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Description of document:	Office of Government Ethics (OGE) Public Financial Disclosure Exemption Requests, FY 2014
Requested date:	30-July-2015
Released date:	11-September-2015
Posted date:	14-December-2015
Source of document:	OGE FOIA Officer Office of Government Ethics Suite 500 1201 New York Avenue, NW Washington, DC 20005-3917 Fax: 202-482-9237 Email: usoge@oge.gov

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UNITED STATES OFFICE OF
GOVERNMENT ETHICS



SEP 11 2015

Tracking No: OGE FOIA FY 15/56

The U.S. Office of Government Ethics (OGE) is granting in part and denying in part your Freedom of Information Act (FOIA) request, which was received by the OGE FOIA Office on July 30, 2015. In your request, you asked for a copy of “[e]ach of the 33 requests in FY14 by an agency to exclude certain positions from public FD requirements, and the determination by OGE to permit such an exclusion and the request and determination regarding alternative FD procedures.” In a phone conversation on August 12, you agreed to narrow the scope of the request to exclude the names of the employees related to agency requests to exclude certain positions from public financial disclosure requirements.

In response we are enclosing 18 pages of responsive documents related to an agency request to use an alternate financial disclosure form, subject to deletions made in accordance with FOIA Exemption 5, 5 U.S.C. § 552(b)(5) as inter- and intra-agency predecisional deliberative process material. The deletions are each marked with a reference to “(b)(5)” in the enclosed copies. In addition, two pages of drafts were withheld in their entirety under FOIA Exemption (b)(5).

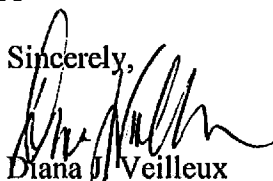
We are also enclosing 228 pages of responsive documents related to agency requests to exclude certain positions from public financial disclosure requirements, subject to deletions made in accordance with FOIA Exemption 5, 5 U.S.C. § 552(b)(5) as inter- and intra-agency predecisional deliberative process material and FOIA Exemption 6, 5 U.S.C. § 552(b)(6) as information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. The deletions are each marked with a reference to “(b)(5)” or “(b)(6)” in the enclosed copies. Based on our conversation of August 12, we also redacted the names of employees from the requests, responses, and associated position description forms.

In addition, OGE located 53 pages of responsive documents related to six requests from the Department of State to exclude certain positions from public financial disclosure requirements which originated at the Department of State. We are therefore sending these responsive materials, along with a copy of your request, to the Department of State. The Department’s FOIA Requester Service Center phone number is: (202) 261-8484. We are asking the Department of State to review the material and respond directly to you.

If you have any questions or wish to discuss any aspect of your request, you may contact me by telephone at (202) 482-9203. As OGE's FOIA Public Liaison, I am available for assisting in reducing delays, increasing transparency and understanding of the status of requests, and assisting in the resolution of disputes.

The OGE official responsible for this FOIA determination is the undersigned. In accordance with the FOIA, as codified at 5 U.S.C. § 552(a)(6)(A), and OGE's FOIA regulations, at 5 C.F.R. § 2604.304, you may administratively appeal this determination to the General Counsel, U.S. Office of Government Ethics, 1201 New York Avenue, N.W., Suite 500, Washington, DC 20005-3917. Any such appeal must be in writing and must be sent within 30 days of the date you receive this response letter. If you do appeal, you should include copies of your request and this response, together with a statement of why you believe this initial determination is in error. Also, if you appeal, you should clearly indicate on the envelope and in the letter that it is a "Freedom of Information Act Appeal."

Sincerely,



Diana J. Veilleux
OGE FOIA Officer



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

January 9, 2014

Cary K. Williams
Assistant General Counsel and
Designated Agency Ethics Official
20th Street & Constitution Ave, NW.
Washington, DC 20551

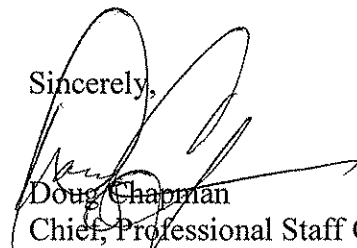
Dear Ms. Williams:

In an email to the Office of Government Ethics (OGE), you requested approval to implement a supplemental confidential financial disclosure procedure for employees of the Division of Banking Supervision and Regulation. Your request to implement the supplemental financial disclosure procedure is approved.

As you know, under 5 CFR § 2634.601(b), subject to the prior written approval of OGE, an agency may require employees to file additional confidential financial disclosure forms which supplement either the OGE Form 450 or the SF 278 when the supplementation provides the potential to identify and resolve conflicts of interest. The attached proposed supplemental disclosure form, titled "Conflict of Interest Questionnaire," would appear to provide an effective means of identifying potential conflicts.

If we may be of further assistance, please contact me at 202-482-9223.

Sincerely,



Doug Chapman
Chief, Professional Staff Group 2
Compliance Division

CONFLICTS OF INTEREST QUESTIONNAIRE

FEDERAL RESERVE BOARD

DIVISION OF BANKING SUPERVISION AND REGULATION

Employee Information

Full Name: [Click here to enter text.](#)

Employee ID (6 digit number): [Click here to enter text.](#)

Are you a United States Citizen: ☐ Yes ☐ No

If no, are you intending to become a United States Citizen? ☐ Yes ☐ No

Position: [Click here to enter text.](#)

Section: [Click here to enter text.](#)

Conflicts of Interest Information

Please complete the below to the best of your knowledge. Please use the last section of this questionnaire to report anything else you believe may be a potential conflict of interest.

- I. **INDEBTEDNESS** – Please list any borrowing relationships that you, your spouse/domestic partner, dependent child or your related business organization have with any entity (e.g., auto loans, personal loans, or mortgages). Include any loans that are guaranteed or co-signed. Do not list credit cards unless payments are not current.

Name of Creditor, City, State	Who does debt belong to	Date debt was incurred	What type of debt	Terms of Repayment	Date of Repayment
Click here to enter text.	Choose an item.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.

- II. **ASSETS** – Please list any direct or indirect equity or debt interest in any type of financial institution that you, your spouse/domestic partner, or dependent child have (e.g., pension plan, deferred compensation, stock, mutual fund with a concentration in the financial sector, or any deposits that exceed the FDIC insured amount).

Name of Institution	Who owns the asset?	Type of Asset	Date of Acquisition	Manner of Acquisition	When are you able to dispose?
Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Do you currently have a waiver for any of the financial interest(s) listed above?

☐ Yes, please explain below. ☐ No

--

III. **OUTSIDE AND PRIOR EMPLOYMENT** – Please list any financial institution, for which you have served within the last year as employee, officer, owner, director, trustee, partner, attorney, adviser, consultant, or contractor.

Name of Organization and Location	Nature of Organization	Position Held	Compensated (Y/N)	Start Date	End Date
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

IV. **RELATIVES IN BANKING** – Please list any immediate family member (spouse/domestic partner, child, parent, or sibling) who is employed by a financial institution.

Name of Individual	Relationship	Name of Entity and Location	Position Held
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

V. **Other** – Please list any additional situations, outside activities, or investments you would like to disclose that could be a potential conflict or appearance of a conflict (e.g. personal disputes or lawsuits involving any financial institution).

--

Privacy Act Statement

Collection of the requested information is authorized by Title I of the Ethics in Government Act of 1978 (5 U.S.C. App.); Section 208(a) of Title 18, U.S.C.; Section 2 of the Preserving Independence of Financial Institution Examinations Acts of 2003 (18 U.S.C. § 213); Executive Order 12674 (as modified by Executive Order 12731); 5 CFR Parts 2634 and 2635 of the Office of Government Ethics (OGE) regulations; and 5 CFR Part 6801 of the Board's regulations. The primary use of this information, which supplements the information collected in OGE Form 450, will be to identify and address any potential conflicts of interests involving supervision and regulation personnel that may be prohibited by Federal law and regulations as well as internal Board policies. Additionally, the information may be disclosed: (1) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of a violation or potential violation of law or regulation; (2) to a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a judge-issued subpoena; (3) to a source when necessary to obtain information relevant to a conflict of interest investigation or decision; (4) to the National Archives and Records Administration or the General Services Administration in records management inspections; (5) to the Office of Management and Budget during legislative coordination on private relief legislation; (6) to the Department of Justice or in certain legal proceedings when the disclosing agency, and employee of the disclosing agency, or the United States is a party to litigation or has an interest in the litigation and the use of such records is deemed relevant and necessary to the litigation; and (7) to a Member of Congress or a congressional office in response to an inquiry made on behalf of an individual who is the subject of the record. This confidential report will not be disclosed to any requesting person unless authorized by law.

Employee Attestation

I certify that the information provided on this form is true and complete to the best of my knowledge.

Employee Signature

[Click here to enter a date.](#)
Date

From: Cary Williams [cary.williams@frb.gov]
Sent: Tuesday, December 17, 2013 1:51 PM
To: Douglas L. Chapman
Subject: RE: Federal Reserve supplemental financial disclosure form
Attachments: BS&R Job Descriptions References.docx; Annual Attestation Form 12.17.13.docx

OK thanks, Doug. (b)(5)

(b)(5)

Thanks -- Cary

From: Douglas L. Chapman [<mailto:dlchapma@oge.gov>]
Sent: Tuesday, December 17, 2013 1:10 PM
To: Cary Williams
Subject: RE: Federal Reserve supplemental financial disclosure form

Cary,

(b)(5)

Just as an fyi, today is my last day until Dec 30. If you have any questions, we can talk when I get back.

Happy holidays,

Doug

From: Cary Williams [<mailto:cary.williams@frb.gov>]
Sent: Friday, November 22, 2013 1:57 PM
To: Douglas L. Chapman
Subject: RE: Federal Reserve supplemental financial disclosure form

OK thanks.

From: Douglas L. Chapman [<mailto:dlchapma@oge.gov>]
Sent: Friday, November 22, 2013 1:40 PM
To: Cary Williams
Subject: RE: Federal Reserve supplemental financial disclosure form

Cary,

(b)(5)

Doug

From: Cary Williams [<mailto:cary.williams@frb.gov>]
Sent: Friday, November 22, 2013 11:03 AM
To: Douglas L. Chapman
Subject: RE: Federal Reserve supplemental financial disclosure form

Let me know if there's anything else you need that would help move this along. (b)(5)

From: Douglas L. Chapman [<mailto:dlchapma@oge.gov>]
Sent: Friday, November 22, 2013 10:53 AM
To: Cary Williams
Subject: RE: Federal Reserve supplemental financial disclosure form

Hi Cary,

I just wanted to let you know that I've started reviewing your request. I will be out all next week so I won't have any comments to you until after the week of the December 2, at the earliest.

Doug Chapman
Chief, Professional Staff Group 2
Compliance Division
202-482-9223

From: Rachel K. Dowell
Sent: Wednesday, November 13, 2013 1:55 PM
To: 'Cary Williams'
Cc: Douglas L. Chapman
Subject: RE: Federal Reserve supplemental financial disclosure form

Hi Cary,

I forwarded the form to Doug Chapman in our Program Review Branch for review. He is currently on leave until next week, but he will be able to look at it once he is back in the office.

Thanks!
Rachel

--

Rachel K. Dowell
Assistant Counsel
Office of Government Ethics
General Counsel & Legal Policy Division
Ethics Law and Policy Branch
(202) 482-9267
rkdowell@oge.gov

From: Cary Williams [<mailto:cary.williams@frb.gov>]
Sent: Wednesday, November 13, 2013 9:10 AM

To: Rachel K. Dowell
Subject: Federal Reserve supplemental financial disclosure form

Rachel – The Board’s Division of Banking Supervision and Regulation (BS&R) would like to require its employees to file with the division a supplemental financial disclosure form (attached). This form would be filed in addition to OGE Form 450. [REDACTED]

(b)(5)









[REDACTED]














As required by 5 CFR 2634.601, I would like to request OGE’s approval of this supplemental form. Please let me know if you need additional information. Thanks – Cary













Cary Williams
Assistant General Counsel
Designated Agency Ethics Official
Board of Governors of the Federal Reserve System
(202) 452-3295














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Reference Information – BS&R Job Descriptions

Job Family	Job Title	Grade	Exempt / Non-Exempt	Education Requirement	Years of Specific Experience Required
Access Management	Senior Access Management Technician 	23	Non-Exempt	High school diploma	5
Accounting Policy	Policy Accountant 	24	Exempt	Bachelor's degree	2
	Policy Accountant 	25	Exempt	Bachelor's degree	3
	Accounting Policy Analyst 	26	Exempt	Bachelor's degree in Accounting or Finance	4
	Accounting Policy Analyst 	27	Exempt	Bachelor's degree in Accounting or Finance; CPA certification	5
	Senior Accounting Policy Analyst 	28	Exempt	Bachelor's degree	7
	Senior Accounting Policy Analyst 	29	Exempt	Bachelor's degree	8
	Accounting Fellow 	28	Exempt	Bachelor's degree in Accounting or Finance; CPA certification	6
Administrator	Assistant Administrator	22	Exempt	Bachelor's	0

				degree	
	Administrator 	23	Exempt	Bachelor's degree	2
	Senior Administrator 	24	Exempt	Bachelor's degree	3
	Supervisory Administrator 	25	Exempt	Bachelor's degree	5
Anti-Money Laundering Examiner	Senior Special Anti-Money Laundering Examiner 	28	Exempt	Bachelor's degree	6
Applications Technician	Applications Technician 	21	Non-Exempt	High school diploma	4
Assistant to Division Director	Assistant to the Director 	26	Exempt	Bachelor's degree	4
	Assistant to the Director 	27	Exempt	Bachelor's degree	5
	Assistant to the Director 	28	Exempt	Bachelor's degree	7
Communications Specialist	Communications Specialist 	24	Exempt	Bachelor's degree	3
	Senior Communications Specialist 	25	Exempt	Bachelor's degree	4
Computer Applications Programmer/Analyst	Computer Applications Programmer/Analyst 	22	Exempt	Bachelor's degree	0
	Computer Applications Programmer/Analyst 	23	Exempt	Bachelor's degree	1

	Computer Applications Analyst 	24	Exempt	Bachelor's degree	2
	Computer Applications Analyst 	25	Exempt	Bachelor's degree	3
	Senior Computer Applications Analyst 	26	Exempt	Bachelor's degree	5
	Senior Computer Applications Analyst 	27	Exempt	Bachelor's degree	7
Counsel	Counsel 	28	Exempt	Law degree; Bar membership	4
	Senior Counsel 	29	Exempt	Law degree; Bar membership	6
Curriculum Analyst	Assistant Curriculum Analyst 	22	Exempt	Bachelor's degree	0
	Curriculum Analyst 	23	Exempt	Bachelor's degree	2
	Curriculum Analyst 	24	Exempt	Bachelor's degree	3
	Curriculum Analyst 	25	Exempt	Bachelor's degree	4
	Senior Curriculum Analyst 	26	Exempt	Bachelor's degree	5
	Supervisory Curriculum Analyst 	27	Exempt	Bachelor's degree	6













	Senior Supervisory Curriculum Analyst 	28	Exempt	Bachelor's degree	7
Economist	Economist 	26	Exempt	Ph.D	0
	Economist 	27	Exempt	Ph.D	3
	Economist 	28	Exempt	Ph.D	4
Event Planner	Event Planner 	22	Exempt	Bachelor's degree	0
	Event Planner 	23	Exempt	Bachelor's degree	2
Financial Analyst	Assistant Financial Analyst 	22	Exempt	Bachelor's degree	0
	Assistant Financial Analyst 	23	Exempt	Bachelor's degree	1
	Financial Analyst 	24	Exempt	Bachelor's degree	2
	Financial Analyst 	25	Exempt	Bachelor's degree	3
	Senior Financial Analyst 	26	Exempt	Bachelor's degree	4
	Supervisory Financial Analyst 	27	Exempt	Bachelor's degree	5
	Supervisory Financial Analyst, OC Portfolio Analytics 	27	Exempt	Bachelor's degree	5














	Senior Supervisory Financial Analyst 	28	Exempt	Bachelor's degree	6
	Senior Supervisory Financial Analyst, OC Portfolio Analytics 	28	Exempt	Bachelor's degree	6
Financial Management Analyst	Financial Management Analyst 	22	Exempt	Bachelor's degree	0
	Financial Management Analyst 	23	Exempt	Bachelor's degree	1
	Financial Management Analyst 	24	Exempt	Bachelor's degree	2
Information Security Analyst	Information Security Analyst 	24	Exempt	Bachelor's degree Computer Science	2
	Information Security Analyst 	25	Exempt	Bachelor's degree Computer Science	3
	Senior Information Security Analyst 	26	Exempt	Bachelor's degree Computer Science	5
	Senior Information Security Analyst 	27	Exempt	Bachelor's degree Computer Science	7
	Senior Information Security Analyst 	28	Exempt	Bachelor's degree Computer Science	9





Information Systems Analyst	Information Systems Analyst 	22	Non-Exempt	Bachelor's degree	0
	Information Systems Analyst 	23	Non-Exempt	Bachelor's degree	1
	Information Systems Analyst 	24	Non-Exempt	Bachelor's degree	2
	Information Systems Analyst 	25	Exempt	Bachelor's degree	3
	Senior Information Systems Analyst 	26	Exempt	Bachelor's degree	5
	Senior Information Systems Analyst 	27	Exempt	Bachelor's degree	7
International Training Technician	International Training and Assistance Technician 	21	Non-Exempt	High school diploma	3
	Senior International Training and Assistance Technician 	22	Non-Exempt	High school diploma	4
Investigator	Investigator 	26	Exempt	Bachelor's degree	5
	Special Investigator 	27	Exempt	Bachelor's degree	6
	Senior Special Investigator 	28	Exempt	Bachelor's degree	8
Manager	Manager, (Generic – Supervision) 	29	Exempt	Bachelor's degree	8

	Manager, (Generic – Support) 	26	Exempt	Bachelor's degree	5
	Manager, (Generic – Support) 	27	Exempt	Bachelor's degree	6
	Manager, (Generic – Support) 	28	Exempt	Master's degree	7
	Manager, (Generic – Support) 	29	Exempt	Master's degree	9
	Manager, Accounting Policy and Disclosure 	29	Exempt	Master's degree	7
	Manager, BSA/AML Risk 	29	Exempt	Master's degree	7
	Manager, Domestic Applications 	29	Exempt	Master's degree	7
	Manager, Economist 	29	Exempt	PhD in Economics	4
	Manager, Information Security and Continuity Management 	29	Exempt	Master's degree	7
	Manager, Information Technology Support 	28	Exempt	Master's degree	6
	Manager, Information Technology Support 	29	Exempt	Master's degree	7
	Manager, International Applications 	29	Exempt	Master's degree	7

	Manager, International Training and Assistance 	29	Exempt	Master's degree	7
	Manager, National Information Center 	29	Exempt	Master's degree	7
	Manager, Operational & IT Risk 	29	Exempt	Master's degree	7
	Manager, Quality Assurance 	29	Exempt	Master's degree	7
	Manager, Resource Planning and Support 	28	Exempt	Bachelor's degree	8
	Manager, Risk Policy and Guidance 	29	Exempt	Master's degree	7
	Manager, Supervisory Guidance and Procedures 	29	Exempt	Bachelor's degree	8
	Manager, Supervisory Issues and Special Situations 	29	Exempt	Master's degree	7
	Manager, Supervisory Policy and Guidance 	29	Exempt	Master's degree	7
	Manager, Surveillance, Financial Trends and Analysis 	29	Exempt	Master's degree	7
	Manager, System Staff Development 	29	Exempt	Master's degree	7
	Special Counsel,	29	Exempt	Law degree;	6

	(Manager) Supervisory Enforcement Actions 			Bar membership	
Paralegal	Paralegal 	22	Non-Exempt	Bachelor's degree	0
	Paralegal 	23	Non-Exempt	Bachelor's degree	1
	Senior Paralegal 	24	Non-Exempt	Bachelor's degree	2
Program Budget Analyst	Sr. Program Budget Analyst 	26	Exempt	Master's degree	4
Project Manager	Project Manager 	26	Exempt	Master's degree	4
	Project Manager 	27	Exempt	Master's degree	5
	Project Manager 	28	Exempt	Master's degree	6
	Project Manager, Accounting Policy and Disclosure 	28	Exempt	Master's degree	6
	Project Manager, ITS, NIC, and SSIT 	28	Exempt	Bachelor's degree	8
	Senior Project Manager, (Generic) 	29	Exempt	Bachelor's degree	8
	Senior Project Manager, Accounting Policy and Disclosure 	29	Exempt	Master's degree	7
	Senior Project Manager,	29	Exempt	Bachelor's	10

	BOND 			degree	
	Senior Project Manager, Credit Risk 	29	Exempt	Master's degree	9
	Senior Project Manager, Emerging Activities 	29	Exempt	Master's degree	7
	Senior Project Manager, ITS, NIC, and SSIT 	29	Exempt	Master's degree	7
	Senior Project Manager, Policy 	29	Exempt	Master's degree	9
Quantitative Analyst	Quantitative Analyst 	25	Exempt	Master's degree	2
	Quantitative Analyst 	26	Exempt	Master's degree	3
Research Assistant	Research Assistant 	22	Exempt	Bachelor's degree	0
	Research Assistant 	23	Exempt	Bachelor's degree	1
Supervisor	Supervisor, Generic - Supervision 	26	Exempt	Bachelor's degree	5
	Supervisor, Learning and Development 	26	Exempt	Bachelor's degree	5
	Supervisor, Resource Management & Operations 	26	Exempt	Bachelor's degree	4
Talent Management Specialist	Talent Management Specialist 	25	Exempt	Bachelor's degree	5

Technical Editor	Technical Editor 	23	Exempt	Bachelor's degree	2
	Technical Editor 	24	Exempt	Bachelor's degree	2
Training Technician	Training Technician 	21	Non-Exempt	High school diploma	4
	Senior Training Technician 	22	Non-Exempt	High school diploma	5



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for **non-responsive**

Dear Ms. Bradley:

You have requested that **non-responsive**, a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon **non-responsive** current position description, your request to exclude **non-responsive** from reporting requirements is denied.

The position description submitted in support of the request indicates that **non-responsive** position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

As a member of the OASD(PA) professional staff, the incumbent provides assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary and the Deputy Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House.
(Page 2)

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion,

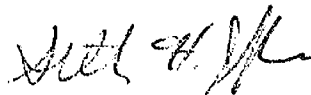
anticipated public reaction, and must draw fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion.
(Page 2)

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary and the Deputy Secretary of Defense of a range of topics to numerous diverse audiences effectively. Must assure (sic) consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments. (Page 3)

Please advise **non-responsive** that he is required to submit a public financial disclosure report. The due date for his report is 45 calendar days from the date of this letter.

If you have any questions regarding this matter, please contact Ciara Guzman at 202-482-9241.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", written in a cursive style.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. DDGS 17340					
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Schedule C Appointment		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station Pentagon					
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
						10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					
11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 14. Agency Use							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management		Speechwriter		GS		0301		14		TF 08-09-2011	
b. Department, Agency or Establishment		Second Level Review		First Level Review		Recommended by Supervisor or Initiating Office		15. Organizational Title of Position <i>(if different from official title)</i>		17. Name of Employee <i>(if vacant, specify)</i> non-responsive	
18. Department, Agency, or Establishment Department of Defense		a. First Subdivision ASD(Public Affairs)		b. Second Subdivision Writer's Group		c. Third Subdivision		d. Fourth Subdivision		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee <i>(optional)</i>									
20. Supervisory Certification. 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.											
a. Typed Name and Title of Immediate Supervisor non-responsive ASD(PA)						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature: non-responsive Date:						Signature: Date:					
21. Classification/Job Grading Certification. I 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.						22. Position Classification Standards Used in Classifying/Grading Position Misc Admin Prog Series, GS-301, TS-34, Jan 79 & AGE, TS-98, Aug 90					
Typed Name and Title of Official Taking Action non-responsive Supvry Human Resources Specialist						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature: non-responsive Date: 8/9/11						Signature: Date:					
23. Position Review		Initials Date		Initials Date		Initials Date		Initials Date		Initials Date	
a. Employee <i>(optional)</i>		b. Supervisor		c. Classifier		24. Remarks		Schedule C Position established under 5 CFR 213.3306			
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>											

SPEECH WRITER (GS-301-14)

INTRODUCTION

This position is located in the office of the Assistant Secretary of Defense for Public Affairs (OASD (PA)). The incumbent works in a close and confidential capacity with the Assistant to the Secretary of Defense for Public Affairs (ASD(PA)) and with other senior defense officials.

The incumbent of this Schedule C position will have access to sensitive and frequently politically controversial information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

MAJOR DUTIES

As a member of the OASD(PA) professional staff, the incumbent provides assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary and the Deputy Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary and Deputy Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House.

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion, anticipated public reaction, etc., and must draw fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion.

In all cases, the incumbent insures that the content is in accord with and in advancement of the policies and basic philosophy of the Secretary and the Administration. The incumbent must keep abreast of current programs and policies of the Department of Defense and matters of special interest to the Secretary, including international and politico-military affairs, Defense-industry relationships, conflicts of interest, base closures in order to be immediately responsive to frequent requests for research and writing assignments.

KNOWLEDGE AND ABILITIES REQUIRED

The incumbent must have a thorough knowledge of the organization and functions of the Office of the Secretary of Defense as well as a comprehensive understanding of the mission, functions, and organization of DoD. He/she must have effective liaison with the top officials of the DoD in order to maintain policies of the Administration and must have full trust and confidence of the Assistant Secretary of Defense for Public Affairs and other Administration officials. Must be efficient in preparing speeches, presentations, or other forms of communication rapidly and effectively to present the viewpoints of the Department to a variety of audiences.

SUPERVISORY CONTROLS

The incumbent is under the very general policy guidance of the Assistant Secretary of Defense for Public Affairs. Work is performed with a high degree of independence, and is subject only to review in terms of overall effectiveness of presentation of materials and perspectives of key departmental officials.

GUIDELINES

Guidelines are few, and consist primarily of basic laws, regulations and policies governing release of information. The incumbent exercises a high degree of judgment in preparing materials, based predominantly on knowledge of the key officials' personal viewpoints, overall Administration policies, the target audience, and overall communications effectiveness.

COMPLEXITY

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary and Deputy Secretary of Defense on a range of topics to numerous diverse audiences effectively. Must assure consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments.

SCOPE AND EFFECT

In view of the national impact of DoD activities, it is essential to gauge the extent to which programs are understood by the general public and by other groups, as well as the extent to which these programs are not understood. Effective operation of the position bears directly upon the general understanding of DoD activities by the general public and a variety of interest groups.

PERSONAL WORK CONTACTS AND PURPOSE

The incumbent is in regular contact with top-ranking officials of the Department of Defense and other government agencies. These contacts are for the purpose of giving and receiving information, and preparing speeches, presentations, and other materials to persuade the audience to understand and appreciate the perspectives and viewpoints of the Secretary and Deputy Secretary as well as the Administration. The projects that result from these contacts are typically extremely sensitive and of great special interest to the Secretary and the Administration.

PHYSICAL DEMANDS

The incumbent is subject to stressful situations due to frequent short deadlines for preparation of material. May involve travel with the Secretary and Deputy Secretary to a variety of locations inside and outside the U.S. in order to prepare or revise speeches on the spot.

WORK ENVIRONMENT

Work is typically performed in an office environment, but occasionally will involve travel on commercial or military aircraft, land vehicles, etc. while accompanying the Secretary and Deputy Secretary.



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for non-responsive

Dear Ms. Bradley:

You have requested that non-responsive, a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon non-responsive current position description, your request to exclude non-responsive from reporting requirements is denied.

The position description submitted in support of the request indicates that non-responsive position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

As a member of the OASD(PA) professional staff, the incumbent provides assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House. (Page 2)

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion, anticipated public reaction, and must draw fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with

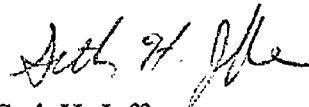
the tone and emphasis appropriate for the individual requester and the occasion.
(Page 2)

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary of Defense of a range of topics to numerous diverse audiences effectively. Must assure (sic) consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments. (Page 3)

Please advise non-responsive that he is required to submit a public financial disclosure report. The due date for his report is 45 calendar days from the date of this letter.

If you have any questions regarding this matter, please contact Michelle MaGee at 202-482-9245.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", written in a cursive style.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DDGS 17302

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqrs ☐ Field
☐ Other

4. Employing Office Location

Washington, DC

5. Duty Station

Pentagon

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☐ No

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical
☐ 2-Noncritical Sensitive ☒ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Speechwriter

GS

0301

13

TF

09-07-2010

c. Second Level Review

d. First Level Review

Speechwriter

GS

0301

13

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

non-responsive

18. Department, Agency, or Establishment

Department of Defense

c. Third Subdivision

a. First Subdivision

ASD (Public Affairs)

d. Fourth Subdivision

b. Second Subdivision

Writer's Group

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Director, Writer's Group

Signature

non-responsive

Digitally signed by SCOTT BOWEN

Date

20100903

Signature

Date

21. Classification/Job Grading Certification. I 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.

22. Position Classification Standards Used in Classifying/Grading Position

PCS Misc Admin & Prog Series, Ts-34, Jan 79
AGEG, TS-98, Aug 90

non-responsive

Suprvy Human Resources Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

non-responsive

Date

9/7/10

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Schedule C - position is established under 5 CFR 213.3306

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265 Previous Edition Usable 5008-106

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

SPEECH WRITER (GS-0301-13)

INTRODUCTION

The position is located in the office of the Assistant Secretary of Defense for Public Affairs (OASD (PA)). The incumbent works in a close and confidential capacity with the Special Assistant for Speechwriting (Chief Speechwriter), the Deputy Assistant Secretary of Defense for Public Affairs (Press Secretary), the Assistant Secretary of Defense for Public Affairs and the with other senior defense officials.

The incumbent of this Schedule C position will have access to sensitive information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

MAJOR DUTIES

As a member of the OASD/PA professional staff, the incumbent provides assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House.

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion, anticipated public reaction, and must draw fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion.

In all cases, the incumbent ensures that the content is in accord with and in advancement of the policies and basic philosophy of the Secretary and the Administration. The incumbent must keep abreast of current programs and policies of the Department of Defense and matters of special interest to the Secretary, including international and politico-military affairs, Defense-industry relationships, conflicts of interest, base closures in order to be immediately responsive to frequent requests for research and writing assignments.

KNOWLEDGE AND ABILITIES REQUIRED

The incumbent must have a thorough knowledge of the organization and functions of the Office of the Secretary of Defense as well as a comprehensive understanding of the DoD mission, functions, and organization of DoD. He/she must have effective liaison with the top officials of the DoD in order to maintain policies of the Administration and must have full trust and confidence of the Assistant Secretary of Defense for Public Affairs and other Administration officials. Must be efficient in preparing speeches, presentations, or other forms of communication rapidly and effectively to present the viewpoints of the Department to a variety of audiences.

SUPERVISORY CONTROLS

The incumbent is under the very general policy guidance of the Assistant Secretary of Defense for Public Affairs. Work is performed with a high degree of independence, and is subject only to review in terms of overall effectiveness of presentation of materials and perspectives of key departmental officials.

GUIDELINES

Guidelines are few, and consist primarily of basic laws, regulations and policies governing release of information. The incumbent exercises a high degree of judgment preparing materials, based predominantly on knowledge of the key officials' personal viewpoints, overall Administration policies, the target audience, and overall communications effectiveness.

COMPLEXITY

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary of Defense on a range of topics to numerous diverse audiences effectively. Must assure consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments.

SCOPE AND EFFECT

In view of the national impact of DoD activities, it is essential to gauge the extent to which programs are understood by the general public and by other groups, as well as the extent to which these programs are not understood. Effective operation of the position bears directly upon the general understanding of DoD activities by the general public and a variety of interest groups.

PERSONAL WORK CONTACTS AND PURPOSE

The incumbent is in regular contact with top-ranking officials of DoD and other government agencies. These contacts are for the purpose of giving and receiving information, and preparing speeches, presentations, and other materials to persuade the audience to understand and appreciate the perspectives and viewpoints of the Secretary as well as the Administration. The projects that result from these contacts are typically extremely sensitive and of great special interest to the Secretary and the Administration.

PHYSICAL DEMANDS

The incumbent is subject to stressful situations due to frequent short deadlines for preparation of material. May involve travel with the Secretary to a variety of locations inside and outside the United States in order to prepare or revise speeches on the spot.

WORK ENVIRONMENT

Work is typically performed in an office environment, but occasionally will involve travel on commercial, military aircraft, or land vehicles, etc. while accompanying the Secretary .



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for **non-responsive**

Dear Ms. Bradley:

You have requested that **non-responsive**, a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon **non-responsive**'s current position description, your request to exclude **non-responsive** from reporting requirements is denied.

The position description submitted in support of the request indicates that **non-responsive**'s position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

The incumbent serves as the sole communications advisor and speechwriter for the Under Secretary of Defense for Policy (USD(P)). He/she researches, writes and edits a variety of materials, based upon knowledge of the USD(P)'s priorities and subject matter input provided by Assistant Secretary of Defense and Deputy Under Secretary of Defense offices within OUSD(P). Materials produced include speeches, articles, news releases and other products as directed by USD(P). The incumbent gathers, develops and checks the accuracy of information from a wide range of sources; analyzes and selects pertinent information; drafts and revises text; clears materials with other DoD and inter-agency stakeholders; and edits information for clarity and consistency of style. The incumbent determines the overall length and tone based on the objectives and audience as well as the overall organization and presentation of the finished product. He/she also prepares or arranges for graphics to support presentations. He/she also determines the requisite nature of background information and data and other support required by the USD(P) to prepare for public appearances. (Page 2)

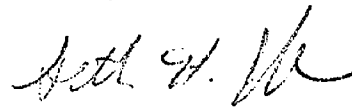
In support of OUSD(P)'s legislative objectives, the incumbent prepares congressional testimony, information papers and other written products on a wide variety of national security, defense policy and budget issues for Members of Congress, congressional and committee staffers and audiences at the highest level of the Department of Defense's civilian and military leadership. ...The work requires a high level of expertise to ensure that complex, potentially controversial and politically sensitive issues are appropriately articulated because the final products constitute authoritative statements by the USDP. (Page 2)

The incumbent will plan and conduct analyses of vital defense policies which are of national or international interest, scope, and impact; generate and apply new hypotheses and concepts in the evaluation of complex national security and defense public policy questions; anticipate the nature and direction of public policy questions posed by different audiences; and organize and present options for the (sic) use by appropriate policymaking bodies and decision makers. The incumbent's work will provide USDP with authoritative information and analyses and provide a basis to influence and make decisions affecting major current and long-range policies and proposals. (Page 4)

Please advise **non-responsive** that he is required to submit a public financial disclosure report. The due date for his report is 45 calendar days from the date of this letter.

If you have any questions regarding this matter, please contact Michelle MaGee at 202-482-9245.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe".

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

DDG517311

2. DPM Certification No.

2. Reason for Submission

☐ Redescription ☒ New ☒ Hdqrs ☐ Field
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqrs ☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Arlington, VA

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☒ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☐ Competitive ☒ Excepted (Specify in Remarks)

11. Position is

☐ Supervisory ☐ Managerial ☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical ☐ 2-Noncritical Sensitive ☒ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Sr Communications Advisor for USDP

GS

301

15

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

non-responsive

18. Department, Agency, or Establishment

Department of Defense

c. Third Subdivision

a. First Subdivision

Office of the Secretary of Defense

d. Fourth Subdivision

b. Second Subdivision

Under Secretary of Defense for Policy

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Under Secretary of Defense for Policy

Signature

Date

non-responsive 15 2010

Signature

Date

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

HR SPECIALIST

non-responsive

Date

11/17/10

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Excepted Service/Schedule C iaw 5 CFR 213.3306

5. Description of Major Duties and Responsibilities (See Attached)

N 7540-00-834-4285

Previous Edition Usable

5008-108

OF 6 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

**POSITION DESCRIPTION
SENIOR COMMUNICATIONS ADVISOR
FOR THE UNDER SECRETARY OF DEFENSE (POLICY)
GS-301-15**

INTRODUCTION

This position is located in the Office of the Under Secretary of Defense for Policy (OUSD(P)). The USDP is the Principal Staff Assistant to the Secretary and Deputy Secretary of Defense on all matters concerning the formulation of national security and defense policy and the integration and oversight of DoD policy and plans to achieve national security objectives. The incumbent will have access to highly confidential, sensitive and frequently politically controversial information and must be a person in whom the USDP has complete trust and confidence. This close relationship is that of a confidential nature.

MAJOR DUTIES

The incumbent serves as the sole communications advisor and speechwriter for the Under Secretary of Defense for Policy (USD(P)). He/she researches, writes and edits a variety of materials, based upon knowledge of the USD(P)'s priorities and subject matter input provided by Assistant Secretary of Defense and Deputy Under Secretary of Defense offices within OUSD(P). Materials produced include speeches, articles, news releases and other products as directed by USD(P). The incumbent gathers, develops and checks the accuracy of information from a wide range of sources; analyzes and selects pertinent information; drafts and revises text; clears materials with other DoD and inter-agency stakeholders; and edits information for clarity and consistency of style. The incumbent determines the overall length and tone based on the objectives and audience as well as the overall organization and presentation of the finished product. He/she also prepares or arranges for graphics to support presentations. He/she also determines the requisite nature of background information and data and other support required by the USD(P) to prepare for public appearances.

In support of OUSD(P)'s legislative objectives, the incumbent prepares congressional testimony, information papers and other written products on a wide variety of national security, defense policy and budget issues for Members of Congress, congressional and committee staffers and audiences at the highest level of the Department of Defense's civilian and military leadership. These projects serve a multitude of purposes and generally are in response to high-priority tasking from the Secretary or Deputy Secretary of Defense or Congress and often require extremely quick turnaround time. The work requires a high level of expertise to ensure that complex, potentially controversial and politically sensitive issues are appropriately articulated because the final products constitute authoritative statements by the USDP.

The incumbent will also help the USDP proactively identify speaking opportunities and target audiences in the public, private, and think tank sectors to convey key defense policies and initiatives under USDP's purview.

Given the potential impact and visibility of the work and the wide diversity of audiences, the incumbent frequently must revise presentation guidelines or procedures to ensure timely issuance of products and response to deadlines. The incumbent should establish new formats as needed, to ensure clear and concise presentation of material, and should disseminate them to OUSD(P) staff.

The incumbent edits documents prepared by other policy organizations for accuracy and completeness of subject matter, conformance with the USD(P)'s viewpoints and editorial style, logical organization and persuasive presentation. He/she also ensures that classified documents have appropriate markings and handling instructions.

The incumbent coordinates, as appropriate, with senior officials in the Offices of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)) and Assistant Secretary of Defense (Legislative Affairs) (OASD(LA)) to ensure consistency with DoD's policies, programs and priorities regarding complex, politically sensitive and potentially controversial national security and defense policy issues.

The incumbent represents the USD(P) in professional contacts with the White House staff, members of other Departments, members and staffs of Congress, leaders of private industry and the media, and others of similar positions of leadership. He/she establishes and maintains close and effective liaison relationships with officials of those bodies mentioned, plus key staff members of various Congressional committees and subcommittees. He/she serves as a spokesperson for the USD(P) in meetings or other forms of personal contact to communicate decisions, viewpoints, and requirements.

Factor 1-Knowledge Required by the Position – Level 1-8, 1550 points

The incumbent should possess a mastery of a range of specialized areas within the Defense, National Strategic Policy, OSD organizational structure, and related political science disciplines and their relationship to public issues or programs. The incumbent's interpersonal and administrative skills should be sufficient to organize and coordinate thorough, systematic, professional efforts which may involve multidisciplinary approaches, to meet established and anticipated needs of decision makers. The incumbent should possess a high level of writing and editing expertise and complete command of sources and research methods to develop authoritative information on significant, complex, politically sensitive and potentially controversial national security, defense policy and other DoD programs and functions. The incumbent should have knowledge of current writing and publishing technology and applications to provide appropriate support for presentations.

Factor 2-Supervisory Controls – Level 2-5, 650 points

Because the incumbent is considered OUSD(P)'s expert in writing and editing, the supervisor provides only administrative direction. Overall assignments are made in terms of broadly defined statements of policies and objectives. The incumbent independently develops the approach to assignments and adjusts the scope as needed to achieve the supervisor's objectives. He/she is responsible for planning, coordinating, carrying out projects and informing the supervisor of progress as appropriate. USDP will expect that the incumbent's work will be technically accurate and not in need of significant substantive review.

Factor 3-Guidelines – Level 3-5, 650 points

The incumbent may expect that his/her work guidelines will consist of basic legislation, broad agency policy statements, and general references by the USD(P) regarding the desired message of written and oral communications. There may not be precedents for unusual and sensitive situations. The incumbent must exercise considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, develop, and present authoritative information or analyses on controversial and nationally important subjects to persons with conflicting views.

Factor 4-Complexity – Level 4-6, 450 points

The incumbent should be able to evaluate, interpret, and synthesize complex and sensitive policies and projects across offices and remain cognizant of which may have bearing on public interest considerations. Problems are often undefined at the outset of the assignment, and variables to be considered often cross disciplinary lines. New hypotheses and concepts may have to be generated and applied to propose solutions to critical and challenging problems. The incumbent's products will aid the USD(P) in presenting policy positions and messages of national or international significance. The incumbent organizes and presents policy options, and often is required to anticipate the direction of policy questions posed by different audiences.

*direct supervision
general policies*

Factor 5-Scope and Effect – Level 5-6, 450 points

The incumbent will plan and conduct analyses of vital defense policies which are of national or international interest, scope, and impact; generate and apply new hypotheses and concepts in the evaluation of complex national security and defense public policy questions; anticipate the nature and direction of public policy questions posed by different audiences; and organize and present options for the use by appropriate policymaking bodies and decision makers. The incumbent's work will provide USDP with authoritative information and analyses and provide a basis to influence and make decisions affecting major current and long-range policies and proposals.

*7 7
3 3*

Factor 6-Personal Contacts – Level 6-4, 110 points

The incumbent's personal contacts will include OSD policy officials and their senior staff; executive level appointees and their senior staff; Members of Congress and their senior staff; senior staff of congressional committees; high-level policy analysis and program staff in other agencies; high ranking state and local officials; and individuals of recognized professional standing in academic, research, professional, and national and international public interest and media organizations. Contacts are often characterized by their unstructured settings, by the presence and participation of policymaking support staff, by the flexibility of approach and breadth of subject matter, and by the need to establish during the contact the role and authority of the participants. Contacts with specific policymakers and senior staff are usually frequent and recurring since the incumbent works in a liaison capacity and as a personal representative of the USD(P). Contacts may be initiated by other parties as well as by the incumbent.

Factor 7-Purpose of Contacts – Level 7-4, 220 points

The incumbent will present information and balanced analyses on complex national security and defense policy issues to policymakers and varied audiences with an interest in those issues; participate in conferences, meetings, or presentations involving problems or public policy issues of national or international consequence or importance that are complex, potentially controversial and politically sensitive; establish and maintain liaison with executive branch appointees and/or Members of Congress and their respective staffs on issues of mutual interest and concern; influence and educate policymakers and varied audiences on these issues; correlate professional knowledge and expertise with public policy questions; coordinate analytical efforts for the solution of important public policy questions; and confer with and advise policymakers and their staffs on legislative approaches to national issues (including assistance during congressional hearings).

Factor 8-Physical Demands – Level 8-1, 5 points

The work is sedentary; it is usually accomplished while the incumbent is comfortably seated at a desk or table. There is some walking and some travel to meetings and conferences away from the worksite.

Factor 9-Work Environment – Level 9-1, 5 points

The work environment includes the array of risks and discomforts normally found in offices, conference rooms, libraries, and similar settings in public buildings. Frequent overtime work, and travel with the USD(P) within the U.S. and overseas is required.

Total Points = 4090; GS-15 range – 4055-higher



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

January 10, 2014

Shira Pavis Minton
Ethics Counsel and
Designated Agency Ethics Official
U.S. Securities and Exchange Commission
100 F Street NW.
Washington DC 20549

SUBJECT: Request for exclusion from disclosure reporting requirements for non-responsive

Dear Ms. Minton:

You have requested that non-responsive, a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon non-responsive's current position description, your request to exclude non-responsive from reporting requirements is approved.

You stated and the position description submitted in support of your request reflects that non-responsive's position, Information Technology Specialist, has no policy-making role with respect to agency programs and, therefore; we find that the position meets the exclusion criteria. Accordingly, the position is hereby excluded from the public financial disclosure reporting requirement of Title I of the Ethics in Government Act of 1978, as amended.

The exclusion applies to all subsequent incumbents who fill the position unless the duties of the position change. Because the position description may not change for several years, we recommend attaching this document to the position description to avoid inadvertent destruction that might occur in accordance with record retention policies.

If you have any questions regarding this matter, please contact Doug Chapman at 202-482-9223.

Sincerely,

Barbara Mullen-Roth
for

Joseph E. Gangloff
Deputy Director for Compliance



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549

OFFICE OF
ETHICS COUNSEL

January 6, 2014

Walter M. Shaub, Jr., Director
U.S. Office of Government Ethics
1201 New York Ave., N.W., Suite 500
Washington, D.C. 20005-3917

RE: Request to Exclude Schedule C Position from OGE Form 278 Filing

Dear Mr. Shaub,

Pursuant to 5 C.F.R. 2634.203, the Director of the Office of Government Ethics has the authority to exclude certain Schedule C positions from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. I am requesting that you grant such an exemption for the Commission's Schedule C position listed below because this position has no policy role with respect to agency programs and the duties are similar to those of the Commission's Confidential Assistants, who OGE has exempted from filing an OGE Form 278.

non-responsive

Information Technology Specialist
Office of Chair White
SK-2210-11

A copy of the position description is enclosed. If you have any questions, please feel free to contact Cheryl Smith, of my staff, at 202-551-5009, or me at 202-551-7938.

Sincerely,

A handwritten signature in black ink, appearing to read "Shira Pavis Minton".

Shira Pavis Minton
Ethics Counsel and
Designated Agency Ethics Official

Enclosure



POSITION DESCRIPTION

Position Title: Information Technology Specialist
Pay Plan: SK
Supervisory Status: Nonsupervisory
FLSA Status: Nonexempt

PD Number: 0368X00
Series/Grade: 2210-11
Position Sensitivity: Moderate Risk
FPL: 11

The attached position description has been reviewed by the Supervisor/Manager to assure that the major duties are assigned and performed by the employee. The Office of Human Resources is certifying that this review has been accomplished.

Classification/Job Grading Certification: I certify that this position has been classified/graded as required by P.L. 107-123 and in accordance with SEC's Universal Classification Standards.

non-responsive

FEB 14 2013

Signature of Person Authorized to Establish and Classify position
Name:
Title:

Date

Remarks:

U.S. Securities and Exchange Commission
Information Technology Specialist, SK-2210-11
Job Number: 0368X00

INTRODUCTION

The mission of the U.S. Securities and Exchange Commission (SEC) is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation.

The employee is assigned to an office or division within the Headquarters or a regional office and provides information technology support SEC programs and operations.

DUTIES

Provides day-to-day support for an SEC organization staff and management in the use of automated equipment and applications. Works closely with the agency OIT and end users to identify and resolve problems as they relate to the functioning and integrating of hardware (laptop PC's, desktops, printers, etc.) or with the use of software, both commercial off-the-shelf and agency-developed software.

Supports an assigned SEC office performing a variety of IT operations. Installs, configures, and maintains the operating systems or segments of a system environment including systems servers and operating systems software on which application programs run. Ensures reliability and optimal availability of applications. Identifies problems and specific issues, conducts preliminary analyses of systems, and resolves or works with the agency OIT to correct the problem. Upgrades, maintains, and repairs a wide range of computer equipment and peripheral devices.

Implements, coordinates, and/or maintains procedures to protect the integrity and confidentiality of systems, networks, and data for an assigned organization. Implements and coordinates activities designed to ensure, protect, and restore IT systems, services, and capabilities. Monitors and evaluates system compliance with IT security requirements in the development and operation of network systems.

Assists users in the configuration of agency-owned laptops and desktops to ensure that users are in compliance with prescribed agency standards and policies. Develops or maintains a database of documented actions and solution of end-user problems. Develops end-user documentation or guides as necessary to disseminate newly developed information to office staff.

Develops, customizes, or acquires application software programs to meet technical and functional requirements. Designs and develops efficient and effective applications through optimal use of reusable components. Tests, debugs, and maintains software programs, ensuring that applications comply with regulatory requirements and are consistent with current and planned infrastructure and data environments.

Optimizes system performance, installs, reinstalls, configures, recovers lost data files, and provides data conversion service. Provides virus protection and detection services, and identifies and removes any unauthorized software

Designs and maintains data management systems and/or databases to meet current and future requirements of the organization and its customers. Develops complex queries and reports, data dictionaries, data repositories, and/or other data management tools. Provides assistance and support for LAN and web operations.

Researches various training and publication sources including vendor-provided and others, and acquires and maintains a good working knowledge of currently available IT technologies.

Responds to requests and provides information to SEC managers. Assists with reviews of operational procedures to ensure that functions and responsibilities are accomplished efficiently and effectively. Provides support and assistance in the development of formal reports and the implementation of improvements to sites.

Performs other duties as assigned.

FACTORS

Factor 1. Requirements

Knowledge of techniques, methods, and procedures required to acquire, install, modify, integrate, maintain, and repair software and hardware computer systems.

Knowledge of various diagnostic and utility software, operating systems software, and interaction of the various hardware and software components to aid in troubleshooting, problem solving, and debugging of computer systems, as well as the installation of systems and programs.

Knowledge of the capabilities, capacities, and limitations of a variety of hardware to include mainframe, minicomputer, and personal computers (microcomputers) to assist staff in the assessment of computer-generated information.

Knowledge of the basic functions of MS DOS, UNIX, and MS Windows operating systems in order to interrelate applications of programs to operating system functions for workstations on the Local Area Network (LAN).

Knowledge of and experience with software suites such as Word, PowerPoint, Exchange, Excel, Scheduler, and Access to provide full end-user support.

Knowledge of a range of functions of data communication software packages and ability to provide technical support to staff in the use of data communication software.

Communication skills to convey technical information both orally and in writing. Skill in presenting technical findings in meetings and briefings.

Strong interpersonal skills to interact effectively with SEC senior officials, supervisors, co-workers, and the public.

Factor 2. Supervision

Works under general supervision of the unit supervisor. The employee and supervisor, in consultation, develop the overall objectives, priorities, and deadlines. The employee plans and carries out assignments, resolving most of the conflicts that arise, coordinating with others as necessary, and interpreting standards, regulations, and policy on own initiative, while keeping the supervisor informed of progress and potential controversies. The employee is responsible for the accuracy of all work products. Work is subject to review for soundness of approach and consistency with governing policies, procedures, and regulations of the agency.

Factor 3. Guidelines

Guidance is provided by SEC regulations, industry standards and pamphlets, and federal regulations and guidance. The employee must use these general guidelines and adapt them to the assigned systems. The employee is required to use good judgment in making decisions when developing new approaches of operation and interpreting guidance.

Factor 4. Complexity

Work performed requires attention to detail in order to insure that products perform and conform to the user requirements and that the resulting detailed documentation is complete in every aspect. The employee must be able to analyze and identify the causes of varying software or hardware problems and to identify the changes necessary to correct the problem(s) in a timely manner. One of the most complex aspects of the work involves the variety of operating systems and applications being utilized by the agency. The employee receives guidance and assistance from other computer specialists or the supervisor when complex situations arise.

Factor 5. Scope and Effect

Work involves conducting a variety of tasks in several functional areas. Employee uses standard methods to resolve conventional problems and issues. Examples of the scope of such work include the use of conventional IT methods and standard procedures to support the office and assure compliance with regulations and adherence to accepted IT principles and management practices; the application of specific rules, regulations, principles, and procedures associated with all phases of the work for the assigned activities; the application of specific IT regulations, principles, and procedures associated with all phases of assigned activities. The work affects SEC programs and activities.

Factor 6. Personal Contacts

Contacts are with a variety of offices within SEC and other government agencies. The purpose of the contacts is to provide the program/project managers with information and advice on the status of their programs, exchange information and provide advice on the requirements and written procedures; prioritize and accomplish urgent requests from responsible program managers; compile data for review/research; and resolve difficult site problems.

Douglas L. Chapman

From: Smith, Cheryl D. [SmithCh@SEC.GOV]
Sent: Thursday, January 09, 2014 11:03 AM
To: Douglas L. Chapman
Cc: Minton, Shira
Subject: non-responsive

Hello Doug,

Thank you for reviewing our Schedule C exemption request for non-responsive. My responses to your questions are below:

1. What is the GS salary equivalent to non-responsive's SK-2210-11 pay? non-responsive's series 2210 is an IT Specialist and his minimum base pay as an SK-11 is \$54,558. His base pay is equivalent to a GS-9, Step 10 (\$54,570).
2. Based on non-responsive's position description (pg 1, 1st sentence of last paragraph), which reads: "Develops, customizes, or acquires application software programs to meet technical and functional requirements.", does he make purchasing recommendations or decisions, or does he act as a COTR? I have confirmed that non-responsive does not make purchasing recommendations or decisions, and he does not act as a COTR.

Please let me know if you have any further questions.

Thank you,

Cheryl D. Smith

Securities and Exchange Commission

Office of the Ethics Counsel

Management & Program Analyst for Public Financial Disclosure Reports (278/278T)

100 F Street, N.E., (Suite/Mail Stop 9150 SP2)

Washington, D.C. 20549

Phone: (b)(6)

Fax: (b)(6)

A candle loses nothing by lighting another candle



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

February 7, 2014

Cheryl Kane-Piasecki
Alternate Designated
Agency Ethics Official
U.S. Office of Government Ethics
1201 New York Ave., NW., Suite 500
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for [non-responsive]
[redacted]

Dear Ms. Kane-Piasecki:

You have requested that [non-responsive], a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon [non-responsive]'s current position description, your request is approved.

Your letter states that [non-responsive]'s GS-09 position has no policy-making role. The description of the position does not indicate the possibility of promotion beyond GS-09. Approval of your request to exclude [non-responsive] from reporting requirements is granted as long as the position remains graded at the GS-09 level and there is no promotion potential within the position. In the event that either of these conditions changes, the approval to exclude [non-responsive] from public financial disclosure reporting requirements would be revoked. If appropriate, you could then request a new exclusion.

The exclusion and its conditions apply to all subsequent incumbents who fill the position unless the duties or grade and promotion potential of the position change. Because the position description may not change for several years, we recommend attaching this document to the position description to avoid inadvertent destruction that might occur in accordance with record retention policies.

If you have any questions regarding this matter, please contact Doug Chapman at 202-482-9223.

Sincerely,

Barbara V. Kullen-Roth for

Joseph E. Gangloff
Deputy Director for Compliance



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

February 6, 2014

Walter M. Shaub, Jr., Director
U.S. Office of Government Ethics
1201 New York Ave., NW., Suite 500
Washington, D.C. 2005-3917

RE: Request to Exclude Schedule C Position from Public Filing

Dear Mr. Shaub,

Pursuant to 5 C.F.R. section 2634.203, the Director of the Office of Government Ethics has the authority to exclude certain Schedule C positions from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act, as amended. I am requesting that you grant such an exclusion to the Schedule C position listed below because this position has no policy role with respect to agency programs.

non-responsive
Confidential Assistant
Office of the Director
GS-301-09

A copy of the position description is attached. Please contact me if you have any questions about this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Cheryl Kane-Piasecki", is written over a circular stamp. The signature is fluid and cursive.

Cheryl Kane-Piasecki
Alternate DAEO

Attachment

CONFIDENTIAL ASSISTANT
GS-301-09
PD# 14E212

INTRODUCTION

This position functions as a Confidential Assistant to the Director, Office of Government Ethics. The position requires a highly confidential working relationship with the Director in order to successfully carry out the duties assigned. The performance of the assignments requires an intimate knowledge of the views, plans, and interests of the Director. The incumbent will be expected to reflect his/her supervisor's philosophies in the performance of duties.

MAJOR DUTIES

The incumbent is responsible for a variety of special and confidential assignments of a sensitive nature relating to the supervisor's concerns with policy and program issues involving contacts with senior officials at OGE, and other Federal agencies. The incumbent assists in studies involving confidential matters of impact and importance to the initiatives of the organization. The incumbent communicates important developments in order to assist the supervisor in providing current, accurate information. The incumbent keeps abreast of current programs and planned activities through program reports, correspondence, program instruction and relevant data.

The incumbent gathers information involving procedural data for program planning, acts as a liaison, advises others of the supervisor's viewpoints, clarifies instructions, and ascertains the progress of assignments when appropriate.

The incumbent attends staff meetings and conferences, ensuring that the supervisor is fully briefed on agenda items and has all pertinent background information. Independently locates, assembles, prepares and disseminates needed documents in advance when possible and prepares reports of meetings. Coordinates any follow-up actions on matters resulting from meetings and personally tracks the progress of items of immediate concern to the Director.

The incumbent reviews and screens correspondence of a confidential, personal or sensitive nature and assures that responses reflects the approach, style and views and policies of the Office of Government Ethics and the Director.

The incumbent has access to personal, confidential and sensitive material and exercises a high degree of discretion and tact with respect to the nature of these materials. The performance of these duties requires knowledge of the principles, policies, and methods applicable to the special assignments given in order to achieve the results expected by the Director. The incumbent must select appropriate techniques and methods to solve problems and improve effectiveness.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (LEVEL 1-6, 950 POINTS)

Knowledge of the theory and principles of management including administrative practices and procedures common to organizations, and standard qualitative and quantitative analytical techniques. Skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. Skill in conducting interviews with supervisors and employees to obtain information about organizational missions, functions, and work procedures. Knowledge of the duties, priorities, commitments, policies, and goals of the Director and the senior staff.

Skill in advising and instructing secretaries concerning such matters as directives, reports, correspondence and telephone procedures. Knowledge of grammar, spelling, punctuation and required formats.

FACTOR 2 - SUPERVISORY CONTROLS (LEVEL 2-3, 275 POINTS)

The supervisor assign projects in terms of issues, organizations, functions, or work process to be studied and sets deadlines for completing work. The employee plans, coordinates, and carries out the success steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects. Work is reviewed for conformance with overall requirements as well as contribution to the objectives of the study or assignment. Complete work products are also reviewed for consistency with reports, summaries, justification information, etc.

FACTOR 3 – GUIDELINES (LEVEL 3-3, 275 POINTS)

Guidelines consist of standard reference material, texts, and manuals covering the application of analytical methods and techniques (statistical, descriptive or evaluative) and instructions and manuals covering the subjects involved (e.g., organizations, equipment, procedures, policies, and regulations).

Analytical methods contained in the guidelines are not always directly applicable to specific work assignments. However, precedent studies of similar subjects are available for reference. The incumbent uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. The incumbent analyzes the subject and the current guidelines which cover it (e.g., workflow, delegations of authority, or regulatory compliance) and makes recommendations for changes.

FACTOR 4 – COMPLEXITY (LEVEL 4-3, 150 POINTS)

The work principally involves dealing with problems and relationships of a procedural nature rather than the substance of work operations, issues, or other subjects studied. The incumbent analyzes the issues in the assignment, then selects and applies accepted analytical techniques such as task analysis, work simplification, work-flow

charts, workload measurement, and trend analysis to the resolution of procedural problems affecting the efficiency, effectiveness, or productivity of the organization and/or workers studied.

Findings and recommendations are based upon analysis of work observations, review of production records or similar documentation, research of precedent studies, and application of standard administrative guidelines (e.g., staffing guidelines or performance and production standards).

FACTOR 5 - SCOPE AND EFFECT (LEVEL 5-3, 150 POINTS)

The purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. The employee analyzes work processes and makes recommendations to resolve situations in work-flow, office rules and regulations and administrative procedures. Completed reports and recommendations influence decisions by managers concerning the internal administrative operations of the organizations and administrative activities.

FACTORS 6 - PERSONAL CONTACTS (LEVEL 6-2, 75 POINTS COMBINED)

Personal contacts are with agency staff, representatives of various groups, and the general public in moderately structured settings.

FACTOR 7 – PURPOSE OF CONTACTS (LEVEL 7-B)

The purpose of internal contacts is to provide advice to managers and administrative support employees on program related issues and concerns. Contacts typically involve such matters as identification of decision-making alternatives, or recommendations for resolving administrative problems.

Contacts with others typically involve coordination of schedules, conferences and responding to requests for information.

FACTOR 8 - PHYSICAL DEMANDS (LEVEL 8-1, 5 POINTS)

The work is primarily sedentary. It occasionally requires carrying light objects such as files, books and papers. No special physical qualifications are required.

FACTOR 9 - WORK ENVIRONMENT (LEVEL 9-1, 5 POINTS)

The work is performed in an office setting.

1885 Points



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Confidential Assistant to the Deputy USTR (GS7/9)

Dear Ms. Kaye:

You have requested that the position of Confidential Assistant to the Deputy USTR (GS7/9), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

The incumbent assists the DUSTR on a variety of ad hoc administrative, policy matters and special projects.

...the incumbent has continual access to highly sensitive information in carrying out duties, and must be responsive to the DUSTR's guidance with respect to maintaining the confidentiality as well as the effectiveness of his work.

Incumbent facilitates the interchange of information, proposals and ideas within the Office. Develops an effective operational relationship and ensures that USTR policy development is coordinated with EOP offices, executive agencies, Congress, Public Interest Groups and State and Local Governments, as appropriate, and advises the DUSTR of the parties' interest.

Coordinates and monitors project planning and assignments within the office and advises the DUSTR on priorities. Incumbent attends staff meetings and reports on matters related to own areas of responsibility and follows up on issues raised requiring further research. Also offers useful suggestions where appropriate.

The incumbent receives incoming telephone calls for the Deputy U.S. Trade Representative... When the calls involve matter on which the Ambassador will require background information, incumbent tactfully postpones the conversation, obtains required information, and presents it to supervisor prior to informing him of the pending call.

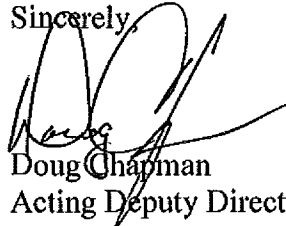
At own initiative, the incumbent informs staff members of developments in conferences or meetings and makes arrangements for the implementation of commitments made to supervisor.

Recognizing the need for a response, and the Ambassador's views and desires, the incumbent drafts letters of acknowledgement, commendation, notification, etc.

Incumbent develops material for the Ambassador's use in public speaking engagements.

Please advise the position's incumbent (if applicable) to submit a public financial disclosure report. The due date for the report is 45 calendar days from the date of this letter. If you have any questions regarding this matter, please contact me at 202-482-9223

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", is written over the printed name and title.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription

☒ New

3. Service

☒ Hdqtrs

☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

☐ Reestablishment

☐ Other

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☒ Exempt

☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel

☐ Financial Disclosure

☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes

☐ No

10. Position Status

☐ Competitive

☒ Excepted (Specify in Remarks)

☐ SES (Gen.)

☐ SES (GR)

11. Position Is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive

☐ 2-Noncritical Sensitive

☒ 3-Critical

☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Confidential Assistant to the Deputy USTR

AD

0301

00*

☒

7/25/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

non-responsive

18. Department, Agency, or Establishment

Executive Office of the President

a. Third Subdivision

a. First Subdivision

Office of the U.S. Trade Representative

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive, Acting Deputy U.S. Trade Representative

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

7/25/14

Signature

Date

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive, Acting Director, USTR Office of Human Resources

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; Primary Standard

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

* AD position duties described in this Assistant to the Deputy USTR PD are equivalent to the GS-09 grade level.

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
- 3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- 6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- 7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- 8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- 9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
- 11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
- 12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

- For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.

- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Confidential Assistant
AD-301 (equivalent to GS-301-9)

MAJOR DUTIES

The incumbent serves as an aide and confidential assistant to the Deputy United States Trade Representative (DUSTR). The DUSTR has the title of Ambassador and an Executive Level III. The incumbent assists the DUSTR on a variety of ad hoc administrative, policy matters and special projects. As an assistant to the DUSTR, incumbent participates in the management of the supervisor's program by managing internal nontechnical affairs and administrative activities of the office of the DUSTR. Coordinates projects which involve daily contact, with other Cabinet officers, senior White House staff, members of Congress, ranking foreign government representatives and senior private sector executives. Duties require a broad knowledge of the DUSTR's policies, views, and special interests.

The Confidential Assistant to the DUSTR serves as a close personal assistant, and as such, must be a person in whom the DUSTR has complete trust and confidence. In this capacity, the incumbent has continual access to highly sensitive information in carrying out duties, and must be responsive to the DUSTR's guidance with respect to maintaining the confidentiality as well as the effectiveness of his work.

1. Administers the means for which the DUSTR can effectively monitor and coordinate the efforts of the staff. Incumbent facilitates the interchange of information, proposals and ideas within the Office. Develops an effective operational relationship and ensures that USTR policy development is coordinated with EOP offices, executive agencies, Congress, Public Interest Groups and State and Local Governments, as appropriate, and advises the DUSTR of the parties' interest.
2. Incumbent is responsible for assisting the DUSTR with staff management and guidance. Recommends changes in office policy. Coordinates and monitors project planning and assignments within the office and advises the DUSTR on priorities. Incumbent attends staff meetings and reports on matters related to own areas of responsibility and follows up on issues raised requiring further research. Also offers useful suggestions where appropriate.
3. The incumbent receives incoming telephone calls for the Deputy U.S. Trade Representative, determining the identity of the caller and nature of the call. Many of the calls must be diverted. Determines which in own judgment must be directed to supervisor, which can be handled personally, and which can be referred elsewhere. When the calls involve matter on which the Ambassador will require background information, incumbent tactfully postpones the conversation, obtains required information, and presents it to supervisor prior to informing him of the pending call.

4. The incumbent makes arrangements for conferences on a world-wide basis, including the acquisition of required space, people, time, etc. Informs all participants of topics to be discussed and provides background information and material to them. Incumbent may be called upon to provide summary papers and compose detailed accounts of any such conferences. At own initiative, the incumbent informs staff members of developments in conferences or meetings and makes arrangements for the implementation of commitments made by supervisor. The incumbent keeps informed of the current status of work in progress through the Office of the United States Trade Representative and is responsible for channeling such information to supervisor when it desirable to do so.
5. Incumbent receives all incoming mail, determining what can be handled personally and forwards the remainder, with appropriate notations, to those staff members who are to be held responsible for a response. Assures the follow-ups are made in a reasonable length of time. Incumbent reviews all replies to correspondence for the Ambassador and the staff.
6. Incumbent keeps supervisor's calendar, establishing priorities, refusing appointments, etc. Using own initiative, the incumbent arranges for other staff members to serve as the representative of the Ambassador for official function where he/she feels it is desirable to do so.
7. Incumbent acts as a liaison between the Ambassador and the staff in the scheduling of briefings, interagency meetings, and foreign negotiations.
8. Recognizing the need for a response, and the Ambassador's views and desires, the incumbent drafts letters of acknowledgement, commendation, notification, etc.
9. Incumbent assists with the selection of clerical, stenographic, and secretarial employees in supervisor's organization, and assists with the assignment selection, etc. Incumbent coordinates other personnel actions, at the Ambassador's request, with the administrative staff. In addition to personnel actions, the incumbent assures that all types of administrative coverage is made for the office of the Ambassador such as telephone changes, computer services, payment of invoices, acquisition of furniture, etc. Incumbent maintains a knowledge of purchase chargeable to representation funds and composes memoranda to the administrative staff regarding expenditures from that account.
10. Incumbent insures that all official social obligations are met. Arranges luncheons, issues invitations, insures proper seating arrangements in accordance with standard protocol, invites guest speakers, etc. Settles accounts with restaurants, clubs or caterers as necessary.
11. Incumbent develops material for the Ambassador's use in public speaking engagements. After ascertaining subject matter, coordinates background papers

with the staff. Assures that previous biographical data and other materials are sent to the group before which the Ambassador is to speak.

12. Incumbent makes all of the travel arrangements for the Ambassador including, when appropriate, coordination with the White House for Military transportation. Incumbent may be requested to travel with the Ambassador as necessary.
13. The incumbent supervises secretarial personnel within the Office and coordinates overall activity within the Office.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

1. Ability to ascertain detailed knowledge of on-going USTR programs and staff assignments.
2. Thorough knowledge and familiarity with the activities of the Office of the USTR and its role in the Executive Office of the President; and the ways in which the executive branch operates in various Federal departments and agencies.
3. Sound relationships with professional and support of USTR in order to provide the most effective service to the Deputy.
4. A background which includes previous dealings with the general public and top-level persons in the Federal Government and foreign officials.
5. Sound judgment in handling sensitive information. Ability to represent and maintain the trust and confidence of the DUSTR is essential.
6. Initiative, creativity in handling problems of substantive and administrative nature, and have familiarity of the most appropriate and expedient points of contact in USTR, Executive Office of the President, and other Federal departments and agencies to resolve matters.
7. Superior judgment and tact to perform the variety of duties and responsibilities with discernment and ingenuity, frequently under pressure.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations which to not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

FACTOR 3. GUIDELINES

Guidelines are available, but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results or recommends changes.

Due to the nature of this position, the incumbent will frequently find her/his supervisor confronted with office emergencies, frequent interruptions and changing needs which she/she must be able to handle effectively without guidance.

FACTOR 4. COMPLEXITY

The responsibilities of this position encompass the entire range of activities and functions of the USTR Office. The principal responsibility of the incumbent is to provide assistance to the DUSTR by the performance of diversified tasks and activities which enhance the DUSTR's effectiveness in conducting the affairs of the Office of the USTR. Other major responsibilities are those of a confidential assistant, and to act as a personal representative of the DUSTR in dealings with the USTR staff and with legislative and high-level executive branch officials on matters which require transmittal of the DUSTR's views and policies. The incumbent must be able to deal with pressure created by the DUSTR's position and assist in shielding the DUSTR from becoming involved needlessly in matters which the incumbent, personally, can resolve.

FACTOR 5. SCOPE AND EFFECT

Serving as an aide and confidential assistant to the Deputy United States Trade Representative, who has Ambassadorial title (Executive Level III), the incumbent will participate in the management of supervisor's programs by performing secretarial, clerical, and administrative duties requiring both a good working knowledge of the organization and programs under supervisor's views on policy and current problems and issues. The incumbent will also be responsible for accepting or declining official social functions for the Trade Representative.

FACTOR 6. PERSONAL CONTACTS

Has extensive, frequent contacts, in person and by telephone with White House personnel, Cabinet and Sub-Cabinet officials, Members of Congress and senior corporate executives, to coordinate plans participants, and agenda for meetings and conferences.

FACTOR 7. PURPOSE OF CONTACTS

Receives and places incoming and outgoing telephone calls for the DUSTR as requested or as determined as appropriate.

Incumbent transmits the DUSTR's instructions to key USTR officials, including guidance on the preparation of documents and correspondence for the President, the Congress, or other agencies.

FACTOR 8. PHYSICAL DEMANDS

The incumbent's work requires some walking, standing, bending, and the carrying of light items such as books and papers. (Note: Overtime is required and frequently on short notice).

FACTOR 9. WORK ENVIRONMENT

The work includes the everyday risks and discomforts typical of offices and meeting rooms.

This position is subject to the Fair Labor Standards Act

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqrs ☐ Field

4. Employing Office Location

Washington, DC

6. Duty Station

Washington, DC

8. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

9. Financial Statements Required

☐ Executive Personnel ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Confidential Assistant to the Deputy USTR

AD

0301

00*

7/25/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Executive Office of the President

c. Third Subdivision

a. First Subdivision

Office of the U.S. Trade Representative

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

Acting Deputy U.S. Trade Representative

Signature

Date

7/25/14

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Acting Director, USTR Office of Human Resources

Date

7/25/14

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; Primary Standard

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

*GS-07 Statement of Difference to GS-09 level PD

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes.
See FPM Chapter 312, Subchapter 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Confidential Assistant
AD-301 (equivalent to GS-301-7)**

STATEMENT OF DIFFERENCE TO:

**Confidential Assistant
AD-301 (equivalent to GS-301-9)**

The incumbent performs duties that are essentially the same as those performed at the GS-09 level, but with a closer level of supervision. The incumbent is under the direction of the Deputy U.S. Trade Representatives who defines objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

Confidential Assistant
AD-301 (equivalent to GS-301-9)

MAJOR DUTIES

The incumbent serves as an aide and confidential assistant to the Deputy United States Trade Representative (DUSTR). The DUSTR has the title of Ambassador and an Executive Level III. The incumbent assists the DUSTR on a variety of ad hoc administrative, policy matters and special projects. As an assistant to the DUSTR, incumbent participates in the management of the supervisor's program by managing internal nontechnical affairs and administrative activities of the office of the DUSTR. Coordinates projects which involve daily contact, with other Cabinet officers, senior White House staff, members of Congress, ranking foreign government representatives and senior private sector executives. Duties require a broad knowledge of the DUSTR's policies, views, and special interests.

The Confidential Assistant to the DUSTR serves as a close personal assistant, and as such, must be a person in whom the DUSTR has complete trust and confidence. In this capacity, the incumbent has continual access to highly sensitive information in carrying out duties, and must be responsive to the DUSTR's guidance with respect to maintaining the confidentiality as well as the effectiveness of his work.

1. Administers the means for which the DUSTR can effectively monitor and coordinate the efforts of the staff. Incumbent facilitates the interchange of information, proposals and ideas within the Office. Develops an effective operational relationship and ensures that USTR policy development is coordinated with EOP offices, executive agencies, Congress, Public Interest Groups and State and Local Governments, as appropriate, and advises the DUSTR of the parties' interest.
2. Incumbent is responsible for assisting the DUSTR with staff management and guidance. Recommends changes in office policy. Coordinates and monitors project planning and assignments within the office and advises the DUSTR on priorities. Incumbent attends staff meetings and reports on matters related to own areas of responsibility and follows up on issues raised requiring further research. Also offers useful suggestions where appropriate.
3. The incumbent receives incoming telephone calls for the Deputy U.S. Trade Representative, determining the identity of the caller and nature of the call. Many of the calls must be diverted. Determines which in own judgment must be directed to supervisor, which can be handled personally, and which can be referred elsewhere. When the calls involve matter on which the Ambassador will require background information, incumbent tactfully postpones the conversation, obtains required information, and presents it to supervisor prior to informing him of the pending call.

4. The incumbent makes arrangements for conferences on a world-wide basis, including the acquisition of required space, people, time, etc. Informs all participants of topics to be discussed and provides background information and material to them. Incumbent may be called upon to provide summary papers and compose detailed accounts of any such conferences. At own initiative, the incumbent informs staff members of developments in conferences or meetings and makes arrangements for the implementation of commitments made by supervisor. The incumbent keeps informed of the current status of work in progress through the Office of the United States Trade Representative and is responsible for channeling such information to supervisor when it desirable to do so.
5. Incumbent receives all incoming mail, determining what can be handled personally and forwards the remainder, with appropriate notations, to those staff members who are to be held responsible for a response. Assures the follow-ups are made in a reasonable length of time. Incumbent reviews all replies to correspondence for the Ambassador and the staff.
6. Incumbent keeps supervisor's calendar, establishing priorities, refusing appointments, etc. Using own initiative, the incumbent arranges for other staff members to serve as the representative of the Ambassador for official function where he/she feels it is desirable to do so.
7. Incumbent acts as a liaison between the Ambassador and the staff in the scheduling of briefings, interagency meetings, and foreign negotiations.
8. Recognizing the need for a response, and the Ambassador's views and desires, the incumbent drafts letters of acknowledgement, commendation, notification, etc.
9. Incumbent assists with the selection of clerical, stenographic, and secretarial employees in supervisor's organization, and assists with the assignment selection, etc. Incumbent coordinates other personnel actions, at the Ambassador's request, with the administrative staff. In addition to personnel actions, the incumbent assures that all types of administrative coverage is made for the office of the Ambassador such as telephone changes, computer services, payment of invoices, acquisition of furniture, etc. Incumbent maintains a knowledge of purchase chargeable to representation funds and composes memoranda to the administrative staff regarding expenditures from that account.
10. Incumbent insures that all official social obligations are met. Arranges luncheons, issues invitations, insures proper seating arrangements in accordance with standard protocol, invites guest speakers, etc. Settles accounts with restaurants, clubs or caterers as necessary.
11. Incumbent develops material for the Ambassador's use in public speaking engagements. After ascertaining subject matter, coordinates background papers

with the staff. Assures that previous biographical data and other materials are sent to the group before which the Ambassador is to speak.

12. Incumbent makes all of the travel arrangements for the Ambassador including, when appropriate, coordination with the White House for Military transportation. Incumbent may be requested to travel with the Ambassador as necessary.
13. The incumbent supervises secretarial personnel within the Office and coordinates overall activity within the Office.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

1. Ability to ascertain detailed knowledge of on-going USTR programs and staff assignments.
2. Thorough knowledge and familiarity with the activities of the Office of the USTR and its role in the Executive Office of the President; and the ways in which the executive branch operates in various Federal departments and agencies.
3. Sound relationships with professional and support of USTR in order to provide the most effective service to the Deputy.
4. A background which includes previous dealings with the general public and top-level persons in the Federal Government and foreign officials.
5. Sound judgment in handling sensitive information. Ability to represent and maintain the trust and confidence of the DUSTR is essential.
6. Initiative, creativity in handling problems of substantive and administrative nature, and have familiarity of the most appropriate and expedient points of contact in USTR, Executive Office of the President, and other Federal departments and agencies to resolve matters.
7. Superior judgment and tact to perform the variety of duties and responsibilities with discernment and ingenuity, frequently under pressure.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations which to not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

FACTOR 3. GUIDELINES

Guidelines are available, but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results or recommends changes.

Due to the nature of this position, the incumbent will frequently find her/his supervisor confronted with office emergencies, frequent interruptions and changing needs which she/she must be able to handle effectively without guidance.

FACTOR 4. COMPLEXITY

The responsibilities of this position encompass the entire range of activities and functions of the USTR Office. The principal responsibility of the incumbent is to provide assistance to the DUSTR by the performance of diversified tasks and activities which enhance the DUSTR's effectiveness in conducting the affairs of the Office of the USTR. Other major responsibilities are those of a confidential assistant, and to act as a personal representative of the DUSTR in dealings with the USTR staff and with legislative and high-level executive branch officials on matters which require transmittal of the DUSTR's views and policies. The incumbent must be able to deal with pressure created by the DUSTR's position and assist in shielding the DUSTR from becoming involved needlessly in matters which the incumbent, personally, can resolve.

FACTOR 5. SCOPE AND EFFECT

Serving as an aide and confidential assistant to the Deputy United States Trade Representative, who has Ambassadorial title (Executive Level III), the incumbent will participate in the management of supervisor's programs by performing secretarial, clerical, and administrative duties requiring both a good working knowledge of the organization and programs under supervisor's views on policy and current problems and issues. The incumbent will also be responsible for accepting or declining official social functions for the Trade Representative.

FACTOR 6. PERSONAL CONTACTS

Has extensive, frequent contacts, in person and by telephone with White House personnel, Cabinet and Sub-Cabinet officials, Members of Congress and senior corporate executives, to coordinate plans participants, and agenda for meetings and conferences.

FACTOR 7. PURPOSE OF CONTACTS

Receives and places incoming and outgoing telephone calls for the DUSTR as requested or as determined as appropriate.

Incumbent transmits the DUSTR's instructions to key USTR officials, including guidance on the preparation of documents and correspondence for the President, the Congress, or other agencies.

FACTOR 8. PHYSICAL DEMANDS

The incumbent's work requires some walking, standing, bending, and the carrying of light items such as books and papers. (Note: Overtime is required and frequently on short notice).

FACTOR 9. WORK ENVIRONMENT

The work includes the everyday risks and discomforts typical of offices and meeting rooms.

This position is subject to the Fair Labor Standards Act



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of
Correspondence Analyst (GS7/9)

Dear Ms. Kaye:

You have requested that the position of Correspondence Analyst (GS7/9), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is approved.

You stated and the position description submitted in support of your request reflects that the position has no policy-making role with respect to agency programs and, therefore; we find that the position meets the exclusion criteria. Accordingly, the position is hereby excluded from the public financial disclosure reporting requirement of Title I of the Ethics in Government Act of 1978, as amended.

The exclusion applies to all subsequent incumbents who fill the position unless the duties of the position change. Because the position description may not change for several years, we recommend attaching this document to the position description to avoid inadvertent destruction that might occur in accordance with record retention policies.

If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", is written over the printed name.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No.								
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. OPM Certification No.							
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management		Correspondence Analyst		AD		0301		00*		[Signature] 7/25/14					
b. Department, Agency or Establishment		Correspondence Analyst		AD		0301		00*		[Signature] 7/25/14					
c. Second Level Review		Correspondence Analyst		AD		0301		00*		[Signature] 7/25/14					
d. First Level Review		Correspondence Analyst		AD		0301		00*		[Signature] 7/25/14					
e. Recommended by Supervisor or Initiating Office		Correspondence Analyst		AD		0301		00*		[Signature] 7/25/14					
16. Organizational Title of Position (If different from official title)					17. Name of Employee (If vacant, specify)										
18. Department, Agency, or Establishment Executive Office of the President					c. Third Subdivision										
a. First Subdivision Office of the U.S. Trade Representative					d. Fourth Subdivision										
b. Second Subdivision					e. Fifth Subdivision										
19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)										
20. Supervisory Certification. 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.					
a. Typed Name and Title of Immediate Supervisor non-responsive Chief of Staff					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)										
Signature non-responsive					Signature										
Date 7/25/14					Date										
21. Classification/Job Grading Certification. I 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.					22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysts Grade Evaluation Guide, TS-98 August 1990; Primary Standard										
Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.										
Signature non-responsive					Date 7/25/14										
23. Position Review		Initials		Date		Initials		Date		Initials		Date			
a. Employee (optional)		[]		[]		[]		[]		[]		[]			
b. Supervisor		[]		[]		[]		[]		[]		[]			
c. Classifier		[]		[]		[]		[]		[]		[]			
24. Remarks															
*Duties described in this AD Correspondence Analyst PD are equivalent to the GS-09 level.															
25. Description of Major Duties and Responsibilities (See Attached)															

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
- 3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- 6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- 8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- 9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
- 11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
- 12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

- For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.

- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Correspondence Analyst
AD-301 (equiv to GS-301-09)

Introduction

The incumbent of this position serves as a Correspondence Analyst in the Office of the U.S. Trade Representative, Office of the USTR, and works under the supervision of the Deputy Chief of Staff.

Duties

The incumbent is responsible for controlling internal and external correspondence, and main invitations addressed to the U.S. Trade Representative (USTR). Responsibilities include but are not limited to:

1. Serves as USTR's liaison in tracking all correspondence and mail addressed to the USTR from various sources, e.g., congressional, general public, private interest groups, trade associations, White House, embassies and other foreign groups/representatives, etc. Responsibilities include determining if responses are needed or appropriate, determining appropriate agency clearance, ensuring that appropriate coordination among offices takes place, and that deadlines are met.
2. Responsible for the oversight and coordination of White House Referrals.
3. Coordinates and/or responds to speech requests and invitations for the USTR.
4. Controls, modifies or oversees systems modifications, and maintains agency tracking system. Develops reports and extracts information for reporting to the USTR on overdue correspondence.
5. Analyzes incoming correspondence to determine nature of request and to evaluate accuracy, logic, and completeness of responses prepared by the units. As necessary, works with units to rewrite responses before submitting to the USTR for signature.
6. As required modifies agency correspondence guidelines/manual. Provides training and guidance to program officials on format and style of correspondence and on the IQ system.
7. Assists as needed in retrieving and handling inquires and invitations of a confidential and sensitive nature from key officials, and other Federal agencies, private organizations, and state and local agencies.
8. Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6, 950 Pts

1. Extensive knowledge of the mission, operations, major issues, program goals and objectives, work processes, and administrative operations and activities of USTR to ensure that correspondence and other incoming documents are assigned to the appropriate offices, and to ensure the smooth flow of information in and out of the agency.
2. Thorough knowledge of White House procedures concerning the clearance of documents.
3. Knowledge of correspondence and report preparation procedures and issues.
4. Knowledge of computer capabilities, processes, operations and applications required for analyzing and recommending system improvements.
5. Excellent written and oral communication skills.
6. Ability to establish and maintain cooperation relationships with professional staff within USTR and in other agencies, and to deal effectively with high-level officials and the public.

FACTOR 2. SUPERVISORY CONTROLS

Level 2-4, 450 Pts

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done.

The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used.

The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES

Level 3-3, 275, Pts

Guidelines include policies, priorities and past practices of USTR and are subject to frequent changes. Many situations are not covered or are unwritten and therefore must be established. Independent judgment and initiative are required to determine which are applicable to a given situation and know when new or revised guidelines are needed.

FACTOR 4. COMPLEXITY

Level 4-3, 150 Pts

The work principally involves dealing with problems and relationships of a procedural nature. Projects usually take place within organizations with related functions and objectives, although organization and work procedures differ from one assignment to the next. Findings and recommendations are based upon analysis of work observations. The USTR relies on the incumbent to ensure that there is a smooth and timely flow of information between the agency and the public.

FACTOR 5. SCOPE AND EFFECT

Level 5-3, 150 Pts

The incumbent is responsible for controlling and ensuring adequate responses to sensitive and important information. The USTR serves as Chief advisor to the President on trade policy operations. The timely information disseminated from the agency effects important relations with various groups the congress, and the general public.

FACTOR 6. PERSONAL CONTACTS

Level 6-3, 60 Pts

Personal contacts are with senior officials within USTR and other U.S. Government agencies, Congressional staff, the private sector and representatives of foreign governments.

FACTOR 7. PURPOSE OF CONTACTS

Level 7-2, 50 Pts

The purpose of contacts are to obtain, provide or clarify information, follow up on status of documents, and explain regulations, procedure and requirements.

FACTOR 8. PHYSICAL DEMANDS

Level 8-1, 5 Pts

The work is sedentary.

FACTOR 9. WORK ENVIRONMENT

Level 9-1, 5 Pts

Work is performed in an office setting.

TOTAL POINTS = 2095
GS grade level = 09

This position is covered under the Fair Labor Standards Act.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqrs <input type="checkbox"/> Field	4. Employing Office Location Washington, DC	5. Duty Station Washington, DC	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code	
14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Correspondence Analyst	AD	0301	00*	JB	7/25/17
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify) non-responsive
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18. Department, Agency, or Establishment Executive Office of the President	a. Third Subdivision
a. First Subdivision Office of the U.S. Trade Representative	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision
19. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor non-responsive Chief of Staff	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature non-responsive	Signature
Date 7/25/17	Date

21. Classification/Job Grading Certification. I 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.	22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; Primary Standard
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Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature non-responsive	
Date 7/25/17	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 *GS-07 Statment of Difference to GS-09 level PD

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

- For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.

- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 538-1 (to be incorporated into FPM Chapter 538). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Correspondence Analyst
AD-301 (equiv to GS-07)**

STATEMENT OF DIFFERENCE TO:

**Correspondence Analyst
AD-301 (equiv to GS-09)**

The incumbent performs duties that are essentially the same as those performed at the GS-09 level, but with a closer level of supervision. The incumbent is under the direction of the Chief of Staff, who defines objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

Correspondence Analyst
AD-301 (equiv to GS-301-09)

Introduction

The incumbent of this position serves as a Correspondence Analyst in the Office of the U.S. Trade Representative, Office of the USTR, and works under the supervision of the Deputy Chief of Staff.

Duties

The incumbent is responsible for controlling internal and external correspondence, and main invitations addressed to the U.S. Trade Representative (USTR). Responsibilities include but are not limited to:

1. Serves as USTR's liaison in tracking all correspondence and mail addressed to the USTR from various sources, e.g., congressional, general public, private interest groups, trade associations, White House, embassies and other foreign groups/representatives, etc. Responsibilities include determining if responses are needed or appropriate, determining appropriate agency clearance, ensuring that appropriate coordination among offices takes place, and that deadlines are met.
2. Responsible for the oversight and coordination of White House Referrals.
3. Coordinates and/or responds to speech requests and invitations for the USTR.
4. Controls, modifies or oversees systems modifications, and maintains agency tracking system. Develops reports and extracts information for reporting to the USTR on overdue correspondence.
5. Analyzes incoming correspondence to determine nature of request and to evaluate accuracy, logic, and completeness of responses prepared by the units. As necessary, works with units to rewrite responses before submitting to the USTR for signature.
6. As required modifies agency correspondence guidelines/manual. Provides training and guidance to program officials on format and style of correspondence and on the IQ system.
7. Assists as needed in retrieving and handling inquiries and invitations of a confidential and sensitive nature from key officials, and other Federal agencies, private organizations, and state and local agencies.
8. Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6, 950 Pts

1. Extensive knowledge of the mission, operations, major issues, program goals and objectives, work processes, and administrative operations and activities of USTR to ensure that correspondence and other incoming documents are assigned to the appropriate offices, and to ensure the smooth flow of information in and out of the agency.
2. Thorough knowledge of White House procedures concerning the clearance of documents.
3. Knowledge of correspondence and report preparation procedures and issues.
4. Knowledge of computer capabilities, processes, operations and applications required for analyzing and recommending system improvements.
5. Excellent written and oral communication skills.
6. Ability to establish and maintain cooperation relationships with professional staff within USTR and in other agencies, and to deal effectively with high-level officials and the public.

FACTOR 2. SUPERVISORY CONTROLS

Level 2-4, 450 Pts

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done.

The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used.

The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES

Level 3-3, 275, Pts

Guidelines include policies, priorities and past practices of USTR and are subject to frequent changes. Many situations are not covered or are unwritten and therefore must be established. Independent judgment and initiative are required to determine which are applicable to a given situation and know when new or revised guidelines are needed.

FACTOR 4. COMPLEXITY

Level 4-3, 150 Pts

The work principally involves dealing with problems and relationships of a procedural nature. Projects usually take place within organizations with related functions and objectives, although organization and work procedures differ from one assignment to the next. Findings and recommendations are based upon analysis of work observations. The USTR relies on the incumbent to ensure that there is a smooth and timely flow of information between the agency and the public.

FACTOR 5. SCOPE AND EFFECT

Level 5-3, 150 Pts

The incumbent is responsible for controlling and ensuring adequate responses to sensitive and important information. The USTR serves as Chief advisor to the President on trade policy operations. The timely information disseminated from the agency effects important relations with various groups the congress, and the general public.

FACTOR 6. PERSONAL CONTACTS

Level 6-3, 60 Pts

Personal contacts are with senior officials within USTR and other U.S. Government agencies, Congressional staff, the private sector and representatives of foreign governments.

FACTOR 7. PURPOSE OF CONTACTS

Level 7-2, 50 Pts

The purpose of contacts are to obtain, provide or clarify information, follow up on status of documents, and explain regulations, procedure and requirements.

FACTOR 8. PHYSICAL DEMANDS

Level 8-1, 5 Pts

The work is sedentary.

FACTOR 9. WORK ENVIRONMENT

Level 9-1, 5 Pts

Work is performed in an office setting.

TOTAL POINTS = 2095
GS grade level = 09

This position is covered under the Fair Labor Standards Act.



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Deputy Press Secretary (GS7/9)

Dear Ms. Kaye:

You have requested that the position of Deputy Press Secretary (GS7/9), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is approved.

You stated and the position description submitted in support of your request reflects that the position has no policy-making role with respect to agency programs and, therefore; we find that the position meets the exclusion criteria. Accordingly, the position is hereby excluded from the public financial disclosure reporting requirement of Title I of the Ethics in Government Act of 1978, as amended.

The exclusion applies to all subsequent incumbents who fill the position unless the duties of the position change. Because the position description may not change for several years, we recommend attaching this document to the position description to avoid inadvertent destruction that might occur in accordance with record retention policies.

If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", is written over the typed name.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical
☐ 2-Non/Critical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Deputy Press Secretary	AD	0301	00*	<i>[Signature]</i>	7/25/14
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)
non-responsive

18. Department, Agency, or Establishment

Executive Office of the President

c. Third Subdivision

a. First Subdivision

Office of the U.S. Trade Representative

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive Assistant U.S. Trade Representative for Public and Media Affairs

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

non-responsive

Date
7/25/14

Signature

Date

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive
Acting Director, USTR Office of Human Resources

non-responsive

Date
7/25/14

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; Primary Standard

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

* AD position duties described in this Deputy Press Secretary PD are equivalent to the GS-09 grade level.

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes.
See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
- 3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- 6. To be completed by OPM when certifying positions. (See item 16 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- 8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- 9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
- 11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
- 12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions.
See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Deputy Press Secretary
AD-301 (equiv to GS-301-09)**

MAJOR DUTIES:

The incumbent serves as Deputy Press Secretary in the Office of Public & Media Affairs. Works closely with staff on all matters relating to the public affairs of the Office of the United States Trade Representative (USTR).

Disseminates information when appropriate on all USTR activities. Serves as liaison between public groups, press, and USTR, identifying any potential problems and suggesting possible solutions to improve USTR's general public affairs outreach effort.

Edits, and disseminates press releases, advisories, fact sheets, talking points and guidance for media, private sector and internal USTR use. Transmits press releases and speeches to the domestic press, foreign press and major newspaper editorial staffs. Assists in coordination of press conferences, press materials, news photographs, and special feature articles.

Initiates and coordinates print and broadcast media interviews with USTR staff and oversees all arrangements with the media.

Assists in coordinating public affairs outreach programming for the USTR. This includes speaking events and media interviews. Prepares briefing materials and oversees all logistics for these events, providing a comprehensive overview of each event's objective.

Provides information to White House staff, congressional staff, etc., concerning the operations and activities of the Office of the USTR or refers caller to appropriate USTR office.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION Level 1-6 -950 PTS

Knowledge of the functions, structure, procedures, etc., of the USTR sufficient for responding timely and appropriately to requests for information.

Knowledge of written and oral communication principles methods and techniques; analytical methods and skill in applying and adapting such knowledge to precedent, recurring assignments. Skills needed to assess media reaction and trends to promote the placement of USTR materials, to determine the needs and desires of the public and to deal effectively with the agency's audiences.

Ability to analyze and judge information in reports and other materials covering policy issues.

Knowledge and skill sufficient for writing and editing press releases on routine, non-controversial events.

FACTOR 2. SUPERVISORY CONTROLS Level 2-3 - 275 PTS

The AUSTR for Public and Media Affairs defines objectives, priorities and deadlines; and the incumbent works independently in accordance with established office practices and from previous experience. The supervisor provides advice and guidance on new or controversial assignments. Completed work is reviewed in terms of achievement of program objectives, technical soundness, and appropriations.

FACTOR 3. GUIDELINES Level 3-3 - 275 PTS

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR 4. COMPLEXITY Level 4-3 - 150 PTS

Decisions regarding what needs to be done depends on an analysis of the issues and the most appropriate means of communicating the information to the public. Incumbent must utilize a variety of communication methods and techniques in developing and disseminating press releases, advisories, fact sheets, articles, etc., concerning the agency's activities and events.

FACTOR 5. SCOPE AND EFFECT Level 5-3 - 150 PTS

The incumbent provides direct assistance to the AUSTR and staff in coordinating the public affairs activities of the agency. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work directly affects the effectiveness and success with which the agency accomplishes its assigned responsibilities.

FACTOR 6. PERSONAL CONTACTS Level 6-3 - 60 PTS

Contacts are with news media representatives (foreign and domestic media), state/local/Federal government officials, and representatives from various private organizations.

FACTOR 7. PURPOSE OF CONTACTS Level 7-2 - 50 PTS

Contacts are for the purpose of answering questions and providing information on current USTR events and activities, arranging interviews, meetings, press releases, etc.

FACTOR 8. PHYSICAL DEMANDS Level 8-1 - 5 PTS

Work is sedentary.

FACTOR 9. WORK ENVIRONMENT Level 9-1 - 5 PTS

Work is performed in an office setting.

Total points = 1,920

Grade Level = GS-09

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4 Special Sensitive		13. Competitive Level Code 14. Agency Use	
15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment Deputy Press Secretary c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Official Title of Position Pay Plan AD Occupational Code 0301 Grade 00*		Initials Date 7/25/19		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Executive Office of the President a. First Subdivision Office of the U.S. Trade Representative b. Second Subdivision		c. Third Subdivision d. Fourth Subdivision e. Fifth Subdivision Signature of Employee (optional)					
19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.		20. Supervisory Certification. 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.					
a. Typed Name and Title of Immediate Supervisor non-responsive Assistant U.S. Trade Representative for Public and Media Affairs Signature non-responsive Date 7/25/19		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Signature Date					
21. Classification/Job Grading Certification. I 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. Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources Signature non-responsive Date 7/25/19		22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; Primary Standard Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review a. Employee (optional) b. Supervisor c. Classifier		Initials Date Initials Date Initials Date		Initials Date Initials Date Initials Date			
24. Remarks GS-07 level Statement of Difference to GS-09 level Deputy Press Secretary PD. * AD position duties described in this Statement of Difference are equivalent to the GS-07 grade level.							
25. Description of Major Duties and Responsibilities (See Attached)							

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 285, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See item 16 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

• For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

• For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.

• For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 538-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Deputy Press Secretary
AD-301 (equiv to GS-301-07)

STATEMENT OF DIFFERENCE TO:

Deputy Press Secretary
AD-301 (equiv to GS-301-09)

The incumbent performs duties that are essentially the same as those performed at the GS-09 level, but with a closer level of supervision. The incumbent is under the direction of the AUSTR for Public & Media Affairs, who defines objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

**Deputy Press Secretary
AD-301 (equiv to GS-301-09)**

MAJOR DUTIES:

The incumbent serves as Deputy Press Secretary in the Office of Public & Media Affairs. Works closely with staff on all matters relating to the public affairs of the Office of the United States Trade Representative (USTR).

Disseminates information when appropriate on all USTR activities. Serves as liaison between public groups, press, and USTR, identifying any potential problems and suggesting possible solutions to improve USTR's general public affairs outreach effort.

Edits, and disseminates press releases, advisories, fact sheets, talking points and guidance for media, private sector and internal USTR use. Transmits press releases and speeches to the domestic press, foreign press and major newspaper editorial staffs. Assists in coordination of press conferences, press materials, news photographs, and special feature articles.

Initiates and coordinates print and broadcast media interviews with USTR staff and oversees all arrangements with the media.

Assists in coordinating public affairs outreach programming for the USTR. This includes speaking events and media interviews. Prepares briefing materials and oversees all logistics for these events, providing a comprehensive overview of each event's objective.

Provides information to White House staff, congressional staff, etc., concerning the operations and activities of the Office of the USTR or refers caller to appropriate USTR office.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION Level 1-6 -950 PTS

Knowledge of the functions, structure, procedures, etc., of the USTR sufficient for responding timely and appropriately to requests for information.

Knowledge of written and oral communication principles methods and techniques; analytical methods and skill in applying and adapting such knowledge to precedent, recurring assignments. Skills needed to assess media reaction and trends to promote the placement of USTR materials, to determine the needs and desires of the public and to deal effectively with the agency's audiences.

Ability to analyze and judge information in reports and other materials covering policy issues.

Knowledge and skill sufficient for writing and editing press releases on routine, non-controversial events.

FACTOR 2. SUPERVISORY CONTROLS Level 2-3 - 275 PTS

The AUSTR for Public and Media Affairs defines objectives, priorities and deadlines; and the incumbent works independently in accordance with established office practices and from previous experience. The supervisor provides advice and guidance on new or controversial assignments. Completed work is reviewed in terms of achievement of program objectives, technical soundness, and appropriations.

FACTOR 3. GUIDELINES Level 3-3 - 275 PTS

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR 4. COMPLEXITY Level 4-3 - 150 PTS

Decisions regarding what needs to be done depends on an analysis of the issues and the most appropriate means of communicating the information to the public. Incumbent must utilize a variety of communication methods and techniques in developing and disseminating press releases, advisories, fact sheets, articles, etc., concerning the agency's activities and events.

FACTOR 5. SCOPE AND EFFECT Level 5-3 - 150 PTS

The incumbent provides direct assistance to the AUSTR and staff in coordinating the public affairs activities of the agency. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work directly affects the effectiveness and success with which the agency accomplishes its assigned responsibilities.

FACTOR 6. PERSONAL CONTACTS Level 6-3 - 60 PTS

Contacts are with news media representatives (foreign and domestic media), state/local/Federal government officials, and representatives from various private organizations.

FACTOR 7. PURPOSE OF CONTACTS Level 7-2 - 50 PTS

Contacts are for the purpose of answering questions and providing information on current USTR events and activities, arranging interviews, meetings, press releases, etc.

FACTOR 8. PHYSICAL DEMANDS Level 8-1 - 5 PTS

Work is sedentary.

FACTOR 9. WORK ENVIRONMENT Level 9-1 - 5 PTS

Work is performed in an office setting.

Total points = 1,920

Grade Level = GS-09



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

March 25, 2014

Demetra Lambros
Office of the Vice President
Eisenhower Executive Office Building
Room 268
Washington, DC 20500

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Deputy Residence Manager

Dear Ms. Lambros:

You have requested that the future incumbents of the position titled Deputy Residence Manager, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents from reporting requirements is approved.

You stated and the position description submitted in support of your request reflects that the incumbent would have no policy-making role with respect to agency programs and, therefore; we find that the position meets the exclusion criteria. Accordingly, the position is hereby excluded from the public financial disclosure reporting requirement of Title I of the Ethics in Government Act of 1978, as amended.

The exclusion applies to all subsequent incumbents who fill the position unless the duties of the position change. Because the position description may not change for several years, we recommend attaching this document to the position description to avoid inadvertent destruction that might occur in accordance with record retention policies.

While the position description submitted to OGE supports excluding the position from public financial disclosure requirements, ethics officials should make a determination as to whether the position's incumbent should be required to file a confidential financial disclosure report. This is based on the position description's statements that the incumbent:

...assists with oversight of purchases by multiple purchase card holders and administration of large value contracts...

Ms. Demetra Lambros

Page 2

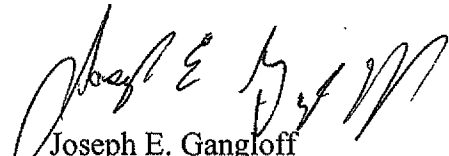
and

...orders supplies; requests administrative services...

Determination as to whether an official is required to file a confidential financial disclosure report is at the discretion of the official's agency.

If you have any questions regarding this matter, please contact Doug Chapman at 202-482-9223.

Sincerely,



Joseph E. Gangloff
Deputy Director for Compliance

Deputy Residence Manager
Official Residence of the Vice President
GS-301-11

MAJOR DUTIES

Under the direction of the Residence Manager and Social Secretary to the Vice President and Dr. Jill Biden, the incumbent assists in the daily operations of the Official Residence of the Vice President. The incumbent carries out confidential and specialized assignments of special concern to the Vice President and Dr. Jill Biden, and assists with the execution of the activities and special events at the Residence.

1. Supports the Social Secretary and Residence Manager with the administration of events at the Vice President's Residence: manages invitations, RSVPs, and guest tracking; coordinates gate staffing and volunteers for events; and coordinates with the United States Secret Service on clearance lists.
2. Supports the management of the budget for the Residence of the Vice President: assists with oversight of purchases by multiple purchase card holders and administration of large value contracts; regularly prepares and presents data on the budgetary status of the Residence.
3. Serves as the primary administrative liaison for the Vice President's Residence: orders supplies; requests administrative services; and acts as the point of contact with the United States Secret Service, Office of the Vice President Operations, various offices within the Executive Office of the President's Office of Administration, and event and general vendor contacts.

Knowledge Required

1. High degree of personal initiative and dedication to work. Ability to independently assess the support requirements of a variety of work projects and to execute the fulfillment of those requirements in a diplomatic, thorough, and consistent manner.
2. Ability to establish and maintain good working relationships throughout all levels of the organization. Ability to work harmoniously with diverse groups and individuals, ranging from junior staff to senior policy officials in the Office of the Vice President and in other Federal agencies and in the private sector. Skill in eliciting the cooperation of others, particularly in situations involving extreme time constraints and stress.
3. Thorough knowledge of the Executive Office of the President, the Office of the Vice President, and its role in the Executive Office of the President. Thorough knowledge of the operations, organization, and interrelationships of the Executive Office of the President.

4. Strong organizational and administrative skills. Demonstrated ability to independently perform a wide variety of assignments rapidly and completely and to shift effectively from one assignment to another as the priorities change. Ability to recommend changes in administrative policies, develop and implement procedures and practices, and foresee administrative problems and requirements in response to both recurring and unfamiliar or unique work assignments.
5. Ability to effectively apply reasoning skills and judgment to work projects. Maturity of thought processes. Capability of viewing isolated work assignments as part of the larger, overall management processes at the Vice President's Residence.
6. Ability to express ideas and policies orally and in writing in a concise, convincing, and timely manner.
7. Dependability and discipline of action so that the accuracy, completeness, and soundness of work products can be relied upon.
8. Discretion and tact in dealing with sensitive subjects.

Supervisory Controls

The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done at the Naval Observatory.

The employee has responsibility for planning, designing, and carrying out projects, studies, or other work independently. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Guidelines

Written and unwritten procedural and general policy guidelines in the form of manuals, Office of the Vice President memoranda, and decision memoranda are used as references for broad aspects of the work. Established practices and procedures may condition the accomplishment of certain tasks. Oral guidelines may be provided to establish particular requirements of discrete work projects. The incumbent determines the application of the most appropriate guidelines by personal investigation, or by consulting other officials. The employee exercises judgment in applying analytical, technical, administrative, and other techniques within the framework of guidelines governing a particular work assignment. The employee relies upon established techniques related to the accomplishment of ongoing or recurring projects and uses judgment and creativity in applying these techniques to a particular assignment.

Complexity

The principal responsibility of the incumbent is to provide assistance to the Residence Manager and Social Secretary at the Vice President's Residence by the performance of diverse tasks and activities that enhance the supervisor's effectiveness in conducting the Vice President and Dr. Jill Biden's affairs. Decisions regarding what needs to be done, and how to accomplish the tasks, are based on the incumbent's knowledge of duties, priorities, commitments, policies, and goals of the Residence Manager and Social Secretary.

The employee exercises initiative and creativity in (1) organizing time and resources toward planning and accomplishment; (2) adjusting to shifting priorities; and, (3) ensuring the timeliness and quality of end products through effective monitoring of works in progress.

The incumbent receives supervision and assignments from the Vice President of the United States and Dr. Jill Biden and operates with broad latitude and discretion within assigned areas of competence. The incumbent may be required to undertake special assignments on urgent, complex and confidential matters.

Scope and Effect

The incumbent provides support for the effective accomplishment of both ongoing and unique work assignments. The employee's efforts encompass and support a wide range of work responsibilities within the overall operation of the Office of the Vice President and the Vice President's Residence.

Personal Contacts

The incumbent has frequent contact with high level officials both within Office of the Vice President and the White House Office, as well as other Federal agencies. The incumbent also has frequent contacts with members of concerned interest groups, Congressional offices, and members of the general public.

Purpose of Contacts

The incumbent works closely with Federal officials, Congressional offices, and the general public in responding to inquiries concerning activities and general information requests.

Physical Demands

The physical work demands are standard requiring walking, standing, bending, and carrying of light items such as books and papers.

Work Environment

Work is performed within an office or conference room setting, with travel required.

**Executive Office of the President
Official Residence of the Vice President**

**Deputy Residence Manager
GS-0301-09**

INTRODUCTION:

The position is located in the Executive Office of the President (EOP), Official Residence of the Vice President (ORVP). The position serves as a Deputy Residence Manager with responsibility for assisting with the execution of activities and special events at the Residence.

This is a developmental position that has been classified at less than the full performance level for recruitment and training purposes. The full performance level for the position is GS-11. At the agency's discretion, the employee may be promoted to the GS-11 upon meeting all qualification requirements, satisfactory performance, and demonstrated ability to perform the duties of the position at the full performance level.

STATEMENT OF DIFFERENCE:

The incumbent's work is similar to the major duties described in the GS-11 full performance position description with the exception that work is performed under closer supervision and work assignments are less complex at the GS-09 level.

From: Joseph, Jeremy (b)(6)
Sent: Friday, March 21, 2014 12:18 PM
To: Douglas L. Chapman; Christopher J. Swartz
Cc: DiBella, Roberto
Subject: RE: Sched. C Exclusion
Attachments: 2014 Deputy Residence Manager Position Description.pdf; non-responsive

Dear Doug:

Following up on my conversations with Chris on Wednesday, per 5 CFR 2634.203, OVP seeks a 278 public financial disclosure report filing exclusion for OVP's sole Schedule C position. The exclusion is for the Deputy Residence Manager position at the Vice President's temporary official residence, the U.S. Naval Observatory (the "Residence"). The 2014 position description is attached. The position is presently classified between a GS-9 and -11, depending on the qualifications of the applicant. (b)(5)

[REDACTED]

(b)(5) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(b)(5) [REDACTED]

[REDACTED] We deeply appreciate your assistance in this matter. Please let me know if you have any questions or wish to discuss the history of this position further. Have a good weekend.

Best regards,
Jeremy

Jeremy Joseph

(b)(6)

From: Douglas L. Chapman [<mailto:dlchapma@oge.gov>]
Sent: Wednesday, March 19, 2014 4:26 PM
To: Joseph, Jeremy; Christopher J. Swartz
Subject: RE: Sched. C Exclusion

Jeremy,

No problem. Feel free to call if you have any questions.

Doug

Doug Chapman

Chief, Professional Staff Group 2

U.S. Office of Government Ethics

1201 New York Avenue, NW Suite 500

Washington, DC 20005

202-482-9233

Visit OGE's website: www.oge.gov

Follow OGE on Twitter: [@OfficeGovEthics](https://twitter.com/OfficeGovEthics)

From: Joseph, Jeremy [[\(b\)\(6\)](mailto:(b)(6))]
Sent: Wednesday, March 19, 2014 4:23 PM
To: Christopher J. Swartz
Cc: Douglas L. Chapman
Subject: RE: Sched. C Exclusion

Chris, Many thanks for your quick response here. And thanks Douglas for your review here as well. We'll send something up shortly.

Best,

Jeremy

Jeremy Joseph

Deputy Counsel | Office of the Vice President

(b)(6)

From: Christopher J. Swartz [<mailto:cjswartz@oge.gov>]
Sent: Wednesday, March 19, 2014 4:18 PM
To: Joseph, Jeremy
Cc: Douglas L. Chapman
Subject: Sched. C Exclusion

Jeremy,

As we discussed, please feel free to submit the PD and request for exclusion to Mr. Douglas Chapman, Chief of our Program

Review Branch. He is Cc'd here.

Many thanks,
Chris

Christopher J. Swartz
Assistant Counsel
Office of Government Ethics
Ethics Law and Policy Branch
General Counsel & Legal Policy Division
Telephone: 202-482-9266

Visit OGE's website: www.oge.gov
Follow OGE on Twitter: @OfficeGovEthics

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United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Director of Congressional Affairs (GS9/11)

Dear Ms. Kaye:

You have requested that the position of Director of Congressional Affairs (GS9/11), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

The incumbent serves as Congressional Affairs Specialist responsible for coordinating policy issues and papers of proposed legislation, and providing ongoing liaison between USTR, Congress, its committees, other agencies and the White House under direction of AUSTR.

Provides research to senior USTR officials in the planning of significant trade issues through Congress.

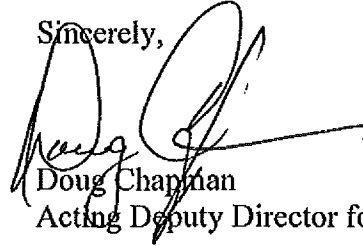
Provides support to the Assistant USTR in devising and orchestrating appropriate strategy for Congressional hearings in which the USTR, the Deputies, the Chief Textile Negotiator, the General Counsel, and senior staff will testify. Conducts research on Congressional requests for additional written information and meetings.

Ms. Janice Kaye

Page 2

Please advise the position's incumbent (if applicable) to submit a public financial disclosure report. The due date for the report is 45 calendar days from the date of this letter. If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", with a long horizontal flourish extending to the right.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment
☒ New
☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqtrs
☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt
☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
☐ Financial Disclosure
☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes
☒ No

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.)
☐ SES (CR)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive
☒ 3-Critical
☐ 2-Noncritical Sensitive
☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency, or Establishment

Director of Congressional Affairs

AD

301

00*

7/24/2014

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

non-responsive

18. Department, Agency, or Establishment

Executive Office of the President

a. First Subdivision

Office of the U.S. Trade Representative

b. Second Subdivision

Office of Congressional Affairs

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification: 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive Assistant U.S. Trade Representative for Congressional Affairs

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

non-responsive

7/24/14

21. Classification/Job Grading Certification: I 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.

Typed Name and Title of Official Taking Action

non-responsive

Acting Director, USTR Office of Human Resources

Signature

Date

non-responsive

7/29/14

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Introduction to the Position Classification Standards - Primary Standards TS-134 July 1995

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

* Duties described in this AD-301 Director of Congressional Affairs PD are equivalent to GS-11 grade level.

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - * "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - * "New" means the position has not previously existed.
 - * "Reestablishment" means the position previously existed, but had been cancelled.
 - * "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - * The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - * A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - * A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - * For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - * For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - * For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Director of Congressional Affairs
AD-301 (equiv to GS-301-11 level)**

MAJOR DUTIES

The incumbent serves as Congressional Affairs Specialist responsible for coordinating policy issues and papers of proposed legislation, and providing ongoing liaison between USTR, Congress, its committees, other agencies and the White House under direction of AUSTR.

This position requires continual access to highly sensitive information. The incumbent must be a person in who the USTR has complete trust and confidence.

Provides research to senior USTR officials in the planning of significant trade issues through Congress.

Provides support to the Assistant USTR in devising and orchestrating appropriate strategy for Congressional hearings in which the USTR, the Deputies, the Chief Textile Negotiator, the General Counsel, and senior staff will testify. Conducts research on Congressional requests for additional written information and meetings.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION Factor level 1-7, 1,250 points

1. Ability to build and sustain successful relationships in both the public and private sector.
2. Working knowledge of activities and functions of the numerous Congressional Committees which have trade policy interests.
3. Substantial experience in working with legislative matters.
4. Ability to express ideas clearly and forcefully both orally and in writing.
5. Ability to quickly grasp very complex issues and to help devise appropriate strategies to deal with such issues.

FACTOR 2: SUPERVISORY CONTROLS Factor Level 2-4, 450 points

Incumbent works under the supervision of the Assistant USTR for Congressional Affairs who sets overall objectives. Incumbent is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress and potentially controversial matters. The supervisor reviews work only from an overall standpoint in terms of effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES

Factor Level 3-3, 275 points

Guidelines are available but are not completely applicable to the work, or have gaps in specificity. The incumbent uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR 4. COMPLEXITY

Factor Level 4-4, 225 points

The incumbent provides research and program support for the Assistant USTR for Congressional Affairs. The incumbent is responsible for serving as liaison between USTR and Members and Committees of Congress, working groups and sub-groups, providing information on the status of negotiations and on U.S. trade policies. Ensures that Congressional inquiries on these and related subjects are promptly and satisfactorily answered; and, advises the supervisor on Congressional attitudes or actions and legislative matters of concern to the USTR. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning interpretation of data / information, and planning the work.

FACTOR 5. SCOPE AND EFFECT

Factor Level 5-4, 225 points

The U.S. Trade Representative is responsible for the implementation of the Trade Agreements Act of 1979; developing and coordinating U.S. international trade, commodity, and direct investment policy; and leading or directing negotiations with other countries on such matters. The USTR is the President's chief advisor and spokesman on trade policy. The USTR is responsible for establishing policy, and developing issues and recommendations for Presidential decisions.

The success of U.S. trade policies and objectives depends on how well they are understood and supported in Congress and by the public. The incumbent of this position works with the Assistant USTR in coordinating approach with Congressional committees. The work involves analyzing a variety of varying and unusual concerns or issues raised by Members of Congress, or officials in private industry, and formulating and executing a plan for effective communication of ongoing negotiating strategies on U.S. trade policies.

FACTOR 6. PERSONAL CONTACTS

Factor Level 6-3, 60 points

The incumbent carries out confidential and technical assignments, including contacting key policymaking officials and staff of the Executive Branch and Congress.

The incumbent is responsible for maintaining day-to-day liaison with all appropriate Congressional Committees and staffs, including Senate Finance, House Ways and Means, the trade subcommittees (or trade subcommittees thereof) on Agriculture, Banking, Commerce and Foreign or International Relations. Contacts are not always on a routine basis, and the purpose and extent of each contact is different.

FACTOR 7. PURPOSE OF CONTACTS

Factor Level 7-2, 50 points

Works closely with contacts, particularly the White House staff and the Office of Congressional Liaison, in helping to research and coordinate administration positions and strategies in support of the Assistant USTR for Congressional Affairs.

FACTOR 8. PHYSICAL DEMANDS

Factor Level 8-1, 5 points

The work is sedentary, although some domestic and international travel may be required.

FACTOR 9. WORK ENVIRONMENT

Factor Level 8-1, 5 points

Work takes place in typical office and meeting room settings.

**Total Points = 2,545
Grade Level = GS-11**

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		1. Agency Position No.							
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				6. OPM Certification No.									
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive				9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
13. Competitive Level Code				14. Agency Use				15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office									
16. Official Title of Position Director of Congressional Affairs				Pay Plan AD				Occupational Code 301				Grade 00*		Initials [Signature]		Date 7/25/19	
17. Name of Employee (if vacant, specify)				18. Department, Agency, or Establishment Executive Office of the President				c. Third Subdivision				d. Fourth Subdivision					
a. First Subdivision Office of the U.S. Trade Representative				b. Second Subdivision Office of Congressional Affairs				e. Fifth Subdivision				Signature of Employee (optional)					
19. Employee Review -This is an accurate description of the major duties and responsibilities of my position.				20. Supervisory Certification . 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.				a. Typed Name and Title of Immediate Supervisor non-responsive Assistant U.S. Trade Representative for Congressional Affairs				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature non-responsive				Date 7/25/19				Signature				Date					
21. Classification/Grading Certification . I 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.				22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Introduction to the Position Classification Standards - Primary Standards TS-134 July 1995				Information for Employees . The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources				Signature non-responsive				Date 7/25/19				23. Position Review a. Employee (optional) b. Supervisor c. Classifier					
24. Remarks GS-09 grade level Statement of Difference to GS-11 level PD.				25. Description of Major Duties and Responsibilities (See Attached)				Initials Date Initials Date Initials Date									

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 16 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 538-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in Items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate Instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Director of Congressional Affairs
AD-301 (equiv to GS-09)**

STATEMENT OF DIFFERENCE TO:

**Director of Congressional Affairs
AD-301 (equiv to GS-11)**

The incumbent performs duties that are essentially the same as those performed at the GS-11 level, but with a closer level of supervision. The incumbent is under the direction of the Assistant U.S. Trade Representative for Congressional Affairs, who defines objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

**Director of Congressional Affairs
AD-301 (equiv to GS-301-11 level)**

MAJOR DUTIES

The incumbent serves as Congressional Affairs Specialist responsible for coordinating policy issues and papers of proposed legislation, and providing ongoing liaison between USTR, Congress, its committees, other agencies and the White House under direction of AUSTR.

This position requires continual access to highly sensitive information. The incumbent must be a person in who the USTR has complete trust and confidence.

Provides research to senior USTR officials in the planning of significant trade issues through Congress.

Provides support to the Assistant USTR in devising and orchestrating appropriate strategy for Congressional hearings in which the USTR, the Deputies, the Chief Textile Negotiator, the General Counsel, and senior staff will testify. Conducts research on Congressional requests for additional written information and meetings.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION Factor level 1-7, 1,250 points

1. Ability to build and sustain successful relationships in both the public and private sector.
2. Working knowledge of activities and functions of the numerous Congressional Committees which have trade policy interests.
3. Substantial experience in working with legislative matters.
4. Ability to express ideas clearly and forcefully both orally and in writing.
5. Ability to quickly grasp very complex issues and to help devise appropriate strategies to deal with such issues.

FACTOR 2: SUPERVISORY CONTROLS Factor Level 2-4, 450 points

Incumbent works under the supervision of the Assistant USTR for Congressional Affairs who sets overall objectives. Incumbent is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress and potentially controversial matters. The supervisor reviews work only from an overall standpoint in terms of effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES

Factor Level 3-3, 275 points

Guidelines are available but are not completely applicable to the work, or have gaps in specificity. The incumbent uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR 4. COMPLEXITY

Factor Level 4-4, 225 points

The incumbent provides research and program support for the Assistant USTR for Congressional Affairs. The incumbent is responsible for serving as liaison between USTR and Members and Committees of Congress, working groups and sub-groups, providing information on the status of negotiations and on U.S. trade policies. Ensures that Congressional inquiries on these and related subjects are promptly and satisfactorily answered; and, advises the supervisor on Congressional attitudes or actions and legislative matters of concern to the USTR. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning interpretation of data / information, and planning the work.

FACTOR 5. SCOPE AND EFFECT

Factor Level 5-4, 225 points

The U.S. Trade Representative is responsible for the implementation of the Trade Agreements Act of 1979; developing and coordinating U.S. international trade, commodity, and direct investment policy; and leading or directing negotiations with other countries on such matters. The USTR is the President's chief advisor and spokesman on trade policy. The USTR is responsible for establishing policy, and developing issues and recommendations for Presidential decisions.

The success of U.S. trade policies and objectives depends on how well they are understood and supported in Congress and by the public. The incumbent of this position works with the Assistant USTR in coordinating approach with Congressional committees. The work involves analyzing a variety of varying and unusual concerns or issues raised by Members of Congress, or officials in private industry, and formulating and executing a plan for effective communication of ongoing negotiating strategies on U.S. trade policies.

FACTOR 6. PERSONAL CONTACTS

Factor Level 6-3, 60 points

The incumbent carries out confidential and technical assignments, including contacting key policymaking officials and staff of the Executive Branch and Congress.

The incumbent is responsible for maintaining day-to-day liaison with all appropriate Congressional Committees and staffs, including Senate Finance, House Ways and Means, the trade subcommittees (or trade subcommittees thereof) on Agriculture, Banking, Commerce and Foreign or International Relations. Contacts are not always on a routine basis, and the purpose and extent of each contact is different.

FACTOR 7. PURPOSE OF CONTACTS

Factor Level 7-2, 50 points

Works closely with contacts, particularly the White House staff and the Office of Congressional Liaison, in helping to research and coordinate administration positions and strategies in support of the Assistant USTR for Congressional Affairs.

FACTOR 8. PHYSICAL DEMANDS

Factor Level 8-1, 5 points

The work is sedentary, although some domestic and international travel may be required.

FACTOR 9. WORK ENVIRONMENT

Factor Level 8-1, 5 points

Work takes place in typical office and meeting room settings.

Total Points = 2,545
Grade Level = GS-11



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Director of Intergovernmental Affairs and Public Engagement (GS11)

Dear Ms. Kaye:

You have requested that the position of Director of Intergovernmental Affairs and Public Engagement (GS11), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Develops and implements outreach strategies aimed at building relationships with state and local elected officials and their staffs on behalf of USTR.

Develops strategic engagement plans to deploy state and local elected officials as well as non-elected allies in support of the Administration's trade policy agenda.

Develops domestic travel opportunities for the USTR, in coordination with the Director of Scheduling and Advance, in order to build public support for the Administration's trade policy agenda.

Spearheads the planning and execution of stakeholder forums at negotiating rounds in partnership with USTR negotiators.

Conducts outreach to and build support from interested domestic stakeholders in the business, agriculture, labor, environment, consumer, and other Non-Governmental Organization (NGO) groups on trade policy priorities and issues.

Coordinates external engagement opportunities for the United States Trade Representative (the Ambassador) including speeches, panels, and meetings. Coordination includes writing briefing materials, coordinating logistics, creating agendas, collaborating with appropriate policy experts (sic) and sharing read-outs as appropriate.

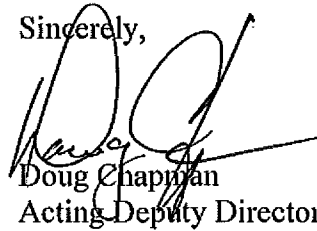
Collaborate with USTR's policy, communications, and Congressional offices regarding outreach planning and implementation of messages to external audiences and organizations.

Serves as staff liaison to the President's Export Council and provides staff level briefings as needed to the PEC staff.

Carries out strategic engagement initiatives including soliciting statements of support from key allies on major announcements. Identifies and communicates with new stakeholders as part of this process.

Please advise the position's incumbent (if applicable) to submit a public financial disclosure report. The due date for the report is 45 calendar days from the date of this letter. If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", is written over a horizontal line.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)								1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. OPM Certification No.		
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code		
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive				
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management		Director of Intergovernmental Affairs and Public Engagement								
b. Department, Agency or Establishment						GS	0301	11		
c. Second Level Review										
d. First Level Review										
e. Recommended by Supervisor or Initiating Office										
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify) non-responsive				
18. Department, Agency, or Establishment Executive Office of the President						c. Third Subdivision				
a. First Subdivision Office of the U.S. Trade Representative						d. Fourth Subdivision				
b. Second Subdivision Office of Intergovernmental Affairs & Public Engagement						e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)				
20. Supervisory Certification. 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.				
a. Typed Name and Title of Immediate Supervisor non-responsive Assistant U.S. Trade Representative for Intergovernmental Affairs & Public Engagement						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature						Signature				
non-responsive						Date				
Date						Date				
4/28/19										
21. Classification/Job Grading Certification. I 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.						22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979				
Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature										
non-responsive						Date				
Date						Date				
4/28/19										
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)										
b. Supervisor										
c. Classifier										
24. Remarks Confidential relationship of a Schedule C nature is imperative since the incumbent will be performing duties requiring a working knowledge of the political, personal, & mgmt philosophies & views of the AUSTR for IAPE, and the U.S. Trade Representative										
25. Description of Major Duties and Responsibilities (See Attached)										

Director of Intergovernmental Affairs and Public Engagement
GS-301-11

Serve as Director of Intergovernmental Affairs and Public Engagement to the Assistant U.S. Trade Representative for Intergovernmental Affairs and Public Engagement (IAPE) at the Office of the U.S. Trade Representative (USTR).

Duties

Develops and implements outreach strategies aimed at building relationships with state and local elected officials and their staffs on behalf of USTR.

Develops strategic engagement plans to deploy state and local elected officials as well as non-elected allies in support of the Administration's trade policy agenda.

Develops domestic travel opportunities for the USTR, in coordination with the Director of Scheduling and Advance, in order to build public support for the Administration's trade policy agenda.

Spearheads the planning and execution of stakeholder forums at negotiating rounds in partnership with USTR negotiators.

Conducts outreach to and build support from interested domestic stakeholders in the business, agriculture, labor, environment, consumer, and other Non-Governmental Organization (NGO) groups on trade policy priorities and issues.

Coordinates external engagement opportunities for the United States Trade Representative (the Ambassador) including speeches, panels, and meetings. Coordination includes writing briefing materials, coordinating logistics, creating agendas, collaborating with appropriate policy experts and sharing read-outs as appropriate.

Collaborate with USTR's policy, communications, and Congressional offices regarding outreach planning and implementation of messages to external audiences and organizations.

Serves as staff liaison to the President's Export Council and provides staff level briefings as needed to the PEC staff.

Coordinates and manages invitations and special events from private sector, industry officials, and Non-Governmental Organizations NGOs; makes recommendations on the Ambassador's attendance.

Carries out strategic engagement initiatives including soliciting statements of support from key allies on major announcements. Identifies and communicates with new stakeholders as part of this process.

Serves on a variety of task forces and committees related to assigned unit/office to analyze specific problems or issues related to assigned unit/office.

Assists in the preparation of Congressional testimony, speeches, or other senior level briefings and responds to controlled correspondence for the U.S. Trade Representative, Deputy U.S. Trade Representatives or other senior level official.

Manages offices intern program and interns. Searches, interviews, and approves interns for each session with AUSTR to meet office needs.

Factor 1. Knowledge Required by the Position Level 1-7, 1,250 Pts

Understanding of U.S. trade policy including provisions of new trade legislation which may be under consideration.

Familiarity with the interagency process within the U.S. government.

Exceptional written and oral communication skills required.

Must be able to work independently, collaborate with team members, and with external organizations in a fast-paced environment. Strong interpersonal skills necessary.

Strong strategic thinking, planning and organizational skills.

Must be able to work under pressure, meet tight deadlines, and manage multiple priorities simultaneously.

Strong interpersonal and leadership skills.

Factor 2. Supervisory Controls Level 2-4, 450 Pts

The incumbent reports directly to the AUSTR for Intergovernmental Affairs and Public Engagement (IAPE) and decides jointly with the supervisor on priorities and deadlines for assigned work. Work is reviewed for achieving expected outcome and compliance with agency policy.

Factor 3. Guidelines Level 3-3, 275 Pts

The guidelines are basic legislation and agency policy statements which require some interpretation. The incumbent must exercise judgment in adapting existing precedents and in developing new or improved approaches to research, analysis and policy formulation. The incumbent is responsible for the integrity and validity of analyses, advice and counsel provided.

Factor 4. Complexity Level 4-4, 225 Pts

The incumbent manages and provides advice on the ongoing activities of the USTR regarding

strategic planning and outreach activities. The incumbent must have general understanding and background in international trade issues to communicate with interested parties. The incumbent must also be well versed in the issues and concerns of various organizations and constituencies.

Factor 5. Scope and Effect

Level 5-3, 150 Pts

The work requires assisting in the development and execution of USTR's external engagement initiatives. The incumbent is responsible for building and maintaining external relationships and crafting ideas for deploying those relationships in a manner which advances USTR's strategic goals.

Factor 6. Personal Contacts

Level 6-3, 60 Pts

The incumbent has extensive contact with the senior USTR officials, policy and staff; state and local elected officials and staff; officials with other U.S. government agencies and quasi-government agencies; Congressional staff; the private sector; non-governmental organizations; and representatives of international organizations.

Factor 7. Purpose of Contacts

Level 7-3, 120 Pts

The incumbent's contacts are made to plan, coordinate and manage activities on behalf of the USTR. The purpose of these contacts is to build public support for the Administration's trade agenda and to help advance USTR's strategic goals. The incumbent may be required to persuade and listen to others and must integrate diverse points of view to yield a constructive product or result.

Factor 8. Physical Demands

Level 8-1, 5 Pts

The work is sedentary. Work assignments may require long hours. The ability to handle stress and physical and mental endurance are required.

Factor 9. Work Environment

Level 9-1, 5 Pts

The work is performed in an office setting with adequate heating, ventilation, and lighting. May include limited domestic travel.

Total Points: 2, 540
Grade Level: GS-11



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Director of Scheduling and Advance (GS12/13)

Dear Ms. Kaye:

You have requested that the position of Director of Scheduling and Advance (GS12/13), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Receives and analyzes requests for events, meetings, and other major trade events. Works with senior staff to determine events and engagements that should be accepted and rejected... Keeps track of major trade negotiations and incorporates key events into the schedule. Researches files and gathers background material on events and invitations in preparing schedules of a confidential nature for the Ambassador.

Makes contact with a wide variety of individuals and performs research to locate information and reference materials on confidential subjects and activities of current interest to the Ambassador. Anticipates the need for assistance in this respect and organizes material to call attention to those facts or points of greatest significance.

Attends meetings and conferences with senior staff members to discuss major operational and program implementation problems.

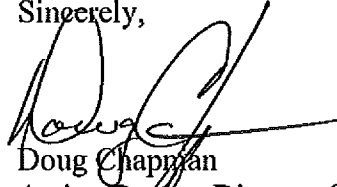
Ms. Janice Kaye

Page 2

Receives and handles selected inquires (sic) and invitations of a confidential and sensitive nature from key officials, and other Federal agencies, private organizations, and state and local agencies. Assures (sic) that answers to questions and inquiries convey the views and concerns of the Ambassador.

Please advise the position's incumbent (if applicable) to submit a public financial disclosure report. The due date for the report is 45 calendar days from the date of this letter. If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", written over a horizontal line.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqrs ☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)

☐ SES (Gen.) ☐ SES (CR)

8. Financial Statements Required

☐ Executive Personal Financial Disclosure ☐ Employment and Financial Interest

11. Position Is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive

☐ 2-Noncritical Sensitive

☐ 4-Special Sensitive

☒ 3-Critical

9. Subject to IA Action

☐ Yes ☒ No

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Director of Scheduling and Advance

GS

301

13

7/12/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Executive Office of the President

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Office of the U.S. Trade Representative

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive
Chief of Staff

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

non-responsive

7/12/14

Signature

Date

21. Classification/Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Acting Director, Human Resources Management

Signature

Date

non-responsive

7/12/14

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated January 1979

US OPM Intro to PCS, Primary Standard, dated August 2009

Information for Employers. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-034-4265

Previous Edition Usable

5008-106

OP-8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Director of Scheduling and Advance
GS-301-13

Duties

This position is located in the Office of the U.S. Trade Representative. Incumbent serves as the Scheduler and Advance Coordinator for the U.S. Trade Representative (USTR) [also referred to as the Ambassador]. The incumbent performs a variety of confidential assignments in connection with various scheduling matters with which the Ambassador is personally concerned. The performance of the assignments requires knowledge of the views, plans, and interests of the Ambassador.

Receives and analyzes requests for events, meetings, and other major trade events. Works with senior staff to determine events and engagements that should be accepted and rejected. Develops long and short range schedules for the Ambassador. Keeps track of major trade negotiations and incorporates key events into the schedule. Researches files and gathers background material on events and invitations in preparing schedules of a confidential nature for the Ambassador. Develops itineraries indicating times, places, and travel routes covering all of the Ambassador's trips especially those to foreign countries. Incumbent coordinates schedules with officials within the Department of State, with U.S. security and intelligence agencies, with foreign governments and non-government representatives, schedulers at the White House and others. Incumbent must use persistence, diplomacy and diligence in carrying out his or her duties.

Serves as Advance Coordinator for the Ambassador. Makes all necessary arrangements for trips, mainly overseas. Works with embassy officials, private sector members and other foreign officials on preparations for trips and other events. Coordinates all meetings and prepares agenda and schedules for the Ambassador. Travels in advance of meetings or with the Ambassador to make sure all plans and necessary arrangements are made to ensure a smooth and efficient trip. Coordinates lunches, dinners and other major social gatherings while on trips.

Makes contact with a wide variety of individuals and performs research to locate information and reference materials on confidential subjects and activities of current interest to the Ambassador. Anticipates the need for assistance in this respect and organizes material to call attention to those facts or points of greatest significance.

Attends meetings and conferences with senior staff members to discuss major operational and program implementation problems.

Receives and handles selected inquiries and invitations of a confidential and sensitive nature from key officials, and other Federal agencies, private organizations, and state and local agencies. Assures that answers to questions and inquiries convey the views and concerns of the Ambassador.

Performs other related duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION: *Level 1-8 -- 1550 points*

Knowledge and/or familiarity with the activities of the agency and the immediate Office of the Ambassador. Knowledge of the agency's role in the Executive Office of the President.

Knowledge of the views, strategies, and objectives of the Ambassador. Knowledge of the agency's programs, goals, policies and procedures. The incumbent must exhibit a high degree of

confidentiality, personal integrity and loyalty based on the confidential relationship that must exist between the incumbent and the Ambassador.

Knowledge of agency program goals and objectives, and the sequence and timing of key program events and milestones. Work requires knowledge of relationships of agency programs with key administrative support functions within the agency or in other agencies.

Ability to make on-the-spot and authoritative decisions regarding scheduling, taking into account issues or programs critical to the Administration, and also taking into account delicate political sensitivities of persons or programs involved.

Ability to deal effectively with a variety of people including agency professional and support staff, staff members of other Federal agencies, White House staff, members of Congress, Congressional staff members, private sector executives and representatives, and the public. A high degree of persistence, diplomacy, and diligence is required.

Skill in establishing priorities and in organizing work.

Ability to handle a variety of situations under pressure with a high degree of tact, poise persistence, diligence and diplomacy.

FACTOR 2 – SUPERVISORY CONTROLS:

Level 2-4 – 450 points

Incumbent works under the general supervision of the Ambassador or the Chief of Staff, who sets the overall objectives of the work. The incumbent collaborates with the Chief of Staff on the setting of priorities and deadlines based on priorities and needs of key senior staff and of the agency. The incumbent plans and carries out assignments, resolving most conflicts that arise, coordinating work with others as necessary, in accordance with priorities, policies and practices of the office.

Work is reviewed in terms of effectiveness in meeting requirements and expected results.

FACTOR 3 - GUIDELINES:

Level 3-4 -- 450 points

General guidelines are provided to the incumbent relating to the overall policy and objectives of the Ambassador. The incumbent plans and carries out work assignments in accordance with instructions, previous training or accepted practices and takes into consideration White House, EOP and USTR policies and procedures. Many situations are not covered by guidelines and the incumbent must use initiative and resourcefulness in deviating from usual practices to adapt guidelines and determine which of several alternate methods apply.

FACTOR 4 - COMPLEXITY:

Level 4-5 -- 325 points

The incumbent performs substantive assignments involving the total spectrum of scheduling and advance responsibilities, which involve different and unrelated processes and approaches. The incumbent must understand the mission of USTR. Decisions regarding what must be done require sound judgment, ingenuity and an understanding of the specific functions and staff assignments of each office in order to effectively handle shifting changes in programs or priorities, and conflicting requirements.

FACTOR 5 – SCOPE AND EFFECT:*Level 5-4 -- 225 points*

The incumbent's work involves analyzing a variety of unusual or unexpected problems, circumstances or requests. The incumbent must have knowledge of USTR policy, programs, and staff assignments. The incumbent's work directly affects the effectiveness and success with which the USTR accomplishes agency responsibilities. The incumbent is expected to exercise a high degree of discretion and judgment, in support of the preparation and coordination of confidential correspondence to support the scheduling of official visits and meetings held within and outside of the United States, the role and responsibilities. The timely and accurate provision of information facilitates the work of the office and the USTR to which services are provided.

FACTOR 6 – PERSONAL CONTACTS:*Level 6-4 -- 110 points*

The incumbent works closely with the staff of the immediate office and staff of the USTR, and a diverse and extensive group of top level persons throughout the government, Cabinet officials, Members of Congress, high ranking private sector officials, White House officials, embassy and other foreign government officials, and high level officials of the general public.

FACTOR 7 – PURPOSE OF CONTACTS:*Level 7-2 -- 50 points*

Contacts are for the purpose of planning, coordinating, and advising on scheduling and advance work, answering questions, providing information, arranging interviews and meetings, planning events, obtaining and providing facts, and making domestic and foreign travel arrangements.

FACTOR 8 – PHYSICAL DEMANDS:*Level 8-1 -- 5 points*

The work is mostly sedentary. Incumbent is required to walk, stand, bend, lift, and carry light items such as papers, briefing books, manuals, etc. The incumbent will be required to work long hours oftentimes under stressful conditions and within severe time constraints. Frequent travel is required.

FACTOR 9 – WORK ENVIRONMENT:*Level 9-1 -- 5 points*

Work is performed in an office setting.

Total Points: 3,170
Grade Level: GS-13

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqrs ☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

11. Position Is

☐ Supervisory ☐ Managerial ☒ Neither
☐ 1-Non-Sensitive ☒ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

9. Subject to IA Action

☐ Yes ☒ No

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Director of Scheduling and Advance

GS

301

12

7/17/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Executive Office of the President

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Office of the U.S. Trade Representative

c. Third Subdivision

d. Fourth Subdivision

a. First Subdivision

e. Fifth Subdivision

b. Second Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive
Chief of Staff

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

non-responsive

7/17/14

21. Classification/Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Acting Director, Human Resources Management

Signature

Date

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated January 1979

US OPM Intro to PCS, Primary Standard, dated August 2009

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

non-responsive

2/12/14

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

STATEMENT OF DIFFERENCE TO GS-13 LEVEL POSITION.

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - * A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - * A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Director of Scheduling and Advance
GS-301-12

STATEMENT OF DIFFERENCE TO:

Director of Scheduling and Advance
GS-301-13

The incumbent performs duties that are essentially the same as those performed at the GS-13 level, but with a closer level of supervision. The incumbent is under the direction of the Chief of Staff, who provides general instructions as the objectives, priorities, and deadlines. Work is performed independently with assistance available from the supervisor as needed. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

Director of Scheduling and Advance
GS-301-13

Duties

This position is located in the Office of the U.S. Trade Representative. Incumbent serves as the Scheduler and Advance Coordinator for the U.S. Trade Representative (USTR) [also referred to as the Ambassador]. The incumbent performs a variety of confidential assignments in connection with various scheduling matters with which the Ambassador is personally concerned. The performance of the assignments requires knowledge of the views, plans, and interests of the Ambassador.

Receives and analyzes requests for events, meetings, and other major trade events. Works with senior staff to determine events and engagements that should be accepted and rejected. Develops long and short range schedules for the Ambassador. Keeps track of major trade negotiations and incorporates key events into the schedule. Researches files and gathers background material on events and invitations in preparing schedules of a confidential nature for the Ambassador. Develops itineraries indicating times, places, and travel routes covering all of the Ambassador's trips especially those to foreign countries. Incumbent coordinates schedules with officials within the Department of State, with U.S. security and intelligence agencies, with foreign governments and non-government representatives, schedulers at the White House and others. Incumbent must use persistence, diplomacy and diligence in carrying out his or her duties.

Serves as Advance Coordinator for the Ambassador. Makes all necessary arrangements for trips, mainly overseas. Works with embassy officials, private sector members and other foreign officials on preparations for trips and other events. Coordinates all meetings and prepares agenda and schedules for the Ambassador. Travels in advance of meetings or with the Ambassador to make sure all plans and necessary arrangements are made to ensure a smooth and efficient trip. Coordinates lunches, dinners and other major social gatherings while on trips.

Makes contact with a wide variety of individuals and performs research to locate information and reference materials on confidential subjects and activities of current interest to the Ambassador. Anticipates the need for assistance in this respect and organizes material to call attention to those facts or points of greatest significance.

Attends meetings and conferences with senior staff members to discuss major operational and program implementation problems.

Receives and handles selected inquires and invitations of a confidential and sensitive nature from key officials, and other Federal agencies, private organizations, and state and local agencies. Assures that answers to questions and inquiries convey the views and concerns of the Ambassador.

Performs other related duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION: *Level 1-8 -- 1550 points*

Knowledge and/or familiarity with the activities of the agency and the immediate Office of the Ambassador. Knowledge of the agency's role in the Executive Office of the President.

Knowledge of the views, strategies, and objectives of the Ambassador. Knowledge of the agency's programs, goals, policies and procedures. The incumbent must exhibit a high degree of

confidentiality, personal integrity and loyalty based on the confidential relationship that must exist between the incumbent and the Ambassador.

Knowledge of agency program goals and objectives, and the sequence and timing of key program events and milestones. Work requires knowledge of relationships of agency programs with key administrative support functions within the agency or in other agencies.

Ability to make on-the-spot and authoritative decisions regarding scheduling, taking into account issues or programs critical to the Administration, and also taking into account delicate political sensitivities of persons or programs involved.

Ability to deal effectively with a variety of people including agency professional and support staff, staff members of other Federal agencies, White House staff, members of Congress, Congressional staff members, private sector executives and representatives, and the public. A high degree of persistence, diplomacy, and diligence is required.

Skill in establishing priorities and in organizing work.

Ability to handle a variety of situations under pressure with a high degree of tact, poise persistence, diligence and diplomacy.

FACTOR 2 – SUPERVISORY CONTROLS:

Level 2-4 – 450 points

Incumbent works under the general supervision of the Ambassador or the Chief of Staff, who sets the overall objectives of the work. The incumbent collaborates with the Chief of Staff on the setting of priorities and deadlines based on priorities and needs of key senior staff and of the agency. The incumbent plans and carries out assignments, resolving most conflicts that arise, coordinating work with others as necessary, in accordance with priorities, policies and practices of the office.

Work is reviewed in terms of effectiveness in meeting requirements and expected results.

FACTOR 3 - GUIDELINES:

Level 3-4 -- 450 points

General guidelines are provided to the incumbent relating to the overall policy and objectives of the Ambassador. The incumbent plans and carries out work assignments in accordance with instructions, previous training or accepted practices and takes into consideration White House, EOP and USTR policies and procedures. Many situations are not covered by guidelines and the incumbent must use initiative and resourcefulness in deviating from usual practices to adapt guidelines and determine which of several alternate methods apply.

FACTOR 4 - COMPLEXITY:

Level 4-5 -- 325 points

The incumbent performs substantive assignments involving the total spectrum of scheduling and advance responsibilities, which involve different and unrelated processes and approaches. The incumbent must understand the mission of USTR. Decisions regarding what must be done require sound judgment, ingenuity and an understanding of the specific functions and staff assignments of each office in order to effectively handle shifting changes in programs or priorities, and conflicting requirements.

FACTOR 5 – SCOPE AND EFFECT:*Level 5-4 – 225 points*

The incumbent's work involves analyzing a variety of unusual or unexpected problems, circumstances or requests. The incumbent must have knowledge of USTR policy, programs, and staff assignments. The incumbent's work directly affects the effectiveness and success with which the USTR accomplishes agency responsibilities. The incumbent is expected to exercise a high degree of discretion and judgment, in support of the preparation and coordination of confidential correspondence to support the scheduling of official visits and meetings held within and outside of the United States, the role and responsibilities. The timely and accurate provision of information facilitates the work of the office and the USTR to which services are provided.

FACTOR 6 – PERSONAL CONTACTS:*Level 6-4 – 110 points*

The incumbent works closely with the staff of the immediate office and staff of the USTR, and a diverse and extensive group of top level persons throughout the government, Cabinet officials, Members of Congress, high ranking private sector officials, White House officials, embassy and other foreign government officials, and high level officials of the general public.

FACTOR 7 – PURPOSE OF CONTACTS:*Level 7-2 -- 50 points*

Contacts are for the purpose of planning, coordinating, and advising on scheduling and advance work, answering questions, providing information, arranging interviews and meetings, planning events, obtaining and providing facts, and making domestic and foreign travel arrangements.

FACTOR 8 – PHYSICAL DEMANDS:*Level 8-1 -- 5 points*

The work is mostly sedentary. Incumbent is required to walk, stand, bend, lift, and carry light items such as papers, briefing books, manuals, etc. The incumbent will be required to work long hours oftentimes under stressful conditions and within severe time constraints. Frequent travel is required.

FACTOR 9 – WORK ENVIRONMENT:*Level 9-1 -- 5 points*

Work is performed in an office setting.

Total Points: 3,170
Grade Level: GS-13



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

September 30, 2014

Aswathi Zachariah
Assistant General Counsel
National Endowment for the Arts
1100 Pennsylvania Avenue NW., Suite 608,
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for **non-responsive**
Director of Scheduling

Dear Ms. Zachariah:

You have requested that **non-responsive** a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon **non-responsive**'s current position description, your request is approved.

The documents submitted in support of your request reflect that **non-responsive**'s position, Director of Scheduling, has no policy-making role with respect to agency programs and, therefore, we find that the position meets the exclusion criteria. Accordingly, the position is hereby excluded from the public financial disclosure reporting requirement of Title I of the Ethics in Government Act of 1978, as amended.

The exclusion and its conditions apply to all subsequent incumbents who fill the position unless the duties of the position change. Because the position description may not change for several years, we recommend attaching this document to the position description to avoid inadvertent destruction that might occur in accordance with record retention policies.

If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", is written over a horizontal line.

Doug Chapman
Acting Chief, Program Review Branch



**National
Endowment
for the Arts**
arts.gov

September 10, 2014

Walter M. Schaub, Jr.
Director
U.S. Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, D.C., 20505

Pursuant to 5 C.F.R. § 2634.203, I am seeking an exclusion from the public reporting requirement for the following Schedule C appointee: **non-responsive**. She will serve as the Director of Scheduling for the Chair, GS-301-12.

As the enclosed position description states, the incumbent assists the Chair in the accomplishment of projects and activities related to the operations of the Chair's office. Her duties include travel and meeting coordination, event scheduling and related planning, information preparation and dissemination, serving as the liaison between the Chair and Agency staff, as well as assisting with ongoing office functions. The position incumbent has no policy-making role with respect to agency programs; for that reason, the position should be excluded from the public reporting requirement outlined in 5 C.F.R. §§ 2634.201-202.

If you need any additional information or have any questions as to the exclusion of this position from the public reporting requirement, please contact me at (202) 682-5007 or via email at zachariah@arts.gov.

Sincerely,

Aswathi Zachariah
Alternate Designated Agency Ethics Official

Title:	Scheduler
Organizational Title:	Director of Scheduling
Grade/Series:	GS-301-12 (SCHEDULE C)
FLSA Status:	Exempt

A. INTRODUCTION

This position is located in the Office of the Chairman, National Endowment for the Arts (NEA). The incumbent provides assistance and support directly for the Chairman and carries out projects and activities related to the operations of the Chairman's office. The incumbent's particular focus is to serve as the Chairman's scheduler for internal Agency meetings, prepare correspondence on behalf of the Chairman, and serve as liaison between the Chairman, and the Agency concerning related items of interest to the Chairman. Given the close working relationship with the Chairman, the incumbent must maintain confidentiality and exercise considerable tact, discretion and judgment when representing the Chairman and the Office. In accomplishing duties, the incumbent works closely with the Chairman, staff in the Office of the COS, and staff in the Office of the Senior Deputy Chairman. The incumbent reports to the Chairman.

B. DUTIES

- o Schedules meetings and maintains appointment calendar for the Chairman. Based on knowledge of the Chairman's interests and activities, uses judgment in assessing relative importance and priority. Plans and carries out all necessary logistical arrangements associated with such meetings.
- o Serves in a liaison capacity between the Chairman and other Agency staff and obtains from them information needed by the Chairman. Coordinates a variety of internal communications and administrative activities on the Chairman's behalf.
- o Monitors a full range of action items, including replies being prepared by Agency staff, to ensure timely responses. Inform and instruct NEA personnel on established procedures for preparation of correspondence and clearance of action documents.
- o Based on knowledge of the Chairman's priorities, assists with and/or accomplishes on own initiative special projects or activities in anticipation of the Chairman's needs. Uses independent judgment when prioritizing work, particularly matters that should be brought, directly, to the Chairman's attention.

- Uses tact and diplomacy in regular contact between the NEA and the White House, Congress, National Council on the Arts, important members of the arts community and the general public. Handles sensitive or confidential material with discretion.
- Composes a variety of memoranda and correspondence for the Chairman's signature involving a wide range of matters and issues of concern to the Chairman. Maintains logs of all correspondence and invitations.
- Assists with the coordination of travel arrangements for the Chairman and immediate staff, as directed. Prepares and submits any required vouchers and reports. Processes any necessary requisitions or required administrative forms for the Office.
- The incumbent will supervise the Staff Assistant in the Office of the Chairman. As such, the incumbent will be expected to provide leadership, mentoring, coaching, direction, and quick responses to questions and clarifications.
- In the absence of the Office Staff Assistant, handles routine office activity such as receiving telephone calls and visitors, handling routine inquiries including those received by mail; maintaining Office correspondence control; referring more technical inquiries to appropriate staff for response, and maintaining files.
- Provides assistance and support to other staff within the office, as requested.
- Team participation is vital to effectively/efficiently accomplish office assignments. The incumbent will also be expected to serve as a team member on ad hoc teams convened to provide quick responses to special projects and studies which may cut across organizational lines, divisions, disciplines and functions. Successful participation in both routine and special assignments requires flexibility, effective interactive skills and willingness to cooperate to enhance team accomplishments.
- Performs other related duties as assigned.

C. FACTORS

1. Knowledge Required by the Position

- Substantive knowledge of priorities and commitments of the Chairman of the NEA including policies and procedures and of the NEA's overall mission to complete a variety of internal administrative assignments and special projects.

- o Substantive knowledge of administrative concepts, principles and practices to effectively monitor a full range of action items and ensure the integrity of correspondence for the Chairman's signature.
- o Demonstrated ability to handle multiple concurrent tasks and to adjust priorities or prior work commitments and skill to adapt policies and procedures and establish practices to meet new or respond to emergency situations.
- o Skill in both oral and written communication to effectively carry out the responsibilities of the position.
- o Skill in interpersonal communications in a team environment sufficient to operate effectively in providing subject-matter input in an interdisciplinary setting and to contribute to harmonious working relationships to accomplish the team's objectives.

2. Supervisory Controls

The incumbent reports to the Chairman who provides general direction including objectives, priorities and deadlines. The incumbent discusses with supervisor contemplated final determinations that are extremely sensitive, have a substantial negative impact or do not have usable precedents. Work is reviewed for overall soundness and adherence to the Chairman's objectives and NIA policy. The incumbent also works closely with staff in the Office of the CDS and in the Office of the Senior Deputy Chairman.

3. Guidelines

Guidelines are broadly stated and nonspecific; e.g., general policy statements and basic legislation. Incumbent must independently devise work methods and procedures, adapting and revising methods as appropriate.

4. Complexity

The work consists of many varied, complex and sensitive duties and responsibilities related to the Chairman's objectives. The employee is required to apply judgment in adapting precedents and established practice to perform the assignment.

5. Scope and Effect

The work is national in scope and the incumbent speaks directly with national leaders in the arts and business communities. Incumbent represents the Senior Adviser and the Chairman by phone and in writing.

6. Personal Contacts

Personal contacts are usually with personnel of the Arts Endowment at all levels, the White House, Congress, the National Council on the Arts, important members of the arts community and the general public.

7. Purpose of Contacts

The purpose of contacts is to obtain, clarify or exchange information and to recommend options/alternatives in resolving issues.

8. Physical Demands

The work is primarily sedentary.

9. Work Environment

The work is performed in an office setting.



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Executive Secretariat (GS9/11)

Dear Ms. Kaye:

You have requested that the position of Executive Secretariat (GS9/11), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Participates in Senior Staff strategic meetings and provides input on procedural and substantive considerations.

Coordinates work on USTR offices on specific projects as assigned by USTR. Conducts interoffice meetings and phone calls to develop and implement plan of action to achieve objectives.

Works on special projects, performs research using a variety of sources to include the internet, current news articles, think tank websites, etc, to obtain information to be used for presentations, briefings and speeches. Gathers pertinent information, summarizes and analyzes data and prepares reports reflecting comparative data. Examines case files to locate specific information, and to isolate facts pertinent to an issue.

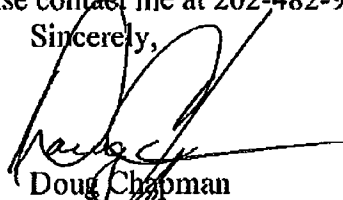
Provides guidance to staff members and others on requirements and views of the USTR.

Ms. Janice Kaye

Page 2

Please advise the position's incumbent (if applicable) to submit a public financial disclosure report. The due date for the report is 45 calendar days from the date of this letter. If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", is written over the word "Sincerely," and extends across the line of the typed name.

Doug Chapman

Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription

☒ New

3. Service

☒ Hdqrs

☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

☐ Reestablishment

☐ Other

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☐ Exempt

☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure

☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes

☒ No

10. Position Status

☐ Competitive

☒ Excepted (Specify in Remarks)

☐ SES (Gen.)

☐ SES (CR)

11. Position Is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive

☐ 2-Noncritical Sensitive

☒ 3-Critical

☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Executive Secretariat

AD

0301

00*

[Signature]

7/25/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

non-responsive

18. Department, Agency, or Establishment

Executive Office of the President

c. Third Subdivision

d. Fourth Subdivision

a. First Subdivision

Office of the U.S. Trade Representative

e. Fifth Subdivision

b. Second Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

Chief of Staff

Signature

Date

non-responsive

7/25/14

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Acting Director, USTR Office of Human Resources

Signature

Date

non-responsive

7/25/14

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; Primary Standard

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

* Duties described in this AD-301 Executive Secretariat PD are equivalent to the GS-11 grade level.

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes.
See FPM Chapter 312, Subchapter 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 651.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions.
See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

• For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

• For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.

• For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Executive Secretary
AD-301 (equiv to GS-301-11)

I. INTRODUCTION

The incumbent is assigned to the Office of the U.S. Trade Representative and serves as a special assistant to the U.S. Trade Representative. The incumbent has responsibility for the day to day management of administrative operations of the office, efficient functioning of agency controlled correspondence, administrative and/or program work, and planning and organizing special projects, as well as researching material for briefings, presentations and speeches.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for review and management of all documents from staff for timely submission to the USTR. Serves as final reviewer of all correspondence for the USTR's signature. Ensures that all documents requiring the USTR's attention are acted upon in a timely manner and establishes deadlines for USTR staff to meet requirements. Maintains hard copy file of all documents USTR marks up and distribute to USTR staff for review or action.
2. Reviews all briefing materials and supervises production of briefing books for all USTR travel. Reviews all documents from interagency or White House to the USTR. Provides cover notes summarizing documents that require USTR action. Follows up with agency or White House staff should questions regarding the documents arise.
3. Prepares late letter reports and summaries to USTR Staff to ensure timely responses to all USTR correspondence. Follow up directly with AUSTRs and DAUSTRs who have late letters for drafting and clearance.
4. Reviews all Administration documents from White House or interagency and assures copies are sent to appropriate Front Office and Administration Office staff for action. Follows up to ensure that all deadlines are met.
5. Assists USTR with drafting language for memoranda from the USTR to staff, the White House or to other Agencies. Assists with preparation of all Notes and Memoranda to the President from the USTR. Revises all Notes and Memoranda to the President before submission to USTR. Works with USTR to revise, answer questions, and finalize all Notes and Memoranda to the President from the USTR.
6. Supervises review of correspondence in response to FOIA requests which are coordinated through Policy Coordination office.
7. Participates in Senior Staff strategic meetings and provides input on procedural and substantive considerations. Prepares notes of strategic planning and decision making meetings with USTR and ensures all assignments are completed under the agreed upon deadlines.

8. Coordinates work of USTR offices on specific projects as assigned by USTR. Conducts interoffice meetings and phone calls to develop and implement plan of action to achieve objectives.
9. Works on special projects, performs research using a variety of sources to include the internet, current news articles, think tank websites, etc, to obtain information to be used for presentations, briefings and speeches. Gathers pertinent information, summarizes and analyzes data and prepares reports reflecting comparative data. Examines case files to locate specific information, and to isolate facts pertinent to an issue.
10. Conducts ongoing reviews of the office's administrative management and support functions, work flow, new or altered requirements, and related concerns. Assesses current practices and develops proposals for change in the interest of improving the quality and efficiency of the office's administrative functions. Develops and presents recommendations to the office head. Represents the supervisor on matters affecting the application and/or improvement of administrative practices and procedures in carrying out the work of the office. Serves on USTR committees established to address various administrative functions and issues.
11. Provides guidance to staff members and others on requirements and views of the USTR. Coordinates responses to a wide variety of issues with USTR staff, other offices and agencies. Ensures dissemination among appropriate parties of information concerning technical requirements, timing, reporting formats, and the like. Evaluates work unit submissions for adequacy, consistency, and adherence to prescribed administrative requirements and consolidates responses.
12. Performs other duties as assigned

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

Level 1-7 1250 Pts

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions (i.e., internal activities or functions such as supply, budget, procurement, or personnel which serve to facilitate line or program operations).

Knowledge of administrative and management methods and techniques for developing management control systems, improving processes and assessing program effectiveness, particularly as related to the agency controlled correspondence system.

Knowledge of pertinent laws, regulations, agency and White House policies and precedents which affect the functioning and efficiency of agency programs controlling correspondence, briefing materials, and other documents.

Ability to work in a confidential environment, knowledge of document security measures and ability to protect information and demonstrated ability to plan and organize multiple assignments requiring a high level of discretion and judgment with minimal supervision.

Knowledge of USTR's operations and processes and knowledge of the missions and responsibilities of USTR's geographic and functional offices and those of other agencies sufficient to recognize the need for coordination on work activities.

Knowledge of administrative concepts and practices, and the ability to analyze same, sufficient to enable the incumbent to recommend changes in administrative policies, devise and install procedures and office practices affecting own as well as other offices and foresee administrative problems and requirements.

Ability to develop tables, graphs, charts, and power point presentations, draft correspondence and briefings using data from a variety of sources.

Knowledge of the supervisor's priorities and views sufficient to enable the incumbent to perform duties such as developing material for the supervisor's use in conferences and meetings, is able to independently assess the administrative requirements of a variety of work projects and to determine the source and background materials needed to meet the supervisor's requirements.

Skill in oral and written communication.

Factor 2 - Supervisory Controls

Level 2-4 450Pts

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done.

The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3 - Guidelines

Level 3-3 275 Pts

Procedural guidelines in the form of manuals, USTR office memoranda, decision memoranda, and the like cover broad aspects of the work, but may not be completely applicable to the work in every instance, or may have gaps in specificity.

Established USTR and office practices and procedures may impact the accomplishment of certain tasks. Oral guidelines may be provided to establish particular requirements of discrete work projects.

Due to the sensitivity of the position, specific guidelines may not always be available and the incumbent must use judgment in interpreting and adapting broader guidelines, such as agency policies, regulations, precedents, and work directions for application to specific issues or problems.

Factor 4 - Complexity

Level 4-4 225 Pts

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. This is in addition to improving conditions of a procedural nature which relate to the efficiency of agency administrative programs, such as the controlled correspondence system.

Subjects and projects assigned at this level usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis (e.g., projected missions and functions). Difficulty is encountered in measuring effectiveness due to variations in the nature of administrative processes studied (e.g., those associated with processing information, reorganizing to meet changes in mission, or providing support services). Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document.

Characteristic of this level is originality in refining existing work methods and techniques for application to the analysis and resolution of problems. For example, the employee may revise develop new approaches to relate timeliness, accuracy, and productivity measurements for the USTR controlled correspondence system.

Factor 5 - Scope and Effect

Level 5-3 150 Pts

The purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in the agency controlled correspondence system, as well as information flow to and from the Ambassador. The incumbent identifies, analyzes, and makes recommendations to resolve conventional problems and situations in work-flow, work distribution, and/or administration. Work may also involve developing detailed procedures and guidelines to supplement established administrative regulations or program guidance.

The work requires coordinating information gathered from senior officials, other countries, the private sector, White House and Congressional Staff and other Federal Agencies. Work products are developed for the use of the USTR and other senior officials. The incumbent plays a significant role throughout this process in a variety of ways, including : (1) advising staff preparing information concerning relevant requirements including proper formats and timing requirements; (2) effectively coordinating with senior staff in other offices; (3) preparing accurate, high quality work products, ensuring consistency among similar products prepared by

diverse staff; and, (4) conducting effective liaison within the office as well as with the other offices involved.

Frequently, the employee's work involves preparing materials that are time-sensitive and that receive high visibility in national and international arenas. The employee's application of the full range of administrative skills facilitates the work of the office as well as the exchange of information among officials and staff involved in the process. The work may involve identifying problems, studying, analyzing and making recommendations concerning the efficiency and productivity of the operation of the controlled correspondence system as well as information flow (i.e., memos, briefing papers, etc to and from the USTR) within the agency.

Factor 6 - Personal Contacts

Level 6-3 60 Pts

Extensive personal contacts are required with high-level professional, and managerial staff including Senior Executive Service and Presidential Appointees within and outside the USTR, and/or outside agency representatives, high ranking international officials the White House, Congressional staff and the private sector. The contacts are not made on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact.

Factor 7 - Purpose of Contacts

Level 7-2 50 Pts

Contacts are for the purpose of planning, coordinating, and completing assignment as well as for gathering factual and opinion data from a wide variety of people at all levels of Government, business firms, private groups, etc. Contacts include formal and informal meetings, briefings and discussions where incumbent must be prepared for actual participation, including taking the lead on some issues. Due to the political nature of the agency, incumbent must be able to give quick and accurate responses to many issues and to integrate diverse participant positions from constructive product or result. The incumbent uses exceptional tact and negotiating skills to negotiate appropriate solutions or develop alternatives.

Factor 8 - Physical Demands

Level 8-1 5 Pts

The work is primarily sedentary.

Factor 9 - Work Environment

Level 9-1 5 points

The work is normally performed in an office setting.

TOTAL POINTS - 2,470
Grade Level = GS-11

This position is covered under the Fair Labor Standards Act.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Executive Secretariat

AD

0301

00*

[Signature]

7/25/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Executive Office of the President

c. Third Subdivision

a. First Subdivision

Office of the U.S. Trade Representative

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

Chief of Staff

Signature

Date

7/25/14

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Acting Director, USTR Office of Human Resources

Date

7/25/14

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; Primary Standard

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

GS-09 level Statement of Difference to GS-11 level Executive Secretariat PD.

* AD position duties described in this Statement of Difference are equivalent to the GS-09 grade level.

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in Items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Executive Secretary
AD-301 (equiv to GS-301-09)

STATEMENT OF DIFFERENCE TO:

Executive Secretary
AD-301 (equiv to GS-301-11)

The incumbent performs duties that are essentially the same as those performed at the GS-11 level, but with a closer level of supervision. The incumbent is under the direction of the Chief of Staff, who defines objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

Executive Secretary
AD-301 (equiv to GS-301-11)

I. INTRODUCTION

The incumbent is assigned to the Office of the U.S. Trade Representative and serves as a special assistant to the U.S. Trade Representative. The incumbent has responsibility for the day to day management of administrative operations of the office, efficient functioning of agency controlled correspondence, administrative and/or program work, and planning and organizing special projects, as well as researching material for briefings, presentations and speeches.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for review and management of all documents from staff for timely submission to the USTR. Serves as final reviewer of all correspondence for the USTR's signature. Ensures that all documents requiring the USTR's attention are acted upon in a timely manner and establishes deadlines for USTR staff to meet requirements. Maintains hard copy file of all documents USTR marks up and distribute to USTR staff for review or action.
2. Reviews all briefing materials and supervises production of briefing books for all USTR travel. Reviews all documents from interagency or White House to the USTR. Provides cover notes summarizing documents that require USTR action. Follows up with agency or White House staff should questions regarding the documents arise.
3. Prepares late letter reports and summaries to USTR Staff to ensure timely responses to all USTR correspondence. Follow up directly with AUSTRs and DAUSTRs who have late letters for drafting and clearance.
4. Reviews all Administration documents from White House or interagency and assures copies are sent to appropriate Front Office and Administration Office staff for action. Follows up to ensure that all deadlines are met.
5. Assists USTR with drafting language for memoranda from the USTR to staff, the White House or to other Agencies. Assists with preparation of all Notes and Memoranda to the President from the USTR. Revises all Notes and Memoranda to the President before submission to USTR. Works with USTR to revise, answer questions, and finalize all Notes and Memoranda to the President from the USTR.
6. Supervises review of correspondence in response to FOIA requests which are coordinated through Policy Coordination office.
7. Participates in Senior Staff strategic meetings and provides input on procedural and substantive considerations. Prepares notes of strategic planning and decision making meetings with USTR and ensures all assignments are completed under the agreed upon deadlines.

8. Coordinates work of USTR offices on specific projects as assigned by USTR. Conducts interoffice meetings and phone calls to develop and implement plan of action to achieve objectives.
9. Works on special projects, performs research using a variety of sources to include the internet, current news articles, think tank websites, etc, to obtain information to be used for presentations, briefings and speeches. Gathers pertinent information, summarizes and analyzes data and prepares reports reflecting comparative data. Examines case files to locate specific information, and to isolate facts pertinent to an issue.
10. Conducts ongoing reviews of the office's administrative management and support functions, work flow, new or altered requirements, and related concerns. Assesses current practices and develops proposals for change in the interest of improving the quality and efficiency of the office's administrative functions. Develops and presents recommendations to the office head. Represents the supervisor on matters affecting the application and/or improvement of administrative practices and procedures in carrying out the work of the office. Serves on USTR committees established to address various administrative functions and issues.
11. Provides guidance to staff members and others on requirements and views of the USTR. Coordinates responses to a wide variety of issues with USTR staff, other offices and agencies. Ensures dissemination among appropriate parties of information concerning technical requirements, timing, reporting formats, and the like. Evaluates work unit submissions for adequacy, consistency, and adherence to prescribed administrative requirements and consolidates responses.
12. Performs other duties as assigned

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position Level 1-7 1250 Pts

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions (i.e., internal activities or functions such as supply, budget, procurement, or personnel which serve to facilitate line or program operations).

Knowledge of administrative and management methods and techniques for developing management control systems, improving processes and assessing program effectiveness, particularly as related to the agency controlled correspondence system.

Knowledge of pertinent laws, regulations, agency and White House policies and precedents which affect the functioning and efficiency of agency programs controlling correspondence, briefing materials, and other documents.

Ability to work in a confidential environment, knowledge of document security measures and ability to protect information and demonstrated ability to plan and organize multiple assignments requiring a high level of discretion and judgment with minimal supervision.

Knowledge of USTR's operations and processes and knowledge of the missions and responsibilities of USTR's geographic and functional offices and those of other agencies sufficient to recognize the need for coordination on work activities.

Knowledge of administrative concepts and practices, and the ability to analyze same, sufficient to enable the incumbent to recommend changes in administrative policies, devise and install procedures and office practices affecting own as well as other offices and foresee administrative problems and requirements.

Ability to develop tables, graphs, charts, and power point presentations, draft correspondence and briefings using data from a variety of sources.

Knowledge of the supervisor's priorities and views sufficient to enable the incumbent to perform duties such as developing material for the supervisor's use in conferences and meetings, is able to independently assess the administrative requirements of a variety of work projects and to determine the source and background materials needed to meet the supervisor's requirements.

Skill in oral and written communication.

Factor 2 - Supervisory Controls

Level 2-4 450Pts

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done.

The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3 - Guidelines

Level 3-3 275 Pts

Procedural guidelines in the form of manuals, USTR office memoranda, decision memoranda, and the like cover broad aspects of the work, but may not be completely applicable to the work in every instance, or may have gaps in specificity.

Established USTR and office practices and procedures may impact the accomplishment of certain tasks. Oral guidelines may be provided to establish particular requirements of discrete work projects.

Due to the sensitivity of the position, specific guidelines may not always be available and the incumbent must use judgment in interpreting and adapting broader guidelines, such as agency policies, regulations, precedents, and work directions for application to specific issues or problems.

Factor 4 - Complexity

Level 4-4 225 Pts

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. This is in addition to improving conditions of a procedural nature which relate to the efficiency of agency administrative programs, such as the controlled correspondence system.

Subjects and projects assigned at this level usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis (e.g., projected missions and functions). Difficulty is encountered in measuring effectiveness due to variations in the nature of administrative processes studied (e.g., those associated with processing information, reorganizing to meet changes in mission, or providing support services). Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document.

Characteristic of this level is originality in refining existing work methods and techniques for application to the analysis and resolution of problems. For example, the employee may revise develop new approaches to relate timeliness, accuracy, and productivity measurements for the USTR controlled correspondence system.

Factor 5 - Scope and Effect

Level 5-3 150 Pts

The purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in the agency controlled correspondence system, as well as information flow to and from the Ambassador. The incumbent identifies, analyzes, and makes recommendations to resolve conventional problems and situations in work-flow, work distribution, and/or administration. Work may also involve developing detailed procedures and guidelines to supplement established administrative regulations or program guidance.

The work requires coordinating information gathered from senior officials, other countries, the private sector, White House and Congressional Staff and other Federal Agencies. Work products are developed for the use of the USTR and other senior officials. The incumbent plays a significant role throughout this process in a variety of ways, including : (1) advising staff preparing information concerning relevant requirements including proper formats and timing requirements; (2) effectively coordinating with senior staff in other offices; (3) preparing accurate, high quality work products, ensuring consistency among similar products prepared by

diverse staff; and, (4) conducting effective liaison within the office as well as with the other offices involved.

Frequently, the employee's work involves preparing materials that are time-sensitive and that receive high visibility in national and international arenas. The employee's application of the full range of administrative skills facilitates the work of the office as well as the exchange of information among officials and staff involved in the process. The work may involve identifying problems, studying, analyzing and making recommendations concerning the efficiency and productivity of the operation of the controlled correspondence system as well as information flow (i.e., memos, briefing papers, etc to and from the USTR) within the agency.

Factor 6 - Personal Contacts

Level 6-3 60 Pts

Extensive personal contacts are required with high-level professional, and managerial staff including Senior Executive Service and Presidential Appointees within and outside the USTR, and/or outside agency representatives, high ranking international officials the White House, Congressional staff and the private sector. The contacts are not made on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact.

Factor 7 - Purpose of Contacts

Level 7-2 50 Pts

Contacts are for the purpose of planning, coordinating, and completing assignment as well as for gathering factual and opinion data from a wide variety of people at all levels of Government, business firms, private groups, etc. Contacts include formal and informal meetings, briefings and discussions where incumbent must be prepared for actual participation, including taking the lead on some issues. Due to the political nature of the agency, incumbent must be able to give quick and accurate responses to many issues and to integrate diverse participant positions from constructive product or result. The incumbent uses exceptional tact and negotiating skills to negotiate appropriate solutions or develop alternatives.

Factor 8 - Physical Demands

Level 8-1 5 Pts

The work is primarily sedentary.

Factor 9 - Work Environment

Level 9-1 5 points

The work is normally performed in an office setting.

TOTAL POINTS - 2,470
Grade Level = GS-11

This position is covered under the Fair Labor Standards Act.



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Press Assistant and New Media Director (GS5/7)

Dear Ms. Kaye:

You have requested that the position of Press Assistant and new Media Director (GS5/7), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Writes, edits and issues press releases, advisories, fact sheets, "talking points," and other USTR Material to the media and private sector, and/or to be posted through new media.

Performs or delegates research and ensures provision to requestor of all relevant information.

Tracks analytics of website traffic and social media sites to determine statistics of website views.

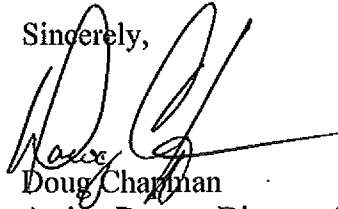
Manages the Open Government Directive for the Public Affairs Office.

Ms. Janice Kaye

Page 2

Please advise the position's incumbent (if applicable) to submit a public financial disclosure report. The due date for the report is 45 calendar days from the date of this letter. If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", with a long horizontal flourish extending to the right.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		1. Agency Position No.						
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code								
14. Agency Use																	
18. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment		Press Assistant and New Media Director				AD		301		00*		7/25/14					
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify) non-responsive												
18. Department, Agency, or Establishment Executive Office of the President					c. Third Subdivision												
a. First Subdivision Office of the U.S. Trade Representative					d. Fourth Subdivision												
b. Second Subdivision Office of Public and Media Affairs					e. Fifth Subdivision												
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)												
20. Supervisory Certification. 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.																	
a. Typed Name and Title of Immediate Supervisor non-responsive AUSTR for Public & Media Affairs					b. Typed Name and Title of Higher Level Supervisor or Manager (optional)												
Signature non-responsive Date 7/25/14					Signature Date												
21. Classification/Grading Certification. I 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.					22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Misc Administration & Program Series, GS-301, dtd Jan 1979; US OPM PCS for Public Affairs Series, GS-1035; TS-53 July 1981; Intro to the Psln Class Sids TS-134 dtd July 1985 Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.												
Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources																	
Signature non-responsive Date 7/25/14																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks * Duties described in this AD-301 Press Asst. & New Media Director PD are equivalent to GS-07 grade level.																	
25. Description of Major Duties and Responsibilities (See Attached)																	

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the Incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mall and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in Items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Press Assistant and New Media Director
AD-301 (equivalent to GS-301-07)**

The incumbent serves as a Press Assistant and New Media Director with primary responsibility for new media relations for the Office of the U.S. Trade Representative, Executive Office of the President - a national security agency. This includes, but is not limited to the following duties:

1. Writes, edits and issues press releases, advisories, fact sheets, "talking points", and other USTR material to the media and private sector, and/or to be posted through new media.
2. Coordinates press conferences, press materials, new photographs, and special feature articles.
3. Updates USTR.gov with current approved information.
4. Manages and updates USTR.gov homepage, blog, and press pages, and updates with current and new information.
5. Oversees, maintains, and updates USTR Social Networking sites to maintain consistency with postings on USTR.gov.
6. Coordinates with IT and Quotient to ensure responsiveness to new needs and/or expansions on the website or social network sites.
7. Creates new USTR pages on appropriate social network site(s) as assigned.
8. Coordinates with inter-agency new media teams when posting inter-agency information to maintain a consistent message across new media outlets.
9. Performs or delegates research and ensures provision to requester of all relevant information.
10. Uploads multimedia projects (pictures, video, audio).
11. Tracks analytics of website traffic and social media sites to determine statistics of website views.
12. Manages the Open Government Directive for the Public Affairs Office. Highlights USTR's public engagement efforts on USTR.gov and social networks.
13. Provides media information to the White House staff, Congressional staff, etc., concerning the operations and activities of USTR. Determines which items requires White House clearance and obtains such clearance. As required, travels to foreign countries to assist the U.S. Trade Representative, Deputy U.S. Trade Representative, and other senior staff with advance arrangements for trade negotiations, ministerials, conferences, etc.

14. Prepares travel arrangements, authorizations, and vouchers for supervisor. Processes visa and passport information according to established agency procedures.
15. Refers callers and visitors who cannot be assisted by the Public Affairs Office to the appropriate office or USTR staff member for assistance.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION: *Level 1-6 -- 950 points*

1. Knowledge of the principles, methods, practices, and techniques of communication that enable the incumbent to complete assigned work requirements for a program of national and international scope and significance.
2. Knowledge of the functions, structure, procedures of USTR sufficient to respond timely and accurately to challenges to the Administration's trade policies and to requests for information from the Congress, the media, and the public.
3. Knowledge of current media trends sufficient to promote the appropriate and timely placement of USTR materials and information. Knowledge of key media (social networking, digital, print, radio and television) personnel.
4. Ability to convey information about international trade policy to the media, the public, Congressional staff, and the private sector in a variety of fora including meetings, briefings, press conferences, etc. on USTR and current trade issues.
5. Ability to write a variety of documents (e.g., press releases, speeches, "talking points", interview outlines, articles, letters, reports, and memoranda) which address international trade topics.
6. Skill in effectively interacting with news media representatives.
7. Skill in researching, gathering and evaluating the appropriateness of information communicated through media.

FACTOR 2 - SUPERVISORY CONTROLS:

Level 2-2 -- 125 points

The Assistant U.S. Trade Representative (AUSTR) for Public and Media Affairs makes continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity of work expected, deadlines for completion, and priority of various assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or techniques or advice on locating source material.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4. Employing Office Location Washington, DC	5. Duty Station Washington, DC	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1--Non-Sensitive <input type="checkbox"/> 2--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive <input type="checkbox"/>	
13. Competitive Level Code		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Press Assistant and New Media Director	AD	301	00*	<i>[Signature]</i>	7/25/14
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor of Initiating Office						

16. Organizational Title of Position (If different from official title)	17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment Executive Office of the President	c. Third Subdivision
a. First Subdivision Office of the U.S. Trade Representative	d. Fourth Subdivision
b. Second Subdivision Office of Public and Media Affairs	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. Supervisory Certification. 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.
--

a. Typed Name and Title of Immediate Supervisor non-responsive AUSTR for Public & Media Affairs	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
---	--

Signature non-responsive	Date 7/25/14	Signature	Date
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21. Classification/Job Grading Certification. I 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.	22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Misc Administration & Program Series, GS-301, dtd Jan 1979; US OPM PCS for Public Affairs Series, GS-1035; TS-53 July 1981; Intro to the Petn Class Stds TS-134 dtd July 1995
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Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
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Signature non-responsive	Date 7/25/14
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks * GS-05 grade level Statement of Difference to GS-07 level Press Asst. & New Media Director PD.
--

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 296, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Press Assistant and New Media Director
AD-301 (equiv to GS-05)**

STATEMENT OF DIFFERENCE TO:

**Press Assistant and New Media Director
AD-301 (equiv to GS-07)**

The incumbent performs duties that are essentially the same as those performed at the GS-07 level, but with a closer level of supervision. The incumbent is under the direction of the Assistant U.S. Trade Representative for Congressional Affairs, who defines objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

Press Assistant and New Media Director
AD-301 (equivalent to GS-301-07)

The incumbent serves as a Press Assistant and New Media Director with primary responsibility for new media relations for the Office of the U.S. Trade Representative, Executive Office of the President - a national security agency. This includes, but is not limited to the following duties:

1. Writes, edits and issues press releases, advisories, fact sheets, "talking points", and other USTR material to the media and private sector, and/or to be posted through new media.
2. Coordinates press conferences, press materials, new photographs, and special feature articles.
3. Updates USTR.gov with current approved information.
4. Manages and updates USTR.gov homepage, blog, and press pages, and updates with current and new information.
5. Oversees, maintains, and updates USTR Social Networking sites to maintain consistency with postings on USTR.gov.
6. Coordinates with IT and Quotient to ensure responsiveness to new needs and/or expansions on the website or social network sites.
7. Creates new USTR pages on appropriate social network site(s) as assigned.
8. Coordinates with inter-agency new media teams when posting inter-agency information to maintain a consistent message across new media outlets.
9. Performs or delegates research and ensures provision to requester of all relevant information.
10. Uploads multimedia projects (pictures, video, audio).
11. Tracks analytics of website traffic and social media sites to determine statistics of website views.
12. Manages the Open Government Directive for the Public Affairs Office. Highlights USTR's public engagement efforts on USTR.gov and social networks.
13. Provides media information to the White House staff, Congressional staff, etc., concerning the operations and activities of USTR. Determines which items requires White House clearance and obtains such clearance. As required, travels to foreign countries to assist the U.S. Trade Representative, Deputy U.S. Trade Representative, and other senior staff with advance arrangements for trade negotiations, ministerials, conferences, etc.

14. Prepares travel arrangements, authorizations, and vouchers for supervisor. Processes visa and passport information according to established agency procedures.
15. Refers callers and visitors who cannot be assisted by the Public Affairs Office to the appropriate office or USTR staff member for assistance.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION: *Level 1-6 -- 950 points*

1. Knowledge of the principles, methods, practices, and techniques of communication that enable the incumbent to complete assigned work requirements for a program of national and international scope and significance.
2. Knowledge of the functions, structure, procedures of USTR sufficient to respond timely and accurately to challenges to the Administration's trade policies and to requests for information from the Congress, the media, and the public.
3. Knowledge of current media trends sufficient to promote the appropriate and timely placement of USTR materials and information. Knowledge of key media (social networking, digital, print, radio and television) personnel.
4. Ability to convey information about international trade policy to the media, the public, Congressional staff, and the private sector in a variety of fora including meetings, briefings, press conferences, etc. on USTR and current trade issues.
5. Ability to write a variety of documents (e.g., press releases, speeches, "talking points", interview outlines, articles, letters, reports, and memoranda) which address international trade topics.
6. Skill in effectively interacting with news media representatives.
7. Skill in researching, gathering and evaluating the appropriateness of information communicated through media.

FACTOR 2 - SUPERVISORY CONTROLS: *Level 2-2 -- 125 points*

The Assistant U.S. Trade Representative (AUSTR) for Public and Media Affairs makes continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity of work expected, deadlines for completion, and priority of various assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or techniques or advice on locating source material.



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

August 28, 2014

Janice Kaye
Designated Agency Ethics Official
Room 223
600 17th Street, NW.
Washington, DC 20506

SUBJECT: Request for exclusion from disclosure reporting requirements for position of Special Assistant to the USTR (GS7/9)

Dear Ms. Kaye:

You have requested that the position of Special Assistant to the USTR (GS7/9), a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the current position description for this position, your request to exclude incumbents of this position from reporting requirements is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Reviews outgoing correspondence for content to ensure that documents respond to the incoming correspondence and accurately reflects the views of the agency.

Works with others in preparing daily briefing books to ensure that the Ambassador has all materials needed for meetings, conferences, etc. The incumbent anticipates the information the Ambassador needs and, depending upon the meeting or activity, includes such material in the briefing books.

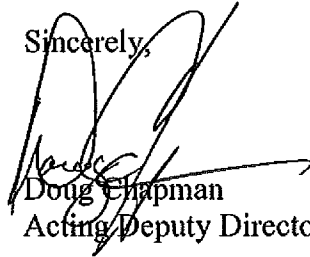
Assists in carrying (sic) a variety of activities involving public relations efforts to promote trade initiatives and organizing conferences and other projects as necessary.

Using own initiative, writes a variety of documents including letters, memorandums, reports, position papers, etc. for the Ambassador's signature in response to incoming document or requests.

Ms. Janice Kaye
Page 2

Please advise the position's incumbent (if applicable) to submit a public financial disclosure report. The due date for the report is 45 calendar days from the date of this letter. If you have any questions regarding this matter, please contact me at 202-482-9223.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Chapman", is written over the printed name and title.

Doug Chapman
Acting Deputy Director for Compliance

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)						3. Service		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. OPM Certification No.			
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use	
16. Classified/Graded by						Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management													
b. Department, Agency or Establishment						Special Assistant to the USTR		AD		301		00 [*]	
c. Second Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment Executive Office of the President						c. Third Subdivision							
a. First Subdivision Office of the U.S. Trade Representative						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. 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.							
a. Typed Name and Title of Immediate Supervisor non-responsive U.S. Trade Representative						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature						Date		Signature		Date			
non-responsive						7/25/14							
21. Classification/Job Grading Certification. I 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.						22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS for Miscellaneous Administration & Program Series, GS-301, dated Jan. 1979; Introduction to the Position Classification Standards - Primary Standards TS-134 July 1995							
Typed Name and Title of Official Taking Action non-responsive Acting Director, USTR Office of Human Resources						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature						Date		Signature		Date			
non-responsive						7/25/14							
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks * Duties described in this AD-301 Special Asst. to the USTR PD are equivalent to GS-00 grade level.													

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-834-4265

Previous Edition Usable

6008-108

OF 8 (Rev. 1-86)
U.S. Office of Personnel Management
FPM Chapter 295

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-18/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-306, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Special Assistant to the USTR
AD-301 (equiv to GS-301-09)**

DUTIES

The incumbent of this position serves as the Special Assistant to the United States Trade Representative (USTR) and as such provides administrative and technical support and assistance to the USTR and other senior level officials. The Special Assistant serves as a close personal assistant to the USTR and as such must be a person in whom the USTR has complete trust and confidence. The incumbent has continual access to highly sensitive information in carrying out these duties, and must be responsive to the USTR's guidance with respect to maintaining the confidentiality and the effectiveness of the work.

1. Tracks and monitors all incoming documents. Follows up with appropriate staff members to ensure timely, appropriate response. Reviews outgoing correspondence for content to ensure that documents respond to the incoming correspondence and accurately reflects the views of the agency.
2. Works with others in preparing daily briefing books to ensure that the Ambassador has all materials needed for meetings, conferences, etc. The incumbent anticipates the information the Ambassador needs and, depending upon the meeting or activity, includes such material in the briefing books. Contacts USTR staff to request background or other information or to follow-up on previous requests.
3. Prepares or drafts a variety of letters, memorandums, reports, etc. including weekly memoranda to the President and White House reports. These reports include narrative and statistical reports. Contacts appropriate USTR staff to request information for inclusion in agency reports or to follow-up on the status of a report.
4. Tracks and monitors the status of agency initiatives to ensure timely completion and /or satisfactory progress toward completion.

Assists in carrying a variety of activities involving public relations efforts to promote trade initiatives and organizing conferences and other projects as necessary.

Coordinates and advances trips and events for the Ambassadors (USTR and Deputy USTR's). Handles all logistical and administrative planning as needed. Frequent travel (domestic and international) may be required.

5. Using own initiative, writes a variety of documents including letters, memorandums, reports, position papers, etc. for the Ambassador's signature in response to incoming document or requests.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

1. Ability to ascertain detailed knowledge of on-going USTR programs and staff assignments.
2. Thorough knowledge and familiarity with the activities of the Office of the USTR and its role in the Executive Office of the President; and the ways in which the executive branch operates in various Federal departments and agencies.
3. Sound relationships with professional and support staff of the agency in order to provide the most effective service to the USTR.
4. A background which includes previous dealings with the general public and top-level persons in the Federal Government and foreign officials.
5. Sound judgment in handling sensitive information. Ability to represent and maintain the trust and confidence of the USTR is essential.
6. Initiative, creativity in handling problems of substantive and administrative nature, and have familiarity of the most appropriate and expedient points of contact in USTR, Executive Office of the President, and other Federal departments and agencies to resolve matters.
7. Superior judgment and tact to perform the variety of duties and responsibilities with discernment and ingenuity, frequently under pressure.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations which do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

FACTOR 3. GUIDELINES

Guidelines are available, but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results or recommends changes.

Due to the nature of this position, the incumbent will frequently find her/his supervisor confronted with office emergencies, frequent interruptions and changing needs which she/she must be able to handle effectively without guidance.

FACTOR 4. COMPLEXITY

The responsibilities of this position encompass the entire range of activities and functions of the USTR Front Office. The principal responsibility of the incumbent is to provide assistance to the USTR by the performance of diversified tasks and activities which enhance the USTR's effectiveness in conducting the affairs of the Office of the USTR. Other major responsibilities are those of a confidential assistant, and to act as a personal representative of the USTR in dealings with the USTR staff and with legislative and high-level executive branch officials on matters which require transmittal of the USTR's views and policies. The incumbent must be able to deal with pressure created by the USTR's position and assist in shielding the USTR from becoming involved needlessly in matters which the incumbent, personally, can resolve.

FACTOR 5. SCOPE AND EFFECT

Serving as an aide and confidential assistant to the USTR, who has Ambassadorial title (Executive Level I), the incumbent will participate in the management of supervisor's programs by performing secretarial, clerical, and administrative duties requiring both a good working knowledge of the organization and programs under supervisor's views on policy and current problems and issues. The incumbent will also be responsible for accepting or declining official social functions for the USTR.

FACTOR 6. PERSONAL CONTACTS

Has extensive, frequent contacts, in person and by telephone with White House personnel, Cabinet and Sub-Cabinet officials, Members of Congress and senior corporate executives, to coordinate plans participants, and agenda for meetings and conferences.

FACTOR 7. PURPOSE OF CONTACTS

Receives and places incoming and outgoing telephone calls for the USTR as requested or as determined as appropriate.

Incumbent transmits the USTR's instructions to key USTR officials, including guidance on the preparation of documents and correspondence for the President, the Congress, or other agencies.

FACTOR 8. PHYSICAL DEMANDS

The incumbent's work requires some walking, standing, bending, and the carrying of light items such as books and papers. (Note: Overtime is required and frequently on short notice).

FACTOR 9. WORK ENVIRONMENT

The work includes the everyday risks and discomforts typical of offices and meeting rooms.

This position is subject to the Fair Labor Standards Act

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

☐ Redescription ☒ New ☒ Hdqrs ☐ Field
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqrs ☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☐ Competitive ☒ Excepted (Specify in Remarks)

☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory ☐ Managerial ☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical

☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Special Assistant to the USTR

AD

301

00*

AB

7/25/14

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Executive Office of the President

c. Third Subdivision

a. First Subdivision

Office of the U.S. Trade Representative

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

U.S. Trade Representative

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

7/25/14

Signature

Date

non-responsive

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Acting Director, USTR Office of Human Resources

Signature

Date

7/25/14

non-responsive

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Misc Administration & Program Series, GS-301, dtd Jan 1979; Intro to the Psln Class Stds TS-134 dtd July 1995

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

* GS-07grade level Statement of Difference to GS-09 level Special Asst. to the USTR PD.

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 16 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in Items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Special Assistant to the USTR
AD-301 (equivalent to GS-301-7)**

STATEMENT OF DIFFERENCE TO:

**Special Assistant to the USTR
AD-301 (equivalent to GS-301-9)**

The incumbent performs duties that are essentially the same as those performed at the GS-09 level, but with a closer level of supervision. The incumbent is under the direction of the U.S. Trade Representative who defines objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

**Special Assistant to the USTR
AD-301 (equiv to GS-301-09)**

DUTIES

The incumbent of this position serves as the Special Assistant to the United States Trade Representative (USTR) and as such provides administrative and technical support and assistance to the USTR and other senior level officials. The Special Assistant serves as a close personal assistant to the USTR and as such must be a person in whom the USTR has complete trust and confidence. The incumbent has continual access to highly sensitive information in carrying out these duties, and must be responsive to the USTR's guidance with respect to maintaining the confidentiality and the effectiveness of the work.

1. Tracks and monitors all incoming documents. Follows up with appropriate staff members to ensure timely, appropriate response. Reviews outgoing correspondence for content to ensure that documents respond to the incoming correspondence and accurately reflects the views of the agency.
2. Works with others in preparing daily briefing books to ensure that the Ambassador has all materials needed for meetings, conferences, etc. The incumbent anticipates the information the Ambassador needs and, depending upon the meeting or activity, includes such material in the briefing books. Contacts USTR staff to request background or other information or to follow-up on previous requests.
3. Prepares or drafts a variety of letters, memorandums, reports, etc. including weekly memoranda to the President and White House reports. These reports include narrative and statistical reports. Contacts appropriate USTR staff to request information for inclusion in agency reports or to follow-up on the status of a report.
4. Tracks and monitors the status of agency initiatives to ensure timely completion and /or satisfactory progress toward completion.

Assists in carrying a variety of activities involving public relations efforts to promote trade initiatives and organizing conferences and other projects as necessary.

Coordinates and advances trips and events for the Ambassadors (USTR and Deputy USTR's). Handles all logistical and administrative planning as needed. Frequent travel (domestic and international) may be required.

5. Using own initiative, writes a variety of documents including letters, memorandums, reports, position papers, etc. for the Ambassador's signature in response to incoming document or requests.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

1. Ability to ascertain detailed knowledge of on-going USTR programs and staff assignments.
2. Thorough knowledge and familiarity with the activities of the Office of the USTR and its role in the Executive Office of the President; and the ways in which the executive branch operates in various Federal departments and agencies.
3. Sound relationships with professional and support staff of the agency in order to provide the most effective service to the USTR.
4. A background which includes previous dealings with the general public and top-level persons in the Federal Government and foreign officials.
5. Sound judgment in handling sensitive information. Ability to represent and maintain the trust and confidence of the USTR is essential.
6. Initiative, creativity in handling problems of substantive and administrative nature, and have familiarity of the most appropriate and expedient points of contact in USTR, Executive Office of the President, and other Federal departments and agencies to resolve matters.
7. Superior judgment and tact to perform the variety of duties and responsibilities with discernment and ingenuity, frequently under pressure.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations which to not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

FACTOR 3. GUIDELINES

Guidelines are available, but are not completely applicable to the work or have gaps in specificity.



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for **non-responsive**

Dear Ms. Bradley:

You have requested that **non-responsive**, a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon **non-responsive** current position description, your request to exclude **non-responsive** from reporting requirements is denied.

The position description submitted in support of the request indicates that **non-responsive** position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

The incumbent serves as full deputy and key senior advisor within the office, providing programmatic and professional level support and advice to the supervisor as appropriate in key areas of ongoing official responsibilities. Primary responsibilities include (1) performing short-term and long-term strategic planning regarding the placement of political appointees throughout the Department of Defense in support of the goals and objectives of the President and Secretary of Defense, (2) providing strategic advice on the organization and placement of appointees in specific offices and positions within the Office of the Secretary of Defense and Military Departments, and (3) coordinating with senior Department of Defense and White House officials to recruit, vet, interview, and place appointees. The incumbent oversees internal placement operations, promotions, applicable awards and recognition, carries out requisite liaison activities with the servicing personnel organization, performs program assessment and long-range planning in regard to replacement of political appointees, and related activities to ensure smooth and effective operation of this key program.

(Page 2)

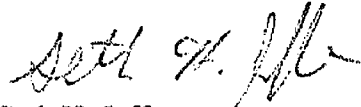
Conducts numerous high priority special assignments at the direction of the supervisor, involving extensive research and fact finding to develop position and issue papers on a variety of high-level subjects of critical importance to DoD. The incumbent determines requisite nature of background information and data, format of presentation, levels of coordination, etc. Assures (sic) that the supervisor is supplied with pertinent material and data for decision making on highly sensitive and controversial issues. Recommendations arising from such studies and analyses are typically instrumental in the development or modification of DoD policies in the areas for which the supervisor is responsible. (Page 2)

The purpose of the work is to plan and conduct analyses of vital OSD policies which are of national or international interest, scope and impact; to generate and apply new hypotheses and concepts in the evaluation of complex Defense and public policy questions; to anticipate the nature and direction of public policy questions; and to organize and present options for the use by appropriate policymaking bodies. The work performed by the incumbent provides the supervisor with authoritative information and analyses and provides a basis for decisions affecting major current and long-range policies and proposals that affect the activities and operations of the executive or legislative branches of the Federal Government. (Page 4)

Please advise non-responsive that he is required to submit a public financial disclosure report. The due date for his report is 45 calendar days from the date of this letter.

If you have any questions regarding this matter, please contact Ciara Guzman at 202-482-9241.

Sincerely,


Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

DDGS17343

6. OPM Certification No.

Reason for Submission

☐ Redescription ☒ New ☒ Hdqtrs ☐ Field
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

4. Employing Office Location

Washington, DC

5. Duty Station

Pentagon

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☒ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☐ Competitive
☒ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Deputy White House Liaison	GS	0301	13	TF	8/22/11
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

non-responsive

18. Department, Agency, or Establishment

Department of Defense

c. Third Subdivision

a. First Subdivision

Office of the Secretary of Defense

d. Fourth Subdivision

b. Second Subdivision

White House Liaison

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Spec Asst to the SecDef for WHL

Signature

Date

Signature

Date

non-responsive

18/22/11

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Supervisory Human Resources Specialist

Signature

Date

non-responsive

8/22/11

22. Position Classification Standards Used in Classifying/Grading Position
Misc Admin & Prog Series, GS-301, TS-34, Jan 79
AAGEG, TS-98, Aug 90

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Schedule C - Excepted Service IAW 5 CFR 213.3306

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Deputy White House Liaison
GS-301-13

INTRODUCTION

This position is located in the Office of the Special Assistant to the Secretary of Defense for White House Liaison, a key subordinate to the Secretary, and in this capacity the incumbent performs duties which require knowledge of the supervisor's views and objectives in exceptionally broad fields of official and personal interests, management philosophy, and similar matters. The incumbent will have access to highly confidential and politically sensitive information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

DUTIES

The incumbent serves as full deputy and key senior advisor within the office, providing programmatic and professional level support and advice to the supervisor as appropriate in key areas of ongoing official responsibilities. Primary responsibilities include (1) performing short-term and long-term strategic planning regarding the placement of political appointees throughout the Department of Defense in support of the goals and objectives of the President and Secretary of Defense, (2) providing strategic advice on the organization and placement of appointees in specific offices and positions within the Office of the Secretary of Defense and Military Departments, and (3) coordinating with senior Department of Defense and White House officials to recruit, vet, interview, and place appointees. The incumbent oversees internal placement operations, promotions, applicable awards and recognition, carries out requisite liaison activities with the servicing personnel organization, performs program assessment and long-range planning in regard to replacement of political appointees, and related activities to ensure smooth and effective operation of this key program.

Coordinates directly with senior leaders throughout the Office of the Secretary of Defense, the Joint Staff, the Military Departments, Directors of Defense Agencies and similar DoD components, and other Federal agencies and departments. Further, represents the supervisor in professional contacts with the White House staff, members of the Cabinet, members and staffs of Congress, leaders of private industry, and others of similar positions of leadership. Responsible for establishing and maintaining close and effective relationships with principal executives and officials of those bodies as well as key staff members of various Congressional committees and subcommittees.

Conducts numerous high priority special assignments at the direction of the supervisor, involving extensive research and fact finding to develop position and issue papers on a variety of high-level subjects of critical importance to DoD. The incumbent determines requisite nature of background information and data, format of presentation, levels of coordination, etc. Assures that the supervisor is supplied with pertinent material and data for decision making on highly sensitive and controversial issues. Recommendations arising from such studies and analyses are typically instrumental in the development or modification of DoD policies in the areas for which the supervisor is responsible.

Research typically requires the incumbent to develop own sources of information on the assignment. Projects are usually unprecedented and complex, with the scope and magnitude not known at the beginning. The incumbent must analyze conflicting and divergent viewpoints in order to provide full and accurate background information to the supervisor, along with options for courses of action.

Responsible for assuring that executive decisions are understood and carried out according to the wishes of the supervisor. This entails a great amount of coordination to follow up on decisions and

ensure completion of assignments in a thorough and timely manner. Serves as a spokesperson for supervisor in meetings or other forms of personal contact to communicate decisions, viewpoints, and requirements.

Factor 1, Knowledge Required by the Position FL 1-8 1550 points

Mastery of a range of issues related to defense and national security; strong familiarity with OSD and Military Department command and organizational structure; experience and expertise with long-term and short-term strategic planning; strong communications skills sufficient to organize and coordinate thorough, systematic, professional efforts which may involve multidisciplinary approaches, to meet established and anticipated needs of decision makers; comprehensive knowledge of the operations, rules, procedures, and organization of both the House and the Senate; demonstrated ability to work directly with senior executives; knowledge and skill sufficient to plan and coordinate long-range studies of defense organization, rules, and procedures.

Factor 2, Supervisory Controls FL 2-4 450 Points

The incumbent and supervisor develop a mutually acceptable plan which typically includes identification of the work to be done, the scope, and deadlines for its completion. The incumbent assumes responsibility for planning, coordinating, and carrying out projects and informs the supervisor of progress and any potentially controversial findings, issues, or problems, as appropriate. The work is generally considered to be technically accurate. Work products are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3, Guidelines FL 3-4 450 Points

Guidelines consist of broad executive-branch policy statements, general administrative policies, basic legislation, and management and organizational theories that require considerable adaptation and/or interpretation for application to issues and problems. Administration policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover OSD program goals and objectives. Within the broad regulatory guidelines, the incumbent may refine or develop more specific guidelines or improve approaches to analyze, develop, and present authoritative information.

Factor 4, Complexity FL 4-6 450 Points

The work calls for application of the broad functions and processes of a profession to public policy issues in areas of national interest. The issues are often characterized by unusual demands due to extraordinary public interest considerations. The incumbent evaluates and interprets policies and projects, develops a range of alternatives for the solution of policy problems, and coordinates the work of other professionals in a variety of disciplines to accomplish several phases of complex projects concurrently or sequentially. Problems are often undefined at the outset of the assignment. Variables to be considered often cross disciplinary lines. New hypotheses and concepts may have to be generated and applied to resolve critical and intractable problems. The work aids policymakers in interpreting and analyzing policy problems of national or international significance. The incumbent organizes and presents policy options, and often is required to anticipate the direction of policy questions.

Factor 5, Scope and Effect FL 5-6 450 Points

The purpose of the work is to plan and conduct analyses of vital OSD policies which are of national or international interest, scope, and impact; to generate and apply new hypotheses and concepts in the evaluation of complex Defense and public policy questions; to anticipate the nature and direction of public policy questions; and to organize and present options for the use by appropriate policymaking bodies. The work performed by the incumbent provides the supervisor with authoritative information and analyses and provides a basis for decisions affecting major current and long-range policies and proposals that affect the activities and operations of the executive or legislative branches of the Federal Government.

**FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS
Level 3c 180 Points**

Personal contacts are extensive throughout the senior management levels of OSD and outside the agency which may include Members of Congress and their senior staff, consultants, contractors, or business executives in a moderately unstructured setting.

Contacts are to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8, Physical Demands FL 8-1 5 Points

The work is sedentary; it is usually accomplished while the incumbent is comfortably seated at a desk or table. There is some walking and some travel to meetings and conferences away from the worksite.

Factor 9, Work Environment FL 9-1 5 Points

The work environment includes the array of risks and discomforts normally found in offices, conference rooms, libraries, and similar settings in public buildings.

Total Points: 3540

GS-13 Point Range: 3155-3600



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Special Assistant, PD number: DDGS17218

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Special Assistant, PD number: DDGS17218, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Researches and performs special and confidential projects at the direction of the ASD(LA), PDASD(LA), and the DASDs involving issues relating to congressional concerns and management's responsibilities in these arenas. Prepares briefing papers, position papers, replies to Congressional and other governmental inquiries, and similar matters dealing with key programs for which the OASD(LA) is responsible. Conducts research and analysis from internal information sources, as well as from outside the office to prepare such replies or background documents. Maintains cognizance of policies, plans, and programs of the DoD which may impact upon the office's programs. (Page 2)

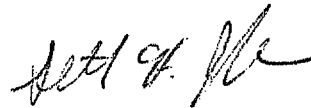
Conducts studies and analyses personally assigned by the ASD(LA) and PDASD(LA) on a variety of sensitive confidential matters. Undertakes sensitive studies on various aspects of the OASD(LA) functions, providing background information, assessments and recommendations involving policy decisions. (Page 2)

Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency, and productivity of technical programs, along with knowledge of the mission, organization, and work processes of programs through (sic) OSD to conduct studies, analyze findings, and make recommendations on substantive operating programs. The work requires skill in preparing project papers and staff reports and skill in organizing and delivering briefings to managers to encourage understanding and acceptance of findings and recommendations. (Page 3)

Thorough knowledge of OSD programs, operations, objectives, and policies along with a comprehensive knowledge of management and organizational techniques, systems, and procedures is applied in performing a wide variety of analytical studies and projects related to specific programmatic issues. (Page 3)

If you have any questions regarding this matter, please contact Maunda Charles at 202-482-9261.

Sincerely,

A handwritten signature in dark ink, appearing to read "Seth H. Jaffe", written in a cursive style.

Seth H. Jaffe
Acting General Counsel

Y

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. DDGS-17218							
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station The Pentagon		6. OPM Certification No.					
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Competitive Level Code					
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive		13. Agency Use					
16. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment		Special Assistant		GS		0301		11					
c. Second Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title) Department of Defense						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment Office of the Secretary of Defense						a. Third Subdivision							
a. First Subdivision OASD (Legislative Affairs)						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. 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.							
a. Typed Name and Title of Immediate Supervisor non-responsive, ASD (Legislative Affairs)						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Sig non-responsive Date 5/6/09						Signature Date							
21. I have 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.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action non-responsive Human Resources Specialist						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Sig non-responsive Date 5/1/09													
23. Recommendation		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks Schedule C Position established under 5 USC 213.3306													
25. Description of Major Duties and Responsibilities (See Attached)													
NSN 7540-00-634-4285 Previous Edition Usable 6008-100													
OF 5 May, 1-85 U.S. Office of Personnel Management FPM Chapter 295													

Special Assistant
GS 11
Research

Introduction:

This position is located in the Office of the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)). The incumbent of this position serves as a Special Assistant to the ASD(LA) and PDASD(LA) with responsibility for handling a wide range of sensitive and confidential program assignments of great interest and concern to the ASD and PDASD. Such assignments concern any aspect of the OASD(LA)'s functions or responsibilities and provide a basis for policy decisions.

The incumbent of this Schedule C position will have access to highly confidential, sensitive, and frequently politically controversial information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

Major Duties:

The incumbent performs the following duties:

- Researches and performs special and confidential projects at the direction of the ASD(LA), PDASD(LA), and the DASDs involving issues relating to congressional concerns and management's responsibilities in these arenas. Prepares briefing papers, position papers, replies to Congressional and other governmental inquiries, and similar matters dealing with key programs for which the OASD(LA) is responsible. Conducts research and analysis from internal information sources, as well as from outside the office to prepare such replies or background documents. Maintains cognizance of policies, plans, and programs of the DoD which may impact upon the office's programs. Provides confidential advice on those matters considered to be sensitive in nature.
- Conducts studies and analyses personally assigned by the ASD(LA) and PDASD(LA) on a variety of sensitive confidential matters. Undertakes sensitive studies on various aspects of the OASD(LA) functions, providing background information, assessments and recommendations involving policy decisions. Typically, these assignments involve contacts with the White House staff, staffs of Congressional committees, the staff within the Immediate Office of the Secretary of Defense, the Under Secretaries of Defense, the Assistant Secretaries of Defense, and officials of the Military Departments to obtain necessary information or viewpoints; to resolve differing opinions or to coordinate significant policy decisions. For the most part, these assignments are highly visible and time-sensitive requiring quick research, analysis, assessment, and recommendations.

- Recognizes the urgency of all assignments, initiating the necessary action required to complete assignments in a timely and efficient manner. Determines sources of information for timely resolution of problems.

- Prepares briefing papers, position papers, replies to Congressional and other governmental inquiries, prepares statements and back-up information for issues anticipated in hearings on legislation. Performs research within the department to obtain requisite information, or obtains such information and data from other outside offices.

Factor 1. Knowledge Required by the Position

Level 1-7 -- 1250 points

- Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency, and productivity of technical programs, along with knowledge of the mission, organization, and work processes of programs through OSD to conduct studies, analyze findings, and make recommendations on substantive operating programs. The work requires skill in preparing project papers and staff reports and skill in organizing and delivering briefings to managers to encourage understanding and acceptance of findings and recommendations.

- Knowledge of organization, programs, missions, and functions of OSD along with knowledge of analytical techniques to prepare background material and technical information for use in communications throughout the Department. Work requires considerable inter-personal skills in presenting recommendations and negotiating solutions to disputed recommendations.

- Thorough knowledge of OSD programs, operations, objectives, and policies along with a comprehensive knowledge of management and organizational techniques, systems, and procedures is applied in performing a wide variety of analytical studies and projects related to specific programmatic issues.

Factor 2; Supervisory Controls

Level 2-4 -- 450 points

Within a framework of priorities and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the projects, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, coordinating with staff and personnel, and conducting all phases of the project. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 8, Physical Demands

Level 8-1 -- 5 points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9, Work Environment

Level 9-1 -- 5 points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points 2615



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Confidential Assistant, PD number: DDGS17204

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Confidential Assistant, PD number: DDGS17204, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Based on an intimate understanding of the views and policies of the Deputy Secretary, provides expert guidance to staff personnel relating to policies, priorities, practices, and procedures, assuring (sic) a smooth and efficient operation and relieving the supervisor from involvement in important but time-consuming details relating to management of programs. (Page 2)

Undertakes complex research projects which require the exercise of identification of sources of information, fact-finding research and investigation, analysis, correspondence preparation, and follow-up. These assignments are typically of a highly sensitive and controversial nature, and involve contact and coordination with key civilian and military officials within the Department of Defense, other

departments and agencies of the Executive Branch, the Congress and the White House. (Page 2)

Assembles complex and highly sensitive background information and material as a basis for decision-making. Organizes such material in the most effective manner for presentation to and use of the Deputy Director. (Page 2)

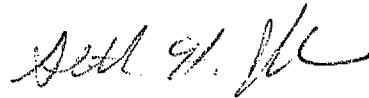
As a recognized administrative and operational authority in the programs and issues of the supervisor's office, the employee is subject only to general policy direction concerning overall program priorities and objects. At this level, the employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects. The employee typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Findings and recommendations are normally accepted without significant change. (Page 3)

The employee uses a high degree of judgment and discretion in interpreting and revising existing policy and programmatic guidance for use by others within or outside OSD. Reviews proposed legislation or regulations which would significantly change the basic character of OSD programs, the way agency conducts its business with the public or with private industry, or which modify important inter-agency relationships. The employee provides expert advice and assistance in the development and/or interpretation of guidance on planning and operation in areas of concern. (Page 3)

The employee plans, organizes, and carries through to completion studies involving the operations of key programs under the cognizance of the Deputy Secretary. (Page 3)

If you have any questions regarding this matter, please contact Maunda Charles at 202-482-9261.

Sincerely,

A handwritten signature in dark ink, appearing to read "Seth H. Jaffe", with a stylized flourish at the end.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field					4. Employing Office Location Washington, DC					5. Duty Station Arlington, VA					1. Agency Position No. DDGS-17204														
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)					11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management					Confidential Assistant					GS					0301					14														
b. Department, Agency or Establishment																																		
c. Second Level Review																																		
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (If different from official title)										17. Name of Employee (If vacant, specify)																								
18. Department, Agency, or Establishment Department of Defense										c. Third Subdivision																								
a. First Subdivision Office of the Secretary of Defense										d. Fourth Subdivision																								
b. Second Subdivision Office of the Dep Secretary of Defense										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. 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.																																		
a. Typed Name and Title of Immediate Supervisor non-responsive Deputy Secretary of Defense										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
non-responsive										Signature																								
Date										Date																								
22. Position Classification Standards Used in Classifying/Grading Position																																		
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																		
23. Position Review																																		
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks Position established as Schedule C under 5 CFR 213.3301(a)																																		

25. Description of Major Duties and Responsibilities (See Attached)

ISN 7540-00-634-4265

Previous Edition Usable

5008-108

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 285

CONFIDENTIAL ASSISTANT
GS-301-14

INTRODUCTION:

This position is located in the Office of the Deputy Secretary of Defense. As Confidential Assistant to the Deputy Secretary, the incumbent carries out numerous and varied assignments of the highest priority and significance to him, employing a detailed personal understanding of his personal views and philosophy, as well as the overall policies and viewpoints of the Secretary of Defense and the Administration. The incumbent performs duties involving a high degree of sensitivity and confidentiality with attendant exposure to politically controversial information which require the complete trust and confidence of the Deputy Secretary and other key officials of the Administration.

MAJOR DUTIES:

Provides expert administrative guidance and program assistance in internal office management and administrative support in the coordination and management of a wide variety of the most sensitive and complex projects, studies, and action correspondence, keeping the Deputy Secretary informed of critical developments and providing expert advice on the administrative aspects of problems which may arise.

Based on an intimate understanding of the views and policies of the Deputy Secretary, provides expert guidance to staff personnel relating to policies, priorities, practices, and procedures, assuring a smooth and efficient operation and relieving the supervisor from involvement in important but time-consuming details relating to management of programs.

Serves as a point-of-contact for the Deputy Secretary and, based upon personal knowledge of his wishes and of the OSD organization, refers matters out to appropriate office(s) for study and action, establishes deadlines, monitors progress, personally resolves related problems, and disseminates the supervisor's instructions once decisions are made. Follows up to assure that directions have been carried out.

Undertakes complex research projects which require the exercise of identification of sources of information, fact-finding research and investigation, analysis, report writing, correspondence preparation, and follow-up. These assignments are typically of a highly sensitive and controversial nature, and involve contact and coordination with key civilian and military officials within the Department of Defense, other departments and agencies of the Executive Branch, the Congress and the White House. Due to the sensitive nature of such projects and the level of those persons contacted, the incumbent exercises an extremely high level of tact and diplomacy.

Assembles complex and highly sensitive background information and material as a basis for decision-making. Organizes such material in the most effective manner for presentation to and use of the Deputy Secretary.

Performs other related and comparable duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION Level 1-8

1550 points

Expert knowledge of analytical and evaluative methods plus a thorough understanding of how Defense programs are administered to select and apply appropriate program evaluation and measurement techniques in evaluating program accomplishments including the evaluation of the content of new or modified legislation for projected impact upon OSD programs or operations.

Mastery of advanced administrative and organizational principles and practices along with a comprehensive knowledge of administrative regulations, guidelines and processes, and thorough knowledge of the OSD's management process to prepare planning and operational guidance in accordance with broad agency program policies and objectives. Develops administrative guidance for major program activities, and performs continuous appraisal of the utilization of resources in accomplishing office objectives and goals. The work requires ability to conduct studies of operational and procedural practices within the specific office and in those with whom the supervisor deals on a regular basis.

Knowledge of OSD command structure, missions, programs, and organizational relationships plus a thorough knowledge of methods and techniques to develop standards covering complex program functions or missions.

Ability to meet and deal effectively with a wide range of key management officials inside and outside the DoD, including senior officials of private industry, academia, other Federal agencies, and representatives of nongovernmental groups or associations.

FACTOR 2, SUPERVISORY CONTROLS Level 2-5

650 points

As a recognized administrative and operational authority in the programs and issues of the supervisor's office, the employee is subject only to general policy direction concerning overall program priorities and objectives. At this level, the employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects. The employee typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Findings and recommendations are normally accepted without significant change.

FACTOR 3, GUIDELINES Level 3-5

650 points

Guidelines consist of basic administrative policy statements concerning the issues and problems to be resolved. The employee uses a high degree of judgment and discretion in interpreting and revising existing policy and programmatic guidance for use by others within or outside OSD. Reviews proposed legislation or regulations which would significantly change the basic character of OSD programs, the way the agency conducts its business with the public or with private industry, or which modify important inter-agency relationships. The employee provides expert advice and assistance in the development and/or interpretation of guidance on planning and operation in areas of concern.

FACTOR 4, COMPLEXITY Level 4-6

450 points

The employee plans, organizes, and carries through to completion studies involving the operations of key programs under the cognizance of the Deputy Secretary. Numerous programs and projects are ongoing simultaneously, necessitating independent setting of priorities and balancing workload to accomplish the most critical projects. Provides overall administrative direction to subordinate personnel with the Deputy Secretary's office, and guidance to other components as to the supervisor's views and wishes on specific matters. Due to the nature of the Deputy Secretary's broad-ranging responsibilities, the incumbent must be able to function in a high pressure, ever-changing environment, and is subject to continually fluctuating deadlines and priorities.

FACTOR 5, SCOPE AND EFFECT Level 5-6

450 points

The purpose of the work is to perform very broad and extensive assignments related to the supervisor's programs which are of significant interest to the public and Congress. Recommendations resulting from assignments involve

highly significant programs or policy matters and may have an impact on several departments or agencies. Analytical studies often lead to recommendations for the realignment of functional responsibilities, the expansion or contraction of key functions or other equally significant changes. Results of work are critical to the OSD mission and may affect large numbers of people on a long-term, continuing basis.

FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS
Level 3c

180 Points

Personal contacts are extensive throughout the senior management levels of OSD and outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting.

Contacts are to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

FACTOR 8, PHYSICAL DEMANDS Level 8-1

5 points

The work is primarily sedentary, although some slight physical effort may be required.

FACTOR 9, WORK ENVIRONMENT Level 9-1

5 points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points: 3940



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Special Assistant to the ASD for RA, PD number: DDGS17213

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Special Assistant to the ASD for RA, PD number: DDGS17213, a Schedule C employee, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description submitted in support of the request indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Office of the ASD/RA for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current National Guard and Reserve component activities, trends in public opinion, anticipated public reaction, etc., and must draw fully upon available resources in order to develop the text of remarks, reports and similar materials in the style and with the tone and emphasis appropriate for the ASD/RA and the occasion. (Page 2)

The incumbent is responsible for producing articles, speeches, and information in different media forms for senior defense officials, including the ASD/RA for the purpose of promoting the department's policies and initiatives concerning the National Guard and Reserve. (Page 2)

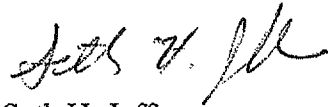
Ms. Leigh A. Bradley
Page 2

The incumbent promotes ASD/RA initiatives with the general public by communicating with interested groups, including military associations whose areas of interest include National Guard and Reserve related matters. (Page 2)

Incumbent has responsibility for planning, organizing, and executing programs, projects, and studies or other work independently, based on previous experience in programmatic areas. Incumbent must make independent decisions to determine how to proceed with a task and what standard will be adhered to during the work. (Page 3)

If you have any questions regarding this matter, please contact Maunda Charles at 202-482-9261.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", with a stylized flourish at the end.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

DDGS-17213

2. Reason for Submission

☐ Redescription ☒ New ☒ Hdqrs ☐ Field
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqrs ☐ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☒ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive ☐ Excepted (Specify in Remarks)

☐ SES (Gen.) ☐ SES (CRI)

11. Position is

☐ Supervisory ☐ Managerial ☐ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☒ 2-Critical

☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Special Assistant to the ASD for RA

GS

301

11

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor of Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of Defense

c. Third Subdivision

OASD Reserve Affairs

a. First Subdivision

Office of the Secretary of Defense

d. Fourth Subdivision

b. Second Subdivision

OUSD (Personnel and Readiness)

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Date

4/28/09

21. Classification/Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Human Resources Specialist

Signature

non-responsive

Date

15/1/09

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Position established under 5 CFR 213.3301

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OP 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Coordinator of Reserve Integration

INTRODUCTION

This position is located in the Immediate Office of the Assistant Secretary of Defense for Reserve Affairs (ASD/RA). The incumbent works in a close and confidential capacity with the Assistant Secretary of Defense for Reserve Affairs (ASD/RA), the Principal Deputy Assistant Secretary of Defense for Reserve Affairs (PDASD/RA) and with other senior defense officials. The incumbent serves as a coordinator for Reserve components liaison, providing advice and analyses concerning issues related to National Guard and Reserve organizations and interested parties who deal regularly with the Office of the ASD/RA.

MAJOR DUTIES

As a member of the Immediate Office of the ASD/RA professional staff, the incumbent provides assistance in response to numerous requests from and specialized requirements of the ASD/RA. The incumbent is responsible for the preparation of communications, public statements, statements to the Congress, background information, articles for publications, opening statements for press conferences and introductory remarks for visiting dignitaries, etc., for the ASD/RA.

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Office of the ASD/RA for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current National Guard and Reserve component activities, trends in public opinion, anticipated public reaction, etc., and must draw fully upon available resources in order to develop the text of remarks, reports and similar materials in the style and with the tone and emphasis appropriate for the ASD/RA and the occasion.

The incumbent is responsible for producing articles, speeches, and information in different media forms for senior defense officials, including the ASD/RA for the purpose of promoting the department's policies and initiatives concerning the National Guard and Reserve.

The incumbent promotes ASD/RA initiatives with the general public by communicating with interested groups, including military associations whose areas of interest include national Guard and Reserve related matters. These groups would include the Association of the US Army, the National Guard Association of the United States, the Adjutants General Association, the Reserve Officers Association, Naval Reserve Association, and similar organizations. The incumbent develops means of soliciting feedback from public and private groups on matters affecting the Reserve Forces and ways of displaying results for use by senior DoD leadership.

In all cases, the incumbent ensures that the content is in accord with and in advancement of the policies and basic philosophy of the Department of Defense and the Administration. The incumbent must keep abreast of current programs and policies of the Department of Defense and matters of special interest to the ASD/RA including the organization, reading, training, manpower, resources, equipage, restructuring, family support and other policies of the Reserve forces of the United States in order to be immediately responsive to requests for research and writing assignments.

FACTOR 1 KNOWLEDGE AND ABILITIES REQUIRED

The incumbent must have a sound knowledge of the organization and functions of the Office of the Secretary of Defense as well as an understanding of the mission, functions, and organization of DoD. He/She must be able to effectively liaison with senior officials of the DoD in order to maintain currency on major policies of the Administration and must have the full trust and confidence of the ASD/RA and other Administration officials.

The incumbent must have the ability to independently research requirements, meet with internal and external stakeholders, and prepare comprehensive presentations to a variety of audiences.

The incumbent must have knowledge of the organizations, goals and objectives, operations and policies of the seven Reserve components of United States as well as the applicable policies, laws, regulations, and directives to apply analytical and evaluative methods and techniques to Guard and Reserve issues.

Knowledge of analytical and evaluative methods and techniques to conduct studies, research projects, or surveys.

FACTOR 2: SUPERVISORY CONTROLS

The incumbent is under the general supervision and policy guidance of the ASD/PDASD (Reserve Affairs). Incumbent has responsibility for planning, organizing, and executing programs, projects, and studies or other work independently, based on previous experience in programmatic areas. Incumbent must make independent decisions to determine how to proceed with a task and what standard will be adhered to during the work.

FACTOR 3: GUIDELINES

Incumbent operates within guidelines that include numerous specific and detailed guidance for preparing documents, reports, files, Directives and Administrative Instructions and an extensive body of unwritten guidance on policies and protocols. The incumbent must exercise considerable judgement in planning, coordinating, and accomplishing requirements to insure timely and efficient flow of information.

FACTOR 4: COMPLEXITY

Work involves gathering information from multiple sources, identifying and analyzing issues and preparing recommendations to resolve issues, challenges, and problems. Analyses result in improvements and enhancements to the Guard and Reserve operations.

FACTOR 5 SCOPE AND EFFECT

In view of the national impact of National Guard and Reserve activities, it is essential to gauge the extent to which programs are understood by the general public and by other groups, as well as the extent to which these programs are not understood. Effective operation of the position bears directly upon the general understanding of the Department's priorities and activities. The purpose of the work is to plan and conduct promotion of vital policies which are of national interest, scope and impact, and to represent the organization with various groups including national military associations who have an interest in the National Guard and Reserve. The work affects the activities and operations of the entire Department of Defense.

FACTOR 6/7 PERSONAL WORK CONTACTS & PURPOSE

The position requires the incumbent to conduct formal and informal contact with all levels of management within and outside of the OUSD Personnel & Readiness and the OASD Reserve Affairs. The incumbent is in contact with top-ranking officials of the Department of Defense, the public, and other government agencies. These contacts are for the purpose of giving and receiving information and the projects that result from these contacts are often sensitive and of special interest to the ASD/RA.

FACTOR 8: PHYSICAL DEMANDS

The work is primarily sedentary, however, some walking and light lifting of typical office materials is required. Incumbent must be capable of working under extreme stress, sensitivity of information, and the pressure of constant and short deadlines.

FACTOR 9: WORK ENVIRONMENT

The work is performed in a typical office setting and may require occasional travel.

This position is subject to the random drug testing program and requires a TOP SECRET clearance. The incumbent must be able to complete a successful background investigation in accordance with security requirements.



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant positions
Speechwriter, PD number: DDGS17261

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Speechwriter, PD number: DDGS17261, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

As a member of the OASD(PA) professional staff, the incumbent provides speechwriting assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary and the Deputy Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary and the Deputy Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House. (Page 2)

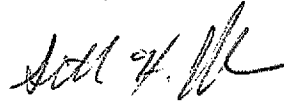
The incumbent is relied upon to perform the necessary extensive research and factfinding to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in

public opinion, anticipated public reaction, and must draw fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion. (Page 2)

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary and Deputy Secretary of Defense of a range of topics to numerous diverse audiences effectively. Must assure (sic) consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments. (Page 3)

If you have any questions regarding this matter, please contact Michelle Walker at 202-482-9213.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", written in a cursive style.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

DDGS 172001

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station Arlington, VA		6. OPM Certification No.							
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No							
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CAR)				11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither				12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Nonofficial Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive							
13. Competitive Level Code				14. Agency Use											
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management		Speechwriter				GS		0301		115		TF		10/20/09	
b. Department, Agency or Establishment															
c. Second Level Review															
d. First Level Review															
e. Recommended by Supervisor or Initiating Office															

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment

Department of Defense

c. Third Subdivision

a. First Subdivision

ASD (Public Affairs)

d. Fourth Subdivision

b. Second Subdivision

Writer's Group

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor

non-responsive

PDASD for Public Affairs

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

non-responsive

Date

10/20/09

Signature

Date

21. Classification/Job Grading Certification. I 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.

Typed Name and Title of Official Taking Action

non-responsive

Sup. Human Resources Specialist

Signature

non-responsive

Date

10/20/09

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading, appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Schedule C/Excepted Service IAW 5 CFR 213.3306

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-834-4265

Previous Edition Usable

5008-108

OF 5 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 255

(Denied)

SPEECHWRITER (GS-301-15)

INTRODUCTION

This position is located in the office of the Assistant Secretary of Defense for Public Affairs (OASD (PA)). The incumbent works in a close and confidential capacity with the Assistant to the Secretary of Defense for Public Affairs (ASD(PA)) and with other senior defense officials in preparing public presentations.

The incumbent of this Schedule C position will have access to sensitive and frequently politically controversial information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

MAJOR DUTIES

As a senior member of the OASD(PA) professional staff, the incumbent provides speechwriting assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary and the Deputy Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary and Deputy Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House.

The incumbent is relied upon to perform the necessary extensive research and factfinding to develop each assignment, with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion, anticipated public reaction, etc. Draws fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion.

In all cases, the incumbent insures that the content is in accord with and in advancement of the policies and basic philosophy of the Secretary and the Administration. The incumbent must keep fully abreast of current programs and policies of the Department of Defense and matters of special interest to the Secretary, including international and politico-military affairs, Defense-industry relationships, conflicts of interest, base closures in order to be immediately responsive to frequent requests for research and writing assignments.

Assesses the effectiveness of materials and presentations in presenting viewpoints and perspectives, and ensures that future projects reflect any requisite changes in tone, approach, format, etc.

KNOWLEDGE AND ABILITIES REQUIRED

The incumbent must have a thorough knowledge of the organization and functions of the Office of the Secretary of Defense as well as a comprehensive understanding of the mission, functions, and organization of DoD. He/she must have effective liaison with the top officials of the DoD in order to maintain policies of the Administration and must have full trust and confidence of the Assistant Secretary of Defense for Public Affairs and other Administration officials. Must be efficient in preparing speeches, presentations, or other forms of communication rapidly and effectively to present the viewpoints of the Department to a variety of audiences.

SUPERVISORY CONTROLS

The incumbent is under the very general policy guidance of the Assistant Secretary of Defense for Public Affairs. Work is performed with a high degree of independence, and is subject only to review in terms of overall effectiveness of presentation of materials and perspectives of key departmental officials.

GUIDELINES

Guidelines are few, and consist primarily of basic laws, regulations and policies governing release of information. The incumbent exercises a high degree of judgment in preparing materials, based predominantly on knowledge of the key officials' personal viewpoints, overall Administration policies, the target audience, and overall communications effectiveness.

COMPLEXITY

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary and Deputy Secretary of Defense on a range of topics to numerous diverse audiences effectively. Must assure consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments.

SCOPE AND EFFECT

In view of the national impact of DoD activities, it is essential to gauge the extent to which programs are understood by the general public and by other groups, as well as the extent to which these programs are not understood. Effective operation of the position bears directly upon the general understanding of DoD activities by the general public and a variety of interest groups.

PERSONAL WORK CONTACTS AND PURPOSE

The incumbent is in regular contact with top-ranking officials of the Department of Defense and other government agencies. These contacts are for the purpose of giving and receiving information, and preparing speeches, presentations, and other materials to persuade the audience to understand and appreciate the perspectives and viewpoints of the Secretary and Deputy Secretary as well as the Administration. The projects that result from these contacts are typically extremely sensitive and of great special interest to the Secretary and the Administration.

PHYSICAL DEMANDS

The incumbent is subject to stressful situations due to frequent short deadlines for preparation of material. May involve travel with the Secretary and Deputy Secretary to a variety of locations inside and outside the U.S. in order to prepare or revise speeches on the spot.

WORK ENVIRONMENT

Work is typically performed in an office environment, but occasionally will involve travel on commercial or military aircraft, land vehicles, etc. while accompanying the Secretary and Deputy Secretary.



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Special Assistant, PD number: DDGS17282

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Special Assistant, PD number: DDGS17282, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Performs other special related studies, analyses, projects and assignments of a high priority nature and advises the highest level officials of the DoD regarding the matters under review. (Page 2)

Maintains direct liaison with the offices of the Secretary and Deputy Secretary of Defense in planning speeches, travels and other public activities. Working in close collaboration with the ASD/PA, incumbent provides public affairs advice on these activities as they impact outreach and strategic planning. (Page 3)

May represent the ASD/PA in professional contacts with the White House staff, members of the Cabinet, members and staffs of Congress, leaders of private industry, and others of similar positions of leadership. Is responsible for establishing and maintaining close and effective liaison relationships with

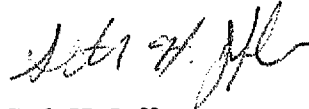
principal executives and officials of those bodies mentioned, plus key staff members of various congressional committees and subcommittees. (Page 3)

Conducts numerous, complex and high priority special assignments at the direction of the supervisor, involving extensive research and fact-finding to develop position and issue papers on a variety of high-level subjects of critical importance to DoD and the Administration. (Page 3)

Is responsible for assuring that executive decisions are understood and carried out according to the wishes of the ASD/PA. This entails extensive coordination to follow up on decisions and ensure completion of assignments in a thorough and timely manner. (Page 3)

If you have any questions regarding this matter, please contact Michelle Walker at 202-482-9213.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", written over a horizontal line.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reestablishment <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Holders <input type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station Pentagon		6. OPM Certification No. DDGS: 17282	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by Official Title of Position		Pay Plan	
Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management		Special Assistant		GS		0301		13	
b. Department, Agency, or Establishment								TF	
c. Second Level Review								4-29-2010	
d. First Level Review									
e. Recommended by Supervisor or Issuing Office		Special Assistant		GS		0301		13	
16. Organizational Title of Position (If different from official title)				17. Name of Employee (If vacant, specify)					

18. Department, Agency, or Establishment Department of Defense		a. Third Subdivision	
a. First Subdivision ASD (Public Affairs)		b. Fourth Subdivision	
b. Second Subdivision		c. Fifth Subdivision	
19. Employee Review: This is an accurate description of the major duties and responsibilities of my position:		Signature of Employee (optional)	

20. Supervisory Certification: 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.

a. Typed Name and Title of Immediate Supervisor non-responsive ASD for Public Affairs non-responsive		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Date	
4/23/2010			

21. Classification/Job Grading Certification: I 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.

Typed Name and Title of Official Taking Action non-responsive Supervisory Human Resources Specialist		22. Position Classification Standards Used in Classifying/Grading Position Misc Admin & Prog Series, TS-34, Jan 79 AGEG, TS-61, Aug 90	
Signature		Date	
non-responsive		4/29/10	

23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													

24. Remarks
Schedule C Excepted Service IAW 5 CFR 213.3306

25. Description of Major Duties and Responsibilities (See Attached)

(Denied)

GS-0301-13
Special Assistant

Introduction. The Assistant Secretary of Defense for Public Affairs (ASD/PA) is the principal staff assistant and advisor to the Secretary of Defense on DoD public affairs and on internal information and related activities of the American Forces Information Service. The ASD/PA is responsible for establishing and implementing policies and systems necessary for the effective and economical performance of Department of Defense public affairs and internal information programs, including those of the three military departments.

The functions of the Office of the Assistant Secretary of Defense (Public Affairs) include: (1) establishment and implementation of public information policies governing the release of information to the public through the news media; (2) design, development and oversight of strategic communications activities and programs for OSD; (3) establishment and implementation of programs (a) to explain Department of Defense policies and actions to Armed Forces personnel and to provide current news and entertainment programming to military personnel overseas through the Stars and Stripes newspapers and the radio and television programs of the Armed Forces Radio and Television Service; (4) establishment and implementation of a community relations program that contributes to good relations between the Department of Defense and the civilian population; (5) establishment and implementation of a program to protect the national security by preventing the release of valuable information to potential enemies of the United States.

The incumbent of this Schedule C position will have access to highly confidential, sensitive and frequently politically controversial information and must be a person in whom the ASD has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception. Handles matters of great sensitivity which may involve work with officials of various governmental and non-governmental agencies. Drafts and develops materials for use by the ASD/PA and the Deputies.

Major Duties

- Performs other special related studies, analyses, projects and assignments of a high priority nature and advises the highest level officials of the DoD regarding the matters under review.
- Coordinates the ASD/PA's appointment calendar, continually making necessary adjustments as more urgent or important matters arise. Independently makes commitments for the ASD/PA. Works directly with the Immediate Office of the Secretary of Defense and the White House in coordinating schedules and other activities of the ASD/PA. Processes ASD/PA's travel orders and on occasion may travel with the ASD/PA.
- Maintains cognizance of policies, plans, and objectives of the Secretary of Defense which influence the thrust of research and nature of assessment.

- Maintains direct liaison with the offices of the Secretary and Deputy Secretary of Defense in planning speeches, travels and other public activities. Working in close collaboration with the ASD/PA, incumbent provides public affairs advice on these activities as they impact outreach and strategic planning.
- May represent the ASD/PA in professional contacts with the White House staff, members of the Cabinet, members and staffs of Congress, leaders of private industry, and others of similar positions of leadership. Is responsible for establishing and maintaining close and effective liaison relationships with principal executives and officials of those bodies mentioned, plus key staff members of various congressional committees and subcommittees.
- Conducts numerous, complex and high priority special assignments at the direction of the supervisor, involving extensive research and fact-finding to develop position and issue papers on a variety of high-level subjects of critical importance to DoD and the Administration.
- Is responsible for assuring that executive decisions are understood and carried out according to the wishes of the ASD/PA. This entails extensive coordination to follow up on decisions and ensure completion of assignments in a thorough and timely manner.

Factors

Knowledge Required by the Position

- Extensive communications strategy and public affairs experience at the executive level of government/private industry.
- Experience developing communication strategies to inform and educate the public.
- A sound working knowledge of Federal and DoD public affairs policies, programs and mission, and judgment on how best to convey information to the public.
- Complete understanding of public affairs principles, practices, and skills, and comprehension of how public affairs programs may be tailored to effectively support organizational goals.
- Skill in both oral and written communication and in developing productive interpersonal relations commensurate with dealing effectively with high-level DoD officials and ranking representatives of national and local organizations.
- Skill in gathering, analyzing, evaluating and summarizing unstructured data for utilization by senior Defense officials as policy and/or action options, position papers, and situation assessments.

Supervisory Controls. The incumbent is under the general policy guidance of the Military Assistant to the ASD/PA and the ASD/PA.

Guidelines. Guidelines include Federal, DoD, OSD and OASD/PA regulations, policies and instructions; Secretary of Defense principles of public information, public law, and executive orders. Incumbent exercises a high degree of independent judgment and freedom in adapting existing guidelines to the specific situations of the organization and in deciding on appropriate courses of action in the absence of defined guidelines. Incumbent is often required to resolve issues and establish guidelines where guidance is non-existent.

Complexity. As an advisor to the ASD/PA the incumbent is responsible for development of new ideas or alternatives for improving the efficiency of operations of DoD public affairs programs.

Scope and Effect. The public affairs field is extremely complex, sensitive, and of great importance to the Department of Defense. The incumbent's work involving public activities of the Secretary of Defense, Deputy Secretary of Defense and other senior Department officials has high visibility nationwide and often internationally. Effective accomplishment contributes significantly to DoD's mission in fulfilling regulatory and executive mandates of informing and educating the general public and specialized groups concerning national defense objectives, as well as gaining understanding and support of Defense programs.

Personal Contacts. In addition to contacts with DoD officials at all levels, the incumbent meets and interacts with senior officials and representatives of professional associations, state, regional and local organizations, private industry Defense contractors, special interest groups and media organizations in the national capital area. Interaction with contacts in leadership positions is frequent and necessary to obtain background information on proposed events, determine organizations' defense interests, and to convey Secretary of Defense, Deputy Secretary of Defense and senior officials' wishes. Effective two-way communications with key individuals are necessary in developing sound recommendations for DoD principals' consideration of or participation in public activities, and in discerning effective methods of communicating with such groups.

Purpose of Contacts. To gather and exchange information, specifically to: arrange procedures and resolve operating problems, follow-up on coordination, assure the free flow of information and documents between and among the respective staff, and advise, guide and assist in the decision-making process as it pertains to the operation of the Directorate and the programs of the Department of Defense.

Mental & Physical Demands. The incumbent must have demonstrated the ability to exercise mature judgment, initiative and originality. In addition, incumbent must be both tactful and persuasive. The incumbent must have the ability to work effectively with senior Department officials and top level executives. Extreme mental concentration is required at times with a significant amount of interruption common. Requires good physical stamina to cope with stressful situations and long periods of intensive work.

Work Environment. Work is performed in an office within an executive-level setting. Duties may take incumbent to other areas of the building, other areas of the Washington, DC metropolitan area and communities throughout the United States.



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Special Assistant for Research, PD number: DDGS17284

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Special Assistant for Research, PD number: DDGS17284, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

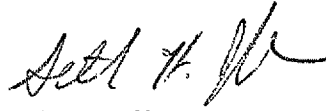
The incumbent is responsible for obtaining and verifying the accuracy of information used for the Secretary's speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions. (Page 2)

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion, anticipated public reaction, and must draw fully upon available resources in order to obtain and verify the information used for speeches, reports, and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion. (Page 2)

Ms. Leigh A. Bradley
Page 2

If you have any questions regarding this matter, please contact Michelle Walker at 202-482-9213.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe". The signature is fluid and cursive, with a prominent initial "S" and a stylized "J".

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DDGS17284

2. Reason for Submission: <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Field		4. Employing Office Location: Washington, DC		5. Duty Station: Pentagon Arlington, VA		6. OPM Certification No.	
7. Fair Labor Standards Act: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Position Status: <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		9. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Professional <input type="checkbox"/> Other		10. Position is: <input checked="" type="checkbox"/> 1-New, Sensitivity <input type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical <input type="checkbox"/> 4-Special Services		11. Subject to IA Action: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Position is: <input checked="" type="checkbox"/> 1-New, Sensitivity <input type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical <input type="checkbox"/> 4-Special Services		13. Competitive Level Code		14. Agency Use		15. Classification/Grading by: a. Office of Personnel Management: b. Department, Agency, or Establishment: c. Second Level Review: d. First Level Review: e. Recommended by Supervising or Initiating Office:		16. Official Title of Position: Special Assistant for Research Pay Plan: GS Occupational Code: 0301 Grade: 13 Initials: sd Date: 5/10/2010	

17. Organizational Title of Position (If different from official title):		18. Department, Agency, or Establishment: Department of Defense	
19. First Subdivision: ASD (Public Affairs)		20. Second Subdivision: Writer's Group	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship, 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.

a. Typed Name and Title of Immediate Supervisor: non-responsive ASD for Public Affairs		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional):	
Signature: non-responsive		Signature:	
Date:		Date:	

21. Classification/Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance 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.

22. Position Classification Standards Used in Classifying/Grading Position: non-responsive Human Resources Specialist		23. Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Typed Name and Title of Official Taking Action: non-responsive		Date: 5/10/2010	

a. Employee (optional):		b. Supervisor:		c. Classifier:	
Date: Initials:		Date: Initials:		Date: Initials:	

24. Remarks...
Position Established as Schedule C IAW 5 CFR 213.3306 FPL: 13

25. Description of Major Duties and Responsibilities (See Attached)

(Denied)

RESEARCH ASSISTANT (GS-0301-13)

INTRODUCTION

The position is located in the office of the Writers Group, Assistant Secretary of Defense for Public Affairs (OASD-PA). The incumbent works in a close and confidential capacity with the Special Assistant for Speechwriting (Chief Speechwriter), the Deputy Assistant Secretary of Defense for Public Affairs (Press Secretary), the Assistant Secretary of Defense for Public Affairs and the with other senior defense officials.

The incumbent of this Schedule C position will have access to sensitive information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

MAJOR DUTIES

The incumbent is responsible for obtaining and verifying the accuracy of information used for the Secretary's speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions. As needed, the incumbent may be required to draft short statements or remarks, and thus should have some writing experience and proficiency.

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion, anticipated public reaction, and must draw fully upon available resources in order to obtain and verify the information used for speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion.

In all cases, the incumbent ensures that the content is in accord with and in advancement of the policies and basic philosophy of the Secretary and the Administration. The incumbent must keep abreast of current programs and policies of the Department of Defense and matters of special interest to the Secretary, including international and politico-military affairs, Defense-industry relationships, conflicts of interest, base closures in order to be immediately responsive to frequent requests for research and writing assignments.

KNOWLEDGE AND ABILITIES REQUIRED

The incumbent must have a thorough knowledge of the organization and functions of the Office of the Secretary of Defense as well as a comprehensive understanding of the DoD mission, functions, and organization of DoD. He/she must have effective liaison with the top officials of the DoD in order to maintain policies of the Administration and must have full trust

and confidence of the Assistant Secretary of Defense for Public Affairs and other Administration officials.

SUPERVISORY CONTROLS

The incumbent is a direct report to the Chief Speechwriter and is under the very general policy guidance of the Assistant Secretary of Defense for Public Affairs. Work is performed with a high degree of independence, and is subject only to review in terms of overall effectiveness of presentation of materials and perspectives of key departmental officials.

GUIDELINES

Guidelines are few, and consist primarily of basic laws, regulations and policies governing release of information. The incumbent exercises a high degree of judgment preparing materials, based predominantly on knowledge of the key officials' personal viewpoints, overall Administration policies, the target audience, and overall communications effectiveness.

COMPLEXITY

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary of Defense on a range of topics to numerous diverse audiences effectively. Must assure consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments.

SCOPE AND EFFECT

In view of the national impact of DoD activities, it is essential to gauge the extent to which programs are understood by the general public and by other groups, as well as the extent to which these programs are not understood. Effective operation of the position bears directly upon the general understanding of DoD activities by the general public and a variety of interest groups.

PERSONAL WORK CONTACTS AND PURPOSE

The incumbent is in regular contact with top-ranking officials of DoD and other government agencies. These contacts are for the purpose of giving and receiving information, and preparing speeches, presentations, and other materials to persuade the audience to understand and appreciate the perspectives and viewpoints of the Secretary as well as the Administration. The projects that result from these contacts are typically extremely sensitive and of great special interest to the Secretary and the Administration.

PHYSICAL DEMANDS

The incumbent is subject to stressful situations due to frequent short deadlines for preparation of material. May involve travel with the Secretary to a variety of locations inside and outside the United States in order to prepare or revise speeches on the spot.

WORK ENVIRONMENT

Work is typically performed in an office environment, but occasionally will involve travel on commercial, military aircraft, or land vehicles, etc. while accompanying the Secretary .



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Special Assistant to the ASD for RA, PD number: DDGS17318

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Special Assistant to the ASD for RA, PD number: DDGS17318, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

The incumbent is responsible for the preparation of communications, public statements, statements to Congress, background information, articles for publications, opening statements for press conferences and introductory remarks for visiting dignitaries, etc., for the ASD/RA. (Page 2)

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Office of the ASD/RA for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current National Guard and Reserve component activities, trends in public opinion, anticipated public reaction, etc. (Page 2)

The incumbent is responsible for producing articles, speeches, and information in different media forms for senior defense officials, including the ASD/RA for the

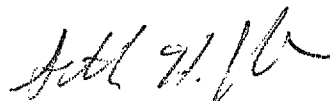
Ms. Leigh A. Bradley
Page 2

purpose of promoting the department's policies and initiatives concerning the National Guard and Reserve. (Page 2)

The incumbent promotes ASD/RA initiatives with the general public by communicating with interested groups, including military associations whose areas of interest include National Guard and Reserve related matters. (Page 2)

If you have any questions regarding this matter, please contact Michelle MaGee at 202-482-9245.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", with a stylized flourish at the end.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DDGS17318

2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modifies <input type="checkbox"/> Field		3. Service <input checked="" type="checkbox"/> Active <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excluded (Specify in Remarks)		11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		16. Organizational Title of Position (if different from official title)	
17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment Department of Defense		19. Third Subdivision OASD Reserve Affairs		20. First Subdivision Office of the Secretary of Defense		21. Second Subdivision OUSD (Personnel and Readiness)	
22. Fourth Subdivision		23. Fifth Subdivision		24. Signature of Employee (optional)		25. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		26. Supervisory Certification. 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	

27. Typed Name and Title of Immediate Supervisor non-responsive DDASD/RA		28. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
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29. Signature non-responsive		30. Date 4/25/11	
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31. Classification/Job Grading Certification. I 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.		32. Position Classification Standards Used in Classifying/Grading Position	
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33. Typed Name and Title of Official Taking Action non-responsive Supervisory HR Specialist		34. Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
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35. Signature non-responsive		36. Date 12/18/11	
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37. Position Review		38. Initials		39. Date		40. Initials		41. Date	
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42. a. Employee (optional)		43. b. Supervisor		44. c. Classifier	
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45. 24. Remarks	
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46. 25. Description of Major Duties and Responsibilities (See Attached)	
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47. NEN 7540-00-824-4265		48. Previous Edition Usable		49. 5008-106	
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50. OF 3 (Rev. 1-35)		51. U.S. Office of Personnel Management		52. FPM Chapter 293	
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Special Assistant to the ASD for RA
-Coordinator of Reserve Integration *JPM 2/17/11*

INTRODUCTION

This position is located in the Immediate Office of the Assistant Secretary of Defense for Reserve Affairs (ASD/RA). The incumbent works in a close and confidential capacity with the Assistant Secretary of Defense for Reserve Affairs (ASD/RA), the Principal Deputy Assistant Secretary of Defense for Reserve Affairs (PDASD/RA) and with other senior defense officials. The incumbent serves as ~~coordinator for Reserve components liaison~~ providing advice and analyses concerning issues related to National Guard and Reserve organizations and interested parties who deal regularly with the Office of the ASD/RA.

*Special Assistant to the
ASD for RA
JPM 2/17/11*

MAJOR DUTIES

As a member of the Immediate Office of the ASD/RA professional staff, the incumbent provides assistance in response to numerous requests from and specialized requirements of the ASD/RA. The incumbent is responsible for the preparation of communications, public statements, statements to the Congress, background information, articles for publications, opening statements for press conferences and introductory remarks for visiting dignitaries, etc., for the ASD/RA.

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Office of the ASD/RA for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current National Guard and Reserve component activities, trends in public opinion, anticipated public reaction, etc., and must draw fully upon available resources in order to develop the text of remarks, reports and similar materials in the style and with the tone and emphasis appropriate for the ASD/RA and the occasion.

The incumbent is responsible for producing articles, speeches, and information in different media forms for senior defense officials, including the ASD/RA for the purpose of promoting the department's policies and initiatives concerning the National Guard and Reserve.

The incumbent promotes ASD/RA initiatives with the general public by communicating with interested groups, including military associations whose areas of interest include national Guard and Reserve related matters. These groups would include the Association of the US Army, the National Guard Association of the United States, the Adjutants General Association, the Reserve Officers Association, Naval Reserve Association, and similar organizations. The incumbent develops means of soliciting feedback from public and private groups on matters affecting the Reserve Forces and ways of displaying results for use by senior DoD leadership.

In all cases, the incumbent ensures that the content is in accord with and in advancement of the policies and basic philosophy of the Department of Defense and the Administration. The incumbent must keep abreast of current programs and policies of the Department of Defense and matters of special interest to the ASD/RA including the organization, reading, training, manpower, resources, equipage, restructuring, family support and other policies of the Reserve forces of the United States in order to be immediately responsive to requests for research and writing assignments.

FACTOR 1 KNOWLEDGE AND ABILITIES REQUIRED

The incumbent must have a sound knowledge of the organization and functions of the Office of the Secretary of Defense as well as an understanding of the mission, functions, and organization of DoD. He/She must be able to effectively liaison with senior officials of the DoD in order to maintain currency on major policies of the Administration and must have the full trust and confidence of the ASD/RA and other Administration officials.

The incumbent must have the ability to independently research requirements, meet with internal and external stakeholders, and prepare comprehensive presentations to a variety of audiences.

The incumbent must have knowledge of the organizations, goals and objectives, operations and policies of the seven Reserve components of United States as well as the applicable policies, laws, regulations, and directives to apply analytical and evaluative methods and techniques to Guard and Reserve issues.

Knowledge of analytical and evaluative methods and techniques to conduct studies, research projects, or surveys.

FACTOR 2: SUPERVISORY CONTROLS

The incumbent is under the general supervision and policy guidance of the ASD/PDASD (Reserve Affairs). Incumbent has responsibility for planning, organizing, and executing programs, projects, and studies or other work independently, based on previous experience in programmatic areas. Incumbent must make independent decisions to determine how to proceed with a task and what standard will be adhered to during the work.

FACTOR 3: GUIDELINES

Incumbent operates within guidelines that include numerous specific and detailed guidance for preparing documents, reports, files, Directives and Administrative Instructions and an extensive body of unwritten guidance on policies and protocols. The incumbent must exercise considerable judgement in planning, coordinating, and accomplishing requirements to insure timely and efficient flow of information.

FACTOR 4: COMPLEXITY

Work involves gathering information from multiple sources, identifying and analyzing issues and preparing recommendations to resolve issues, challenges, and problems. Analyses result in improvements and enhancements to the Guard and Reserve operations.

FACTOR 5: SCOPE AND EFFECT

In view of the national impact of National Guard and Reserve activities, it is essential to gauge the extent to which programs are understood by the general public and by other groups, as well as the extent to which these programs are not understood. Effective operation of the position bears directly upon the general understanding of the Department's priorities and activities. The purpose of the work is to plan and conduct promotion of vital policies which are of national interest, scope and impact, and to represent the organization with various groups including national military associations who have an interest in the National Guard and Reserve. The work affects the activities and operations of the entire Department of Defense.

FACTOR 6/7: PERSONAL WORK CONTACTS & PURPOSE

The position requires the incumbent to conduct formal and informal contact with all levels of management within and outside of the OUSD Personnel & Readiness and the OASD Reserve Affairs. The incumbent is in contact with top-ranking officials of the Department of Defense, the public, and other government agencies. These contacts are for the purpose of giving and receiving information and the projects that result from these contacts are often sensitive and of special interest to the ASD/RA.

FACTOR 8: PHYSICAL DEMANDS

The work is primarily sedentary, however, some walking and light lifting of typical office materials is required. Incumbent must be capable of working under extreme stress, sensitivity of information, and the pressure of constant and short deadlines.

FACTOR 9: WORK ENVIRONMENT

The work is performed in a typical office setting and may require occasional travel.

This position is subject to the random drug testing program and requires a TOP SECRET clearance. The incumbent must be able to complete a successful background investigation in accordance with security requirements.



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Special Assistant, PD number: DDGS17321

Dear Ms. Bradley:

You have requested that the future incumbents of the vacant position titled: Special Assistant, PD number: DDGS17321, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Researches and performs special and confidential projects at the direction of the ASD(LA) involving issues relating to congressional concerns and management's responsibilities in these arenas. Prepares briefing papers, position papers, replies to Congressional and other governmental inquiries, and similar matters dealing with key programs for which the OASD(LA) is responsible. Conducts research and analysis from internal information sources, as well as from outside the office to prepare such replies or background documents. Maintains cognizance of policies, plans, and programs of the DoD which may impact upon the office's programs. Provides confidential advice on those matters considered to be sensitive in nature. (Page 2)

Conducts studies and analyses personally assigned by the ASD(LA) on a variety of sensitive confidential matters. Undertakes sensitive studies on various aspects of the OASD(LA) functions, providing background information, assessments and

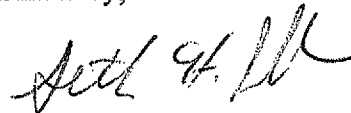
recommendations involving policy decisions. Typically, these assignments involve contacts with the White House staff, staffs of Congressional committees, and the staff within the Immediate Office of the Secretary of Defense, the Under Secretaries of Defense, the Assistant Secretaries of Defense, and officials of the Military Departments to obtain necessary information or viewpoints; to resolve differing opinions or to coordinate significant policy decisions. For the most part, these assignments are highly visible and time-sensitive requiring quick research, analysis, assessment, and recommendations. (Page 2)

Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency, and productivity of technical programs, along with knowledge of the mission, organization, and work processes of programs through (sic) OSD to conduct studies, analyze findings, and make recommendations on substantive operating programs. The work requires skill in preparing project papers and staff reports and skill in organizing and delivering briefings to managers to encourage understanding and acceptance of findings and recommendations. (Page 3)

Thorough knowledge of OSD programs, operations, objectives, and policies along with a comprehensive knowledge of management and organizational techniques, systems, and procedures is applied in performing a wide variety of analytical studies and projects related to specific programmatic issues. (Page 3)

If you have any questions regarding this matter, please contact Michelle MaGee at 202-482-9245.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", written in a cursive style.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DDES 17321

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input checked="" type="checkbox"/> Headquarters <input type="checkbox"/> Field	4. Employing Office Location Washington, DC	5. Duty Station The Pentagon	6. OPM Certification No.
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)	11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive
		13. Competitive Level Code		
		14. Agency Use		

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Special Assistant	GS	0301	11	TF	03-01-2011
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of Defense	c. Third Subdivision
a. First Subdivision Office of the Secretary of Defense	d. Fourth Subdivision
b. Second Subdivision OASD (Legislative Affairs)	e. Fifth Subdivision
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor non-responsive ASD (Legislative Affairs)	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature non-responsive	Signature
Date FEB 25 2011	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance 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.	22. Position Classification Standards Used in Classifying/Grading Position PCS for Misc Admin & Prog Series, TS-34, 1/79 and AGE, TS-98, 8/90
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Typed Name and Title of Official Taking Action non-responsive Suprvy. Human Resources Specialist	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature non-responsive	
Date 3/3/11	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks

Schedule C Position under 5 CFR 213.3306

25. Description of Major Duties and Responsibilities (See Attached)

**Special Assistant
GS-301-11**

Introduction:

This position is located in the Office of the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)). The incumbent of this position serves as a Special Assistant to the ASD(LA) with responsibility for handling a wide range of sensitive and confidential program assignments of great interest and concern to the ASD. Such assignments concern any aspect of the OASD(LA)'s functions or responsibilities and provide a basis for policy decisions.

The incumbent of this Schedule C position will have access to highly confidential, sensitive, and frequently politically controversial information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

Major Duties:

The incumbent performs the following duties:

- Researches and performs special and confidential projects at the direction of the ASD(LA) involving issues relating to congressional concerns and management's responsibilities in these arenas. Prepares briefing papers, position papers, replies to Congressional and other governmental inquiries, and similar matters dealing with key programs for which the OASD(LA) is responsible. Conducts research and analysis from internal information sources, as well as from outside the office to prepare such replies or background documents. Maintains cognizance of policies, plans, and programs of the DoD which may impact upon the office's programs. Provides confidential advice on those matters considered to be sensitive in nature.
- Conducts studies and analyses personally assigned by the ASD(LA) on a variety of sensitive confidential matters. Undertakes sensitive studies on various aspects of the OASD(LA) functions, providing background information, assessments and recommendations involving policy decisions. Typically, these assignments involve contacts with the White House staff, staffs of Congressional committees, and the staff within the Immediate Office of the Secretary of Defense, the Under Secretaries of Defense, the Assistant Secretaries of Defense, and officials of the Military Departments to obtain necessary information or viewpoints; to resolve differing opinions or to coordinate significant policy decisions. For the most part, these assignments are highly visible and time-sensitive requiring quick research, analysis, assessment, and recommendations.
- Recognizes the urgency of all assignments, initiating the necessary action required to complete assignments in a timely and efficient manner. Determines sources of information for timely resolution of problems.

- Prepares briefing papers, position papers, replies to Congressional and other governmental inquiries, prepares statements and back-up information for issues anticipated in hearings on legislation. Performs research within the department to obtain requisite information, or obtains such information and data from other outside offices.

Factor 1. Knowledge Required by the Position Level 1-7 -- 1250 points

- Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency, and productivity of technical programs, along with knowledge of the mission, organization, and work processes of programs through OSD to conduct studies, analyze findings, and make recommendations on substantive operating programs. The work requires skill in preparing project papers and staff reports and skill in organizing and delivering briefings to managers to encourage understanding and acceptance of findings and recommendations.
- Knowledge of organization, programs, missions, and functions of OSD along with knowledge of analytical techniques to prepare background material and technical information for use in communications throughout the Department. Work requires considerable inter-personal skills in presenting recommendations and negotiating solutions to disputed recommendations.
- Thorough knowledge of OSD programs, operations, objectives, and policies along with a comprehensive knowledge of management and organizational techniques, systems, and procedures is applied in performing a wide variety of analytical studies and projects related to specific programmatic issues.

Factor 2, Supervisory Controls Level 2-4 -- 450 points

Within a framework of priorities and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the projects, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, coordinating with staff and personnel, and conducting all phases of the project. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3, Guidelines Level 3-3 -- 275 points

Guidelines are applicable laws, regulations, policies, instructions, manuals and traditional practices, references, and management and research techniques. Incumbent must interpret and adapt these guidelines to the OASD(LA) needs and develop approaches to difficult problems not covered by guidelines.

Factor 4, Complexity Level 4-4 -- 225 points

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in

a program or program support setting. Subjects and projects assigned consist of issues, problems, or concepts which are not always susceptible to direct observation and analysis (e.g., projected missions and functions). Difficulty is encountered in measuring effectiveness and productivity due to variations in the nature of administrative processes studied (e.g., those associated with processing information, reorganizing to meet changes often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document. The work requires originality in refining existing work methods and techniques for application to the analysis of specific issues or resolution of problems. The employee may revise methods for collecting data and adopt new measures of productivity.

Factor 5, Scope and Effect Level 5-4 -- 225 points

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations or to analyze and resolve problems in the staffing, effectiveness and efficiency of program activities. Work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives. Work that involves the evaluation of program effectiveness usually focuses on the delivery of program benefits or services at the operating level. Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations. Work affects the plans, goals, and effectiveness of missions and programs.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 3c --180 points

Personal contacts are extensive with senior management levels throughout OSD and outside, which may include consultants, contractors, and members of Congress and their staffs.

Contacts are to influence managers or other officials to accept and implement findings and recommendations. May encounter resistance due to such issues as organizational and programmatic conflict and competing objectives.

Factor 7, Physical Demands Level 8-1 -- 5 points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 8, Work Environment Level 9-1 -- 5 points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points 2615



United States
Office of Government Ethics
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Confidential Assistant, PD number: DDGS17341

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Confidential Assistant, PD number: DDGS17341, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

Based on an intimate understanding of the views and policies of the Special Assistant, provides guidance to staff personnel relating to policies, priorities, practices, and procedures, assuring (sic) a smooth and efficient operation and relieving him from involvement in important but time-consuming details relating to management of programs. (Page 2)

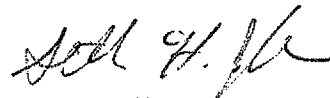
Undertakes projects which require the exercise of identification of sources of information, fact-finding research and investigation, analysis, correspondence preparation, and follow-up. These assignments are typically of a highly sensitive and controversial nature, and involve contact and coordination with key civilian and military officials within Defense, other departments and agencies of the Executive Branch, the Congress and the White House. (Page 2)

Assembles highly sensitive background information and material as a basis for decision-making. Organizes such material in the most effective manner for presentation to and use of the Special Assistant. (Page 3)

At this level, the employee is delegated responsibility and authority to plan, schedule, and carry out projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by the supervisor for compliance with broad OSD policy. Findings and recommendations are normally accepted without significant change. (Page 3)

If you have any questions regarding this matter, please contact Ciara Guzman at 202-482-9241.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", written in a cursive style.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DDGS17341

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Pentagon		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		Official Title of Position	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
Confidential Assistant		GS		301		11		TF	
8/19/11									
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)							

18. Department, Agency, or Establishment Department of Defense		c. Third Subdivision	
a. First Subdivision Office of the Secretary of Defense		d. Fourth Subdivision	
b. Second Subdivision Immediate Office		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. 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.

a. Typed Name and Title of Immediate Supervisor non-responsive The Spc Asst to the SecDef and DepSecDef Signature non-responsive Date 8-19-11		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) non-responsive Signature non-responsive Date	
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21. Classification/Grading Certification. I 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.

Typed Name and Title of Official Taking Action non-responsive Supervisory Human Resources Specialist Signature non-responsive Date 8/19/11		22. Position Classification Standards Used in Classifying/Grading Position Misc Admin & Prog Series, GS-301, TS-34, Jan 79 AAGEG, TS-98, Aug 90 Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
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23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													

24. Remarks

Schedule C - Excepted Service IAW 5 CFR 213.3306

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-834-4265

Previous Edition Usable

5008-108

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

CONFIDENTIAL ASSISTANT
GS-301-11

INTRODUCTION:

This position is located in the Office of the Secretary of Defense. The incumbent serves as a Confidential Assistant reporting to the Special Assistant to the Secretary and Deputy Secretary of Defense, with the responsibility for handling a full range of sensitive and confidential special assignments of great personal interest and concern to the Secretary and Deputy Secretary of Defense. The incumbent will have access to highly confidential, sensitive and frequently politically controversial information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for a Schedule C exception.

As Confidential Assistant to the Special Assistant, the incumbent carries out numerous and varied assignments of the highest priority and significance to him, employing a detailed personal understanding of his personal views and philosophy, as well as the overall policies and viewpoints of the Secretary of Defense. The incumbent is exposed to highly confidential, sensitive, and frequently politically controversial information, and must be an individual in whom the supervisor has full trust and confidence. This relationship is the basis for the Schedule C exception.

MAJOR DUTIES:

Provides administrative guidance and program assistance in internal office management and administrative support in the coordination and management of a wide variety of sensitive and complex projects, studies, and action correspondence, keeping the Special Assistant informed of critical developments and providing advice on the administrative aspects of problems which may arise.

Based on an intimate understanding of the views and policies of the Special Assistant, provides guidance to staff personnel relating to policies, priorities, practices, and procedures, assuring a smooth and efficient operation and relieving him from involvement in important but time consuming details relating to management of programs.

Serves as a point-of-contact for the Special Assistant and, based upon personal knowledge of his wishes and of the OSD organization, refers matters out to appropriate office(s) for study and action, establishes deadlines, monitors progress, resolves related problems, and disseminates his instructions once decisions are made. Follows up to assure that directions have been carried out.

Undertakes projects which require the exercise of identification of sources of information, fact-finding research and investigation, analysis, correspondence preparation, and follow-up. These assignments are typically of a highly sensitive and controversial nature, and involve contact and coordination with key civilian and military officials within Defense, other departments and agencies of the Executive Branch, the Congress and the White House. Due to

the sensitive nature of such projects and the level of those persons contacted, the incumbent exercises an extremely high level of tact and diplomacy.

Assembles highly sensitive background information and material as a basis for decision-making. Organizes such material in the most effective manner for presentation to and use of the Special Assistant.

Performs other duties as assigned.

FACTOR I, KNOWLEDGE REQUIRED BY THE POSITION Level 1-7 -- 1250 points

Knowledge of a range of specialized areas within the Defense, National Strategic Policy, Office of the Secretary of Defense (OSD) command and organizational structure, and related political science disciplines and their relationship to public issues or programs. Knowledge of and skill in applying a variety of analytical and evaluative methods and techniques to studies of complex and interrelated programmatic and administrative matters. Interpersonal and administrative skills sufficient to organize and coordinate thorough, systematic, professional efforts which may involve multidisciplinary approaches, to meet established and anticipated needs of decision makers. Ability to prepare a variety of written documents to present study findings and recommendations. Ability to organize briefings for senior level officials.

FACTOR 2, SUPERVISORY CONTROLS Level 2-4 -- 450 points

The supervisor typically provides administrative direction. At this level, the employee is delegated responsibility and authority to plan, schedule, and carry out projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by the supervisor for compliance with broad OSD policy. Findings and recommendations are normally accepted without significant change.

FACTOR 3, GUIDELINES Level 3-4 -- 450 points

The guidelines consist of basic administrative policy. Guidelines generally do not provide detailed information for completing assignments, determining appropriate study methods or preparing and presenting finished projects. The incumbent must exercise considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, develop, and present authoritative information or analyses on controversial and nationally important subjects.

FACTOR 4, COMPLEXITY Level 4-4 -- 225 points

The employee plans, organizes, and carries through to completion analytical studies involving the substance of key OSD programs. The work calls for application of a variety of functions and processes to gather information, analyze issues, and develop recommendations. The incumbent evaluates and interprets policies and projects, develops a range of alternatives for

the solution of problems, and coordinates the work of others to accomplish several phases of projects concurrently or sequentially.

FACTOR 5, SCOPE AND EFFECT Level 5-4 -- 225 points

The purpose of the work is to perform broad study assignments related to Immediate Office operations which are of significant interest to the public and Congress. Studies involve fact finding and analysis. The work performed by the incumbent provides the policymakers with information and analyses and provides a basis for decision affecting policies and proposals that affect activities and operations of the executive or legislative branches of the Federal Government.

**FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS
Level 3b -- 110 Points**

Personal contacts are extensive throughout the senior management levels of OSD and outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts are to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

FACTOR 8, PHYSICAL DEMANDS Level 8-1 -- 5 points

The work is primarily sedentary, although some slight physical effort may be required.

FACTOR 9, WORK ENVIRONMENT Level 9-1 -- 5 points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points: 2720

GS-11 Point Range: 2355-2750



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

October 24, 2013

Leigh A. Bradley
Alternate Designated
Agency Ethics Official
Department of Defense
Room 3E783
1600 Defense Pentagon
Washington, DC 20301-3917

SUBJECT: Request for exclusion from disclosure reporting requirements for vacant position
Speechwriter, PD number: DDGS17345

Dear Ms. Bradley:

You have requested that the future incumbents of the position titled: Speechwriter, PD number: DDGS17345, a Schedule C position, be excluded from the public financial disclosure reporting requirements of Title I of the Ethics in Government Act of 1978, as amended. Your request was made pursuant to 5 CFR § 2634.203, which allows the United States Office of Government Ethics to exclude the incumbents of Schedule C positions from reporting requirements if the incumbent has no policy-making role with respect to agency programs. Based upon the submitted position description, your request to exclude future incumbents is denied.

The position description indicates that the position entails policy-making responsibilities. In particular, the following language indicates that the position includes advisory responsibilities that could impact policy-making decisions:

As a member of the OASD(PA) professional staff, the incumbent provides assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House. (page 2)

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion,

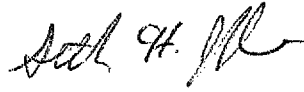
Ms. Leigh A. Bradley
Page 2

anticipated public reaction, and must draw fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion. (Page 2)

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary and Deputy Secretary of Defense of a range of topics to numerous diverse audiences effectively. Must assure (sic) consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments. (Page 3)

If you have any questions regarding this matter, please contact Ciara Guzman at 202-482-9241.

Sincerely,

A handwritten signature in black ink, appearing to read "Seth H. Jaffe", with a stylized flourish at the end.

Seth H. Jaffe
Acting General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DDGS 17345

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station Pentagon		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		16. Organizational Title of Position (if different from official title)	
Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date	
Speechwriter		GS		0301		13		TF 09/27/2011	

18. Department, Agency, or Establishment Department of Defense		c. Third Subdivision	
a. First Subdivision ASD(Public Affairs)		d. Fourth Subdivision	
b. Second Subdivision Writer's Group		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	
20. Supervisory Certification. 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.		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
a. Typed Name and Title of Immediate Supervisor non-responsive ASD(PA)		Signature	
Signature non-responsive Date 9/23/11		Date	
21. Classification/Job Grading Certification. I 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.		22. Position Classification Standards Used in Classifying/Grading Position Misc Admin & Prog Series, GS-301, TS-34, Jan 79 & AGEK, TS-98, Aug 90	
Typed Name and Title of Official Taking Action non-responsive Suprvy Human Resources Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature non-responsive Date 1/27/11			
23. Position Review		Initials Date	
a. Employee (optional)			
b. Supervisor			
c. Classifier			

24. Remarks
Schedule C position established under 5 CFR 231.3306

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265 Previous Edition Usable 5008-108

OF 1 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

SPEECH WRITER (GS-0301-13)

INTRODUCTION

The position is located in the office of the Assistant Secretary of Defense for Public Affairs (OASD (PA)). The incumbent works in a close and confidential capacity with the Special Assistant for Speechwriting (Chief Speechwriter), the Deputy Assistant Secretary of Defense for Public Affairs (Press Secretary), the Assistant Secretary of Defense for Public Affairs and the with other senior defense officials.

The incumbent of this Schedule C position will have access to sensitive information and must be a person in whom the supervisor has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

MAJOR DUTIES

As a member of the OASD/PA professional staff, the incumbent provides assistance to the Assistant Secretary of Defense for Public Affairs in response to numerous requests from and specialized requirements of the Secretary of Defense. The incumbent is responsible for the preparation of speeches, public statements, statements to the Congress, public releases, articles for publication, opening statements for press conferences and introductory remarks for diplomatic occasions, etc., for the Secretary of Defense and for making inputs to, or personally preparing, such materials for the White House.

The incumbent is relied upon to perform the necessary research to develop each assignment with authority to call upon any official within the Department of Defense for detailed subject matter background or other data needed. The incumbent is responsible for analyzing and evaluating such circumstances as current national and international political situations, trends in public opinion, anticipated public reaction, and must draw fully upon available resources in order to develop the text of speeches, reports and similar materials in the style and with the tone and emphasis appropriate for the individual requester and the occasion.

In all cases, the incumbent ensures that the content is in accord with and in advancement of the policies and basic philosophy of the Secretary and the Administration. The incumbent must keep abreast of current programs and policies of the Department of Defense and matters of special interest to the Secretary, including international and politico-military affairs, Defense-industry relationships, conflicts of interest, base closures in order to be immediately responsive to frequent requests for research and writing assignments.

KNOWLEDGE AND ABILITIES REQUIRED

The incumbent must have a thorough knowledge of the organization and functions of the Office of the Secretary of Defense as well as a comprehensive understanding of the DoD mission, functions, and organization of DoD. He/she must have effective liaison with the top officials of the DoD in order to maintain policies of the Administration and must have full trust and confidence of the Assistant Secretary of Defense for Public Affairs and other Administration officials. Must be efficient in preparing speeches, presentations, or other forms of communication rapidly and effectively to present the viewpoints of the Department to a variety of audiences.

SUPERVISORY CONTROLS

The incumbent is under the very general policy guidance of the Assistant Secretary of Defense for Public Affairs. Work is performed with a high degree of independence, and is subject only to review in terms of overall effectiveness of presentation of materials and perspectives of key departmental officials.

GUIDELINES

Guidelines are few, and consist primarily of basic laws, regulations and policies governing release of information. The incumbent exercises a high degree of judgment preparing materials, based predominantly on knowledge of the key officials' personal viewpoints, overall Administration policies, the target audience, and overall communications effectiveness.

COMPLEXITY

Inasmuch as the programs of DoD encompass a tremendous variety of activities, personnel, geographic areas, etc., the incumbent's activities must be attuned to presenting the policies and perspectives of the Secretary of Defense on a range of topics to numerous diverse audiences effectively. Must assure consistency of materials with previous presentations and written records, as well as considering the impact upon other agencies, private industry, or foreign governments.

SCOPE AND EFFECT

In view of the national impact of DoD activities, it is essential to gauge the extent to which programs are understood by the general public and by other groups, as well as the extent to which these programs are not understood. Effective operation of the position bears directly upon the general understanding of DoD activities by the general public and a variety of interest groups.

PERSONAL WORK CONTACTS AND PURPOSE

The incumbent is in regular contact with top-ranking officials of DoD and other government agencies. These contacts are for the purpose of giving and receiving information, and preparing speeches, presentations, and other materials to persuade the audience to understand and appreciate the perspectives and viewpoints of the Secretary as well as the Administration. The projects that result from these contacts are typically extremely sensitive and of great special interest to the Secretary and the Administration.

PHYSICAL DEMANDS

The incumbent is subject to stressful situations due to frequent short deadlines for preparation of material. May involve travel with the Secretary to a variety of locations inside and outside the United States in order to prepare or revise speeches on the spot.

WORK ENVIRONMENT

Work is typically performed in an office environment, but occasionally will involve travel on commercial, military aircraft, or land vehicles, etc. while accompanying the Secretary .