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Description of document: Position description for the Liaison Program Manager, U.S. National Central Bureau (USNCB), INTERPOL Washington, 1999 (?)

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Source of document: Office of the General Counsel
INTERPOL-U.S. National Central Bureau
Department of Justice
Washington, D.C. 20530-0001
Email: Interpol-USNCB.FOIA@usdoj.gov

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U.S. Department of Justice

INTERPOL Washington

U.S. National Central Bureau

Washington D.C. 20530

December 9, 2010

FOIA # 2011- 027

This responds to your request dated November 13, 2010, to INTERPOL Washington, U.S. National Central Bureau (USNCB) pursuant to the Freedom of Information Act (FOIA). You requested the job description for the Liaison Program Manager and the guidelines for the USNCB Liaison Program. Please refer to the above FOIA number assigned to your request in any additional correspondence.

The position description for the Liaison Program Manager is enclosed. This document contains deletions pursuant to Title 5, United States Code, Section 552 (b)(6) of the FOIA. Exemption (b)(6) concerns material the release of which would constitute a clearly unwarranted invasion of personal privacy of third parties. This information is being provided to you free of charge. Please be advised that the Liaison Program Manager position is currently vacant. The decision on whether to fill the position as described, change it, or discontinue it has not been determined.

Information concerning the guidelines for the USNCB Liaison Program can be found in the position description for the Liaison Program Manager and on Interpol's website, www.interpol.int.

If you are not satisfied with the USNCB's action on your request, you may appeal by writing to:

Co-Director
Office of Information Policy
U.S. Department of Justice
Suite 11050
1425 New York Avenue, NW
Washington, DC 20530-0001

You must make your appeal in writing and it must be received by the Office of Information Policy within 60-days of the date of the letter denying your request. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions concerning this request, please contact Allison Tanaka at (202) 353-0803.

Sincerely,

Timothy A. Williams
Director



By: Kevin R. Smith
General Counsel

POSITION DESCRIPTION (Please Read Instructions on the Back)

AGENCY PUBLISHING UNIT

Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location WASHINGTON, DC	5. Duty Station WASHINGTON, DC	6. OPM Classification No. NP 049A
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"/> Employee 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 checked="" type="checkbox"/> Comparative <input 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 Sensitive <input checked="" type="checkbox"/> 2—Moderate Sensitive <input type="checkbox"/> 4—Special Sensitive
15. Classified/Graded by			Official Title of Position	Pay Plan	Occupational Code

Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Liaison Program Manager	GS		14		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Inviting Office						
16. Organizational Title of Position (if different from official title)			17. Month of Employment (if vacant, specify)			

8. Department, Agency, or Establishment U.S. Department of Justice	c. Third Subdivision
a. First Subdivision INTERPOL-USNCB	d. Fourth Subdivision
b. Second Subdivision Office of the Chief	e. Fifth Subdivision

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

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 re: 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 Edgar A. Adamson Deputy Chief	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) John J. Imhoff Chief
Signature (b)(6)	Signature (b)(6)
Date	Date

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

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. Reason on classification/job grading appeals, and complaints on exemption FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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)

POSITION DESCRIPTION (Please Read Instructions on the Back)

Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other (Show any positions replaced)					3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location WASHINGTON, DC		5. Duty Station WASHINGTON, DC		1. Agency Position No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Excuse Personal Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input 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 (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"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Social Sensitive		13. Competitive Level Code			
15. Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management					Liaison Program Manager		GS				13	
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 U.S. Department of Justice		c. Third Subdivision	
a. First Subdivision INTERPOL-USNCB		d. Fourth Subdivision	
b. Second Subdivision Office of the Chief		e. Fifth Subdivision	

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

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 Edgar A. Adamson, (b)(6) Deputy Chief Signature _____ Date 2/1/99		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) John U. Imhoff Chief (b)(6) Signature _____ Date 2/1/99	
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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	
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
 The duties and responsibilities of subject position are the same as the Liaison Program Manager, GS-14, except for closer supervisory controls.

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

INTERPOL-USNCB
Liaison Program Manager
GS-(343 or 301)-13/14

I. Introduction:

The United States National Central Bureau (USNCB) of the International Criminal Police Organization - INTERPOL, is an intergovernmental organization which ensures and promotes the widest possible mutual assistance among all international criminal police authorities in order to effectively combat ordinary criminal law offences. The USNCB is organizationally located within the Office of the Deputy Attorney General in the Department of Justice and is comprised of personnel from the Departments of Justice and Treasury and other participating law enforcement agencies. This position is located in the Office of the Chief, INTERPOL-USNCB.

The incumbent serves as principal liaison to the General Secretariat of INTERPOL and its 177 member countries. The incumbent supervises U.S. attendance and participation at international conferences, to include formation of delegations and maintaining liaison with U.S. agencies or attendees. The incumbent also serves as supervisor of the public affairs and research functions as well as functions necessary to coordinate national and international conferences and, as such, performs those functions with the following major duties:

II. Major Duties and Responsibilities

Directs the research and development of position papers and briefing materials which critically analyze the value and impact of proposed projects, activities, strategies, and working methods which have been brought forth by the General Secretariat's permanent bureaucracy, and raises new issues which could have an impact on the organization, or should be considered. The information is used by the U.S. Delegate for the Americas on Interpol's Executive Committee in deliberations at Executive Committee Meetings with a view to raising concerns, new ideas, acting as a watchdog, and approving or rejecting initiatives. Information of this kind is also prepared for the Department in order to keep abreast of Interpol's most recent initiatives, successes and problems. It is also used to obtain concurrence on the value of programs and/or feedback on the possible impact of these initiatives on Departmental programs.

Directs the dissemination of information, explains and provides advice on the actual/possible relationship between the ICPO-Interpol and the Department, other government departments, police

services and law enforcement agencies throughout the world. Topics include Interpol's policies, procedures, working methods and decision and relations with other international organizations. This information is used by U.S. law enforcement to help them better understand the working methods and information services available through the USNCB and how these can be integrated in their work.

Directs, proposes, develops and disseminates memoranda which propose or announce new or changed standards, procedures and guidelines to Department policy offices and U.S. law enforcement organizations. The information is used to advertise Interpol's most recent initiatives in order to secure the involvement of the U.S. law enforcement and/or obtain feedback.

Supervises the dissemination of information derived from inquiries and complex requests for information, problems and recommendations/solutions received from the General Secretariat in Lyon, France and the 177 National Central Bureaus of Interpol. Sets priorities where the preparation of a response is delegated, provides advice and guidance as to the appropriate depth and extent of information required, provides clarification or additional details which describes the source country's legal, political, geographic, economic and linguistic background where relevant.

Provides authoritative explanations and descriptions to U.S. law enforcement organizations the administration, structure and reporting relationships of and within the Interpol Organization (General Secretariat, General Assembly, Supervisory Board for the Internal Control of Interpol's Archives, National Central Bureaus, Standing Committee on Information Technology, system of advisors, telecommunications network, computer systems and software). This information is used to learn about, understand and clarify the services and systems offered by the USNCB to clients and to teach them how to use same.

Verbal fluency in French or Spanish is desired, but not required, as it is periodically necessary to converse with a non-English speaking country in an official Interpol organizationally recognized language.

Prepares delegates for attendance at Interpol's events worldwide by communicating verbally and in writing to them and explaining the aim, purpose, working languages, agenda, protocol, visa and passport requirements, travel logistics and facilities as well as apprising them of initiatives related to the event so they are able to travel, well prepared, and have an informed perspective of the Organization.

Supervises the creation and dissemination, by telephone, e-mail, in correspondence, etc., of information packages or given areas of Interpol activity to address specific demands received from law enforcement clients and the public.

Supervises the dissemination of Interpol's specialized publications (analytical criminal intelligence projects, handbooks, manuals, CD-ROMs) to target audiences within U.S. law enforcement. Provides authoritative explanations of the purpose and background of the material, and transmits client feedback obtained orally or in writing to the responsible offices at the General Secretariat. The information is used to inform the U.S. law enforcement community of international trends in crime and criminals and as a tool in support of criminal investigations or training. The General Secretariat uses the feedback to evaluate and improve the quality of materials and studies.

Directs the dissemination of Interpol's serial publications to the U.S. law enforcement community and specific private sector audiences. These trade publications are used by clients as reference material in maintaining an awareness of trends and activities within the international criminal police community, international crime statistics, and literature.

Directs the distribution of reports and minutes of Interpol meetings to participants and Liaison Officers. This information highlights developments of interest or having a particular impact on the policy office, Bureau or the Liaison Officer's geographic area of responsibility.

Contributes to the development of Interpol's and the Bureau's strategic priorities and work plans through consultation with U.S. stakeholders/customers on the provision and delivery of Interpol's service and submission of recommendations. The responsibility is shared with Bureau management, the General Secretariat and Bureau staff in various member countries.

FACTOR 1. KNOWLEDGE REQUIRED

- Verbal fluency in French or Spanish desired, but not required, to be able to converse with non-English speaking countries when needed.
- Extensive knowledge of the administration, structure and reporting relationships of and within the Interpol Organization (General Secretariat, General Assembly, Supervisory Board for the Internal Control of Interpol's Archives, National Central Bureaus, Sub-Regional Bureaus, Standing Committee on Information Technology, system of advisors).

- Broad knowledge of external relations with other international organizations, their mandates, and cooperation agreements with Interpol in order to maximize contacts and common working practices and goals, as well as to effectively explain and provide the advice to clients on the respective relationships between the various services where they are interconnected in order to avoid duplication and maximize resources.
- Broad knowledge of protocol in an international setting where there is a requirement to meet and work with delegates of various rank and a multitude of cultural and linguistic differences.
- Presentation skills to make presentations appropriate to target audiences of various levels of knowledge on Interpol program initiatives and projects to advertise the working methods and information services available through the USNCB and how these can be integrated into work to facilitate investigations and leads.
- Knowledge of theories and principles of project management to lead/participate in Bureau, Departmental and interdepartmental project teams and working groups and to initiate, organize and coordinate related meetings and agendas, define key activities, establish project parameters and time frames and provide leadership where necessary to ensure objectives are achieved.
- Knowledge of the theories and principles of research, analysis, formulation and development to identify information sources, coordinate intra and inter-departmental consultations, analyze and develop positions, options, proposals, actions plans and strategies and to advise officials on Interpol issues.
- Knowledge of methods and techniques for preparing discussion papers and disseminating these to stakeholders to ensure the views/opinions/priorities of all interested parties are reflected in the position development process, and that these views/concerns are reflected in policy advice and recommendations put forward for approval by the Head of the Bureau.
- Knowledge of techniques for establishing and maintaining networks of key contacts and expert advisors to ensure that USNCB policy initiatives are

consistent with the domestic policy framework, and that appropriate consultation takes place with bilateral partners in moving forward the global and bilateral Interpol agenda both internationally and domestically.

- Knowledge of planning prioritizing techniques to organize the staff's workload.
- Knowledge of the structures, responsibilities and functions of the participating Federal law enforcement agencies (e.g., FBI, DEA, BATF, etc.), as a whole and their component parts, mandate, programs and corporate objectives to administer and implement aspects of Interpol's program tailored to their specific roles. Distribute information, farm out work, and seek information from various subject matter experts. An appreciation of how and where decisions are made in the organization, not only where the authority for decision making rests, in order to locate information and persons who are sources of expertise. Also to respond to the variety of requests for information received.
- Knowledge of the role, objectives, goals and priorities of the work unit as these inter-relate to and support the achievement of the mandate of the Interpol and Liaison Officer program with respect to Interpol issues.
- Knowledge of other organizations with a role/interest in Interpol issues and contacts and points of reference within these, including Sol Gen, C&I, DFAIT, Justice, Customs, and to organize meetings, ensure consultation in the development of USNCB policy.
- Knowledge of the roles, responsibilities and programs of certain agencies within the private sector who have a stake or particular interest in the services offered by the Interpol program to develop and improve cooperation consistent with their objectives and ours.
- Knowledge of Interpol's Constitution, General Regulations, Staff Rules, Rules on the Deletion of Information held in Interpol's archives and Legal Guidelines (co-operation with a State which is not a member of the ICPO-Interpol; co-operation in administrative matters; human rights and the legal framework of Interpol's activity; regionalization in Interpol, the legal nature of the ICPO-Interpol relations with the United Nations Organization and with its specialized agencies; status of the officials of

the ICPO-Interpol; the General Assembly, the Organization's budget; co-operation with member countries sanctioned under Article 52 of the General Regulations, etc.). To communicate to clients the official position of the Organization on various issues and procedures and to take these into account when formulating recommendations.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent reports directly to the Deputy Chief, INTERPOL-USNCB. The incumbent is delegated complete responsibility and authority to plan, schedule and carry out major projects. The employee exercises discretion and judgment in conducting studies. Findings and recommendations are normally accepted without significant change. The incumbent determines the methods to be used; the nature of the finished product; and keeps the Deputy Chief apprised of work progress and any major or unusual problems that arise during the course of assignments.

FACTOR 3. GUIDELINES

Guidelines consist of the Interpol Constitution, General Regulations, Staff Rules, Legal Guide, Resolutions, related policy documents, specimens of the working documents and their instructions and co-operation procedures.

FACTOR 4. COMPLEXITY

The employee plans, organizes and carries duties and assignments through to completion. The work to be accomplished and projects undertaken are highly visible and variable and require extensive capability. Activities and projects will frequently involve several Departmental organizations, other government agencies, international law enforcement organizations, and elements of the private sector. Incumbent must demonstrate good judgment inasmuch as he or she is expected to work without specific instructions.

FACTOR 5. SCOPE AND EFFECT

Each activity assigned is critical to the operation of the USNCB, other government agencies, international law enforcement organizations, and elements of the private sector. Failure to complete work assignments/projects in a timely manner will significantly and adversely impact upon the USNCB, resulting in substantial cost to the government and/or serious disruption to

operational projects assigned.

FACTOR 6. CONTACTS

Incumbent is required to make personal contact with senior officials and managers in the Departments of Justice and Treasury and throughout domestic and international law enforcement, their offices, divisions, and bureaus; senior executives of other national and international government agencies; senior Interpol representatives worldwide; and senior executives of private firms and companies.

FACTOR 7. PURPOSE OF CONTACTS

Establishes and cultivates a network of contacts among the departments and agencies in the U.S. most likely to support and advance Interpol's activities and interests. Establishes and cultivates a network of key contacts among the General Secretariat staff and in Bureaus worldwide to ensure that U.S. requests and concerns are addressed.

FACTOR 8. PHYSICAL DEMANDS

Availability to travel is necessary. There is no special physical exertion required in the conduct of the position.

FACTOR 9. WORK ENVIRONMENT

The work is performed in an office environment.