of changes in program policies and efforts within the Section on those of other Sections, Divisions, agencies, and jurisdictions with closely-related responsibilities. Challenges arise due to the often extreme difficulty in identifying and defining the implications of a particular issue or problem and in ensuring adequate resources. Difficulties also occur when: isolating and addressing substantive issues or concepts involved in responding to FOIPA inquiries and requests with legal implications/complications; grasping potential political or resource management repercussions; dealing with competing or conflicting missions or objectives; defining, interpreting, and/or representing the policies and intentions of executive management; determining the magnitude of interrelationships that assignments and/or work results may affect; discerning the intent of proposed, pending, or new legislation, public policy, court decisions, directives, and Executive Orders and how they translate into staff action; as well as improving the effectiveness and efficiency of RIDS operations. Controversies resolved typically lead to the development or refinement of significant standards, policies, or objectives regarding FBI information management direction and guidelines.

Provides authoritative consultation on highly-specialized Section matters of utmost difficulty, sensitivity, scope, and/or urgency that typically cross unit lines and frequently extend to other RMD Sections, other FBIHQ divisions, field offices, or the Bureau as a whole. Authoritative recommendations made on management decision alternatives respond to key priority, policy, and/or programmatic issues that are typically critical, urgent, sensitive, extremely resource-intensive, and potentially controversial and that have broad implications. Participates with the RMD executive team in long-term planning, policy formulation, and overall program development. Serves as a key liaison and point of contact on RIDS operations and activities, informing others and representing broad Section concerns.

As full deputy to the SC, provides advice and guidance to the RMD's Deputy Assistant Director and Assistant Director on all matters under the purview of the RIDS. Represents the Section, Division, and/or Bureau at meetings, conferences, and in other forums within and outside the Bureau on RIDS programs/operations or related RMD matters. Exercises the authority to make commitments to a course of action or recommendations that depart from or would change established policy or procedures. At times, assumes responsibility for coordination and direction of matters within the scope of RMD executive management.

With delegated authority from the SC, supervises and provides administrative direction over the substantive work of Section employees through subordinate unit chiefs and supervisors; and performs the full range of supervisory responsibilities, with certain exceptions regarding high-level policy and full technical responsibility for work operations directed. Determines general RIDS goals and objectives. Analyzes incoming projects or assignments. With RMD executive management, provides direction on short- and long-range work plans that have Section-wide and often broader implications; approves or disapproves multi-year plans, and

addresses policy and guidelines issues. Sets overall Section priorities. Delegates authority to subordinate supervisors to address and manage units' specific operations through Section employees. Monitors overall work progress; and initiates action to assure timely fulfillment of work requirements, goals, and objectives. Analyzes proposed, impending, or new legislation and regulations to determine their impact on RIDS operations and management in general. Researches new or improved business and management practices for application to FBI programs/operations. Oversees the revision of long-range plans, policies, goals, and objectives governing the work directed. Makes or initiates continual improvements, keeping subordinates informed about changes in policies, practices, and procedures; and advises on highly-specialized legal issues encountered. Confirms and clarifies performance standards; serves as the rating official for immediate subordinates' performance, and may serve as the reviewing official for subordinates indirectly supervised. Provides advice and counsel on employee conduct and administrative matters. Ensures position descriptions and performance plans are accurate and complete. Authorizes or denies leave requests and monitors/addressed leave usage concerns. Recommends and may authorize vacancy requests, appointments, promotions, awards, training, and similar actions. Determines job candidates, interviewing them and making selections. Hears and, when possible, resolves serious disputes, grievances, and complaints. Takes action to resolve serious conduct or performance problems. May identify and provide opportunities for individual and organizational training and career development needs. Employs, complies with, and advances the goals of merit staffing, affirmative action, and equal employment opportunity policies.

FACTOR 4 — PERSONAL CONTACTS

4A — Nature of Contacts

The incumbent develops and maintains regular contacts with employees at all levels within and outside the Bureau. External contacts include high-ranking officials of the Department of Justice, Department of State, and related government agencies and organizations in varying jurisdictions.

4B — Purpose of Contacts

Contacts are for: addressing administrative responsibilities; resolving major issues, conflicts, and resulting problems; clarifying, influencing, and/or persuading others' acceptance of findings and/or guidance; eliciting collaborative action; directing work efforts; resolving differences of opinion on substantive RIDS policy and programmatic matters; negotiating solutions to sensitive problems; and foster a positive Bureau reputation and image. They are also to justify, defend, and settle matters of considerable importance or urgency and subject to scrutiny by Bureau and Department executives and to promote the Bureau's overall mission and objectives. The incumbent consults and coordinates with the Policy and Procedures Unit on policy matters, with the Records Compliance Unit on regulatory matters, and with the Administrative Unit on resource and general administrative matters respectively. As the full deputy to and key representative of the SC, the incumbent provides authoritative advice and consultation on the administration and operation of the Bureau's RIDS missions and programs. Contacts may take place during meetings, presentations, conferences, or hearings involving issues and problems of considerable importance to the Section, RMD, and the FBI.

FACTOR 5 — DIFFICULTY OF TYPICAL WORK DIRECTED

The incumbent provides indirect supervision of a large workload of various RIDS operations, through subordinate unit chiefs and supervisors. The highest level of substantive non-supervisory work directed occupying most of the workload includes: Legal Administrative Specialist, File Assistant, and Legal Assistant. The consequent base-level grade directed equates to the GS-12 level.

FACTOR 6 — OTHER CONDITIONS

The incumbent directs work that requires exceptional coordination and integration of a number of important and complex program segments within the fields of information and records management and dissemination. Supervision and resource management involve decisions and actions that have a substantial impact on the organization and operations managed. The incumbent makes recommendations and decisions on immediate and long-range objectives, goals, plans, and schedules to meet significant changes in legislation, programmatic authority, and/or funding; policy formulation; and high-profile program and policy issues affecting the Bureau's overall records management program. Management occurs through subordinate unit chiefs and supervisors who direct substantial workloads.