

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | |
|---|--|---|---|---|--|--|---|---|--------------------------------|---|---------------------------------|-------------------------------|---|----------------------------|
| 1. Name (Last, First, Middle) ARAGON, JOSE RAMON | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | |
| 7. FROM: Position Title and Number ASSOCIATE DIRECTOR FOR ADMINISTRATION GGHAAE0000 ES01459 | | | | | 15. TO: Position Title and Number SENIOR ADVISOR 60200000 ES19759 | | | | | | | | | |
| 8. Pay Plan ES | | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 162710 | | 13. Pay Basis PA | | 16. Pay Plan ES | 17. Occ. Code 0301 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 162710 | 21. Pay Basis PA |
| 12A. Basic Pay 162710 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 162710 | | 12D. Other Pay 0 | | 20A. Basic Pay 162710 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 162710 | | 20D. Other Pay 0 | | |
| 14. Name and Location of Position's Organization OFFICE OF THE DIRECTOR OFFC OF ADMINISTRATION RESTON,VIRGINIA | | | | | 22. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DEP ASST SECY-BUDGT, FIN, PERF & ACQN WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | |
| 27. FEGLI (b) (6) | | | | | 28. Annuitant Indicator 2 RET UNIF SVC OFFICER | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan (b) (6) | | | 31. Service Comp. Date (Leave) 12/10/1999 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 35-0030-001 | | | 39. Duty Station (City - County - State or Overseas Location) ALBUQUERQUE,BERNALILLO,NEW MEXICO | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT P | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY HIGH RISK | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) OPF MAINTAINED BY BSEE HR HQ, STERLING, VA | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | 50. Signature/Authentication and Title of Approving Official 171237169 / ELECTRONICALLY SIGNED BY: | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 07/12/2017 | | GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

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|---|-----------------------------|---|-------------------------------|---|----------------------------|---|------------------------------|---|---|---|---|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) ARROYO, BRYAN | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | | |
| 7. FROM: Position Title and Number ASST DIRECTOR - INTERNATIONAL AFFAIRS FF09A00000 DES1336 | | | | 15. TO: Position Title and Number DEPUTY DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY AND COMPLIANCE 60110000 ES01544 | | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0480 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 185376 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 185376 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 185376 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 185376 | | 12D. Other Pay 0 | | 20A. Basic Pay 185376 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 185376 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE ASST DIR-INTERNATIONAL AFFAIRS WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DEP ASST SECY-PLCY & INTERNL AFFAIRS OFFC OF ENVRNMTL POLICY & CMLNC WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 09/09/1990 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171237320 / ELECTRONICALLY SIGNED BY: | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 07/12/2017 | | GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

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|--|-----------------------------|---|-------------------------------|---|----------------------------|--|------------------------------|--|-------------------------------|---|----------------------------|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) BLANCHARD, MARY JOSIE | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | | |
| 7. FROM: Position Title and Number DEPUTY DIRECTOR 60110000 02-0308 | | | | 15. TO: Position Title and Number DIRECTOR, GULF OF MEXICO RESTORATION 40000000 ES19740 | | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DEP ASST SECY-PLCY & INTERNL AFFAIRS OFFC OF ENVRNMTL POLICY & CMLPNC WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization ASST SECY-FISH & WILDLIFE & PARKS WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | | | |
| 27. FEGLI (b) (6) | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | | 29. Pay Rate Determinant 0 | | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 06/18/1978 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | | 37. Bargaining Unit Status 8888 | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171216879 / ELECTRONICALLY SIGNED BY: | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 07/12/2017 | | GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

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|---|-----------------------------|---|-------------------------------|--|----------------------------|---|------------------------------|--|-------------------------------|---|----------------------------|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) CLEMENT, JOEL P. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | | |
| 7. FROM: Position Title and Number DIRECTOR, OFFICE OF POLICY ANALYSIS | | | | 15. TO: Position Title and Number SENIOR PROGRAM ADVISOR | | | | | | | | | | | |
| 60120000 ES01327 | | | | 60000000 ES19735 1000001 | | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 180078 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0301 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 180078 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 180078 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 180078 | | 12D. Other Pay 0 | | 20A. Basic Pay 180078 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 180078 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DEP ASST SECY-PLCY & INTERNL AFFAIRS OFFICE OF POLICY ANALYSIS | | | | | | 22. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DAS-OFN OF NATURAL RESOURCES REVENUE DIRECTOR-ONRR | | | | | | | | | |
| WASHINGTON,DC | | | | | | WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | | |
| 27. FEGLI (b) (6) | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | | 29. Pay Rate Determinant 0 | | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 01/02/2011 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 4 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | | 37. Bargaining Unit Status 8888 | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171199562 / ELECTRONICALLY SIGNED BY: | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 1840 | | 49. Approval Date 07/07/2017 | | TINA P.GARCIA HUMAN RESOURCES SPECIALIST | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

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|---|--|---|--------------------------------|---|--------------------------------------|--|--|---|--------------------------------------|---|---|---------------------------|--|--------------------------------|--|--------------------------------------|--|-------------------------------|--|---|--|----------------------------|--|
| 1. Name (Last, First, Middle) CRIBLEY, BUD C | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 09/03/2017 | | | | | | | | | | | | | | | |
| FIRST ACTION | | | | | | SECOND ACTION | | | | | | | | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | | | | | | | | |
| 7. FROM: Position Title and Number STATE DIRECTOR LLAK910000 0000001 | | | | | | 15. TO: Position Title and Number SENIOR ADVISOR - ENERGY POLICY FF09D00000 ES19758 | | | | | | | | | | | | | | | | | |
| 8. Pay Plan ES | | 9. Occ. Code 0340 | | 10. Grade or Level 00 | | 11. Step or Rate 00 | | 12. Total Salary 165435 | | 13. Pay Basis PA | | 16. Pay Plan ES | | 17. Occ. Code 0301 | | 18. Grade or Level 00 | | 19. Step or Rate 00 | | 20. Total Salary/Award 165435 | | 21. Pay Basis PA | |
| 12A. Basic Pay 165435 | | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 165435 | | | 12D. Other Pay 0 | | | 20A. Basic Pay 165435 | | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 165435 | | 20D. Other Pay 0 | | | | | |
| 14. Name and Location of Position's Organization ALASKA OFFICE OF STATE DIRECTOR ANCHORAGE,ALASKA | | | | | | 22. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE WASHINGTON,DC | | | | | | | | | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | | | | | | | | | |
| (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | | | | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 09/07/1975 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | | | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | | 37. Bargaining Unit Status 8888 | | | | | | | | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA | | | | | | | | | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | | | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - FISH AND WILDLIFE SERV | | | | | | 50. Signature/Authentication and Title of Approving Official 171648837 / ELECTRONICALLY SIGNED BY: | | | | | | | | | | | | | | | | | |
| 47. Agency Code IN15 | | 48. Personnel Office ID 1735 | | 49. Approval Date 09/05/2017 | | RYAN A MYERS HR SPECIALIST (STAFF & RECRUIT) | | | | | | | | | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | |
|---|--|---|--|--|---|--|---|--|---|--------------------------------------|---------------------------------|-------------------------------|---|----------------------------|
| 1. Name (Last, First, Middle) CRUZAN, DARREN A. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | |
| 7. FROM: Position Title and Number SENIOR ADVISOR-LE, SECUR, SCHOOL SAFE K0L100 ES19748 ES19748 | | | | | 15. TO: Position Title and Number DIRECTOR, OFFICE OF LAW ENFORCEMENT AND SECURITY 60510000 ES15401 | | | | | | | | | |
| 8. Pay Plan ES | | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 184350 | | 13. Pay Basis PA | | 16. Pay Plan ES | 17. Occ. Code 1811 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 184350 | 21. Pay Basis PA |
| 12A. Basic Pay 184350 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 184350 | | 12D. Other Pay 0 | | 20A. Basic Pay 184350 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 184350 | | 20D. Other Pay 0 | | |
| 14. Name and Location of Position's Organization BUREAU OF INDIAN AFFAIRS OFFICE OF JUSTICE SERVICES WASHINGTON,DC | | | | | 22. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DEP ASST SEC-PUB SAF, RES PRO & EM SV OFFICE OF LAW ENFORCEMENT & SECURITY WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | | | |
| 27. FEGLI (b) (6) | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | | |
| 30. Retirement Plan (b) (6) | | | 31. Service Comp. Date (Leave) 06/08/1997 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | |
| 34. Position Occupied 4 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY SPECIAL-SENSITIVE (| | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | 50. Signature/Authentication and Title of Approving Official 171237451 / ELECTRONICALLY SIGNED BY: | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 07/12/2017 | | GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST | | | | | | | | |

1. POSITION DESCRIPTION (Read instructions on the back)

| | | | | | | | | | |
|---|--|--|--|---|--|--|--|--|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Washington, D.C. | | 5. Duty Station Boston, MA | | 6. OPM Certification No. | |
| Explanation (Show any position replaced) Updated position description 33060 dtd 10/26/1988 | | | | 7. Fair Labor Standard 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 Interests | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) | | | | 11. Position is: <input checked="" type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 12. Sensitivity <input type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> HR/BI-6 <input type="checkbox"/> 4-Special Sensitive | | 13. Competitive Level Code | |
| X SES (Gen) <input type="checkbox"/> SES (CR) | | | | | | | | 14. Agency Use <i>DIES 00050</i> | |

| 15. 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 | Regional Solicitor-Northeast | ES | 905 | 00 | <i>WPO</i> | <i>4/27/15</i> |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organization Title of Position (If different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

U.S. Department of the Interior

a. First Subdivision

Office of the Solicitor

b. Second Subdivision

Northeast Region, 90930

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

Hilary C. Tompkins
Solicitor

Signature: *Hilary C. Tompkins* Date: *04/17/15*

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.

22. Position Classification Standards Used in Classifying/Grading Position

5 U.S.C. 3132

Typed Name and Title of Official Taking Action

for Thomas A. Mulhern
Director, Office of Human Resources

Signature: *Thomas A. Mulhern* Date: *4/27/15*

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

REGIONAL SOLICITOR
Northeast Region
Office of the Solicitor
ES-905

Introduction

The Northeast Region is one of eight regions within the Office of the Solicitor. The Northeast Regional Office serves multiple bureaus, including the National Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and Office of Surface Mining, Reclamation and Enforcement. The region spans many states, including Connecticut, Delaware, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, Virginia, West Virginia, and Wisconsin. The Regional Solicitor represents and acts for the Solicitor as the chief legal officer for the Department of the Interior in the states and areas covered by the Region. The incumbent participates with the Solicitor, Deputy Solicitor, Associate Solicitors, and other Regional Solicitors in the development, interpretation, application, implementation and resolution of legal policies, procedures, and practices for the overall operation of the Department.

Legal matters and issues cover such diverse subjects as land and water resources, Indian affairs, fish and wildlife, parks, energy, minerals, mining, procurement, patents, grants, contracts, tort claims, environmental impact, equal employment opportunity, personnel, freedom of information, litigation and other general legal services. Except for broad direction and guidance, the incumbent functions independently with complete freedom and responsibility for the regional operations necessary to provide legal advice, counsel and service to the area directors, regional and field offices of the bureaus, offices, functions, and activities located in the Region. Coordinates and collaborates with the Regional offices and U.S. Attorneys in connection with litigation and other legal problems that arise in the diversified operations of the Departmental offices and bureaus served.

Major Duties

The Regional Solicitor is assisted by one or more Assistant Regional Solicitors and/or Field Solicitors, and directs, supervises and participates in the provision of legal services, counsel, advice, and all other legal work arising in the Region covering the entire spectrum of Departmental operations.

He/she implements legal policies, procedures, decisions and practices prescribed by the Solicitor for Departmental programs and issues. Applies and develops the diversified operations service. Furnishes specialized legal expertise in a vast and varied array of legal fields including 1) administrative law and procedures; 2) legislative law and procedures; 3) constitutional law and procedures 4) laws affecting Alaska Natives and Indians; 5) international law and procedures; 6) court rules and procedures; 7) contract and procurement laws; 8) real and personal property laws; 9) labor-management laws; and 10) specific and related laws, rules and regulations pertaining to the various Departmental bureaus, offices, programs, functions and activities.

The Regional Solicitor reviews completed work of attorneys for effectiveness and success of actions taken; determines work load; reviews and determines fiscal and personnel requirements; determines the impact of new programs and projects; and, reviews budgetary demands involved in the Regional operations as well as participating in the same activities for the Office of the Solicitor nationwide.

The Regional Solicitor and staff appear as Department Counsel in contract negotiations, administrative hearings and proceedings; review and prepare documents, contracts, grants, leases, wills; develop legal theories, tactics, and procedures; prepare for and assist in the trial of matters litigated and appealed in Federal Courts; furnish technical and policy guidance in the solution of complex, technical, and difficult legal issues; perform exhaustive research; furnish legal advice, opinions, decisions and other new and novel legal procedures, instruments, and documents required to facilitate and provide the most effective operation, administration and enforcement of various Departmental programs and activities.

As evidenced in the missions of the Bureaus and Offices, the decisions or opinions rendered and litigative efforts made by the incumbent may affect large areas of land; significant population segments; the economy of important areas or segments within or outside the Region; may involve very substantial monetary amounts; may establish precedents of imposing legal, policy, social and economic impact; and, may affect national policy.

The Regional Solicitor represents the Solicitor, Secretary or other Departmental officials in meetings, negotiations and conferences with Governors, members of Congress, State and Federal Judges, representatives or private attorneys - usually among the most qualified and distinguished in the country, key officials of State and local governments or other high officials of other Federal agencies and the Department.

Other

The incumbent must demonstrate initiative in ensuring that the Region's attorneys provide adequate legal counsel for their clients. Outstanding, definitive, and promptly rendered legal advice is necessary because the responsibilities are widespread and the need for legal advice is great. Detailed knowledge of the numerous fields of law, a specialized knowledge of public law and procedure, and a thorough familiarity with the programs and operations of the Department of the Interior are all required. The incumbent must be tactful, responsible, possess the ability to analyze and interpret legal issues of great importance in an objective manner and to protect the public interest, and provide unbiased opinions and determinations.

The incumbent must maintain the full trust and confidence of the Secretary and of the Solicitor. The incumbent must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

The Regional Solicitor provides positive direction and implementation of the Departmental EEO objectives. He or she advises subordinate supervisors of the expectations for affirmative action with respect to EEO objectives and goals, and their specific EEO responsibilities.

He/she ensures fair and unprejudiced employment practices in the recruitment and selection of candidates for appointment to positions under his or her supervision, and in the selection of

employees for training, promotions, awards, and recognition, and other career development opportunities.

The incumbent is responsible for the effective implementation and conduct of the Departmental Drug-Free Workplace program and for supporting management objectives in all aspects of the program. This includes, but is not limited to: providing leadership in the attainment of a Drug-Free Workplace; meeting deadlines established for the administration of the program; serving as a role model by refraining from illegal drug use; completing supervisory training; becoming knowledgeable of Drug-Free Workplace plan provisions including its mandatory employee assistance referral and disciplinary provisions; providing assistance by making appropriate referrals for employees who seek assistance or who are found to illegal drugs, ensuring confidentiality of actions and records as required by law; initiating reasonable suspicion testing and consistent disciplinary action as required by the Presidential Executive Order and the plan; following procedures established as a result of an employee's positive drug test; and promoting program policy and procedures by disseminating materials, holding meetings, approving educational sessions, etc. for subordinate employees.

The Office of the Solicitor has determined that the duties of this position are suitable for telework during an emergency or natural disaster or with supervisor approval.

The duties of this position are directly and closely related to FLSA Exempt work. The primary duty of the position is management over the Northeast Region, Office of the Solicitor. This position customarily and regularly directs the work of two or more other employees and the incumbent has authority over staffing decisions with the Region.

Supervisory Controls

The Regional Solicitor is subject to broad policy direction from the Solicitor and Deputy Solicitors. The Regional Solicitor operates with considerable independence, having near plenary responsibility for developing legal policies and procedures in areas within the Region.

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)
 UPDATED OF 8

3. Service

- Hdqtrs Field

4. Employing Office Location

WASHINGTON, DC

5. Duty Station

ANCHORAGE, AK

6. OPM Certification No.

DIE500233

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 | STATE DIRECTOR | ES | 340 | | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | STATE DIRECTOR | ES | 340 | | | |
| 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 THE INTERIOR

c. Third Subdivision

ALASKA STATE OFFICE

a. First Subdivision

BUREAU OF LAND MANAGEMENT

d. Fourth Subdivision

b. Second Subdivision

OFFICE OF THE DIRECTOR

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

ROBERT V. ABBEY
 DIRECTOR, BUREAU OF LAND MANAGEMENT

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

Signature

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

5 USC 3132

Typed Name and Title of Official Taking Action

SHARLYN A. GRISBY
 DIRECTOR, HUMAN RESOURCES

Signature

Date

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

STATE DIRECTOR

I. INTRODUCTIONS

The Bureau of Land Management (BLM) is charged with the responsibility of managing the nations' public lands (approximately 253 million acres) and subterranean resources in a manner which will bring the fullest and most effective utilization of these vast natural resources for the population of today, as well as the generations of tomorrow. Management decisions are of a particularly sensitive and impact-making nature. The task of balancing essential contemporary development and enhancement of the natural requirements of the future is one of extreme complexity.

The State Director administers a broad and complex program of balanced land protection, utilization and development, both surface and subsurface. In addition, the State Director has the mineral leasing responsibility for those lands where the surface is managed by other Federal agencies, and the responsibility for all cadastral survey work in the state(s) administered. The variety and abundance of minerals and recreational opportunities have attracted the outdoor recreation seeker and the industrial developer in rapidly increasing numbers, creating new and conflicting demands on the natural areas and the people who manage them. The assessment of environmental impacts on these many major proposals is a responsibility of the State Director. As a result, the State Director plays a major and vital role in total land use planning within the state(s).

II. DUTIES AND RESPONSIBILITIES

The State Director serves as the direct, on-site extension of the Director, BLM, Management, in the accomplishment of his/her broad management responsibilities.

- ❖ Establishes statewide program goals and priorities designed to meet the economic and social demands placed on the natural resources consistent with prudent conservation and protection concerns. Recommends new efforts or changes in national policy and programs to the Director.
- ❖ Provides executive leadership and direction for all Bureau actions within the state(s) compatible with the Bureau, Departmental and Administration objectives and policy. Major characteristics of such objectives are: multiple use of resources; appropriate balance between resource protection and development; dealing effectively with economic and other interest organizations and groups, including mining and livestock associations, environmental and conservation groups, major oil and utility companies; and effectively working with state, county and local officials and other Federal agencies.
- ❖ Serves as the focal point and principal spokesperson for the Bureau at the State Office level. Assures a public awareness of Bureau programs and coordinates them with key officials in affected Federal agencies, state, county and local governments, private landowners, corporations, special interest groups and involved individuals.

- ❖ Advocates and leads the BLM State program commitment to automation by supporting and implementing the Bureau's Automation/Modernization/Information Information Resources Management initiatives. Develops long-range objectives and establishes guidance and direction to ensure the use of automation in mission accomplishment. Utilizes automation equipment (hardware and software), data and systems to perform managerial tasks relating to accomplishment of BLM State program functions.
- ❖ Coordinates, correlates, and reconciles the various functional programs for the public lands under his/her jurisdiction with state, local, and private industry resource management interests to achieve an optimum balance between resource capacity and economic and social demands for services and resources, both locally and as they impact nationally.
- ❖ Administers the Bureau's resource management and technical programs in the area with concern for associated economic, social, and environmental values and the various conflicting demands. Problems are particularly demanding and complex because of intensive and often conflicting state, local, and national interests in land and resource use decisions. Maintains a constant awareness of the scrutiny to which the Bureau's activities are subjected by the public, industry, Congress, state and local governments, and the myriad special interest groups. An exceptional sense of conceptuality, creativity, initiative, and a cooperative attitude are required to administer the varied and complex programs encountered.
- ❖ Resolves exceptionally difficult or sensitive managerial and/or operational problems on a continuing basis, consulting with the Director and his/her staff on problems of Bureau-wide policy or matters of long-range planning. Develops viable solutions to problem situations, keeping the public interest paramount.
- ❖ The State Director develops, correlates, and executes resource management, technical support and administrative management programs within the State Office jurisdiction consistent with the parameters of broad national policies and delegations of authority from the BLM Director. Representative of the types of programs which fall within the technical and managerial direction of the State Director are:
 - ❖ Minerals: The management of saleable minerals, locatable minerals and leasable solid and fluid minerals in compliance with established laws, rules, and regulations in order to meet local, state, and national needs.
 - ❖ Lands: Land use planning and land classification in accordance with multiple-use concepts, adjudication of lands cases and withdrawal or restoration applications, exchanges with state and local governments, the Forest Service, private parties, and indemnity state selections.
 - ❖ Range: The development, conservation, and management of range resources through range management, including the implementation of grazing systems,

grazing administration, range improvement, pest, insect and weed control, and grazing trespass.

- ❖ Watershed: The management of the condition, trend, and potential of watershed and their conservation, development, and rehabilitation including erosion control.
- ❖ Recreation: Development of recreational resources to meet current and projected demands for recreation facilities, consistent with the conservation and utilization of other resources.
- ❖ Law Enforcement: Providing law enforcement services for the protection of users of public lands in cooperation with the other Federal, state, and local authorities and providing resources for the detection of illegal activities on the public lands, including the growing of illegal drugs.
- ❖ Cultural Resources: The identification, analysis, and preservation of historical, cultural, and archeological values.
- ❖ Wildlife: The protection and enhancement of fish and wildlife resources, including threatened and endangered species through a combination of cooperative relations with wildlife management agencies and through the protection and development of wildlife habitat.
- ❖ Forestry: The inventory and management of forest woodland resources, including the production of woodland resources consistent with multiple-use principles and environmentally and economically sound practices.
- ❖ Fire Management: Providing fire suppression resources and management policies to control wildfires. Planning and implementing range and forest improvement projects utilizing controlled fire.
- ❖ Adjudication: Evaluating all applications for such surface uses and disposals as sales, exchanges, leases, permits, right-of-way, withdrawals and revocations, and such subsurface use and disposals as mineral patents and mineral leases and granting or rejecting the claim.
- ❖ Engineering: Developing standards and procedures for the design, construction, and maintenance programs for roads, buildings, recreation complexes, and for water development, control, and related structures.
- ❖ Cadastral Survey: Overseeing a field survey program for original surveys, dependent resurveys and other special surveys. As the only authorized land surveyor for all federally owned and administered lands, provides field surveys for other Federal agencies as needed.

- ❖ Communications: Providing communication systems, including design, installation, and maintenance of radio systems and other communication systems.
- ❖ Management and Supervision: Program direction to promote teamwork, creativity, innovation, and closer ties to customers and creative approaches to problem resolution. Consists of the various management functions essential to the effective support of the Bureau's primary mission. These include the preparation and management of the operating budget, personnel management, and equal employment opportunity in the fullest context for the effective utilization of human resources and management analysis to improve operating practices and procedures, safety, employee development, accounting and financial operations, procurement and contracting of supplies, services and constructing; management of personal and real property, preparation and utilization of the official public land records, and other miscellaneous support functions.

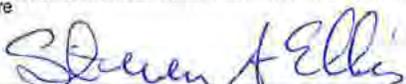
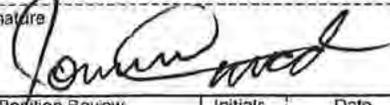
III. DIRECTION GIVEN TO OTHERS:

Supervises directly or indirectly, through subordinate District, Field and Area Managers, a large workforce of full-time, permanent employees, and a fluctuating workforce of seasonal and temporary employees in the accomplishment of the program. Plans work to be accomplished, sets priorities, determines schedules, and assigns work. Evaluates the performance of employees including key supervisors and managers. Leads by positive example and takes appropriate action to support the Bureau's Equal Employment Opportunity. Makes fair and unprejudiced selections, promotions, awards and training decisions as well as other related decisions. Ensures the design of vacancies and training opportunities provide opportunities for all employees to advance their careers.

Management direction is carried out through periodic staff conferences, program planning groups, work accomplishment conferences, policy decisions rendered, and individual discussions on unusually complex or sensitive issues. Management policies are formulated and implemented through progressive management initiatives. Technical direction is maintained through establishment and promulgation of policies, programs, standards and technology.

IV. SUPERVISION AND GUIDANCE RECEIVED:

Performs under the broad policy and program direction of the Director, BLM. As State Director, incumbent is accorded both the privilege and obligation of functioning with full latitude and independence of action. He/she is held singularly responsible for the development, implementation, and execution of programs designed to coordinating programs with local, state, and other Federal agencies. Guidelines consist of a multitude of complex laws, rules, and regulations, court decisions and executive policy decisions that relate to the public land and its resources.

| | | | | | | | | | | | | | |
|--|--|---|------------------------|---|--|---|------------------------|---|------|----------------------------|--|----------------|--|
| POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> | | | | | | | 1. Agency Position No. | | | | | | |
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Washington, DC | | 5. Duty Station Santa Fe, New Mexico | | 6. OPM Certification No. | | | | | |
| Explanation <i>(Show any positions replaced)</i> Updated OF 8 | | | | 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 type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input checked="" type="checkbox"/> SES (Gen.) 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 checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | | 13. Competitive Level Code | | | |
| | | | | | | | | 14. Agency Use DIES 00241 | | | | | |
| 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 | | State Director | | ES | | 340 | | DD | | MRS | | 8/24/15 | |
| c. Second Level Review | | | | | | | | | | | | | |
| d. First Level Review | | | | | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | | | | | |
| 16. Organizational Title of Position <i>(if different from official title)</i> | | | | | | 17. Name of Employee <i>(if vacant, specify)</i> | | | | | | | |
| 18. Department, Agency, or Establishment Department of the Interior | | | | | | c. Third Subdivision | | | | | | | |
| a. First Subdivision Bureau of Land Management | | | | | | d. Fourth Subdivision | | | | | | | |
| b. Second Subdivision New Mexico State Office | | | | | | 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>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</i> | | | | | | <i>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.</i> | | | | | | | |
| a. Typed Name and Title of Immediate Supervisor Neil G. Kornze Director, Bureau of Land Management | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> | | | | | | | |
| Signature  | | | Date 7/13/15 | | | Signature | | | Date | | | | |
| 21. Classification/Job Grading Certification. <i>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.</i> | | | | | | 22. Position Classification Standards Used in Classifying/Grading Position 5 USC 3132 | | | | | | | |
| Typed Name and Title of Official Taking Action Department of the Interior Director, 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 8/24/15 | | | | | | | | | | |
| 23. Position Review | | Initials | | Date | | Initials | | Date | | Initials | | Date | |
| a. Employee <i>(optional)</i> | | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | | |
| 24. Remarks | | | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i> | | | | | | | | | | | | | |

STATE DIRECTOR

I. INTRODUCTION

The Bureau of Land Management is charged with the responsibility of managing the nation's public lands (approximately 245 million acres) and subterranean resources in a manner which will bring the fullest and most effective utilization of these vast natural resources for the population of today, as well as the generations of tomorrow. Management decisions are of a particularly sensitive and impact-making nature. The task of balancing essential contemporary development and enhancement of the natural resources on public lands and at the same time assuring an adequate reserve for the requirements of the future, is one of extreme complexity.

The State Director administers a broad and complex program of balanced land protection, utilization and development, both surface and subsurface. In addition, the incumbent of this position has the mineral leasing responsibility for those lands where the surface is managed by other Federal agencies, and the responsibility for all cadastral survey work in the state(s) administered. The variety and abundance of minerals and recreational opportunities has attracted the outdoor recreation seeker and the industrial developer in rapidly increasing numbers, creating new and conflicting demands on the natural areas and the people who manage them. The assessment of environmental impacts on these many major proposals is a responsibility of the State Director. As a result, the State Director must play a major and vital role in total land use planning within the state(s).

II. DUTIES AND RESPONSIBILITIES

The State Director serves as the direct, on-site extension of the Director, Bureau of Land Management, in the accomplishment of a broad range of management responsibilities:

- Establishes statewide program goals and priorities designed to meet the economic and social demands placed on the natural resources consistent with prudent conservation and protection concerns. Recommends new efforts or changes in national policy and programs to the Director.
- Provides executive leadership and direction for all bureau actions within the state(s) compatible with the Bureau, Departmental and Administration objectives and policy. Major characteristics of such objectives are: multiple use of resources, appropriate balance between resource protection and development; effective dealing with economic and other interest organizations and groups including mining and livestock associations, environmental and conservation groups, major oil and utility companies, and effectively working with state, county and local officials and other Federal agencies.

- Serves as the focal point and principal spokesman for the Bureau at the State Office level. Assures a public awareness of Bureau programs and coordinates them with key officials in affected Federal agencies, state, county and local governments, private landowners, corporations, special interest groups and involved individuals.
- Advocates and leads the BLM State Program commitment to automation by supporting and implementing the Bureau's Automation/Modernization/IRM initiatives. Develops long range objectives and establishes guidance and direction to ensure the use of automation in mission accomplishment. Utilizes automated equipment (hardware and software), data systems to perform managerial tasks relating to accomplishment of BLM State program functions.
- Coordinates, correlates and reconciles the various functional programs for the public lands under his/her jurisdiction with state, local and private industry resources management interests to achieve an optimum balance between resource capacity and economic and social demands for services and resources, both locally and as they impact nationally.
- Administers the Bureau's resource management and technical programs in the area with concern for associated economic, social and environmental values and the various conflicting demands. Problems are particularly demanding and complex because of intensive and often conflicting state, local and national interests in land and resource use decisions. Maintains a constant awareness of the scrutiny to which the Bureau's activities are subjected by the public, industry, Congress, state and local governments and the myriad of special interest groups. An exceptional sense of conceptuality, creativity, initiative and a cooperative attitude are required to administer the varied and complex programs encountered.
- Resolves exceptionally difficult or sensitive managerial and/or operational problems on a continuing basis, consulting with the Director and his/her staff on problems of Bureauwide policy or matters of long range planning. Develops viable solutions to problem situations, keeping the public interest paramount.
- The State Director develops, correlates and executes resource management, technical support and administrative management programs within the State Office jurisdiction consistent with the parameters of board national policies and delegations of authority from the Bureau Director. Representative of the types of programs which fall within the technical and managerial direction of the State Director are:
 - Minerals: The management of saleable minerals, locatable minerals and leasable solid and fluid minerals in compliance with established laws, rules, and regulations in order to meet local, state and national needs.

- Lands: Land use planning and land classification in accordance with multiple-use concepts, adjudication of lands cases and withdrawal or restoration applications, exchanges with state and local governments, the Forest Service and private parties and indemnity state selections.
- Range: The development, conservation and management of range resources through range management, including the implementation of grazing systems, grazing administration, range improvement, pest, and insect and weed control and grazing trespass.

- Watershed: The management of the condition, trend and potential of watersheds and their conservation, development and rehabilitation including erosion control.
- Recreation: Development of recreational resources to meet current and projected demands for recreation facilities, consistent with the conservation and utilization of other resources.
- Law Enforcement: Providing law enforcement services for the protection of users of public lands in cooperation with other Federal, state and local authorities and providing resources for the detection of illegal activities on the public lands, including the growing of illegal drugs.
- Cultural Resources: The identification, analysis and preservation of historical, cultural and archeological values.
- Wildlife: The protection and enhancement of fish and wildlife resources, including threatened and endangered species through a combination of cooperative relations with wildlife management agencies and through the protection and development of wildlife habitat.
- Forestry: The inventory and management of forest woodland resources, including the production of woodland resource consistent with multiple-use principles and environmentally and economically sound practices.
- Fire Management: Provide fire suppression resources and management policies to control wildfires. Planning and implementing range and forest improvement projects utilizing controlled fire.
- Adjudication: Evaluating all applications for such surface uses and disposals as sales, exchanges, leases, permits, rights-of-way, withdrawals and revocations and such subsurface uses and disposals as mineral patents and mineral leases and granting or rejecting the claim.

- Engineering: Developing standards and procedures for the design, construction and maintenance programs for roads, buildings, recreation complexes and for water development, control and related structures.
 - Cadastral Survey: A field survey program for original surveys, dependent resurveys and other special surveys. As the only authorized land surveyor for all federally owned and administered lands, provides field surveys for other federal agencies as needed.
-
- Communications: Providing communication systems, including design, installation and maintenance of radio systems and other communications.
 - Management and Supervisors: Program direction to promote teamwork, creativity, innovation, and closer ties to customers and creative approaches to problem resolution. Consists of the various management functions essential to the effective support of the Bureau's primary mission. These include the preparation and management of the operating budget, personnel management and equal employment opportunity in the fullest context for the effective utilization of human resources, management analysis to improve operating practices and procedures, safety, employee development, accounting and financial operations, procurement and contracting of supplies, services and construction; management of personal and real property, preparation and utilization of the official public land records and other miscellaneous support functions.

III. DIRECTION GIVEN TO OTHERS:

Supervises directly or indirectly, through subordinate District, Field and Area Managers a large workforce of full time permanent employee and a fluctuating workforce of seasonal and temporary employees in the accomplishment of the program. Plans work to be accomplished, set priorities, determine schedules and assigns work. Evaluates the performance of employees, including key supervisors and managers. Supports the Bureau's Equal Employment Opportunity (EEO) by positive example and appropriate action. Makes fair and unprejudiced selections, promotions, awards and training decisions as well as other related decisions. Ensures the design of vacancies and training opportunities provide opportunities for all employees to advance their careers.

Management direction is carried out through periodic staff conferences, program planning groups, work accomplishment conferences, policy decisions rendered and individual discussions on unusually complex or sensitive issues. Management policies are formulated and implemented through progressive management initiatives. Technical direction is maintained through establishment and promulgation of policies, programs, standards and technology.

IV. SUPERVISION AND GUIDANCE RECEIVED:

Performs under the broad policy and program direction of the Director, Bureau of Land Management. As State Director, incumbent is accorded both the privilege and obligation of functioning with full latitude and independence of action. She/he is held singularly responsible for the development, implementation and execution of programs designed to effectively meet the goals and challenges of the Bureau and Department and for coordinating programs with local, state and other agencies. Guidelines consist of a multitude of complex laws, rules, and regulations, court decisions and executive policy decisions that relate to the public land and its resources.

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | |
|--|--|--|--|---|-----------------------------------|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any positions replaced) | | 3. Service <input type="checkbox"/> Hdqrs <input checked="" type="checkbox"/> Field | 4. Employing Office Location Washington, DC | 5. Duty Station Anadarko, OK | 1. Agency Position No. 1010001 |
| 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 | | 6. OPM Certification No. | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI) | | 11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | 12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input 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 | Regional Director, Southern Plains | ES | 0340 | | cb5 | 6/2/05 |
| c. Second Level Review | | | | | | |
| d. First Level Review | Regional Director, Southern Plains | ES | 0340 | | LB | 05-24-05 |
| e. Recommended by Supervisor or Initiating Office | Regional Director, Southern Plains | ES | 0340 | | | |

| | |
|---|---|
| 16. Organizational Title or Position (if different from official title) | 17. Name of Employee (if vacant, specify) |
| | |
| 18. Department, Agency, or Establishment U.S. Department of the Interior | c. Third Subdivision Office of the Regional Director |
| B. First Subdivision Bureau of Indian Affairs | d. Fourth Subdivision |
| b. Second Subdivision Southern Plains Regional Office | 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 Michael R. Smith Deputy Bureau Director-Field Operations | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) William Pat Ragsdale Director, Bureau of Indian Affairs |
| Signature: <i>Michael R. Smith</i> Date: 5/27/05 | Signature: <i>William Pat Ragsdale</i> Date: 5-27-05 |

| | |
|--|--|
| 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 Handbook of Occupational Groups & Families, GS-340 Program Management Classification Standard General Schedule Supervisory |
| Typed Name and Title of Official Taking Action Acting Director, Ofc. 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: <i>Harry Smith</i> Date: 6/3/05 | |

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

24. Remarks

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

OPF COPY

Regional Director, Southern Plains, ES-340

INTRODUCTION

The Regional Director, Southern Plains, reports directly to the Deputy Director, Field Operations. The Regional Director is responsible for the day-to-day operation and administration of Bureau programs with the exception of education, law enforcement, human resources, budget, finance and acquisition, environment, safety, facilities and information resources and technology programs. Bureau program responsibilities include Indian Services and Trust Services.

The Regional Director is responsible for representing the Bureau in its interaction with tribal, State, and local governments, other Federal agencies, and the public within their jurisdiction, oversight responsibility in the application and implementation of overall policies and programs by agency and field offices, providing technical advice and review, evaluating performance, and coordinating those features of Bureau programs which extend beyond the jurisdiction of a single agency or field office, and recommending to headquarters revisions of policies, programs, procedures, and regulations.

MAJOR DUTIES AND RESPONSIBILITIES

Provides executive-type leadership for all Regional programs in a manner that will foster the most effective conservation and utilization of all Indian resources.

Participates with other executive-level officials in the formulation of overall programs and policies for the Bureau and then adapting those policies and procedures to meet Regional level needs.

Appraises the effectiveness of programs in operation and effects or recommends modifications to those programs in order to secure greater emphasis on critical areas which will result in greater economy and efficiency of operations, and will accelerate the Region's progress in achieving the objectives of the Bureau towards Indian people.

Maintains close working relationships with tribal groups and Indian leaders, soliciting their opinions and attitudes on matters of importance to them and the Bureau. Communicates to, and interprets for them, programs and policies instituted by Congress, the Department of the Interior and the Bureau. Relays to the Deputy

Director, Field Operations and the Director, Bureau of Indian Affairs the general attitude of the Indian people within the Region's jurisdiction.

Provides assistance to and counsels with tribal groups in the development of programs for the improvement of the social and economic status of the Indians, and in the development of legislative programs looking toward Indian self-determination and self-government.

Coordinates and disseminates policy and program guidelines designed to assist Indian groups and leaders with their program planning. Consults with individual Indians and tribal groups to ascertain their reactions or desires concerning a given program or on matters affecting their welfare, or to evaluate their economic or social status. In turn, interprets and presents these findings to the Deputy Director, Field Operations, other headquarters Directors, the Department of the Interior, Congress, or State governments in order to effectively assist in carrying out one of the missions of the Bureau which is to actively encourage the maximum involvement of and the maximum utilization of the skills and capabilities of Indian and Alaska Native people in the direction of management of programs for their benefit.

Carries out a public relations program within the Region and adjoining jurisdictions through participation in civic and community organizations in order to acquaint the non-Indian communities with the work and objectives of the Bureau and the accomplishments of the Indian people.

Makes recommendations to headquarters and the Deputy Director, Field Operations on revisions of policies, programs, procedures and regulations.

Makes periodic field trips including visits to field facilities in the various communities to keep informed firsthand of conditions in the field, progress of work, conformance with authorized programs, and observance of Indian Affairs policies and standards governing administration and work performance.

Attends conferences, and tribal meetings, participates on top-level task forces or advisory committees with full authority to convey the Bureau's position on any subject within the Region's jurisdiction.

Manages funds, personnel, information property, and projects for all organizations under the purview of the Regional Director.

The Regional Director provides executive direction to the following organizations:

Indian Services will be divided into two Divisions: The Division of Transportation and Division of Tribal Services. The Division of Transportation will consist of Planning and Design, Construction and Maintenance staffs who will be responsible for providing management, direction, and coordination at a local level to activities related to the improvement of transportation systems providing access to and located on Indian lands within the Region. The Division of Tribal Services will consist of Tribal Governments, Human Services, Credit and Housing staffs who will be responsible for programs and activities at the local level that promote the attainment of goals and objectives designed to strengthen tribal governments, to improve the quality of life in tribal communities in the areas of housing, social services, child abuse and family violence prevention, credit programs, and alcohol and substance abuse prevention.

Trust Services will be divided into two divisions: the Division of Natural Resources and the Division of Real Estate Services. The Division of Natural Resources will consist of Water Resources, Forestry and Fire; Irrigation and Safety of Dams, Agriculture, and Fish, Wildlife and Parks staffs who will be responsible for programs and activities at the local level for the monitoring, conservation and protection of trust natural resources and forest resources protection. The Division of Real Estate Services will consist of Land Acquisition and Disposal, Land Title Records Office, Probate, Rights-of-Way and Lease/Permit staff who will be responsible for program activities at the local level of trust and restricted federal Indian owned lands. The Division will be responsible for the maintenance of title documents, document certification, title research and examination.

The Regional Director will provide executive direction and leadership to the following agencies within the Regional Office:

Anadarko Agency, Anadarko, Oklahoma
Concho Field Office, Concho, Oklahoma
Horton Field Office, Horton, Kansas
Pawnee Agency, Pawnee, Oklahoma
Shawnee Field Office, Shawnee, Oklahoma

SUPERVISION RECEIVED

The Regional Director reports to the Deputy Director, Field Operations, from whom the incumbent receives executive direction and broad policy guidance. Review of work is limited to evaluation of program effectiveness and accomplishment of objectives.

OTHER

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the Departmental drug-free workplace program.

Due to the remoteness of some of the field and agency level offices within a Region, the Regional Director will be required to travel to remote sites by commuter planes or helicopter or traveling over rough terrain by 4-wheel drive vehicles. The Regional Director may be required to wear safety clothing at construction sites, mining fields, or while visiting forestry sites.

Qualification Requirements

Executive Core Qualifications (Mandatory)

1. **Leading Change** – The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** – The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** – The ability to stress accountability and continuous improvement, to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** – The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** – The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Technical Qualification (Mandatory)

6. **Demonstrated knowledge of the Bureau of Indian Affairs' mission, goals, and programs to facilitate Tribal self-governance and self-determination compacting and contracting; ensure Bureau policies and programs are consistent with the Federal trust responsibility and government-to-government policies; and uphold statutory, regulatory, and treaty obligations and rights.**
7. **Demonstrated knowledge of trust resource management programs.**

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES-1320

2. Reason for Submission

Redescription New Hdqtrs Field
 Reestablishment Other

3. Service

Hdqtrs Field

4. Employing Office Location
Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

Explanation (Show any positions replaced)
Updated OF-8

7. Fair Labor Standards Act

Exempt Nonexempt

8. Financial Statements Required

Executive Personnel Employment and Financial Disclosure

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 | Assistant Director - External Affairs | ES | 0340 | 00 | gb | 11/15/2012 |
| 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 the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Office of the Director

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

Dan Ashe, Director, USFWS

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

Signature

Rowan W. Gould

Date

11/15/2012

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

Typed Name and Title of Official Taking Action

Director, Office of Human Resources

Thomas Mulhern

Signature

Grace Barnes, et

Date

11/15/2012

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

ASSISTANT DIRECTOR – EXTERNAL AFFAIRS

INTRODUCTION

The U.S. Fish and Wildlife Service (Service) is responsible for the stewardship of the Nation's fish and wildlife resources through the observation, enhancement, and protection of fish and wildlife and plants and their habitats. These objectives are carried out through the management of fish and wildlife populations, the generation of scientific data that will ensure the improvement and protection of quality environment, and the operation of a Nationwide system of wildlife refuges, fish hatcheries, and ecological service offices. Service activities are conducted in cooperation with other Federal and state agencies and with private organizations.

MAJOR DUTIES AND RESPONSIBILITIES

The Assistant Director – External Affairs develops policy, advises the Directorate, and serves as its representative in all areas of external affairs including public information, communications, and legislative programs and Congressional relations. As Assistant Director – External Affairs, the incumbent is responsible for and directs the following organizations: Communication, Congressional and Legislative Services, Programs and Partnership Support, and the Native American Liaison.

The Division of Communications is responsible for advice to the Service on public reaction to Service activities; anticipates, plans and conducts public affairs programs for the Service; oversees national printing activities and the agency's home page on the world wide web; prepares speeches for the Director and other agency officials; edits and produces the agency newsletter; plans and conducts special events; and makes recommendations to the Assistant Director – External Affairs and other members of the Service Directorate on public affairs matters. The office works in close coordination with the Secretary's Office of Communications and the Office of Scheduling and Advance, as well as with the Assistant Secretary for Fish and Wildlife and Parks.

The Division of Congressional and Legislative Affairs is responsible for the Service's legislative and congressional relations activities and for making recommendations or initiatives to the Assistant Director – External Affairs. The office prepares testimony, Statements of Administration Position, hearing reports and other materials and reports on legislation referred by the Department, coordinating the Service view with other bureaus and offices to achieve agency objectives. The office serves as central contact for the Secretary's Office of Congressional Liaison and individual members and committees of the Congress. The office also provides information and material in response to congressional inquiries and other assistance as required by Members of Congress.

The Division of Program and Partnership Support is the liaison office between the Service and external partners. The Division provides support, guidance and advice to Service programs, regions and field offices in partnership development; maintains a database of Memorandums of Understanding and Agreements with partners, tracks partnership implementation, and is a clearing house for partnership opportunities; supports some of the Service's most important partnerships by providing liaison and coordination staff for the Sport Boating and Fishing Partnership Council, the Recreational Boating and Fishing Foundation, the National Fish and Wildlife Foundation, and the Sporting Conservation Council; supports an Interagency Personnel Agreement (IPA) position to work with the Association of Fish and Wildlife Agencies to coordinate partnership efforts among the Service, State fish and wildlife agencies

and industry groups; and supports a community outreach specialist who works to expand the Service's capacity to communicate with under-represented and emerging communities.

The Office of the Native American Liaison is responsible for outreach to Native American Tribes on Service issues that affect them; advice to the Service on government-to-government relationships with Tribes; implementing the Service's Native American policy; and overseeing a multi-million dollar competitive grant program that provides funds to Federally recognized tribes for fish and wildlife conservation activities.

SUPERVISORY CONTROLS

The above duties are performed under the broad, general direction of the Director and Deputy Director, who is alter-ego to the Director, who relies on the incumbent as principal deputy in the conduct of the above specified programs.

OTHER

The Assistant Director – External Affairs supports the equal employment opportunity (EEO) program in day-to-day activities. Positive direction will be provided by establishing EEO and workforce diversity commitments for all programs and ensuring that these commitments are part of the Affirmative Action Plan for the Office of the Assistant Director. Periodic advice and direction will be given to the subordinates as well as expectations for their affirmative action.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES-1320

2. Reason for Submission

Redescription New Hdqtrs Field
 Reestablishment Other

3. Service

Hdqtrs Field

4. Employing Office Location
Washington, DC

5. Duty Station
Washington, DC

6. OPM Certification No.

Explanation (Show any positions replaced)
Updated OF-8

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 | Assistant Director - External Affairs | ES | 0340 | 00 | gb | 11/15/2012 |
| 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 the Interior

c. Third Subdivision

a. First Subdivision
U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision
Office of the Director

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

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a. Typed Name and Title of Immediate Supervisor

Dan Ashe, Director, USFWS

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

Signature

Rowan W. Gould

Date

11/15/2012

Signature

Date

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Signature

Grace Barnes, et

Date

11/15/2012

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

24. Remarks

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

ASSISTANT DIRECTOR – EXTERNAL AFFAIRS

INTRODUCTION

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The Division of Program and Partnership Support is the liaison office between the Service and external partners. The Division provides support, guidance and advice to Service programs, regions and field offices in partnership development; maintains a database of Memorandums of Understanding and Agreements with partners, tracks partnership implementation, and is a clearing house for partnership opportunities; supports some of the Service's most important partnerships by providing liaison and coordination staff for the Sport Boating and Fishing Partnership Council, the Recreational Boating and Fishing Foundation, the National Fish and Wildlife Foundation, and the Sporting Conservation Council; supports an Interagency Personnel Agreement (IPA) position to work with the Association of Fish and Wildlife Agencies to coordinate partnership efforts among the Service, State fish and wildlife agencies

and industry groups; and supports a community outreach specialist who works to expand the Service's capacity to communicate with under-represented and emerging communities.

The Office of the Native American Liaison is responsible for outreach to Native American Tribes on Service issues that affect them; advice to the Service on government-to-government relationships with Tribes; implementing the Service's Native American policy; and overseeing a multi-million dollar competitive grant program that provides funds to Federally recognized tribes for fish and wildlife conservation activities.

SUPERVISORY CONTROLS

The above duties are performed under the broad, general direction of the Director and Deputy Director, who is alter-ego to the Director, who relies on the incumbent as principal deputy in the conduct of the above specified programs.

OTHER

The Assistant Director – External Affairs supports the equal employment opportunity (EEO) program in day-to-day activities. Positive direction will be provided by establishing EEO and workforce diversity commitments for all programs and ensuring that these commitments are part of the Affirmative Action Plan for the Office of the Assistant Director. Periodic advice and direction will be given to the subordinates as well as expectations for their affirmative action.



U.S. Fish & Wildlife Service Headquarters

Deputy Director—Program Management & Policy
Steve Guertin
(202) 208-4545

Director's Office
Special Assistant: Steve Katsaris
Special Assistant: David Edgington
(202) 208-3043 (202) 208-4545
Deputy Ethics Officer:
Anne Bradley
(603) 275-5091
Chief of Staff:
Chris Johnson
(202) 208-5449
FWS Liaison:
Vivian
(202) 208-9211

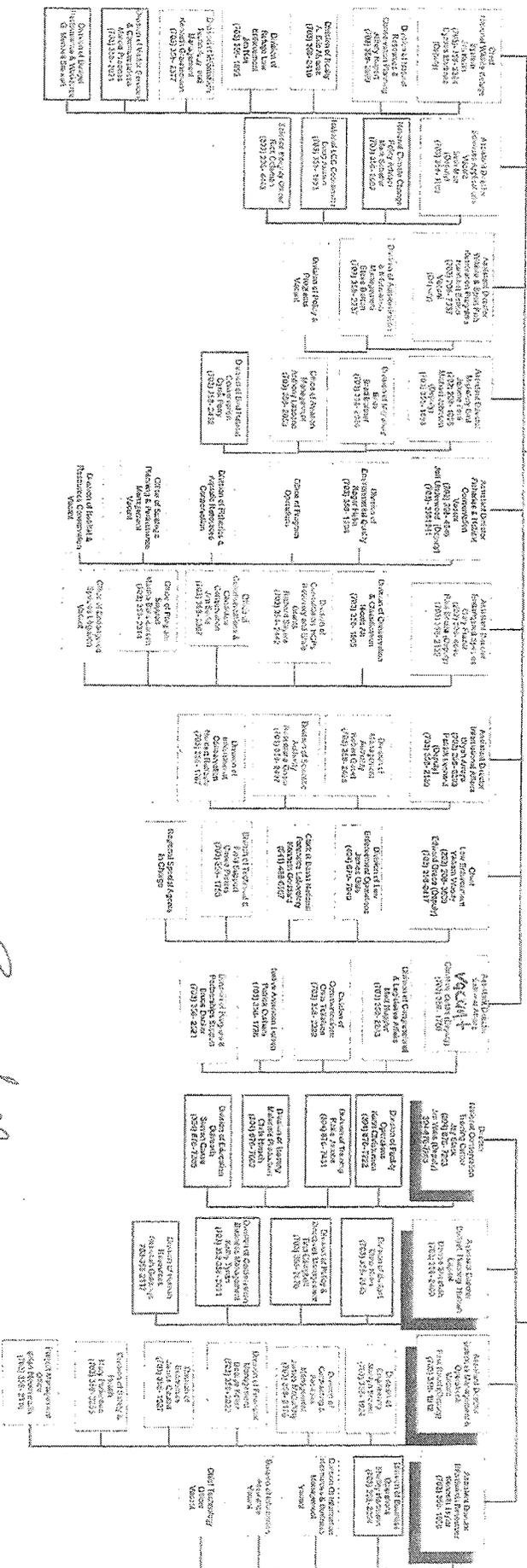
Director
Dan Ashe
(202) 208-4545

Senior Advisor:
Vacant

Science Advisor:
Sandra Cisneros
(202) 208-7169

Deputy Director—Operations
Royan Gould
(202) 208-4545

Director of Diversity & Inclusion
Marta Rodriguez
(202) 208-2530



Phone Directory

Royan Gould
Director
Date: 10/24/2012

OCTOBER 2012

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES01321

| | | | | | | | | | |
|---|--|---|--|--|--|---|--|----------------------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Washington, DC | | 5. Duty Station Colorado | | 6. OPM Certification No. | |
| Explanation (Show any positions replaced) Updated OF-8 | | 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 | | 13. Competitive Level Code | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 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 <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | | 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 | State Director | ES | 0340 | 00 | gln | 7/21/2009 |
| c. Second Level Review | | | | | | |
| d. First Level Review | State Director | ES | 0340 | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

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

17. Name of Employee (if vacant, specify)

| | |
|---|---|
| 18. Department, Agency, or Establishment | c. Third Subdivision Colorado State Office |
| a. First Subdivision Bureau of Land Management | d. Fourth Subdivision |
| b. Second Subdivision Office of the State Director | e. Fifth Subdivision |

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

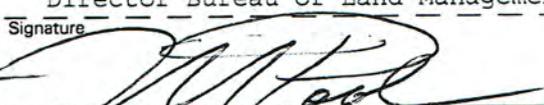
Signature of Employee (optional)

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

a. Typed Name and Title of Immediate Supervisor
Director Bureau of Land Management

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)

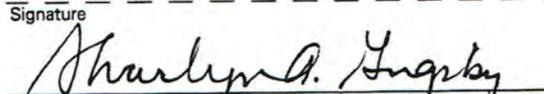
Signature:  Date: 7/24/09

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
Sharlyn A. Grigsby
Director, Office of Human Resources

22. Position Classification Standards Used in Classifying/Grading Position
5 USC 3132

Signature:  Date: 7/22/09

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

STATE DIRECTOR

I. INTRODUCTIONS

The Bureau of Land Management is charged with the responsibility of managing the nations' public lands (approximately 270 million acres) and subterranean resources in a manner which will bring the fullest and most effective utilization of these vast natural resources for the population of today, as well as the generations of tomorrow. Management decisions are of a particularly sensitive and impact-making nature. The task of balancing essential contemporary development and enhancement of the natural requirements of the future is one of extreme complexity.

The State Director administers a broad and complex program of balanced land protection, utilization and development, both surface and subsurface. In addition, (s) he has the mineral leasing responsibility for those lands where the surface is managed by other Federal agencies, and the responsibility for all cadastral survey work in the state(s) administered. The variety and abundance of minerals and recreational opportunities has attracted the outdoor recreation seeker and the industrial developer in rapidly increasing numbers, creating new and conflicting demands on the natural areas and the people who manage them. The assessment of environmental impacts on these many major proposals is a responsibility of the State Director. As a result, the State Director plays a major and vital role in total land use planning within the state(s).

II. DUTIES AND RESPONSIBILITIES

The State Director serves as the direct, on-site extension of the Director, Bureau of Land Management, in the accomplishment of his/her broad management responsibilities.

- ❖ Establishes statewide program goals and priorities designed to meet the economic and social demands placed on the natural resources consistent with prudent conservation and protection concerns. Recommends new efforts or changes in national policy and programs to the Director.
- ❖ Provides executive leadership and direction for all Bureau actions within the state(s) compatible with the Bureau, Departmental and Administration objectives and policy. Major characteristics of such objectives are: multiple use of resources; appropriate balance between resource protection and development; effective dealing with economic and other interest organizations and groups including mining and livestock associations, environmental and conservation groups, major oil and utility companies, and effectively working with state, county and local officials and other Federal agencies.
- ❖ Serves as the focal point and principal spokesperson for the Bureau at the State Office level. Assures a public awareness of Bureau programs and coordinates them with key officials in affected Federal agencies, state, county and local governments, private landowner's corporations, special interest groups and involved individuals.

- ❖ Advocates and leads the BLM State Program commitment to automation by supporting and implementing the Bureau's Automation/Modernization/IRM initiatives. Develops long range objectives and establishes guidance and direction to ensure the use of automation in mission accomplishment. Utilizes automated equipment (hardware and software), data and systems to perform managerial tasks relating to accomplishment of BLM State program functions.
- ❖ Coordinates, correlates and reconciles the various functional programs for the public lands under his/her jurisdiction with state, local and private industry resource management interests to achieve an optimum balance between resource capacity and economic and social demands for services and resources, both locally and as they impact nationally.
- ❖ Administers the Bureau's resource management and technical programs in the area with concern for associated economic, social and environmental values and the various conflicting demands. Problems are particularly demanding and complex because of intensive and often conflicting state, local and national interests in land and resource use decisions. Maintains a constant awareness of the scrutiny to which the bureau's activities are subjected by the public, industry, Congress, state and local governments and the myriad special interest groups. An exceptional sense of conceptuality, creativity, initiative and a cooperative attitude are required to administer the varied and complex programs encountered.
- ❖ Resolves exceptionally difficult or sensitive managerial and/or operational problems on a continuing basis consulting with Director and his/her staff on problem of Bureauwide policy or matters of long range planning. Develops viable solutions to problem situations, keeping the public interest paramount.
- ❖ The State Director develops correlates and executes resource management, technical support and administrative management programs within the State Office jurisdiction consistent with the parameters of broad national policies and delegations of authority from the Bureau Director. Representative of the types of programs which fall within the technical and managerial direction of the State Director are:
 - ❖ Minerals: The management of saleable minerals, locatable minerals and leasable solid and fluid minerals in compliance with established laws, rules, regulations in order to meet local, state and national needs.
 - ❖ Lands: Land use planning and land classification in accordance with multiple-use concepts, adjudication of lands cases and withdrawal or restoration applications, exchanges with state and local governments, the Forest Service and private parties and indemnity state selections.
 - ❖ Range: The development, conservation and management of range resources through range management, including the implementation of grazing systems, grazing administration, range improvement, pest, insect and weed control and grazing trespass.

- ❖ Management and Supervision: Program direction to promote teamwork, creativity, innovation, and closer ties to customers and creative approaches to problem resolution. Consists of the various management functions essential to the effective support of the Bureau's primary mission. These include the preparation and management of the operating budget, personnel management and equal employment opportunity in the fullest context for the effective utilization of human resources, management analysis to improve operating practices and procedures, safety, employee development, accounting and financial operations, procurement and contracting of supplies, services and construction; management of personal and real property, preparation and utilization of the official public land records and other miscellaneous support functions.

III. DIRECTION GIVEN TO OTHERS:

Supervises directly or indirectly, through subordinate District, Field and Area Managers a large workforce of full time permanent employee and a fluctuating workforce of seasonal and temporary employees in the accomplishment of the program. Plans work to be accomplished, set priorities, determine schedules and assigns work. Evaluates the performance of employees including key supervisors and managers. Supports the Bureau's Equal Employment Opportunity (EEO) by positive example and appropriate action. Makes fair and unprejudiced selections, promotions, awards and training decisions as well as other related decisions. Ensures the design of vacancies and training opportunities provide opportunities for all employees to advance their careers.

Management direction is carried out through periodic staff conferences, program planning groups, work accomplishment conferences, policy decisions rendered and individual discussions on unusually complex or sensitive issues. Management policies are formulated and implemented through progressive management initiatives. Technical direction is maintained through establishment and promulgation of policies, programs, standards and technology.

IV. SUPERVISION AND GUIDANCE RECEIVED:

Performs under the broad policy and program direction of the Director, Bureau of Land Management. As State Director, incumbent is accorded both the privilege and obligation of functioning with full latitude and independence of action. (S) He is held singularly responsible for the development, implementation and execution of programs designed to coordinating programs with local, state and other Federal agencies. Guidelines consist of a multitude of complex laws, rules, and regulations, court decisions and executive policy decisions that relate to the public and land and its resources.

- ❖ Watershed: The management of the condition, trend and potential of watersheds and their conservation, development and rehabilitation including erosion control.
- ❖ Recreation: Development of recreational resources to meet current and projected demands for recreation facilities, consistent with the conservation and utilization of other resources.
- ❖ Law Enforcement: Providing law enforcement services for the protection of users of public lands in cooperation with the other Federal, state and local authorities and providing resources for the detection of illegal activities on the public lands, including the growing of illegal drugs.
- ❖ Cultural Resources: The identification, analysis and preservation of historical, cultural and archeological values.
- ❖ Wildlife: The protection and enhancement of fish and wildlife resources, including threatened and endangered species through a combination of cooperative relations with wildlife management agencies and through the protection and development of wildlife habitat.
- ❖ Forestry: The inventory and management of forest woodland resources, including the production of woodland resource consistent with multiple-use principles and environmentally and economically sound practices.
- ❖ Fire Management: Providing fire suppression resources and management policies to control wildfires. Planning and implementing range and forest improvement projects utilizing controlled fire.
- ❖ Adjudication: Evaluating all applications for such surface uses and disposals as sales, exchanges, leases, permits, right-of-way, withdrawals and revocations and such subsurface uses and disposals as mineral patents and mineral leases and granting or rejecting the claim.
- ❖ Engineering: Developing standards and procedures for the design, construction and maintenance programs for roads, buildings, recreation complexes and for water development, control and related structures.
- ❖ Cadastral Survey: A field survey program for original surveys, dependent resurveys and other special surveys. As the only authorized land surveyor for all federally owned and administered lands, provides field surveys for other Federal agencies as needed.
- ❖ Communications: Providing communication systems, including design, installation and maintenance of radio systems and other communication systems.

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1/2/11

52 # 10 2439830

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. ES01327

2. Reason for Submission: Redescription Reestablishment New Other

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 2-Noncritical Sensitive 3-Critical 4-Special Sensitive

13. Competitive Level Code: 100

14. Agency Use: DIES01327

| 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, Office of Policy Analysis | ES | 0340 | 00 | gbh | 4/15/2010 |
| 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): Clement, Joel P.

18. Department, Agency, or Establishment: Department of the Interior

c. Third Subdivision: Dep Asst Secy - Policy and Int'l Affairs

a. First Subdivision: Office of the Secretary

d. Fourth Subdivision: Office of Policy Analysis

b. Second Subdivision: Asst Secy - Policy, Mgmt & Budget

e. Fifth Subdivision

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: Rhea S. Suh, Assistant Secretary - Policy, Management and Budget

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): Pamela Hure for Assistant Secretary - PMB

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: 5 USC 3132

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

24. Remarks

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

Director, Office of Policy Analysis
ES-340

Introduction

This position is located in the Office of Policy Analysis, Office of the Deputy Assistant Secretary - Policy and International Affairs, Assistant Secretary - Policy, Management and Budget. The Office is responsible for producing policy documents for the Secretary, the Assistant Secretary, and the Deputy Assistant Secretary; establishing work schedules, assigning responsibility, and overseeing implementation of analyses; maintaining coordination among the Office of Policy Analysis, the Office of Environmental Policy and Compliance, the Office of Natural Resource Restoration, the Office of International Affairs, and other offices within Policy, Management and Budget; coordinating the analysis functions with the operations of the program Assistant Secretaries and the heads of bureaus and offices; and maintaining close coordination and working relationships with the Office of Management and Budget, the Council on Environmental Quality, the Domestic Council, the Council of Economic Advisors, the National Security Council, and other executive branch offices and departments on matters relating to DOI program policy issues.

Major Duties and Responsibilities

Serves as Director, Office of Policy Analysis, and, as such, manages the staff and financial resources of the Office in performing the analytic, coordination and other functions of the Office related to the broad scope of program responsibilities and policies of the Department of the Interior and its bureaus.

Reviews, determines and recommends program areas and issues for which in-depth analyses or special studies should be made. Such analyses include the evaluations of (a) national, regional or other needs, (b) program objectives and goals, (c) alternative approaches to meeting objectives and goals which would produce the same or greater benefit at the same or lesser cost, and (d) establishment of relative priorities. Coordinates and directs broad cross-bureau and interagency evaluative and in-depth studies of Departmental priorities, such as public lands, energy, water resources, wildlife, to assure optimization of their conservation and management in order to satisfy the multiple national security, economic, environmental requirements.

Provides expert advice on the integration of natural resource and environmental programs of the Department with those of other agencies of the Government consistent with the policies and objectives of the White House, the Domestic Council, the Council on Environmental Quality, Council of Economic Advisors, the National Security Council and other entities of the Executive Office of the President.

Assists in the development and evaluation of prospective future programs and in monitoring cost-effectiveness of programs. Directs staff in assuring adequate evaluation of departmental program issues and economic alternatives, and in providing useful and systematic presentations of program proposals to the Deputy Assistant Secretary, Assistant Secretary and Secretary.

Provides professional leadership, advice and assistance to the Assistant Secretary and bureau staffs in the development of policy analyses.. Directs a high-level professional staff who assist in conducting, coordinating, and advising on: the accomplishment of technical, analytic, and evaluative research studies; surveillance of bureau, regional, and local programs and activities; scientific research; development of data, interpretive reports, position or policy statements, and environmental impact statement reviews, and legislative reviews, or other matters as requested.

Conducts, or supervises the conduct of, major negotiations and coordination leadership assignments addressing natural resource and other issues of departmental importance that are assigned to the office, such as invasive species and oceans policy.

Supervision Received

As Director, Office of Program Analysis, the incumbent receives general administrative direction and broad program policy guidance from the Deputy Assistant Secretary -Policy and International Affairs or the Assistant Secretary - Policy, Management and Budget. Work is performed independently with wide latitude for formal action subject to review for fulfillment of overall objectives. Technical recommendations are accepted as authoritative.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

6. Skill in analyzing complex environmental scientific and policy analyses, and in communicating technical concepts to laypersons, both in writing and in oral presentations.
7. Experience in environmental science and policy, particularly climate change, biodiversity conservation, and public lands issues.
8. Experience in conducting strategic and project planning, as well as outcome evaluation, for environmental science and natural resource policy issues.
9. Knowledge of Federal, state, local, tribal and non-governmental organizations, missions, and operations responsible for environmental and natural resource science, policy and management. (Desirable)
10. Knowledge of Department of the Interior functions and programs. (Desirable)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES-1336

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other
 Explanation (Show any positions replaced)
 New OF-8

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 | Asst Dir, International Affairs | ES | 0480 | 00 | gjh | 2/16/2010 |
| 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)
 Irena Teiko Saito

18. Department, Agency, or Establishment
 Department of the Interior
 a. First Subdivision
 U.S. Fish and Wildlife Service
 b. Second Subdivision
 Office of the Director
 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
 Dan Ashe
 Deputy Director, Prgm Mgmt & Policy
 Signature _____ Date _____

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.

22. Position Classification Standards Used in Classifying/Grading Position
 5 USC 3132

Typed Name and Title of Official Taking Action
 Sharlyn Grigsby
 Director, Office of Human Resources
 Signature _____ Date 2/16/10

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

ASSISTANT DIRECTOR - INTERNATIONAL AFFAIRS

INTRODUCTION

The U.S. Fish and Wildlife Service (Service) is responsible for Federal programs relating to wild birds, mammals (except whales, seals, and sea lions), and inland and anadromous fisheries.

MAJOR DUTIES AND RESPONSIBILITIES

The Assistant Director - International Affairs serves as a principal international affairs advisor to the Director of the Service and is the Service representative in all areas of international relations, including policies and programs, treaties, and foreign travel of Service employees. The incumbent directs the conduct of international programs, oversees permitting activities, and coordinates all international programs and activities of the Service including those of the Division of Migratory Bird Management and the Division of Bird Habitat Conservation. The Assistant Director administers and directs the following Offices:

The Division of International Conservation is responsible for maintaining a general overview of all Service international programs. Coordinates, formulates, and implements international policy and programs. Serves as a secretariat for treaties, conventions, and agreements under which the Service has implemented responsibilities. Also serves as the Service's representative to the International Union for the Conservation of Nature and Natural Resources and as the point of contact for the Service with foreign governments, the State Department, and international conservation organizations.

The Division of Management Authority provides staff support on activities associated with representing the United States at meetings of the parties of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and is responsible for issuing or denying permits concerning native or foreign species listed under CITES or the Endangered Species Act. Maintains representational contact with wildlife and conservation officials of foreign countries, reviews and recommends action on foreign species CITES listing proposals, issues certain wildlife permits, prepares and disseminates conference and trade reports, and administers Service responsibilities under the African Elephant Act.

The Division of Scientific Authority carries out activities related to the U.S. Scientific Authority for CITES. Formulates non-detriment/detriment advice on imports and exports of species listed in the Convention's appendices, reviews U.S. and foreign proposals to amend the appendices, and prepares listing, de-listing, and reclassification actions on foreign species under the Endangered Species Act. Develops biological opinions and projects long-term consequences of various action options. Reviews African elephant conservation programs to ensure that the best biological information is being used in management of the species and in the review of projects being considered for funding under the African Elephant Act. Advises the Office of Management Authority on the qualifications of scientific institutions that are being considered for participation in exchange programs.

The incumbent actively supports and implements the equal employment opportunity program as specified in national, area, and local affirmative action plans. This includes ensuring equal opportunity for all employees under his/her supervision in selections for training and education programs, promotions and awards, and includes fair and impartial recruitment and selection of new employees.

SUPERVISION RECEIVED

The above duties are performed under the broad, general direction of the Service's Deputy Director within the overall framework of policies and procedures determined by the Director.

uff. 04-26-13

| | | | | | | | | | | | | |
|---|--|---|------------------------|---|------|--|------|--|------|----------|----------|------|
| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | | | 1. Agency Position No. DIES-3188 | | | | |
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other | | 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. | | | | |
| Explanation (Show any positions replaced) Updated OF-8 | | | | 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 type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input checked="" type="checkbox"/> SES (CR) | | | | 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 <input type="checkbox"/> 2-Noncritical Sensitive <input 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 | | | | | | | | | | | | |
| b. Department, Agency or Establishment | | Assistant Director - Business Management and Operations | | ES | | 0341 | | 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) Paul Rauch | | | | | | |
| 18. Department, Agency, or Establishment Department of the Interior | | | | | | c. Third Subdivision | | | | | | |
| a. First Subdivision U.S. Fish and Wildlife Service | | | | | | d. Fourth Subdivision | | | | | | |
| b. Second Subdivision Office of the Director | | | | | | 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 Dan Ashe, Director, USFWS | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | | | |
| Signature Dan Ashe | | | Date 9.24.12 | | | 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 | | | | | | |
| Typed Name and Title of Official Taking Action Director, 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 | | | |
| 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) | | | | | | | | | | | | |

Assistant Director – Business Management and Operations

Introduction

The U.S. Fish and Wildlife Service is responsible for the stewardship of the Nation's fish and wildlife resources through the conservation, enhancement, and protection of fish and wildlife and their habitats. These objectives are carried out through the management of fish and wildlife populations, the generation of scientific data that will ensure the improvement and protection of a quality environment, and the operation of a Nationwide system of wildlife refuges, fish hatcheries, and ecological services offices. Service activities are conducted in cooperation with other Federal and state agencies and with private conservation organizations.

Major Duties and Responsibilities

The Assistant Director for Business Management and Operations (BMO) has authority over and responsibility for directing a complex, Nationwide administrative program. Operational programs for which the ABMO is responsible include: organizational design, financial management, accounting, contracting and procurement, engineering, general services, automated financial systems, safety, and numerous associated administrative support functions. The position assures that legal, regulatory, and Departmental policy is adhered to in all assigned functional areas of administration as described below. In addition, the position serves as the Chief Financial Officer for the Service.

Division of Engineering

The Division of Engineering is responsible for coordination and staff direction of the Service's construction, dam safety, energy, engineering, pollution control issues, and maintenance activities. Develops policies, standards, criteria, and procedures that assist facilities development, rehabilitation, maintenance, and energy conservation. Establishes and maintains a Servicewide facility database and provides information on the status and capability of Service facilities to meet resource needs and operations requirements, and directs construction contracting operations.

Division of Contracting and Facilities Management

The Division of Contracting and Facilities Management is responsible for developing, implementing, administering, and reviewing Servicewide policy and procedures governing contracting, procurement, and a wide range of general services. Develops contracts for construction, services, and supplies. Conducts activities related to contract negotiations and administration; procurement of material, supplies, and equipment; development of guidance concerning use of and accountability for real and personal property, and for space use and management; and shipping and receiving. Develops policy and procedures for effective use of Service motor vehicles, heavy equipment, boats, and aircraft.

Division of Financial Management

The Division of Financial Management is responsible for interpreting external financial issuances of the Department, Office of Management and Budget, Department of the Treasury, General Accounting

financial areas as accounting, fund control, travel, cash management, debt collection, cost recoverable activities, and fund administration. Conducts special financial analyses as needed or required by external studies, audits, and questionnaires as related to financial management. Operates the administrative funds control process (control schedule) and performs analyses as needed by the Service's allottee. Responsible for providing operational finance assistance to the Headquarters Office. Provides internal review coordination and technical assistance in the area of financial management.

Division of Economics

The Division of Economics is responsible for coordinating and integrating economic analyses into the decision making process. Conducts economic analyses to include designation of critical habitat for threatened and endangered species, development of regulatory impact statements, preparation of environmental impact statements, natural resource damage assessments, and determination of effects statements.

Division of Safety and Health

The Division of Safety and Health develops and administers safety and occupational health policies and procedures to prevent and reduce employee injuries and work related illnesses.

Supervisory Controls

Receives general administrative direction and broad program guidance from the Director and Deputy Directors of the Service. Within the broad framework of legislative controls and Departmental policies, work is performed independently with a wide latitude for final action subject to review for fulfillment of overall objectives.

Other

Incumbent actively supports the equal opportunity program in day-to-day activities. Positive direction will be provided by establishing EEO commitments for all programs and ensuring these commitments are met. Periodic advice and direction will be given to subordinates in carrying out these responsibilities. Works closely with the Office of the Assistant Secretary for Fish and Wildlife and Parks in coordinating all aspects of programs between the Office of the Assistant Secretary, the Service, the Office of the Secretary, and other agencies.

POSITION EVALUATION STATEMENT

POSITION TITLE AND SERIES: Assistant Director for Business Management and Operations, ES-0341

LOCATION: U.S. Fish and Wildlife Service, Office of the Director, Washington, DC

BACKGROUND: The position of Assistant Director – Business Management and Operations is one of 13 Assistant Director positions in the Service. The incumbent is responsible for and directs the Divisions of Contracting and Facilities Management, Financial Management, Engineering, Economics, and Safety and Health. The incumbent develops policy, advises the Directorate, and serves as its representative in areas of Servicewide administrative programs, including organizational design, financial management, accounting, contracting and procurement, engineering, general services, automated financial systems, safety, and numerous associated administrative support functions.

SERIES AND TITLE DETERMINATION: The incumbent of this position is responsible for advising the Director on, and overseeing development of, policy governing areas of administration throughout the Service. Extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with the general management of an organization are required. The position is properly allocated to the GS-341, Administrative Officer Series, as it includes positions which involve providing or obtaining a variety of management services essential to the direction and operation of an organization. The position title, Assistant Director for Business Management and Operations aptly reflects the work assigned to this position.

DEPARTMENTAL CRITERIA FOR SES POSITIONS: This position meets the Departmental criteria for inclusion in the Senior Executive Service. The Assistant Director – Business Management and Operations directs the work of a major organizational unit, supervises the work of high-level professional employees, and exercises important policy-making and policy-determining functions in numerous areas of administration.

ALIGNMENT WITH OTHER SERVICE POSITIONS: As noted above, the position is one of 13 Assistant Director positions with the Service. Assistant Director positions have historically been allocated to the Senior Executive Service.

IMPORTANCE OF THE POSITION TO MISSION ACCOMPLISHMENT: The Assistant Director for Business Management and Operations directs administrative programs that ensure the smooth and continued operation of the Service. Emerging technologies are assessed, economic analyses of designated critical habitats are conducted, financial operations are continued, multi-million dollar construction contracts are developed, facilities standards are established, and safety and occupation health policies are administered.

CONCLUSION: By comparing this position with appropriate classification guides and positions, by this position meeting the criteria for inclusion in the Department's SES cadre, and by considering its importance to meeting the mission, goals, and objectives of the Department and the Service, this

position fully warrants allocation to the Senior Executive Service as Assistant Director – Business Management and Operations, ES-341.

POSITION DESCRIPTION (Please read instructions on the back) DIES1399

| | | | | |
|---|---|---|---|---|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any position replaced) Updated position description. | 3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field | 4. Employing Office Location Washington, D.C. | 5. Duty Station Washington, D.C. | 6. OPM Certification No. DIES1399 |
| | | 7. Fair Labor Standard 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 Interests | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| | | 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR) | 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"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive HR/BI=6 |

| 15. 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 | Associate Solicitor for Parks and Wildlife | ES | 905 | 00 | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organization Title of Position (If different from official title) _____

17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment

U.S. Department of the Interior

a. First Subdivision

Office of the Solicitor

b. Second Subdivision

Division of Parks and Wildlife (04-90400)

c. Third Subdivision _____

d. Fourth Subdivision _____

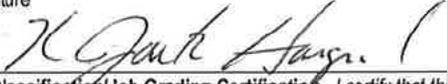
e. Fifth Subdivision _____

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 K. Jack Haugrud Acting Principal Deputy Solicitor | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature:  Date: 6/10/2016 | 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

5 U.S.C. 3132

Typed Name and Title of Official Taking Action

Raymond A. Limon
 Director, 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: 6/29/16

| 23. Position Review | 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) _____

Senior Executive Service Position Description
Office of the Solicitor
Associate Solicitor for Parks and Wildlife
ES-0905

Introduction

The incumbent serves as the Associate Solicitor for the Division of Parks and Wildlife in the Office of the Solicitor. The Associate Solicitor reports to the Solicitor through the Deputy Solicitor for Parks and Wildlife and the Principal Deputy Solicitor. The Division is composed of three branches: 1) National Parks; 2) Fish and Wildlife; and 3) Environmental Restoration.

All employees of the Division, including those assigned to the Branches, report to the Associate Solicitor for Parks and Wildlife. The incumbent has oversight responsibility for the following areas of law:

National Parks

Matters related to the National Park Service (NPS), and its management of units of the National Park System, including planning, resource protection, operations, recreation concessions, law enforcement, and special park uses; and to other programs and responsibilities carried out by NPS.

Fish and Wildlife

Matters related to the U.S. Fish and Wildlife Service's (FWS) management of the National Wildlife Refuge System; to its administration of various wildlife laws including the Endangered Species Act, the Migratory Bird Treaty Act, and the Marine Mammal Protection Act; and to other programs and responsibilities carried out by FWS.

Environmental Restoration

Matters related to the Department of the Interior's (DOI) obligations under the Comprehensive Environmental Response, Compensation, and Liability Act, and other statutes providing for recoveries of natural resource damages.

Duties and Responsibilities

The Associate Solicitor provides legal advice and service to the Secretary and his or her staff, the Deputy Secretary, Assistant Secretaries, and other offices, bureaus and agencies identified above, and is responsible for the management of parks and wildlife litigation in the interest of the Department. He/she implements and applies the legal policies, procedures, decisions, and practices prescribed by the Solicitor; manages and directs all attorneys and other personnel of the Division; and has responsibility for budget, personnel, and other general administrative matters.

The incumbent exercises extremely wide discretion in the performance of functions, resolving problems and supervising independently under broad, general guidelines, relying primarily upon extensive knowledge, experience, and expertise in the applicable law. The incumbent cooperates and participates with the Secretariat, the Solicitor, and Deputy Solicitors when representing the Department at meetings and conferences concerning major program areas which affect the Nations welfare, economy, and security.

The Associate Solicitor is required to keep informed of legal developments in Division related areas of law in order to provide advice, counsel, supervision, and coordination in all of these diverse areas of law, and to integrate legal advice with programs of clients and with programs of other Departments and agencies of the Federal government, and of State and local governments. The Associate Solicitor guides, directs, and has responsibility for the review, recommendation, and approval of all legal positions provided by the Division to the Secretary, the Deputy Secretary, Assistant Secretaries, and other offices, bureaus, agencies, and staff.

The incumbent reviews proposed opinions, rules, regulations, and decisions which are considered controversial or precedent-setting. The Associate Solicitor evaluates proposed and recommended legal strategies and principles, identifies significant underlying legal issues, analyzes adequacy of legal positions, determines possible consequences of actions on current Secretarial and Administration policy, recommends approval or alternatives to the Solicitor, Deputy Solicitors, or where appropriate to other supervisors in the Office of the Solicitor, and exercises final authority for implementation. He/she writes and edits letters, briefs, litigation reports, and any other documents for the signature of the Solicitor or Secretary of the Interior. The Associate Solicitor may perform considerable legal research and drafting requiring the highest level of proficiency.

The Associate Solicitor coordinates all legislative proposals and comments on proposed legislation involving parks and wildlife issues before the Department. The incumbent represents and acts for the Department or the Solicitor in dealing with Congress, other government agencies, private individuals, and citizen groups.

The incumbent is additionally responsible for the management of all litigation which is handled by the Division. This includes analysis of facts and legal principles, formulation of innovative court strategies, and supervision of preparation of briefs and other pleadings. The incumbent coordinates litigation with the Department of Justice and with the Solicitor's regional and field offices. As assigned, he/she represents the interests of the Department in litigation and administrative appeals.

The Associate Solicitor directs the activities of the Assistant Solicitors and staff attorneys in developing and promulgating Departmental regulations, procedures, policies, rules, and in resolving legal issues. The Associate Solicitor is responsible for working with the Solicitor and Deputy Solicitors in formulating policies of the Solicitors Office with respect to organization, budget, personnel, and legal activities.

Supervision Exercised

The Associate Solicitor acts on behalf of the Solicitor and Deputy Solicitors in directing and managing the three branches of the Division. He/she develops and maintains effective procedures for operating the Division and in providing technical and administrative guidance and expertise to Division attorneys and support personnel. The Associate Solicitor determines workloads; reviews and determines fiscal and personnel requirements; and determines the impact of new programs and projects and reviews budgetary demands involved in Division operations.

Supervision Received

Subject to broad policy direction from the Solicitor, Principal Deputy Solicitor, and the Deputy Solicitor for Parks and Wildlife, the Associate Solicitor operates with considerable independence, having near

plenary responsibility for developing legal policies and procedures in areas within the Division's jurisdiction. The Associate Solicitor keeps the Solicitor and Deputy Solicitors informed of Division projects, accomplishments, and major issues.

Other

The incumbent must demonstrate initiative in ensuring that the Division's attorneys provide adequate legal counsel for their clients. Outstanding, definitive, and promptly rendered legal advice is necessary because the responsibilities are widespread and the need for legal advice is great. Detailed knowledge of the numerous fields of law, a specialized knowledge of public law and procedure, and a thorough familiarity with the programs and operations of the Department of the Interior are all required. The incumbent must be tactful, responsible, possess the ability to analyze and interpret legal issues of great importance in an objective manner and to protect the public interest, and provide unbiased opinions and determinations. The incumbent must maintain the full trust and confidence of the Secretary and the Solicitor.

The incumbent must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

The Associate Solicitor provides positive direction and implementation of the Departmental EEO objectives. He or she advises subordinate supervisors of the expectations for affirmative action with respect to EEO objectives and goals, and their specific EEO responsibilities.

He/she ensures fair and unprejudiced employment practices in the recruitment and selection of candidates for appointment to positions under his or her supervision, and in the selection of employees for training, promotions, awards, and recognition, and other career development opportunities.

The incumbent is responsible for the effective implementation and conduct of the Departmental Drug-Free Workplace program and for supporting management objectives in all aspects of the program.

The duties of this position are suitable for telework during an emergency or natural disaster or with supervisor approval. The duties of this position are directly and closely related to FLSA Exempt work. The primary duty of the position is management over the Division. This position customarily and regularly directs the work of two or more other employees and the incumbent has authority over staffing decisions with the Division.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

| | | | | | | | | | |
|---|--|--|--|---|--|--|--|--|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Restablishment | | 3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field | | 4. Employing Office Location Reston, Virginia | | 5. Duty Station Reston, Virginia | | 6. OPM Certification No. | |
| New <input type="checkbox"/> Other <input type="checkbox"/> | | | | 7. Fair Labor Standard 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 Interests | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Explanation (Show any position replaced) Replaces the Associate Director for Administrative Enterprise Information | | | | 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> Ses (Gen.) <input checked="" type="checkbox"/> SES (CR) | | 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 type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | |
| | | | | | | | | 13. Competitive Level Code | |
| | | | | | | | | 14. Agency Use DFES01459 | |

| 15. 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 | Associate Director for Administration | ES | 340 | | URO | 5/15/14 |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organization Title of Position (If different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

U.S. Department of the Interior

a. First Subdivision

U.S. Geological Survey

b. Second Subdivision

Office of the Director

c. Third Subdivision

Office of Administration

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

William Werkheiser
Acting Deputy Director

Signature: *William Werkheiser* Date: 2/28/14

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.

22. Position Classification Standards Used in Classifying/Grading Position

5 USC 3132

Typed Name and Title of Official Taking Action

For Thomas Mulhern
Director, Office of Human Resources

Signature: *Thomas Mulhern* Date: 5/15/14

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

ASSOCIATE DIRECTOR FOR ADMINISTRATION

Introduction

Serves as the Associate Director for Administration, U.S. Geological Survey (USGS). As the Federal Government's foremost natural science organization, the USGS serves the Nation by providing reliable scientific information to describe and understand the Earth; to minimize the loss of life and property from natural disasters; to manage water, biological, energy, and mineral resources; and to enhance and protect our quality of life. The mission is accomplished through data collection, research, comprehensive studies, and information services in the broad disciplines of hydrology, geology, biology, and geography.

The Associate Director for Administration is responsible to the Director and Deputy Director for the planning and executive leadership in the development and implementation of policies and strategic and operational plans related to the administrative-business information systems and financial, facilities, safety, security, environmental programs, and procurement enterprise programs of the USGS.

Major Duties and Responsibilities

The Associate Director for Administration shares in the overall planning and strategic direction of administrative and business policies and programs in support of the science and information mission of the USGS with responsibility for:

Bureau-wide Executive Leadership. The Associate Director for Administration provides advice and counsel to the Director, Deputy Director, and Executive Leadership Team (ELT) and shares in the planning, direction and management of the integrated science programs of the bureau through the oversight and evaluation and operations of a wide array of business information systems and administrative programs, including facilities, finance, health and safety, procurement and environmental programs. The incumbent provides executive leadership to assure that the human and fiscal resources and administrative processes needed to carry out the mission of the USGS are flexible, available, and effectively managed.

Strategic Direction. The Associate Director for Administration is responsible for the development and planning of strategic directions that will integrate the fiscal, financial management, business information, property, safety, security, environmental and procurement strategic and operational programs with the overall strategic goals of the USGS, the DOI Strategic Plan, and the Government Performance and Results Act (GPRA). The incumbent is the USGS Chief Financial Officer with overall responsibility for all aspects of the financial activities of the bureau. In addition, the incumbent also serves as the Designated Health and Safety Officer; USGS Senior Asset Manager Officer and the executive lead for competitive sourcing. Through active oversight and program development the incumbent assures that the strategic goals and directions are coordinated and managed to fully support and enhance the bureau's integrated and interdisciplinary science programs.

Bureau-wide Program Direction. The Associate Director for Administration provides executive leadership to the wide array of administrative programs in the USGS to assure that the bureau's scientific and technical program priorities and goals stay at the forefront of national policies and emerging priorities, satisfy the needs of external customers and

constituent groups, and promote the integrated, interdisciplinary scientific natural science program direction of the USGS.

The Associate Director for Administration manages the planning and development of long-term program and implementation strategies to address and accomplish the streamlining and reengineering of administrative (i.e., fiscal, procurement, facilities, and management services) and business information programs and systems.

Program Representation and Coordination. As consultant and advisor to the Director, Deputy Director, and ELT, the incumbent represents the USGS with Federal, State, and local governments, the scientific, financial, and management operations community in the private sector and academic institutions and to customers and constituent groups. The purpose of these activities is to provide advisory services to partners, to develop collaborative scientific operational programs, to develop educational initiatives and programs, and to advance the general communication and understanding of the natural science activities of the USGS.

Supervisory Controls

Program direction and priorities are developed through a consultative relationship with the Deputy Director. Oversight is limited to the setting of long-range goals and objectives and a review of results in terms of broad programmatic and strategic accomplishments. Ultimate accountability for executive leadership of the bureau and management of the financial, operational support, and business information programs is to the Director.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

| | | | | | | | | | |
|---|--|--|--|---|--|--|--|--|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Restablishment | | 3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field | | 4. Employing Office Location Reston, Virginia | | 5. Duty Station Reston, Virginia | | 6. OPM Certification No. | |
| New <input type="checkbox"/> Other <input type="checkbox"/> | | | | 7. Fair Labor Standard 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 Interests | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Explanation (Show any position replaced) Replaces the Associate Director for Administrative Enterprise Information | | | | 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> Ses (Gen.) <input checked="" type="checkbox"/> SES (CR) | | 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 type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | |
| | | | | | | | | 13. Competitive Level Code | |
| | | | | | | | | 14. Agency Use DFES01459 | |

| | | | | | | |
|---|---------------------------------------|----------|-------------------|-------|----------|---------|
| 15. 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 | Associate Director for Administration | ES | 340 | | URO | 5/15/14 |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organization Title of Position (If different from official title)

17. Name of Employee (if vacant, specify)

| | |
|---|--|
| 18. Department, Agency, or Establishment U.S. Department of the Interior | c. Third Subdivision Office of Administration |
| a. First Subdivision U.S. Geological Survey | d. Fourth Subdivision |
| b. Second Subdivision Office of the Director | 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 William Werkheiser Acting Deputy Director Signature: <i>William Werkheiser</i> Date: 2/28/14 | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
|--|--|

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
5 USC 3132

Typed Name and Title of Official Taking Action
Thomas Mulhern
Director, Office of Human Resources
Signature: *Thomas Mulhern*
Date: 5/15/14

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

ASSOCIATE DIRECTOR FOR ADMINISTRATION

Introduction

Serves as the Associate Director for Administration, U.S. Geological Survey (USGS). As the Federal Government's foremost natural science organization, the USGS serves the Nation by providing reliable scientific information to describe and understand the Earth; to minimize the loss of life and property from natural disasters; to manage water, biological, energy, and mineral resources; and to enhance and protect our quality of life. The mission is accomplished through data collection, research, comprehensive studies, and information services in the broad disciplines of hydrology, geology, biology, and geography.

The Associate Director for Administration is responsible to the Director and Deputy Director for the planning and executive leadership in the development and implementation of policies and strategic and operational plans related to the administrative-business information systems and financial, facilities, safety, security, environmental programs, and procurement enterprise programs of the USGS.

Major Duties and Responsibilities

The Associate Director for Administration shares in the overall planning and strategic direction of administrative and business policies and programs in support of the science and information mission of the USGS with responsibility for:

Bureau-wide Executive Leadership. The Associate Director for Administration provides advice and counsel to the Director, Deputy Director, and Executive Leadership Team (ELT) and shares in the planning, direction and management of the integrated science programs of the bureau through the oversight and evaluation and operations of a wide array of business information systems and administrative programs, including facilities, finance, health and safety, procurement and environmental programs. The incumbent provides executive leadership to assure that the human and fiscal resources and administrative processes needed to carry out the mission of the USGS are flexible, available, and effectively managed.

Strategic Direction. The Associate Director for Administration is responsible for the development and planning of strategic directions that will integrate the fiscal, financial management, business information, property, safety, security, environmental and procurement strategic and operational programs with the overall strategic goals of the USGS, the DOI Strategic Plan, and the Government Performance and Results Act (GPRA). The incumbent is the USGS Chief Financial Officer with overall responsibility for all aspects of the financial activities of the bureau. In addition, the incumbent also serves as the Designated Health and Safety Officer; USGS Senior Asset Manager Officer and the executive lead for competitive sourcing. Through active oversight and program development the incumbent assures that the strategic goals and directions are coordinated and managed to fully support and enhance the bureau's integrated and interdisciplinary science programs.

Bureau-wide Program Direction. The Associate Director for Administration provides executive leadership to the wide array of administrative programs in the USGS to assure that the bureau's scientific and technical program priorities and goals stay at the forefront of national policies and emerging priorities, satisfy the needs of external customers and

constituent groups, and promote the integrated, interdisciplinary scientific natural science program direction of the USGS.

The Associate Director for Administration manages the planning and development of long-term program and implementation strategies to address and accomplish the streamlining and reengineering of administrative (i.e., fiscal, procurement, facilities, and management services) and business information programs and systems.

Program Representation and Coordination. As consultant and advisor to the Director, Deputy Director, and ELT, the incumbent represents the USGS with Federal, State, and local governments, the scientific, financial, and management operations community in the private sector and academic institutions and to customers and constituent groups. The purpose of these activities is to provide advisory services to partners, to develop collaborative scientific operational programs, to develop educational initiatives and programs, and to advance the general communication and understanding of the natural science activities of the USGS.

Supervisory Controls

Program direction and priorities are developed through a consultative relationship with the Deputy Director. Oversight is limited to the setting of long-range goals and objectives and a review of results in terms of broad programmatic and strategic accomplishments. Ultimate accountability for executive leadership of the bureau and management of the financial, operational support, and business information programs is to the Director.

EFF DATE 10-06-02

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 02-0308

2. Reason for Submission
Redescription []
Roestablishment []
New [X]
Other []
Explanation (Show any positions replaced)

3. Service
DOI Only []
C - Admin/Program []
F - Field []
H - HQs [X]
R - Region []
Other Agencies []
D - Department []
O - Other Agency []

4. Employing Office Location
Washington, DC

5. Duty Station
Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act
Exempt [X]
Nonexempt []

8. Financial Disclosure Report Required?
Public (SF 278) [X]
Confidential (OGE 450) []

9. Subject to IA Action
Yes []
No [X]

10. Position Status
Competitive []
Excepted (Specify in Remarks) []
SES (Gen.) [X]
SES (CR) []

11. Position Is:
Supervisory []
Managerial [X]
Neither []
12. Sensitivity/Risk
1-NS/LR []
2-NCS []
3-CS [X]
4-SS []
5-MR []
6-HR []

13. Competitive Level Code

14. Agency Use
DIES 1544

Table with columns: 15. Classified/Graded by, Official Title of Position, Pay Plan, Occupational Code, Grade, Initials, Date. Row 1: a. U.S. Office of Personnel Management. Row 2: b. Deputy Director, Office of Environmental Policy and Compliance, ES*, 0340, 00.

16. Organizational Title of Position (if different from official title) 17. Name of Employee (if vacant, so give) Mary O. Blanchard

18. Department, Agency, or Establishment
Department of the Interior

c. Third Subdivision
Office of Environmental Policy and Compliance

a. First Subdivision
Office of the Secretary

d. Fourth Subdivision

b. Second Subdivision
Office of the Asst. Sec'y-Policy, Mgmt. & Bud.

e. Fifth Subdivision

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

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
Willie Taylor

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

Director, Office of Env. Policy and Compliance

Signature: Willie Taylor Date: 9/3/02

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

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their applications, 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.

Carolyn Cohen, Director of Personnel Policy

Signature: Shirley Schell Date: SEP 17 2002

Table with columns: 23. Position Review, Initials, Date. Rows: a. Employee (optional), b. Supervisor, c. Classifier.

24. Remarks
* Incumbency Allocation. Position subject to review, recertification, and revalidation as a Departmental priority when the position is vacated.

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

POSITION DESCRIPTION
Deputy Director
Office of Environmental Policy and Compliance
ES-0340

Introduction

The Office of Environmental Policy and Compliance is located in the Office of the Assistant Secretary - Policy, Management and Budget. The Office oversees and coordinates the Department's compliance with environmental statutes, handles environmental matters that cut across the Department, and provides environmental and policy advice to the Assistant Secretary - Policy, Management and Budget and other members of the Secretariat.

The Office is responsible for overseeing the Department's implementation of the National Environmental Policy Act (NEPA), approving those environmental impact statements (EIS's) associated with either Secretarial decisions or multiple intra-Departmental jurisdictions, and managing the Department's review of non-Interior proposals and regulations involving the Department's jurisdictions or expertise. The Office is also responsible for Departmental implementation of Executive Orders 11514 as amended by 11991 (Environmental Protection and Enhancement), 11593 (Protection and Enhancement of the Cultural Environment), 11988 (Flood Plain Management), 11990 (Wetlands Protection), 12114 (Environmental Effects Abroad of Major Federal Actions). It oversees Departmental program and facility compliance with Federal, State and local pollution control requirements, including Executive Orders 12088 (Federal Compliance with Pollution Control Standards).

The Office manages the Department's natural resource preparedness and response programs for incidents affecting natural resources including oil spills and hazardous substance releases. It is responsible for preparing natural resource damage assessment regulations required by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act (SARA). The Office has responsibilities to assist in the management and implementation of the Department's Natural Resource Damage Assessment and Restoration (NRDAR) Program. The Office has other natural resource trust responsibilities involving emergency and remedial response actions under the Federal Water Pollution Control Act (CWA), CERCLA, and the Oil Pollution Act of 1990. Federal implementation of these responsibilities is through Executive Orders 12316, as modified by 12580 (Superfund Implementation), and 13016 (Amendment to Executive Order No. 12580) for releases of hazardous substances; and Executive Order 12777 (Implementation of Section 311 of the Federal Water Pollution Act and the Oil Pollution Act of 1990) for discharges of oil.

The Office is also responsible for oversight of compliance with CERCLA and the Resource Conservation and Recovery Act (RCRA) as those acts affect Departmental responsibility for removal or remedial actions at hazardous material sites. The Office provides guidance in the development of the Department's program for cleanup of hazardous and solid waste on DOI

land, in compliance with CERCLA, Resource Conservation and Recovery Act (RCRA), and Executive Orders 12088 and 12580. The Office is responsible for coordinating bureaus' inventories of hazardous materials sites on DOI lands, working with bureaus to rank the priorities for cleanup of those sites, monitoring and reporting on the progress of those cleanups; assuring coordination with the Departmental Budget Office on bureau cleanup priorities and monitoring progress for those cleanups. The Office is responsible for providing guidance to bureaus for compliance with Federal laws, regulations, and inactive sites; underground storage tanks; pollution prevention; resource recovery (waste minimization and recycling); medical and infectious waste; land acquisition and disposal as related to hazardous materials issues. These responsibilities are carried out, in part, through Executive Orders 12856 (Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements) and 12873 (Federal Acquisition, Recycling, and Waste Prevention).

This position is in the Washington Headquarters Office. The Office has eight Regional Offices. The Regional Offices are located in: Albuquerque, NM; Anchorage, AK; Atlanta, GA; Boston, MA; Philadelphia, PA; Denver, CO; Portland, OR; and Oakland, CA.

Major Duties and Responsibilities

Serves as full deputy to the Director, Office of Environmental Policy and Compliance and, as such, participates in all aspects of Office activity, including the management and direction of the Office's professional staff. Serves as Acting Director in the absence of the Director.

The incumbent is on 24-hour call for providing support DOI responsibilities to the National and Regional Response systems under the National Oil and Hazardous Substance Pollution Response Plan (NCP).

Personally conducts or leads interdisciplinary studies of Departmental programs or policies to provide factual or predictive information upon which broad policies or programs will be instituted, expanded, or terminated.

Provides technical leadership necessary to direct and coordinate substantive review of a wide variety of complex proposals, projects, and programs affecting natural, environmental, and cultural resources related to the mission of the Department.

Reviews and recommends program areas, management processes, and issues for which in-depth analysis or special studies should be made. Such analysis includes the evaluations of national, regional, or other needs; program objectives and goals; alternative approaches to meeting objectives and goals which would produce the same or greater benefit at the same or lesser environmental and economic cost; and Departmental and Office priorities. Coordinates and directs broad cross-bureau and interagency evaluation and in-depth studies.

Keeps abreast of natural resource policies and objectives of the Administration (including the Council on Environmental Quality, the Council of Economic Advisors and other entities of the Executive Office of the President) and other Federal, State and tribal agencies.

Represents the Office and the Department to external entities including Federal, State, tribal agencies, private sector firms, and non-Governmental organizations. Consults and negotiates with senior officials concerning differing views, accuracy and adequacy of agreement with policies, and proposed revisions to programs area.

Provides professional leadership, advice, and assistance on the identification, development, and evaluation of program policies to bureau and office heads, the Assistant Secretaries, the Deputy Secretary, and the Secretary.

Supervision Received

Receives administrative and policy direction from the Director, Office of Environmental Policy and Compliance. Acting as a full deputy, work is performed independently with latitude for final action subject to review for fulfillment of overall administrative and policy objectives.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** – The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** – The ability to stress accountability and continuous improvement, to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** – The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** – The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Technical Qualifications (Mandatory)

1. Extensive and current knowledge of environmental and natural resources issues.
2. Knowledge of Federal government programs and the legislative process as they relate to natural resources programs.
3. Knowledge of NEPA.
4. Knowledge of the NCP and/or emergency planning processes.
5. Knowledge of Superfund and environmental compliance issues.

EFF DATE 10-06-02

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 02-0308

2. Reason for Submission
Redescription [] Reestablishment []
New [X] Other []
Explanation (Show any positions replaced)

3. Service
DOI Only []
C - Admin/Program []
F - Field []
H - HQs [X]
R - Region []
Other Agencies []
D - Department []
O - Other Agency []

4. Employing Office Location
Washington, DC

5. Duty Station
Washington, DC

6. OPM Certification No.

7. Fair Labor Standards Act
Exempt [X] Nonexempt []

8. Financial Disclosure Report Required?
Public (SF 278) [X] Confidential (OGE 450) []

9. Subject to IA Action
Yes [] No [X]

10. Position Status
Competitive []
Excepted (Specify in Remarks) []
SES (Gen.) [X] SES (CR) []

11. Position Is:
Supervisory [] Managerial [X] Neither []
12. Sensitivity/Risk
1-NS/LR [] 2-NCS [] 3-CS [X]
4-SS [] 5-MR [] 6-HR []

13. Competitive Level Code

14. Agency Use
DIES 1544

Table with 7 columns: 15. Classified/Graded by, Official Title of Position, Pay Plan, Occupational Code, Grade, Initials, Date. Row 1: a. U.S. Office of Personnel Management. Row 2: b. Deputy Director, Office of Environmental Policy and Compliance, ES*, 0340, 00.

16. Organizational Title of Position (if different from official title) 17. Name of Employee (if vacant, so give) Mary O. Blanchard

18. Department, Agency, or Establishment
Department of the Interior

c. Third Subdivision
Office of Environmental Policy and Compliance

a. First Subdivision
Office of the Secretary

d. Fourth Subdivision

b. Second Subdivision
Office of the Asst. Sec'y-Policy, Mgmt. & Bud.

e. Fifth Subdivision

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

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
Willie Taylor

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

Director, Office of Env. Policy and Compliance

Signature: Willie Taylor Date: 9/3/02

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

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their applications, 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.

Carolyn Cohen, Director of Personnel Policy

Signature: Shirley Schell Date: SEP 17 2002

Table with 12 columns: 23. Position Review, Initials, Date, Initials, Date, Initials, Date, Initials, Date, Initials, Date. Rows: a. Employee (optional), b. Supervisor, c. Classifier.

24. Remarks
* Incumbency Allocation. Position subject to review, recertification, and revalidation as a Departmental priority when the position is vacated.

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

POSITION DESCRIPTION
Deputy Director
Office of Environmental Policy and Compliance
ES-0340

Introduction

The Office of Environmental Policy and Compliance is located in the Office of the Assistant Secretary - Policy, Management and Budget. The Office oversees and coordinates the Department's compliance with environmental statutes, handles environmental matters that cut across the Department, and provides environmental and policy advice to the Assistant Secretary - Policy, Management and Budget and other members of the Secretariat.

The Office is responsible for overseeing the Department's implementation of the National Environmental Policy Act (NEPA), approving those environmental impact statements (EIS's) associated with either Secretarial decisions or multiple intra-Departmental jurisdictions, and managing the Department's review of non-Interior proposals and regulations involving the Department's jurisdictions or expertise. The Office is also responsible for Departmental implementation of Executive Orders 11514 as amended by 11991 (Environmental Protection and Enhancement), 11593 (Protection and Enhancement of the Cultural Environment), 11988 (Flood Plain Management), 11990 (Wetlands Protection), 12114 (Environmental Effects Abroad of Major Federal Actions). It oversees Departmental program and facility compliance with Federal, State and local pollution control requirements, including Executive Orders 12088 (Federal Compliance with Pollution Control Standards).

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The Office is also responsible for oversight of compliance with CERCLA and the Resource Conservation and Recovery Act (RCRA) as those acts affect Departmental responsibility for removal or remedial actions at hazardous material sites. The Office provides guidance in the development of the Department's program for cleanup of hazardous and solid waste on DOI

land, in compliance with CERCLA, Resource Conservation and Recovery Act (RCRA), and Executive Orders 12088 and 12580. The Office is responsible for coordinating bureaus' inventories of hazardous materials sites on DOI lands, working with bureaus to rank the priorities for cleanup of those sites, monitoring and reporting on the progress of those cleanups; assuring coordination with the Departmental Budget Office on bureau cleanup priorities and monitoring progress for those cleanups. The Office is responsible for providing guidance to bureaus for compliance with Federal laws, regulations, and inactive sites; underground storage tanks; pollution prevention; resource recovery (waste minimization and recycling); medical and infectious waste; land acquisition and disposal as related to hazardous materials issues. These responsibilities are carried out, in part, through Executive Orders 12856 (Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements) and 12873 (Federal Acquisition, Recycling, and Waste Prevention).

This position is in the Washington Headquarters Office. The Office has eight Regional Offices. The Regional Offices are located in: Albuquerque, NM; Anchorage, AK; Atlanta, GA; Boston, MA; Philadelphia, PA; Denver, CO; Portland, OR; and Oakland, CA.

Major Duties and Responsibilities

Serves as full deputy to the Director, Office of Environmental Policy and Compliance and, as such, participates in all aspects of Office activity, including the management and direction of the Office's professional staff. Serves as Acting Director in the absence of the Director.

The incumbent is on 24-hour call for providing support DOI responsibilities to the National and Regional Response systems under the National Oil and Hazardous Substance Pollution Response Plan (NCP).

Personally conducts or leads interdisciplinary studies of Departmental programs or policies to provide factual or predictive information upon which broad policies or programs will be instituted, expanded, or terminated.

Provides technical leadership necessary to direct and coordinate substantive review of a wide variety of complex proposals, projects, and programs affecting natural, environmental, and cultural resources related to the mission of the Department.

Reviews and recommends program areas, management processes, and issues for which in-depth analysis or special studies should be made. Such analysis includes the evaluations of national, regional, or other needs; program objectives and goals; alternative approaches to meeting objectives and goals which would produce the same or greater benefit at the same or lesser environmental and economic cost; and Departmental and Office priorities. Coordinates and directs broad cross-bureau and interagency evaluation and in-depth studies.

Keeps abreast of natural resource policies and objectives of the Administration (including the Council on Environmental Quality, the Council of Economic Advisors and other entities of the Executive Office of the President) and other Federal, State and tribal agencies.

Represents the Office and the Department to external entities including Federal, State, tribal agencies, private sector firms, and non-Governmental organizations. Consults and negotiates with senior officials concerning differing views, accuracy and adequacy of agreement with policies, and proposed revisions to programs area.

Provides professional leadership, advice, and assistance on the identification, development, and evaluation of program policies to bureau and office heads, the Assistant Secretaries, the Deputy Secretary, and the Secretary.

Supervision Received

Receives administrative and policy direction from the Director, Office of Environmental Policy and Compliance. Acting as a full deputy, work is performed independently with latitude for final action subject to review for fulfillment of overall administrative and policy objectives.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** – The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** – The ability to stress accountability and continuous improvement, to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** – The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** – The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Technical Qualifications (Mandatory)

1. Extensive and current knowledge of environmental and natural resources issues.
2. Knowledge of Federal government programs and the legislative process as they relate to natural resources programs.
3. Knowledge of NEPA.
4. Knowledge of the NCP and/or emergency planning processes.
5. Knowledge of Superfund and environmental compliance issues.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. ES01560

2. Reason for Submission: Redescription Reestablishment New Other

3. Service: Hdqtrs Field

4. Employing Office Location: Washington DC

5. Duty: 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: DIES01560

15. Classified/Graded by: _____ Official Title of Position: _____ Pay Plan: _____ Occupational Code: _____ Grade: _____

| | | | | | | |
|---|---|-----------|-------------|-----------|--|----------------|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | <u>Principal Deputy Special Trustee</u> | <u>ES</u> | <u>0340</u> | <u>00</u> | | <u>8/15/12</u> |
| 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): Michele Singer

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Office of the Secretary

b. Second Subdivision: Office of the Special Trustee

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.

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: Laura Daniel Davis
Chief of Staff

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

Signature: [Signature] Date: 8/14/12

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: Thomas Mulhern
Director, Office of Human Resources

Signature: [Signature] Date: 8/15/12

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 |
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

Principal Deputy Special Trustee ES-340

Introduction

The Office of the Special Trustee for American Indians (OST) was established under the American Indian Trust Fund Management Reform Act of 1994 (Reform Act) and is responsible to the Secretary of the Interior for the implementation of responsibilities assigned under the Reform Act. OST is charged with providing effective management of, and accountability for, the proper discharge of the Secretary's trust fund responsibilities to Indian tribes and individual Indians as delineated under the Reform Act. OST oversees and coordinates reforms within the Department of the Interior (DOI) of all practices related to the management and discharge of Indian fiduciary trust fund responsibilities, consisting of trust fund management operations nationwide and the major Departmental fiduciary trust reform effort. OST ensures that reforms of all practices are carried out uniformly throughout the Department. OST also ensures that the reforms of policies, practices, procedures and systems within the OST, the Bureau of Indian Affairs (BIA), Minerals Management Service (MMS), and the Bureau of Land Management (BLM), the Office of Hearings and Appeals (OHA), and Tribal contracted and compacted trust functions are effective, consistent, and integrated in accordance with the Reform Act and the Secretary's fiduciary responsibilities.

The incumbent serves as Principal Deputy Special Trustee for American Indians. The Principal Deputy Special Trustee reports directly to the Special Trustee and acts in the absence of the Special Trustee. The Principal Deputy Special Trustee discharges the responsibilities of the Office including strategic planning, Activity Based Costing (ABC), and the Government Performance and Results Act (GPRA). The Principal Deputy Special Trustee also provides staff leadership and supervision to all offices within OST with the exception of the Office of Trust Review and Audit.

Major Duties

As full deputy to the Special Trustee, helps ensure responsibility for policy execution, technical and administrative functions, and execution of statutory mandates enumerated in the American Indian Trust Fund Management Reform Act of 1994 are met.

Develops programs, policies, and systems in conjunction with the guidelines and parameters established through the Act, other legislation, and Secretarial orders, assignments, and delegations.

Oversees planning, research, development, coordination and implementation of all policy and regulatory matters promulgated by OST, including Federal regulations which cover financial activities involved in the management of trust funds and assets.

Oversees the planning, research, development, coordination and implementation of all functions of OST.

Shares in managing the implementation and evaluation of a system of fiduciary accountability for trust funds and assets.

Manages the consolidated activities within DOI and ensures the establishment of an effective organization to provide management oversight and accountability of trust fund responsibilities.

Serves as the representative of the Special Trustee or the Secretary to maintain good public relations for the economically and politically sensitive trust fund program.

Provides expert analysis of fiduciary trust activities for Congress, the Office of Management and Budget, Tribes, OST advisory boards, individual Indians, and other Federal agencies.

Oversees development of policies which provide beneficiaries the opportunities to assist in the management of their trust accounts.

Supervision Received

Receives general administrative direction and broad policy guidance from the Special Trustee for American Indians. Work is performed independently with wide latitude for decisions and final actions. Work is subject to review only to assure fulfillment of overall objectives and conformance to broad Agency policies and legislation. Technical and managerial recommendations are accepted as authoritative.

In performing the duties of this position, the incumbent:

- Acquires and administers human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission. Ensures the efficient and cost-effective development and utilization of management information systems and other technological resources to meet the organization's needs.
- Implements performance, incentive, safety and health and other policies and systems to encourage and enable excellent performance by individual which champion OST's commitment to being a leading dynamic organization and ensuring that employees are treated fairly, equitably, and ethically.
- Demonstrates commitment to non-discrimination in the workplace by: a) ensuring individuals are not denied employment or career advancement opportunities because of their sex, race, religion, national origin, sexual orientation, color, age, disability, or any other non-merit factor; b) ensuring that any form of discrimination or sexual harassment is not tolerated; and c) providing developmental opportunities to subordinates to help them fully participate in the goal of achieving workplace diversity. Develops, applies, and evaluates effective approaches to carry out the Department's goals in achieving workforce diversity within the organization. Provides effective leadership and direction to subordinate managers/supervisors to focus recruitment efforts and provides training and development programs to further workforce diversity goals in accordance with

departmental policy.

**Qualification Requirements
Principal Deputy Special Trustee
ES-340**

Executive — Mandatory

1. **Leading Change** — The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, ever under adversity.
2. **Leading People** — The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** — The ability to stress accountability and continuous improvement to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** — The ability to acquire and administer human, financial, material and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communications** — The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Technical — Mandatory

6. Seasoned knowledge of the methodologies for the development and implementation of broad-based business oriented strategic improvement planning and execution of action plans to improve large fiduciary trust accounting and asset systems and operations.
7. Authoritative knowledge of generally accepted fiduciary trust principles.

**Evaluation Statement for the
Principal Deputy Special Trustee for American Indians
Office of the Special Trustee for American Indians
As a Senior Executive Position**

Introduction and Background

The Principal Deputy Special Trustee for American Indians position was originally established as an SES position in January 1999. The Principal Deputy reports to the Special Trustee for American Indians, a PAS position located in Washington, D.C. The Principal Deputy is duty stationed in Albuquerque, New Mexico where he/she serves as a full deputy to ensure that responsibility for policy execution, technical and administrative functions, and execution of statutory mandates enumerated in the American Indian Trust Fund Management Reform Act of 1994 are met. The Chief Information Office; Director, Budget, Finance and Administration; Deputy Special Trustee — Trust Accountability; Deputy Special Trustee — Field Operations; and Deputy Special Trustee — Trust Services (five SES positions) report to the Principal Deputy who will provide staff leadership and supervision to all offices within OST with the exception of the Office of Trust Review and Audit. The incumbent develops programs, policies, and systems in conjunction with guidelines/parameters established through the Act, other legislation and Secretarial Orders. He/she oversees planning, research, development, coordination and implementation of all policy/regulatory matters promulgated by OST, including Federal regulations covering financial activities involved in the management of trust funds and assets. The Principal Deputy Special Trustee represents the Special Trustee and the Secretary on the gamut of activities involved in this economically and politically sensitive trust fund program including providing expert analysis of fiduciary trust activities for Congress, the Office of Management and Budget, Tribes, OST advisory boards, individual Indians, and other Federal agencies. The Principal Deputy discharges the responsibilities of the Office of the Special Trustee including strategic planning, activity based costing, and the Government Performance and Results Act.

Series and Grade Determination

The incumbent provides leadership throughout the Department (both within OST and to bureaus/offices with trust responsibilities) — both in headquarters and the field — for Indian trust activities. The incumbent will provide executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, administrative and program principles pertaining to fiduciary accountability for trust funds and assets. While the incumbent must possess an expert knowledge of fiduciary accountability for trust funds and assets, superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The paramount requirement, however, in addition to executive level experience and ability in management of critical fiduciary accountability for trust funds and assets with far reaching scope both financially and politically, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this

position which represents the Secretary and the Special Trustee. The incumbent is also a departmental liaison with other Federal agencies and offices. Also essential is seasoned judgment to identify and seize opportunities to prevent problems/conflicts that affect the image of DOT's accountability responsibilities to Tribes, individual Indians, Congress and the courts. For these reasons, the job meets the GS-340 Program Management Series definition that includes management or direction of one or more programs when the paramount qualification requirement of the position is management and executive knowledge and ability. No other series is appropriate for this executive level position. No titles are specified. Principal Deputy Trustee for American Indians is a fully descriptive and appropriate title for this position.

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. If anything, this revised position is even stronger than its predecessor created/filled in 1999. The reorganization approved by the Secretary in April 2003 created additional SES positions and enhanced services to be provided to both external and internal customers — all of which will be directed and supervised by the Principal Deputy Special Trustee.

The incumbent's work cross cuts functional areas of the Department with results affecting the Secretary's ability and responsibility to account for Indian trust funds and assets and public confidence in the way that the Department manages its mandate as the agency with responsibility for such accountability. The incumbent is held accountable for policy development and guidance to all impacted bureaus and offices of a major nation-wide agency. The incumbent provides central leadership for fiduciary trust fund accountability. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within federal, tribal, congressional and judicial organizations and developing trusted working relationships with officials of those organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the department.

Work is carried out with only very general review and consultation.

The work requires a broad ability to analyze both policy and technical matters, to make executive decisions, to advise the Special Trustee and the Secretary on major issues in the fiduciary trust fund accountability arena, and to utilize representational skills. The incumbent must be able to represent the Special Trustee, the Secretary and the Department and speak with the authority to command the attention of people with varying agendas and interests. Representational skills are critical to spearhead this extensive revitalization of program fiduciary trust funds accountability.

An incumbent with exceptional managerial ability and a broad background demonstrating both fiduciary trust fund experience and a vast experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of DOI's responsibility in this critical, and politically sensitive, arena.

eff. 12/2/12

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. ES01561

2. Reason for Submission: Redescription, New, Reestablishment, Other

3. Service: Hdqtrs, Field

4. Employing Office Location: Washington DC

5. Duty Station: Albuquerque, NM

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, 2-Noncritical Sensitive, 3-Critical Sensitive, 4 Special Sensitive

13. Competitive Level Code

14. Agency Use: OIES01561

15. Classified/Graded by: Official Title of Position, Pay Plan, Occupational Code, Grade, Initials, Date

16. Organizational Title of Position (if different from official title): Deputy Special Trustee - Trust Services

17. Name of Employee (if vacant, specify): Lords, Doug

18. Department, Agency, or Establishment: Department of the Interior

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.

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: 5 USC 3132

23. Position Review: Table with columns for Initials and Date for Employee, Supervisor, and Classifier.

24. Remarks

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

Updates to the PD and updates to signatures.

| 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 Special Trustee - Trust Services | FS | 0340 | GS | gb | 11/30/2012 |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Office of the Secretary

b. Second Subdivision: Office of the Special Trustee

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

a. Typed Name and Title of Immediate Supervisor: Michele Singer, Principal Deputy Special Trustee

Signature: [Signature] Date: 11/2/12

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

Signature: _____ Date: _____

Typed Name and Title of Official Taking Action: Thomas Mulhern, Director, Office of Human Resources

Signature: [Signature] Date: 11/30/12

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

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

**Deputy Special Trustee – Trust Services
ES-340**

Introduction

The Office of the Special Trustee for American Indians (OST) was established under the American Indian Trust Fund Management Reform Act of 1994 and is responsible to the Secretary of the Interior for the implementation of responsibilities assigned under the Act. OST is charged with providing effective management of, and accountability for, the proper discharge of the Secretary's trust fund responsibilities to Indian tribes and individual Indians as delineated under the Reform Act. OST oversees and coordinates reforms within the Department of the Interior (DOI) of all practices related to the management and discharge of Indian fiduciary trust fund responsibilities, consisting of trust fund management operations nationwide and the major Departmental reform effort. OST ensures that reforms of all practices are carried out uniformly throughout the Department. OST also ensures that the reforms of policies, practices, procedures and systems within the OST, the Bureau of Indian Affairs (BIA), the Office of Natural Resources Revenue (ONRR), the Bureau of Land Management (BLM), the Office of Hearings and Appeals (OHA), and Tribal contracted and compacted trust functions are effective, consistent, and integrated in accordance with the Reform Act and the Secretary's fiduciary responsibilities.

The incumbent serves as the Deputy Special Trustee – Trust Services. The Deputy Special Trustee is responsible for fiduciary financial accountability within the Office of the Special Trustee for American Indians and provides staff leadership, executive management, direction and supervision necessary to administer the organization-wide programs related to: managing and supervising fiduciary accounting; receipting and disbursing trust funds; and reporting and reconciliation activities. The incumbent is responsible for organizational reengineering which requires motivating and building a highly effective workforce within a dynamic and demanding environment.

Major Duties

Serves as advisor to the Special Trustee and Principal Deputy Special Trustee on all financial trust asset management activities.

Represents the Special Trustee and the Department through liaison activities with other Federal Agencies, the BIA, ONRR, BLM, OHA, Indian Tribes, and individual Indians affected by fiduciary trust laws and policies.

Provides executive leadership for the development and execution of trust funds policy, processes, plans, and daily operations.

Provides executive leadership in, and is accountable for, the development of an effective management system which includes internal controls to ensure that all Indian trust funds are accurately accounted for, timely receipted, appropriately disbursed and correctly reported.

Provides program and managerial direction, leadership, and professional expertise to achieve

Departmental goals and objectives. These are accomplished through two organizational elements:

Office of Trust Funds Management - responsible for managing systems, policies, standards and procedures governing in excess of \$3 billion trust funds, including accounting, receipting, and disbursing individual and tribal trust funds. The Office operates and controls accounting activities which properly record all funds received, disbursed, invested, and held in trust for individual Indians and Indian tribes, providing centralized accounting services for all trust funds management activities.

Office of Trust Reporting and Reconciliation - responsible for reconciling subsidiary and control accounts and monitoring trust funds activities at OST locations nationwide. The Office prepares internal and external financial accounting reports. The Office is also responsible for accurate and timely preparation and submission of appropriate external reports, required tax forms and the preparation and issuance of beneficiary statements of performance.

Within the authority and/or access levels authorized for this position, the incumbent is responsible for:

- Ensuring the security requirements are integrated and/or executed in a way that will result in an acceptable level of risk as documented in the system's security plan;
- The day-to-day security of the IT system(s) to which he/she has access to include physical security, personnel security, incident handling and reporting, security awareness, continuity of operations, training and education; and
- Ensuring that adequate managerial, operational, and technical safeguards are being operated and maintained within the hardware and software environment as appropriate for the system(s) to which the employee has access.

Supervision Received

Receives general administrative direction and broad policy guidance from the Principal Deputy Special Trustee for American Indians. Work is performed independently with wide latitude for decisions and final actions. Work is subject to review to assure fulfillment of overall objectives and conformance to broad Agency policies and legislation. Technical and managerial recommendations are accepted as authoritative.

In performing the duties of this position, the incumbent:

- Acquires and administers human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission. Ensures the efficient and cost-effective development and utilization of management information systems and other technological resources to meet the organization's needs.
- Implements performance, incentive, safety and health and other policies and systems to encourage and enable excellent employee performance; champions OST's commitment to being a learning organization; and ensures that employees are treated fairly, equitably.

and ethically.

- Demonstrates commitment to non-discrimination in the workplace by: a) ensuring individuals are not denied employment or career advancement opportunities because of their sex, race, religion, national origin, sexual orientation, color, age, disability, or any other non-merit factor; b) ensuring that any form of discrimination or sexual harassment is not tolerated; and c) providing developmental opportunities to subordinates to help them fully participate in the goal of achieving workplace diversity. Develops, applies, and evaluates effective approaches to carry out the Department's goals in achieving workforce diversity within the organization. Provides effective leadership and direction to subordinate managers/supervisors to focus recruitment efforts and provides training and development programs to further workforce diversity goals in accordance with departmental policy.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications – Mandatory

6. Comprehensive knowledge in the design and operation or modernization of several large automated fiduciary trust accounting systems in order to ensure accurate accounting, and correct and timely receipting and disbursement of trust funds.
7. Authoritative knowledge of generally accepted fiduciary trust principles.
8. Accounting and trust certifications (desired).

**Evaluation Statement for the
Deputy Special Trustee – Trust Services
Office of the Special Trustee for American Indians
As a Senior Executive Position**

Introduction and Background

The Deputy Special Trustee – Trust Services position was created in the reorganization approved by the Secretary on April 21, 2003. The Deputy Special Trustee reports to the Principal Deputy Special Trustee and is located in Albuquerque, New Mexico. The Deputy Special Trustee is responsible for fiduciary accounting, receipting, disbursing, reporting and reconciliation of trust funds within the Office of the Special Trustee for American Indians and provides staff leadership, executive management, direction and supervision to the Office of Trust Funds Management (OTFM) and the Office of Trust Reporting and Reconciliation. The OTFM is responsible for policies, standards and procedures governing trust funds, including accounting, receipting, and disbursing individual and tribal trust funds in excess of \$3 billion; operating and controlling trust accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indians and Indian tribes; and providing centralized accounting services for all trust fund management activities. The Deputy Special Trustee also manages reconciliation of subsidiary and control accounts; monitors trust funds activities at the OTFM and field levels; and prepares internal and external financial accounting reports. The incumbent ensures that statutory mandates enumerated in the American Indian Trust Fund Management Reform Act of 1994 are met. The incumbent develops programs, policies, and systems relating to all Indian trust fund management activities to ensure that fiduciary and legal requirements are implemented consistently and fulfilled. He/she ensures that all business processes and practices that are developed and maintained (including extensive internal and external management controls) are complete, consistent, reliable, and based on appropriate fiduciary standards and integrated into OST's and the Department's strategic plan. The Deputy Special Trustee represents the Principal Deputy Special Trustee, the Special Trustee and the Department through liaison activities spanning the gamut of activities involved in this economically and politically sensitive trust fund management program with other DOI bureaus, Tribes, individual Indians, and other Federal agencies. The Deputy Special Trustee discharges the responsibilities of the Office of the Special Trustee including strategic planning, activity based costing, and the Government Performance and Results Act.

Series Determination

The incumbent provides leadership throughout the Department (both within OST and to bureaus/offices with Indian trust responsibilities) – both in headquarters and the field – for Indian trust fund management activities. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of technical skills and knowledge of the laws, rules, regulations, administrative and program principles pertaining to fiduciary accountability for trust fund management. While the incumbent must possess an expert knowledge of trust fund management activities and superior interpersonal and communication skills, the ability to exercise tact, discretion, and sensitivity in the utilization of these skills is critical to success in

this position. The paramount requirement, however, in addition to executive level experience and ability in management of fiduciary trust funds with far reaching scope both financially and politically, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability.

For these reasons, the job meets the GS-340 Program Management Series definition that includes management or direction of one or more programs when the paramount qualification requirement of the position is management and executive knowledge and ability. No other series is appropriate for this executive level position. No titles are specified by the Program Management Series. Deputy Special Trustee — Trust Services is a fully descriptive and appropriate title for this position and the one specified in Part 110, Chapter 26 of the Departmental Manual.

Grade Determination

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management.

The incumbent's work cross cuts functional areas of the Department with results affecting the Secretary's ability and responsibility to manage and account for Indian trust funds and public confidence in the way that the Department manages its mandate as the agency with responsibility for such management and accountability. The incumbent is held accountable for policy development, guidance, and business strategy impacting bureaus and offices of a major nationwide agency. The incumbent provides central leadership for fiduciary trust fund management, including accounting, receipting, disbursing, reconciling and reporting activities. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within departmental, other Federal, and tribal organizations and developing trusted working relationships with officials of those organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the department. The incumbent is also a departmental liaison with other Federal agencies and offices. Also essential is seasoned judgment to identify and seize opportunities to prevent problems/conflicts that affect the image of DOI's accountability responsibilities to Tribes, individual Indians, Congress and the courts.

Work is carried out with only very general review and consultation.

The work requires a broad ability to analyze both policy and technical matters, to make executive decisions, to advise the Principal Deputy Special Trustee and the Special Trustee on major issues in the fiduciary trust fund management/accountability arena, and to utilize representational skills. The incumbent must be able to represent the Principal Deputy Special Trustee, the Special Trustee, and the Department and speak with authority to command the attention of people with varying agendas and interests. Representational skills are critical to leading OSI's fiduciary trust fund accounting program.

An incumbent with exceptional managerial ability and a broad background demonstrating both

fiduciary trust fund experience and a vast experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of DOI's responsibility in this critical, and politically sensitive, arena.

This website uses features which update page content based on user actions. If you are using assistive technology to view web content, please ensure your settings allow for the page content to update after initial load (this is sometimes called "forms mode"). Additionally, if you are using assistive technology and would like to be notified of items via alert boxes, please follow this link to enable alert boxes for your session profile.

This page can be found on the web at the following url:

<http://www.opm.gov/investigate/resources/position/Summary.aspx?agency=Department%20of%20the%20Interior&postitle=Deputy%20Special%20Trustee%20-%20Trust%20Services&gradeseries=ES-0340-00&posdesc=DIES01561&username=Michele%20Singer,%20Principal%20Deputy%20Special%20Trustee&pt=1&step1a=noneOfTheAbove&selectedSubt=0,&selectedDuties=govpolicy,govservice,&step1b=policy,delivery,&grave=1&totlpoints=0&selectedRadios=govpo>

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency Department of the Interior
 Position Title Deputy Special Trustee - Trust Services
 Series and Grade/Pay Band ES-0340-00
 Position Description Number DIES01561

| Duties | Degree of Potential for Compromise or Damage |
|---|--|
| <i>Government rulemaking, policy and program responsibility</i> | Automatic High-Risk Conditions One or more of the following: <ul style="list-style-type: none"> Senior management officials for key government programs, the compromise of which could result in grave damage to the nation Direct involvement with diplomatic relations and negotiations Independent responsibility for planning or approving continuity of government operations |
| <i>Government service delivery, including customer service and public liaison</i> | Automatic High-Risk Conditions Duties involve customer service responsibilities and/or public liaison that could cause grave damage to individuals, business entities, or government programs or operations nationwide or worldwide |

| Designation Level | Suitability | |
|-------------------|---------------|---------------|
| | Investigation | Form Required |
| Tier 3 | BI | SF 85P |

Signature: Michele Singer
 Name: Michele Singer, Principal Deputy Special Trustee

Date: 11/7/2012



United States Department of the Interior
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS
Washington, D.C. 20240

Memorandum

To: Douglas Lords

From: Michelle Oxyer
Executive Resources Coordinator

Subject: Senior Executive Service Reassignment

This is to advise you that the Executive Resources Board has approved your reassignment to the Senior Executive Service position of Deputy Special Trustee for Trust Services, ES-0340, in Albuquerque, NM. You will retain your career appointment and your pay level will remain the same.

In accordance with Public Law 98-615 and 5 U.S.C. 3395(a)(2)(A), the effective date of this reassignment will be no earlier than 15 days from the date of this memorandum unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your decision concerning the effective date of the reassignment and return this memorandum to Michelle Oxyer, Executive Resources Coordinator within 5 calendar days of your receiving it.

I hereby waive the 15-day notice and request that the reassignment be effective immediately.

Name

11/20/2012
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

Name

Date

eff. 12/2/12

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. ES01561

2. Reason for Submission: Redescription, New, Reestablishment, Hdqtrs, Field

3. Service: Hdqtrs, Field

4. Employing Office Location: Washington DC

5. Duty Station: Albuquerque, NM

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, 2-Noncritical Sensitive, 3-Critical Sensitive, 4 Special Sensitive

13. Competitive Level Code

14. Agency Use: OIES01561

15. Classified/Graded by: Official Title of Position, Pay Plan, Occupational Code, Grade, Initials, Date

16. Organizational Title of Position (if different from official title): Deputy Special Trustee - Trust Services

17. Name of Employee (if vacant, specify): Lords, Doug

18. Department, Agency, or Establishment: Department of the Interior

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.

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: 5 USC 3132

23. Position Review: Table with columns for Initials and Date for Employee, Supervisor, and Classifier.

24. Remarks

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

Updates to the PD and updates to signatures.

6-HR

gb 11/30/2012

Signature: Michele Singer, Date: 11/2/12

Signature: _____, Date: _____

Signature: Thomas Mulhern, Date: 11/30/12

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.

**Deputy Special Trustee – Trust Services
ES-340**

Introduction

The Office of the Special Trustee for American Indians (OST) was established under the American Indian Trust Fund Management Reform Act of 1994 and is responsible to the Secretary of the Interior for the implementation of responsibilities assigned under the Act. OST is charged with providing effective management of, and accountability for, the proper discharge of the Secretary's trust fund responsibilities to Indian tribes and individual Indians as delineated under the Reform Act. OST oversees and coordinates reforms within the Department of the Interior (DOI) of all practices related to the management and discharge of Indian fiduciary trust fund responsibilities, consisting of trust fund management operations nationwide and the major Departmental reform effort. OST ensures that reforms of all practices are carried out uniformly throughout the Department. OST also ensures that the reforms of policies, practices, procedures and systems within the OST, the Bureau of Indian Affairs (BIA), the Office of Natural Resources Revenue (ONRR), the Bureau of Land Management (BLM), the Office of Hearings and Appeals (OHA), and Tribal contracted and compacted trust functions are effective, consistent, and integrated in accordance with the Reform Act and the Secretary's fiduciary responsibilities.

The incumbent serves as the Deputy Special Trustee – Trust Services. The Deputy Special Trustee is responsible for fiduciary financial accountability within the Office of the Special Trustee for American Indians and provides staff leadership, executive management, direction and supervision necessary to administer the organization-wide programs related to: managing and supervising fiduciary accounting; receipting and disbursing trust funds; and reporting and reconciliation activities. The incumbent is responsible for organizational reengineering which requires motivating and building a highly effective workforce within a dynamic and demanding environment.

Major Duties

Serves as advisor to the Special Trustee and Principal Deputy Special Trustee on all financial trust asset management activities.

Represents the Special Trustee and the Department through liaison activities with other Federal Agencies, the BIA, ONRR, BLM, OHA, Indian Tribes, and individual Indians affected by fiduciary trust laws and policies.

Provides executive leadership for the development and execution of trust funds policy, processes, plans, and daily operations.

Provides executive leadership in, and is accountable for, the development of an effective management system which includes internal controls to ensure that all Indian trust funds are accurately accounted for, timely receipted, appropriately disbursed and correctly reported.

Provides program and managerial direction, leadership, and professional expertise to achieve

Departmental goals and objectives. These are accomplished through two organizational elements:

Office of Trust Funds Management - responsible for managing systems, policies, standards and procedures governing in excess of \$3 billion trust funds, including accounting, receipting, and disbursing individual and tribal trust funds. The Office operates and controls accounting activities which properly record all funds received, disbursed, invested, and held in trust for individual Indians and Indian tribes, providing centralized accounting services for all trust funds management activities.

Office of Trust Reporting and Reconciliation - responsible for reconciling subsidiary and control accounts and monitoring trust funds activities at OST locations nationwide. The Office prepares internal and external financial accounting reports. The Office is also responsible for accurate and timely preparation and submission of appropriate external reports, required tax forms and the preparation and issuance of beneficiary statements of performance.

Within the authority and/or access levels authorized for this position, the incumbent is responsible for:

- Ensuring the security requirements are integrated and/or executed in a way that will result in an acceptable level of risk as documented in the system's security plan;
- The day-to-day security of the IT system(s) to which he/she has access to include physical security, personnel security, incident handling and reporting, security awareness, continuity of operations, training and education; and
- Ensuring that adequate managerial, operational, and technical safeguards are being operated and maintained within the hardware and software environment as appropriate for the system(s) to which the employee has access.

Supervision Received

Receives general administrative direction and broad policy guidance from the Principal Deputy Special Trustee for American Indians. Work is performed independently with wide latitude for decisions and final actions. Work is subject to review to assure fulfillment of overall objectives and conformance to broad Agency policies and legislation. Technical and managerial recommendations are accepted as authoritative.

In performing the duties of this position, the incumbent:

- Acquires and administers human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission. Ensures the efficient and cost-effective development and utilization of management information systems and other technological resources to meet the organization's needs.
- Implements performance, incentive, safety and health and other policies and systems to encourage and enable excellent employee performance; champions OST's commitment to being a learning organization; and ensures that employees are treated fairly, equitably.

and ethically.

- Demonstrates commitment to non-discrimination in the workplace by: a) ensuring individuals are not denied employment or career advancement opportunities because of their sex, race, religion, national origin, sexual orientation, color, age, disability, or any other non-merit factor; b) ensuring that any form of discrimination or sexual harassment is not tolerated; and c) providing developmental opportunities to subordinates to help them fully participate in the goal of achieving workplace diversity. Develops, applies, and evaluates effective approaches to carry out the Department's goals in achieving workforce diversity within the organization. Provides effective leadership and direction to subordinate managers/supervisors to focus recruitment efforts and provides training and development programs to further workforce diversity goals in accordance with departmental policy.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications – Mandatory

6. Comprehensive knowledge in the design and operation or modernization of several large automated fiduciary trust accounting systems in order to ensure accurate accounting, and correct and timely receipting and disbursement of trust funds.
7. Authoritative knowledge of generally accepted fiduciary trust principles.
8. Accounting and trust certifications (desired).

**Evaluation Statement for the
Deputy Special Trustee – Trust Services
Office of the Special Trustee for American Indians
As a Senior Executive Position**

Introduction and Background

The Deputy Special Trustee – Trust Services position was created in the reorganization approved by the Secretary on April 21, 2003. The Deputy Special Trustee reports to the Principal Deputy Special Trustee and is located in Albuquerque, New Mexico. The Deputy Special Trustee is responsible for fiduciary accounting, receipting, disbursing, reporting and reconciliation of trust funds within the Office of the Special Trustee for American Indians and provides staff leadership, executive management, direction and supervision to the Office of Trust Funds Management (OTFM) and the Office of Trust Reporting and Reconciliation. The OTFM is responsible for policies, standards and procedures governing trust funds, including accounting, receipting, and disbursing individual and tribal trust funds in excess of \$3 billion; operating and controlling trust accounting activities that properly record all funds received, disbursed, invested, and held in trust for individual Indians and Indian tribes; and providing centralized accounting services for all trust fund management activities. The Deputy Special Trustee also manages reconciliation of subsidiary and control accounts; monitors trust funds activities at the OTFM and field levels; and prepares internal and external financial accounting reports. The incumbent ensures that statutory mandates enumerated in the American Indian Trust Fund Management Reform Act of 1994 are met. The incumbent develops programs, policies, and systems relating to all Indian trust fund management activities to ensure that fiduciary and legal requirements are implemented consistently and fulfilled. He/she ensures that all business processes and practices that are developed and maintained (including extensive internal and external management controls) are complete, consistent, reliable, and based on appropriate fiduciary standards and integrated into OST's and the Department's strategic plan. The Deputy Special Trustee represents the Principal Deputy Special Trustee, the Special Trustee and the Department through liaison activities spanning the gamut of activities involved in this economically and politically sensitive trust fund management program with other DOI bureaus, Tribes, individual Indians, and other Federal agencies. The Deputy Special Trustee discharges the responsibilities of the Office of the Special Trustee including strategic planning, activity based costing, and the Government Performance and Results Act.

Series Determination

The incumbent provides leadership throughout the Department (both within OST and to bureaus/offices with Indian trust responsibilities) – both in headquarters and the field – for Indian trust fund management activities. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of technical skills and knowledge of the laws, rules, regulations, administrative and program principles pertaining to fiduciary accountability for trust fund management. While the incumbent must possess an expert knowledge of trust fund management activities and superior interpersonal and communication skills, the ability to exercise tact, discretion, and sensitivity in the utilization of these skills is critical to success in

this position. The paramount requirement, however, in addition to executive level experience and ability in management of fiduciary trust funds with far reaching scope both financially and politically, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability.

For these reasons, the job meets the GS-340 Program Management Series definition that includes management or direction of one or more programs when the paramount qualification requirement of the position is management and executive knowledge and ability. No other series is appropriate for this executive level position. No titles are specified by the Program Management Series. Deputy Special Trustee — Trust Services is a fully descriptive and appropriate title for this position and the one specified in Part 110, Chapter 26 of the Departmental Manual.

Grade Determination

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management.

The incumbent's work cross cuts functional areas of the Department with results affecting the Secretary's ability and responsibility to manage and account for Indian trust funds and public confidence in the way that the Department manages its mandate as the agency with responsibility for such management and accountability. The incumbent is held accountable for policy development, guidance, and business strategy impacting bureaus and offices of a major nationwide agency. The incumbent provides central leadership for fiduciary trust fund management, including accounting, receipting, disbursing, reconciling and reporting activities. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within departmental, other Federal, and tribal organizations and developing trusted working relationships with officials of those organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the department. The incumbent is also a departmental liaison with other Federal agencies and offices. Also essential is seasoned judgment to identify and seize opportunities to prevent problems/conflicts that affect the image of DOI's accountability responsibilities to Tribes, individual Indians, Congress and the courts.

Work is carried out with only very general review and consultation.

The work requires a broad ability to analyze both policy and technical matters, to make executive decisions, to advise the Principal Deputy Special Trustee and the Special Trustee on major issues in the fiduciary trust fund management/accountability arena, and to utilize representational skills. The incumbent must be able to represent the Principal Deputy Special Trustee, the Special Trustee, and the Department and speak with authority to command the attention of people with varying agendas and interests. Representational skills are critical to leading OSI's fiduciary trust fund accounting program.

An incumbent with exceptional managerial ability and a broad background demonstrating both

fiduciary trust fund experience and a vast experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of DOI's responsibility in this critical, and politically sensitive, arena.

This website uses features which update page content based on user actions. If you are using assistive technology to view web content, please ensure your settings allow for the page content to update after initial load (this is sometimes called "forms mode"). Additionally, if you are using assistive technology and would like to be notified of items via alert boxes, please follow this link to enable alert boxes for your session profile.

This page can be found on the web at the following url:

<http://www.opm.gov/investigate/resources/position/Summary.aspx?agency=Department%20of%20the%20Interior&postitle=Deputy%20Special%20Trustee%20-%20Trust%20Services&gradeseries=ES-0340-00&posdesc=DIES01561&username=Michele%20Singer,%20Principal%20Deputy%20Special%20Trustee&pt=1&step1a=noneOfTheAbove&selectedSubt=0,&selectedDuties=govpolicy,govservice,&step1b=policy,delivery,&grave=1&totlpoints=0&selectedRadios=govpo>

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency Department of the Interior
 Position Title Deputy Special Trustee - Trust Services
 Series and Grade/Pay Band ES-0340-00
 Position Description Number DIES01561

| Duties | Degree of Potential for Compromise or Damage |
|--|--|
| Government rulemaking, policy and program responsibility | Automatic High-Risk Conditions One or more of the following: <ul style="list-style-type: none"> Senior management officials for key government programs, the compromise of which could result in grave damage to the nation Direct involvement with diplomatic relations and negotiations Independent responsibility for planning or approving continuity of government operations |
| Government service delivery, including customer service and public liaison | Automatic High-Risk Conditions Duties involve customer service responsibilities and/or public liaison that could cause grave damage to individuals, business entities, or government programs or operations nationwide or worldwide |

| Designation Level | Suitability | |
|-------------------|---------------|---------------|
| | Investigation | Form Required |
| Tier 3 | BI | SF 85P |

Signature: Michele Singer
 Name: Michele Singer, Principal Deputy Special Trustee

Date: 11/7/2012



United States Department of the Interior
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS
Washington, D.C. 20240

Memorandum

To: Douglas Lords

From: Michelle Oxyer
Executive Resources Coordinator

Subject: Senior Executive Service Reassignment

This is to advise you that the Executive Resources Board has approved your reassignment to the Senior Executive Service position of Deputy Special Trustee for Trust Services, ES-0340, in Albuquerque, NM. You will retain your career appointment and your pay level will remain the same.

In accordance with Public Law 98-615 and 5 U.S.C. 3395(a)(2)(A), the effective date of this reassignment will be no earlier than 15 days from the date of this memorandum unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your decision concerning the effective date of the reassignment and return this memorandum to Michelle Oxyer, Executive Resources Coordinator within 5 calendar days of your receiving it.

I hereby waive the 15-day notice and request that the reassignment be effective immediately.

Name

11/20/2012
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

Name

Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
1010001

6. OPM Certification No.

2. Reason for Submission
 Redescription New Reestablishment Other

3. Service
 Hdqtrs Field

4. Employing Office Location
Washington, DC

5. Duty Station
Washington, DC

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

Explanation (Show any positions replaced)
Update of PD dated 08-05-04

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
DIES01607

| 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 Bureau Director - Field Operations | ES | 0340 | 00 | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Deputy Bureau Director - Field Operations | ES | 0340 | 00 | asb | 01/04/2017 |
| 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 the Interior

c. Third Subdivision

a. First Subdivision
Bureau of Indian Affairs

d. Fourth Subdivision

b. Second Subdivision
Field Operations

e. Fifth Subdivision

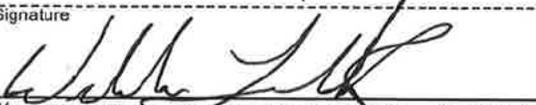
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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
Weldon Loudermilk
Director, Bureau of Indian Affairs

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

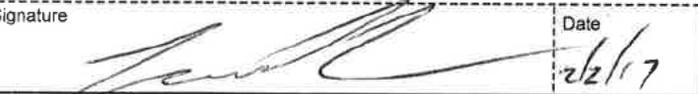
Signature:  Date: 1/4/17

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
5 USC 3132

Typed Name and Title of Official Taking Action
Raymond A. Limon
Director, Office of Human Resources

Signature:  Date: 2/2/17

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
Positions in the Bureau of Indian Affairs are subject to Indian Preference.

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

Deputy Bureau Director, Field Operations
ES-340

INTRODUCTION

The Bureau of Indian Affairs mission is to enhance the quality of life, to promote economic development opportunities and to carry out the responsibility to protect and improve the trust assets of American Indians, Federally recognized Indian tribes and Alaska Natives. We will accomplish this through the delivery of quality services and by maintaining government-to-government relationships within the spirit of Indian self-determination.

The Deputy Bureau Director, Field Operations reports directly to the Director, Bureau of Indian Affairs. The Deputy Bureau Director provides leadership, guidance and support to the regional offices, agencies, and field offices within Indian Affairs. Provides direct supervision and guidance to the twelve Regional Directors within the Bureau. This office monitors and evaluates the performance of the regional and field offices and conducts periodic/specific program reviews of field operations. This office also provides specialized and programmatic technical assistance to field offices and tribes.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the principal executive and expert advisor to the Director, Bureau of Indian Affairs concerning the operations of all programs of the Bureau within the regional and field offices.

Is held accountable for executive leadership to the general management processes within the Bureau of Indian Affairs. This includes developing, managing and directing the Bureau's policy, plans and guidance for line program operations and functions to include leadership, information and analysis; strategic planning and management process development, business results, customer focus and satisfaction, reinvention, reengineering in support of the mission and functions of the Bureau nation-wide.

Provides executive leadership and direction to each of the Regional Directors in the daily discharge of their Federal responsibilities to Indian people and Alaska natives for the protection and sound management of the extensive resources and funds held in trust by the United States for Indian tribes and individual Indians.

Plans and carries out evaluations of the performance of all regional and field offices within the Bureau and directs the conduct of periodic/specific program reviews of field operations. Reviews and determines when corrective actions are necessary and develops a plan of action with the Regional Director involved to take the necessary steps to make changes.

Ensures that effective communication is maintained with tribal governing bodies to keep informed of the needs on reservations, the effectiveness of current programs, and the quality of services being rendered to Indian and Alaska Native peoples. Maintains close working relationships with tribal groups and Indian leaders, soliciting their opinions and attitudes on

matters of importance to them and the Bureau. Communicates to, and interprets for them, programs and policies instituted by Congress, the Department of the Interior and the Bureau.

Works with Regional Directors to make changes in policies, programs, procedures and regulations for the bureau to provide more efficient services to Indian and Alaska Native peoples.

Coordinates BIA activities, programs, and functions with other Federal departments. Acts as the key spokesperson for the Bureau on controversial coordinative matters, potential or actual conflicts, jurisdictional issues and other areas requiring adroit, diplomatic resolution.

Coordinates and/or leads any special investigations/studies/projects involving more than one Region. Such activities are frequently of government-wide concern involving topics such as land consolidation, water rights, land use, economic development, etc. May be required to overcome barriers to progress such as vested interests, resistance to change, over-identification with existing approaches, etc.

Translates major, complex executive determinations into substantive policy issuances, programs, practices, and plans of action, etc., in order to achieve actual results desired as a consequence of such decisions. Follows through to achieve desired outcome including extensively interacting with executive and managerial personnel, both inside and outside of the Bureau of Indian Affairs.

Manages funds, personnel, information, property, and projects for all organizations under the purview of the Deputy Bureau Director.

Ensures that subordinate supervisors effectively execute their human resources management and EEO responsibilities. Effectively monitors the performance appraisal process, ensuring that fair and objective appraisal (including interim appraisals and Individual Development Plans) obligations are met.

Under the direction of the Director-BIA, the incumbent participates fully in special projects, departmental committees and other assigned tasks to the benefit of the Bureau. Makes recommendations based on the Director's viewpoints concerning the programs of the Bureau and the direction of future operations.

The Deputy Bureau Director provides executive direction to the following organizations:

The Regional Offices are responsible for the day-to-day operation and administration of Bureau programs with the exception of education, law enforcement, human resources, budget, finance, and acquisition, environment, safety, cultural resources, facilities, and information resources and technology programs. Bureau program responsibilities include Indian Services and Trust Services, each under the Direction of a Deputy Regional Director. There are twelve regional offices across the United States and Alaska.

SUPERVISION RECEIVED

The Deputy Bureau Director, Field Operations reports to the Director, Bureau of Indian Affairs, from whom the incumbent receives policy direction and executive leadership. Review of work is limited to evaluation of program effectiveness and accomplishment of objectives. Judgment and decisions are considered authoritative. Guidelines specific to the work are limited or do not exist.

OTHER

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based principles in the recruitment, selection, appointment, training and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

The position may require the incumbent to travel to remote locations on a frequent basis, by airline and/or by motor vehicle. The employee may be required to work other than normal work hours during peak times or emergency situations. Appropriately handles and safeguards sensitive and/or classified information in accordance with regulations to reduce potential compromise. The incumbent is required to drive a motor vehicle in performance of work. A valid state driver's license is required. The position is subject to a favorable background investigation.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES01619

| | | | | | | | | | | |
|--|--|---|--|---|--|---|-------------------|---|----------|------|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field | | 4. Employing Office Location Reston, Virginia | | 5. Duty Station Reston, Virginia | | 6. OPM Certification No. | | |
| New <input type="checkbox"/> Other <input type="checkbox"/> | | 7. Fair Labor Standard 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"/> | | 13. Competitive Level Code | | |
| Explanation (Show any position replaced) Updated Position Description to reflect recent organizational structure changes. | | | | 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) Ses (Gen.) <input type="checkbox"/> SES (CR) <input checked="" type="checkbox"/> | | 11. Position is: <input checked="" type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 12. Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <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. U.S. Office of Personnel Management | | | | | | | | | |
| b. Department, Agency or Establishment | Associate Director for Communications and Publishing | ES | 340 | 00 | Sim | 12/3/12 | | | |
| c. Second Level Review | | | | | | | | | |
| d. First Level Review | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | |

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

17. Name of Employee (if vacant, specify)
Barbara Wainman

| | | | |
|---|--|---|--|
| 18. Department, Agency, or Establishment U.S. Department of the Interior | | c. Third Subdivision Office of Communications and Publishing | |
| a. First Subdivision U.S. Geological Survey | | d. Fourth Subdivision 664DAA1000 | |
| b. Second Subdivision Office of the Director | | 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 Marcia McNutt Director, U.S. Geological Survey | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | |
| Signature Suzette M. Kimball | Date 11/6/2012 | 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 for Thomas Mulhern Director, Office of Human Resources | | 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. | |
| Signature Ann J. Costello | Date 11/8/12 | | |

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

24. Remarks

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

ASSOCIATE DIRECTOR FOR COMMUNICATIONS AND PUBLISHING

ES-0340

INTRODUCTION

The incumbent serves as Associate Director for Communications and Publishing, which is located within the Office of the Director, U.S. Geological Survey (USGS). The incumbent is responsible for developing communications strategies targeted to a wide range of audiences including Congress, the media, NGOs, the Administration, other government agencies, the public, the scientific community and USGS employees. The incumbent is also responsible for providing oversight and guidance for the Bureau's web homepage suite of pages and for the effective use of social media in reaching these targeted audiences. These programs are critical to USGS long-term scientific program directions that provide the foundation for meeting the goals of the Department of Interior (DOI) Strategic Plan and the USGS Science Strategy. This position provides leadership in the implementation of an effective, efficient, and inclusive constituent and employee communications strategy and provides advice and consultation to the Director, Executive Leadership Team (ELT), and other senior managers regarding these programs.

Major Duties and Responsibilities

Mission Implementation. Communications and publishing are fundamental parts of the USGS mission. Other DOI bureaus develop management and regulatory programs to direct the resources for which they are responsible and proceed to implement them. The USGS carries out scientific research, monitoring and assessment activities and communicates the results to the user community and other scientists. This communications function is not just an important auxiliary role as it is in management agencies, it is a fundamental part of the bureau's business. Leadership of this range of activities must be on equal footing with the leadership that carry out the science programs. The recent advances made in making USGS science more relevant and useful have been tied as much to communications as to science and monitoring efforts. The importance of leadership of the communications and publishing program requires placing it on equal footing with the senior leaders of USGS science.

Bureau-wide Executive Leadership. The Associate Director for Communications and Publishing serves as a full member of the ELT and shares in the planning, direction, and management of the science programs of the bureau. The position executes these responsibilities by providing the executive direction, critical oversight and evaluation of USGS communications, and publishing. The Associate Director serves as the primary advisor to the Director, Deputy Director, ELT, and senior USGS managers on all congressional, public affairs, publishing, web and social media issues and emerging opportunities that will advance the acceptance and recognition of the USGS science mission and improve the delivery of services the USGS provides to its customers and constituent groups.

Strategic Direction. The incumbent has strategic planning responsibilities at two major levels within the bureau. As a senior advisor to the Director, USGS, the Associate Director for Communications and Publishing is responsible for providing executive level direction and

leadership to the successful implementation and accomplishment of the mission and vision of the USGS Director, the Secretary of Interior and the President.

The Associate Director is also responsible for the development and planning of strategic communications and outreach directions that will integrate, streamline and enhance the delivery of USGS science information through a broad range of communications programs and activities.

Through active oversight and program development, the incumbent assures that these strategic goals, directions and communications are coordinated and managed to fully support and enhance the public understanding and recognition of the bureau's science programs. Of critical importance is the development of executive level strategies and initiatives that will assure that USGS information products are readily available and effectively delivered to the many interested audiences.

Bureau-wide Program Direction. The Associate Director for Communications and Publishing provides executive leadership to the development, planning, and implementation of the full compliment of USGS communication strategies, practices and initiatives to assure that the USGS mission of science information is effectively produced and delivered. The incumbent provides programmatic oversight and works in close partnership with the senior managers of the bureau including the Associate Directors, Regional Directors, and Regional Communication Chiefs, to develop strategies that will advance the methods, consistency, and effectiveness of the bureau's wide array of science products and services. These strategies assure that customer needs are met and that the bureau's scientific and technical program priorities are fully supported and sustained by USGS stakeholders.

The incumbent directs and has full responsibility for the development and implementation of communication policies and procedures for effective and consistent internal communications regarding key issues covering the full range of USGS programs, services, research activities, and employee activities. The incumbent uses a flexible team structure in the headquarters and the field to coordinate USGS relationships and communications with DOI and Federal stakeholders, the Congress, state and local governments, the academic, scientific research and environmental communities, Native American Tribes, and the general public.

Maintaining Science Credibility. The credibility of USGS science depends on its objectivity. In the midst of its use in the resolution of contentious issues, it is critically important to the USGS mission and to its support of the Department of the Interior's management responsibilities that the communication of USGS science also be objective. This places a high level of responsibility and accountability on the leader of the USGS Communications and Publishing programs, who must ensure that the many demands for the use of USGS science do not compromise its value by shaping it to mesh with predetermined viewpoints. This is a major responsibility of the Associate Director for Communications and Publishing within that office and in communications functions across the bureau. The office is organized in seven areas of primary responsibility:

- **Public Affairs:** Responsible for maximizing USGS news coverage as a means to increase public awareness of the value and relevance of USGS science. The public affairs team

develops and executes public relations strategies and information dissemination activities to effectively communicate the news value of USGS science to the print and electronic media. The office works with USGS scientists and management to develop communications plans and strategize key messages. They also determine when and how to use communications mediums to reach the media and public. They enhance existing and employ emerging tools ranging from press releases to media events, podcasts and blogs. They also help determine newsworthiness of USGS science and are aware of how USGS activities relate to current news stories and issues of societal concern. They prepare experts for public and media interactions so they can communicate in a way that is relevant to diverse audiences. In addition, they are responsible for coordinating all media activities with the Administration as appropriate and keeping all appropriate USGS and DOI officials informed.

- **Congressional and Legislative Affairs:** Responsible for increasing congressional awareness of the role and relevance of USGS science in the public policy debate. They advise bureau leadership of any congressional activity impacting the agency and of the likely response to agency decisions and policies on the Hill. They work closely with program scientists and managers in the mission and geographic areas in preparing positions and comments on pending legislation, in preparing responses to congressional inquiries, in researching legislative matters, and in preparing for and coordinating congressional briefings, hearings, and meetings. They work strategically with program and congressional committee staff to ensure that USGS science is appropriately considered in legislation, hearings, and briefings. They provide liaison between the bureau and members of Congress and their staffs, congressional committee staffs, and the Office of Congressional and Legislative Affairs in DOI.
- **External and Citizen Engagement:** Focuses on increasing stakeholders', partners' and citizens' awareness of the role and relevance of USGS science programs and activities. They provide community relations support through organizing public lectures, special events such as open houses, tours, and other approaches to building community awareness. In addition, they strategically plan, coordinate and staff USGS exhibit presence at conferences, tradeshow and special events. They focus on enhancing effective and sustained engagement among stakeholders, partners, and the public using multiple tools such as listening sessions, town hall meetings, and social media.
- **Internal Communications:** Provides direction and support for effective and coordinated internal communications. The office prepares internal communication plans for sensitive and/or complicated bureau issues and assists the USGS Director and the ELT in effectively communicating significant policy changes, their implications and rationale to USGS employees in a timely manner. They are responsible for fostering a strong communication culture, enabling and facilitating employees in communicating and collaborating with each other and USGS leadership.
- **Publishing:** Provides state-of-the-art publishing support by collaborating with authors and managers to produce credible, high-quality, scientific information products that are appropriate for the outlet and the primary audience.
- **Web and social media:** Responsible for increasing public understanding of the value and relevance of USGS science through strategic use of the web and social media tools. The

office establishes web governance and common business practices to improve usability and accessibility of USGS science.

- **Visual communication:** Provides high-quality, effective design and graphic products that convey the desired science message visually. The team locates existing or creates original visual elements, including imagery, video, text, sound, maps, illustrations, and 3-dimensional objects and combines them in a way that is visually appealing and meaningful to the intended audience. Products include flyers, posters, exhibits, Power Point presentations, brochures, books, signage, web pages, videos, animations, and 3-D displays. They support a wide variety of communications activities and events planned by the office staff, as well as those of the Director, senior executives, and USGS Programs. They also provide support to the Department of the Interior upon request. The team is available to provide design and fabrication assistance to all USGS employees on a materials-reimbursement basis and offers printing, binding, plotting, mounting, laminating, framing, and vinyl lettering services. Team members are expert in the application of the USGS Visual Identity System to USGS and cooperative information products.

The incumbent has full authority to speak for and represent the Director and the USGS with external audiences including Congress. The Associate Director for Communications and Publishing ensures a coordinated and consistent message and an effective interchange of information within the USGS and to USGS customers by developing and strengthening communications partnerships among stakeholders.

Program Representation and Coordination. As consultant and advisor to the Director, Deputy Director, Associate Directors, and Regional Directors, the Associate Director for Communications and Publishing has full authority to speak for and represent the USGS in all areas of external relations, including public information policies and programs and congressional and legislative activities, with Congress, Federal, State and local governments, the communications and information communities in the private sector, academic institutions, and to customer and constituent groups. The purpose of these activities is to provide advisory services to partners, develop collaborative communications and outreach programs, and to advance the general communication and understanding of the scientific program and research activities of the USGS. The incumbent also represents the Director to USGS managers in the development and implementation of communications strategies.

Supervisory Controls

Program direction and priorities are developed under broad administrative and policy direction through a consultative relationship with the Director, USGS. Oversight is normally through the establishment of long-range goals and objectives and a review of results in terms of broad programmatic and strategic accomplishments. Ultimate accountability for executive leadership to the bureau and management of the financial, operational support, information systems, and infrastructure resources for the communications activities is to the Director.

POSITION CLASSIFICATION AMENDMENT

| | | | |
|--|-------------------------------|---|---------------|
| 1. OFFICIAL HEADQUARTERS Office of Communications and Publishing | | 2. NAME OF INCUMBENT Barbara Wainman | |
| 3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED | | | |
| IIa. _____ | d. U.S. Geological Survey | _____ | |
| b. _____ | e. Department of the Interior | _____ | |
| c. _____ | | | |
| 4. CSC TITLE AND BUREAU POSITION NO. ES01619 Associate Director | | SCHEDULE ES | SERIES 340 |
| | | GRADE 00 | |
| <input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input type="checkbox"/> GRADE | | | |

CERTIFICATIONS

| | |
|---|---|
| 5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. | 6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. |
| _____ (Signature of Supervisor) | Dora Brooks (Official Exercising Classification Authority) |
| _____ (Date) | 12/30/13 (Date) |
| TITLE _____ | TITLE Human Resources Specialist |

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES01619

| | | | | | | | | | | |
|--|--|---|--|---|--|---|-------------------|---|----------|------|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field | | 4. Employing Office Location Reston, Virginia | | 5. Duty Station Reston, Virginia | | 6. OPM Certification No. | | |
| New <input type="checkbox"/> Other <input type="checkbox"/> | | 7. Fair Labor Standard 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"/> | | 13. Competitive Level Code | | |
| Explanation (Show any position replaced) Updated Position Description to reflect recent organizational structure changes. | | | | 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) Ses (Gen.) <input type="checkbox"/> SES (CR) <input checked="" type="checkbox"/> | | 11. Position is: <input checked="" type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 12. Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <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. U.S. Office of Personnel Management | | | | | | | | | |
| b. Department, Agency or Establishment | Associate Director for Communications and Publishing | ES | 340 | 00 | Sim | 12/3/12 | | | |
| c. Second Level Review | | | | | | | | | |
| d. First Level Review | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | |

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

17. Name of Employee (if vacant, specify)
Barbara Wainman

| | | | |
|---|--|---|--|
| 18. Department, Agency, or Establishment U.S. Department of the Interior | | c. Third Subdivision Office of Communications and Publishing | |
| a. First Subdivision U.S. Geological Survey | | d. Fourth Subdivision 664DAA1000 | |
| b. Second Subdivision Office of the Director | | 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 Marcia McNutt Director, U.S. Geological Survey | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | |
| Signature Suzette M. Kimball | Date 11/6/2012 | 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 for Thomas Mulhern Director, Office of Human Resources | | 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. | |
| Signature Ann J. Costello | Date 11/8/12 | | |

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

24. Remarks

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

ASSOCIATE DIRECTOR FOR COMMUNICATIONS AND PUBLISHING

ES-0340

INTRODUCTION

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Program Representation and Coordination. As consultant and advisor to the Director, Deputy Director, Associate Directors, and Regional Directors, the Associate Director for Communications and Publishing has full authority to speak for and represent the USGS in all areas of external relations, including public information policies and programs and congressional and legislative activities, with Congress, Federal, State and local governments, the communications and information communities in the private sector, academic institutions, and to customer and constituent groups. The purpose of these activities is to provide advisory services to partners, develop collaborative communications and outreach programs, and to advance the general communication and understanding of the scientific program and research activities of the USGS. The incumbent also represents the Director to USGS managers in the development and implementation of communications strategies.

Supervisory Controls

Program direction and priorities are developed under broad administrative and policy direction through a consultative relationship with the Director, USGS. Oversight is normally through the establishment of long-range goals and objectives and a review of results in terms of broad programmatic and strategic accomplishments. Ultimate accountability for executive leadership to the bureau and management of the financial, operational support, information systems, and infrastructure resources for the communications activities is to the Director.

POSITION CLASSIFICATION AMENDMENT

| | | | | | | | |
|--|---|----------|--------|-------|----|-----|----|
| 1. OFFICIAL HEADQUARTERS Office of Communications and Publishing | 2. NAME OF INCUMBENT Barbara Wainman | | | | | | |
| 3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED | | | | | | | |
| IIa. _____ b. _____ c. _____ | d. U.S. Geological Survey e. Department of the Interior | | | | | | |
| 4. CSC TITLE AND BUREAU POSITION NO. ES01619 Associate Director | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SCHEDULE</td> <td style="width: 33%;">SERIES</td> <td style="width: 33%;">GRADE</td> </tr> <tr> <td style="text-align: center;">ES</td> <td style="text-align: center;">340</td> <td style="text-align: center;">00</td> </tr> </table> | SCHEDULE | SERIES | GRADE | ES | 340 | 00 |
| SCHEDULE | SERIES | GRADE | | | | | |
| ES | 340 | 00 | | | | | |
| <input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input type="checkbox"/> GRADE | | | | | | | |

CERTIFICATIONS

| | |
|---|--|
| 5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. _____ (Signature of Supervisor) | 6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. _____ (Date) |
| TITLE _____ | Dora Brooks (Official Exercising Classification Authority) TITLE Human Resources Specialist |
| _____ (Date) | 12/30/13 (Date) |

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

 Name Signature and Title of Supervisor

 Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

Explanation (Show any positions replaced)
Updates OF-8

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
DIES05269

| 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, Office of Acquisition and Property | ES | 1102 | 00 | | |
| c. Second Level Review | Management | | | | | |
| 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 the Interior

c. Third Subdivision

Dep Asst Secy-Budget, Finance, Perf & Acquisition

a. First Subdivision

Office of the Secretary

d. Fourth Subdivision

b. Second Subdivision

Assistant Secretary-Policy, Management & Budget

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

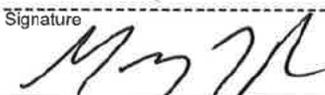
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature



Date

6/30/17

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

5 USC 3132

Typed Name and Title of Official Taking Action

Raymond Limon, Director, 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

7/2/17

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

24. Remarks

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

Director, Office of Acquisition and Property Management
ES-1102

Introduction

The position Director, Office of Acquisition and Property Management is located in the Office of the Assistant Secretary – Policy, Management and Budget. The Assistant Secretary – Policy, Management and Budget discharges the duties of the Secretary with the authority and direct responsibility for policy oversight, guidance and supervision in a broad range of management areas affecting nearly every aspect of Departmental operations, including planning, financial management, budgeting, human resources, acquisition and assistance, property, safety, risk assessment, aircraft services, and environmental compliance. Responsibilities include the development and implementation of administrative and operational policy, standards, objectives, and procedures for use throughout the Department, and the coordination of relatively autonomous bureau operational units.

The Director has the responsibility for developing, promulgating, promoting, and facilitating Departmental objectives, policies, plans, and programs and oversight, technical guidance and assistance in the areas of acquisition and grants management, fleet management, property management, museum collections management, space management policy, energy conservation, quarters management, and operations improvements. The Director oversees automated systems for data collection and program operation in their functional areas of responsibility and supports system integration within other functional areas. The Director is also responsible for reviewing and evaluating bureau and office program operations in these areas to ensure that Departmental policies are being implemented, the functions are managed for maximum efficiency and effectiveness, and proper procedures are being followed.

Major Duties

The Director has policy responsibility for leadership and administration of the Department's programs in acquisition and Federal assistance management (including contracting for information technology management); fleet management; property (personal, real and museum) management; quarters management; energy/water conservation; space management and operations improvement, and for serving as the principal advisor to the Secretariat and the bureaus and offices on matters pertaining to these programs. This includes:

- Develops and implements a Department vision covering acquisition, assistance, and property management which integrates key national and program goals, priorities, values, and other factors, including that which may be proposed by bureaus and offices of the Department. Continually strives to improve customer service and program performance, and demonstrates the ability to balance change and continuity.
- Establishes and maintains productive working relationships with internal organizational units, and develops and enhances alliances with external groups. Identifies the internal and external politics that affect the work of the organization.
- Serves as the principal advisor to the Senior Procurement Executive on all matters related to the functional areas of responsibility.

- Develops and implements agency-wide management direction of the acquisition system for the Department of the Interior in conjunction with the Senior Procurement Executive, including implementation of Interior's unique acquisition policies, regulations, and standards. This includes developing a framework to measure and evaluate acquisition office performance measures against stated goals, stressing accountability and continuous improvement, and enhance career development of the acquisition workforce.
- Develops and implements requirements of regulatory agencies such as the General Services Administration, Department of Labor, Government Accountability Office, and the Office of Management and Budget.
- Develops and implements financial assistance policy and procedures for all of Interior's assistance related activities.
- Coordinates all overlapping acquisition policy matters concerning small, disadvantaged and women-owned business programs with the Director, Office of Small and Disadvantaged Business Utilization.
- Develops policy and promotes the purchase of products and services from persons who are blind or disabled in accordance with the Javits-Wagner-O'Day Act.
- Provides, directly or through other bureaus, temporary operating assistance for Departmental organizations which lack adequate contracts and grants staff and/or expertise.
- In coordination with the Senior Procurement Executive, issues all Department of the Interior Acquisition Regulations.
- Develops and implements policies, procedures, and regulations relating to the Department's real and personal property (including motor vehicle/fleet management) management systems. Includes developing a framework to measure and evaluate property management performance measures against stated goals, stressing accountability and continuous improvement.
- Develops and implements policies, procedures and regulations relating to Interior's Quarters/housing program with functional oversight of Denver Administrative Service Center quarters personnel.
- Develops and maintains management information systems to support acquisitions, assistance, and property management.
- Develops, issues, reviews, and evaluates energy and water conservation programs within the Department at headquarters and in the field including alternate fueled vehicles.
- Develops, issues, reviews, and evaluates space management policy and programs of the Department.
- Develops and implements policies, procedures, and regulations relating the Department's museum property program.

- Fosters award recognition for innovation and best practices in all areas of responsibility, including the Steve Kelman Award, energy conservation, etc.

Supervisory Controls

The Director works under the general direction of the Assistant Secretary – Policy, Management, and Budget, and the Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition. The Director is delegated authority to act independently within their area of staff responsibility. Initiates objectives to be accomplished and is expected to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the Department's goals through application of a wide range of management and leadership skills.

Other

The Director demonstrates commitment to non-discrimination in the workplace by: a) ensuring that individuals are not denied employment or career advancement opportunities because of their sex, race, religion, national origin, sexual orientation, color, age, disability, or any other non-merit factor; b) by ensuring that any form of discrimination or sexual harassment is not tolerated; and c) providing developmental opportunities to subordinates to help them fully participate in the goal of achieving workforce diversity.

The Director develop, applies, and evaluates effective approaches to carry out the Department's goals in achieving workforce diversity within the organization. Provides effective leadership and direction to focus recruitment efforts and provides training and development programs to further workforce diversity goals in accordance with Department Policy.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

Lakewood, CO

6. OPM Certification No.

Explanation (Show any positions replaced)

Updates OF-8

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
DIES11036

| 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, Policy and Administration | ES | 0340 | 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

Department of the Interior

c. Third Subdivision

Policy and Administration

a. First Subdivision

Bureau of Reclamation

d. Fourth Subdivision

b. Second Subdivision

Deputy Commissioner-Policy, Administration & Budget

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

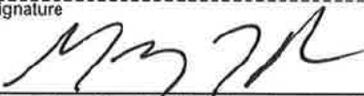
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature



Date

6/30/17

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

5 USC 3132

Typed Name and Title of Official Taking Action

Raymond Limon, Director, 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

7/2/17

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

24. Remarks

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

Director, Policy and Administration
ES-0340

Introduction

The incumbent serves as the Director, Policy and Administration and reports to the Deputy Commissioner, Policy, Administration and Budget (PAB), Bureau of Reclamation. In this capacity, the incumbent exercises full authority in assisting in the development of natural resources policy and technical standards and oversight of the administrative programs of Civil Rights and Human Resources Management necessary to successfully accomplish mission objectives. The incumbent is responsible for ensuring the high quality service and products are delivered to both internal and external clients and customers. The Associate Director, Policy and Associate Director, Administration report directly to this person.

Assignments are executed and completed within the broad general goals and objectives of the Bureau of Reclamation and the Department of the Interior. The Director, Policy and Administration exercises extreme latitude in the development and promulgation of broad policy, implementation guidance, and technical standards which govern Reclamation natural resources and technical standards, human resources, and civil rights and EEO issues.

Major Duties and Responsibilities

Principal advisor to the Commissioner and the Deputy Commissioner, Policy, Administration and Budget (PAB) on the development, formulation, promulgation, and enforcement of policies, standards, regulations, and guidelines affecting Reclamations mission objectives.

Provides leadership in the introduction, development and improvement of resource and administrative services capabilities and shares with the Deputy Commissioner, PAB and the Commissioner the highest level of responsibility for program planning; policy formulation, implementation, and application; and full execution of program support for the Commissioner's Office and the Denver Office. Advises the Deputy Commissioner, PAB and the Commissioner on matters of the highest level of concern for the program areas identified.

Serves as liaison, representing the Commissioner and the Deputy Commissioner, PAB, in supporting or presenting Reclamation's administrative management (Civil Rights and Human Resources) and natural resource policy issues before the Department of the Interior, Office of Management and Budget, Congressional committees, Federal and State agencies, and other special constituency groups.

Provides expert technical, fiscal, legislative, and policy advice and assistance to the Commissioner and the Deputy Commission, PAB regarding special water and related issues which affect Reclamation wide activities. Addresses the most complex and unprecedented water resource management problems and issues, and provides necessary oversight and

coordination for development of broad overviews, evaluation and recommendations covering very diverse programmatic management problems and activities.

Reviews, analyzes, and advises the Commissioner and the Deputy Commissioner, PAB on Federal and State legislation pertaining to resource and administrative policy areas. Considers the needs of Reclamation for additional and/or amended legislation, and collaborates with technical personnel to formulate specific recommendations to improve Bureau programs and policies.

Interfaces with Bureau and Department officials to assure that issues and policy assigned for development at subordinate levels receive the depth of review and coordination essential to meet the Commissioner's objectives.

Provides executive level leadership, management, and coordination activities pertaining to the Commissioner's objectives.

Directs and coordinates all areas of policy planning, approves and recommends policy, standards, and procedures, and delegates responsibilities under Policy and Administration.

Maintains responsibility for coordinating audits performed by the Office of the Inspector General (OIG) and the Government Accountability Office (GAO), and private accounting firms. Ensures that opening and closeout briefs are conducted with appropriate officials, and reports on findings are submitted to the Washington Office.

Provides positive direction to subordinate managers in establishing a continued commitment to diversity, and sensitivity for equal employment opportunity and affirmative action initiatives.

Provides program support for current management initiatives and administrative direction for organizational realignments; maintains administrative program expertise; exercises program oversight; and establish improved administrative program flexibility and efficiency.

Directs operations services for the Commissioner's Office and Denver Office and provides policy support for Regional and Area Offices in assigned functions. Position is designated to operate with an extremely high level of delegated authority and decision making responsibility to ensure that management practices are consistent and in full compliance with all legal and regulatory rules and procedures governing the assigned areas, including Federal, OMB, Departmental and Reclamation regulations, directives and policies.

Supervision Exercised

Provides the highest level of policy, program operations and organizational management, as delegated at the executive level, over varied and complex and administrative and management organizations. The heads of these organizations are properly classified to the GS-15 level. Through them, the Director, Policy and Administration provides the highest level of direction

and oversight, including responsibility for the full range of supervisory duties for subordinate division and/or office chiefs.

Supervision Received

The Director, Policy and Administration works under the general direction of the Deputy Commissioner, Policy, Administration and Budget (PAB) and the Commissioner in all matters within the assigned areas of responsibility. Administrative and management programs are executed within broad policy directives, regulations, guidelines, goals, and objectives of Reclamation and the Department of the Interior, consistent with Federal government mandates, accountability controls, human resources and civil rights/EEO laws and regulations.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

Lakewood, CO

6. OPM Certification No.

Explanation (Show any positions replaced)

Updates OF-8

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
DIES11036

| 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, Policy and Administration | ES | 0340 | 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

Department of the Interior

c. Third Subdivision

Policy and Administration

a. First Subdivision

Bureau of Reclamation

d. Fourth Subdivision

b. Second Subdivision

Deputy Commissioner-Policy, Administration & Budget

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

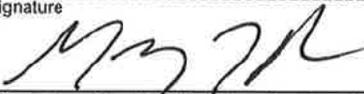
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature



Date

6/30/17

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

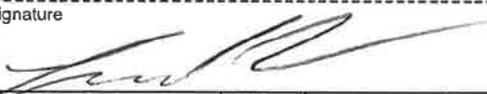
5 USC 3132

Typed Name and Title of Official Taking Action

Raymond Limon, Director, 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

7/2/17

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

24. Remarks

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

Director, Policy and Administration
ES-0340

Introduction

The incumbent serves as the Director, Policy and Administration and reports to the Deputy Commissioner, Policy, Administration and Budget (PAB), Bureau of Reclamation. In this capacity, the incumbent exercises full authority in assisting in the development of natural resources policy and technical standards and oversight of the administrative programs of Civil Rights and Human Resources Management necessary to successfully accomplish mission objectives. The incumbent is responsible for ensuring the high quality service and products are delivered to both internal and external clients and customers. The Associate Director, Policy and Associate Director, Administration report directly to this person.

Assignments are executed and completed within the broad general goals and objectives of the Bureau of Reclamation and the Department of the Interior. The Director, Policy and Administration exercises extreme latitude in the development and promulgation of broad policy, implementation guidance, and technical standards which govern Reclamation natural resources and technical standards, human resources, and civil rights and EEO issues.

Major Duties and Responsibilities

Principal advisor to the Commissioner and the Deputy Commissioner, Policy, Administration and Budget (PAB) on the development, formulation, promulgation, and enforcement of policies, standards, regulations, and guidelines affecting Reclamations mission objectives.

Provides leadership in the introduction, development and improvement of resource and administrative services capabilities and shares with the Deputy Commissioner, PAB and the Commissioner the highest level of responsibility for program planning; policy formulation, implementation, and application; and full execution of program support for the Commissioner's Office and the Denver Office. Advises the Deputy Commissioner, PAB and the Commissioner on matters of the highest level of concern for the program areas identified.

Serves as liaison, representing the Commissioner and the Deputy Commissioner, PAB, in supporting or presenting Reclamation's administrative management (Civil Rights and Human Resources) and natural resource policy issues before the Department of the Interior, Office of Management and Budget, Congressional committees, Federal and State agencies, and other special constituency groups.

Provides expert technical, fiscal, legislative, and policy advice and assistance to the Commissioner and the Deputy Commission, PAB regarding special water and related issues which affect Reclamation wide activities. Addresses the most complex and unprecedented water resource management problems and issues, and provides necessary oversight and

coordination for development of broad overviews, evaluation and recommendations covering very diverse programmatic management problems and activities.

Reviews, analyzes, and advises the Commissioner and the Deputy Commissioner, PAB on Federal and State legislation pertaining to resource and administrative policy areas. Considers the needs of Reclamation for additional and/or amended legislation, and collaborates with technical personnel to formulate specific recommendations to improve Bureau programs and policies.

Interfaces with Bureau and Department officials to assure that issues and policy assigned for development at subordinate levels receive the depth of review and coordination essential to meet the Commissioner's objectives.

Provides executive level leadership, management, and coordination activities pertaining to the Commissioner's objectives.

Directs and coordinates all areas of policy planning, approves and recommends policy, standards, and procedures, and delegates responsibilities under Policy and Administration.

Maintains responsibility for coordinating audits performed by the Office of the Inspector General (OIG) and the Government Accountability Office (GAO), and private accounting firms. Ensures that opening and closeout briefs are conducted with appropriate officials, and reports on findings are submitted to the Washington Office.

Provides positive direction to subordinate managers in establishing a continued commitment to diversity, and sensitivity for equal employment opportunity and affirmative action initiatives.

Provides program support for current management initiatives and administrative direction for organizational realignments; maintains administrative program expertise; exercises program oversight; and establish improved administrative program flexibility and efficiency.

Directs operations services for the Commissioner's Office and Denver Office and provides policy support for Regional and Area Offices in assigned functions. Position is designated to operate with an extremely high level of delegated authority and decision making responsibility to ensure that management practices are consistent and in full compliance with all legal and regulatory rules and procedures governing the assigned areas, including Federal, OMB, Departmental and Reclamation regulations, directives and policies.

Supervision Exercised

Provides the highest level of policy, program operations and organizational management, as delegated at the executive level, over varied and complex and administrative and management organizations. The heads of these organizations are properly classified to the GS-15 level. Through them, the Director, Policy and Administration provides the highest level of direction

and oversight, including responsibility for the full range of supervisory duties for subordinate division and/or office chiefs.

Supervision Received

The Director, Policy and Administration works under the general direction of the Deputy Commissioner, Policy, Administration and Budget (PAB) and the Commissioner in all matters within the assigned areas of responsibility. Administrative and management programs are executed within broad policy directives, regulations, guidelines, goals, and objectives of Reclamation and the Department of the Interior, consistent with Federal government mandates, accountability controls, human resources and civil rights/EEO laws and regulations.

Director, Office of Law Enforcement and Security
ES-1811

Introduction

As Director, Office of Law Enforcement and Security, the incumbent is responsible for the supervision and oversight of the office under the Deputy Assistant Secretary – Law Enforcement, Security and Emergency Management (DAS) and serves as the principal advisor to the DAS on law enforcement, homeland security, and intelligence policies, systems, and issues.

This Office provides departmental oversight and direction of law enforcement, security, homeland security and intelligence activities. The Director develops and implements policy regarding issues that affect department-wide law enforcement, homeland security, intelligence, and security programs. The incumbent coordinates and monitors a wide variety of special emphasis and high priority law enforcement and homeland security issues. The DOI law enforcement and security function consists of approximately 4,300 officers and agents assigned to seven separate and distinct organizational units within five DOI bureaus.

This position requires a commissioned law enforcement officer who must qualify for a Top Secret security clearance and approval for access to Sensitive Compartmented information. The incumbent is required to participate in firearms training, qualifications, and appropriate physical training consistent with departmental law enforcement and security standards.

Duties and Responsibilities

Planning – 45%

Directs the overall planning, development and coordination of department-wide law enforcement, intelligence, and security policy capable of meeting the requirements of a complex and multi-faceted law enforcement and security organization.

Oversees and sets standards for leadership, organizational control, common methodologies, and accountability of departmental law enforcement and security functions and activities to meet the dictates of the Deputy Assistant Secretary.

Oversees and convenes a Law Enforcement Board of Advisors made up of the senior law enforcement personnel in each bureau to ensure consistency and collaboration in significant law enforcement and homeland security issues that impact the Department.

Serves as the primary interface and point of contact for the Department for national security information matters. Coordinates with external partners, such as the intelligence community, Department of Homeland Security, as well as state and local intelligence entities.

Oversees the development and implementation of protective measures for the Department's most critical facilities and infrastructures to prevent acts of terrorism. Ensures that relevant DOI bureaus are fully integrated into the government-wide programs and initiatives focused on

detecting and preventing terrorist acts.

Reviews existing and proposed legislation and regulations relating to programs and operations of the Department and makes recommendations to the DAS-LESEM concerning the impact of such legislation or regulations on the security of resources and the administration of departmental programs and operations. Determines impact on law enforcement and security activities, and develops options for changes and/or necessary program additions to meet requirements.

Policy – 45%

Establishes policy coordination and information flow between the Department and bureau law enforcement and security staffs, as well as among law enforcement, and facilities/personnel functions.

Ensures that the Department is fully integrated and in compliance with all Presidential directives, and other initiatives dealing with homeland security, law enforcement, and intelligence issues. Formulates, plans, and implements program changes to ensure responsiveness and adherence to current requirements and policies. Consults with and furnishes counsel to the Deputy Assistant Secretary and other departmental staff in the development or expansion of programs affecting these areas.

Serves as the principal liaison between the Department and external partners in the federal, state, local, and tribal law enforcement community. Maintains a close working relationship with bureau law enforcement and security leadership, the Solicitor, the Inspector General, and numerous external law enforcement, homeland security, and intelligence agencies.

Provides policy direction for and coordinates personnel security investigations to determine the suitability and security eligibility for departmental and bureau employees. Oversees and coordinates counterintelligence activities and investigations in support of departmental and national security objectives and policies.

Provides policy direction for and coordinates an information security program to protect classified national security information and sensitive automation and data files from espionage, sabotage or unauthorized disclosure

Provides management and supervision for the activities of the personnel and staff of the Office of Law Enforcement and Security. Insures management techniques and policies are based on sound organization, position, management and federal employment practices, including EEO.

Operational – 10%

Directs the coordination of law enforcement policy, strategy, and resources to ensure effective alignment with facility security needs; manages internal and external national security intelligence functions; coordinate and direct homeland security strategies and policies and coordinates all DOI law enforcement and homeland security requests for emergency or other supplemental funding or expenditures.

Directs Office staff and coordinates emergency and ad hoc law enforcement and homeland security operations, with minimal supervision and direction. Provides overall executive direction and coordination to the Office in conducting department-wide law enforcement, and security operations, including formulation of law enforcement and security budgets and organizational plans, establishment of objectives and monitoring and evaluation of methods of operations.

Supervision and Guidance Received

The incumbent is supervised by the Deputy Assistant Secretary – Law Enforcement, Security and Emergency Management, who provides very general administrative direction. The incumbent carries out the duties and responsibilities of this position independently, exercising leadership and managerial ability in planning, implementing, and evaluating law enforcement and security policies and programs for the Department. Consults with the DAS-LESEM, other internal and external entities, including governmental law enforcement, security, intelligence, and criminal justice organizations to ensure complete and best practices. Performance is evaluated based on the fulfillment of program objectives, effect of advice and influence on the overall programs and the contribution to improved law enforcement and security operations.

Other

Incumbent provides positive direction and implementation of departmental EEO objectives. Incumbent fosters merit-based practices in recruitment, selection, appointment, training, and recognition processes.

Incumbent supports all management objectives of the departmental Drug-Free Workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

1. Demonstrated executive level ability to lead law enforcement, security, and intelligence management programs in a large, geographically-dispersed organization.
2. Demonstrated executive level ability to collaboratively work across organizational (federal, state, local, and tribal) lines in implementing law enforcement, security and intelligence programs.
3. Expert knowledge of and demonstrated competency in the application/implementation of the full range of law enforcement, and security laws, regulations, policies, and programs.

**Evaluation Statement for the
Director, Office of Law Enforcement and Security
Assistant Secretary - Policy, Management and Budget
As a Senior Executive Position**

Introduction and Background

The Director, Office of Law Enforcement and Security (hereafter as "Director") is responsible for the supervision and oversight of the office under the Deputy Assistant Secretary – Law Enforcement, Security and Emergency Management (hereafter as "DAS") and serves as the principal advisor to the DAS on law enforcement, homeland security, and intelligence policies, systems, and issues.

This Office of Law Enforcement and Security provides departmental oversight and direction of law enforcement, security, homeland security and intelligence activities. The Director develops and implements policy regarding issues that affect department-wide law enforcement, homeland security, intelligence, and security programs. The incumbent coordinates and monitors a wide variety of special emphasis and high priority law enforcement and homeland security issues. The DOI law enforcement and security function consists of approximately 4,300 officers and agents assigned to seven separate and distinct organizational units within five DOI bureaus.

Series Determination

The Director exercises executive direction, oversight, and coordination of a Department-wide, geographically dispersed law enforcement, security, and intelligence programs and must possess knowledge of the laws, regulations, policies, principles and procedures related to these programs in order to administer these programs, as well as to advise and make recommendations relating to these areas to the DAS, the Assistant Secretary - Policy, Management and Budget and other high ranking officials.

This position requires functional technical expertise, extensive background and experience in law enforcement, homeland security, intelligence, emergency management, and security policies, practices and programs, managerial and/or executive ability and knowledge, and a commissioned law enforcement officer with firearm and physical qualification. Because of these requirements, this job is best categorized in the Criminal Investigation series, GS-1811, which includes positions that involve planning criminal investigations relating to violations of criminal laws. Director, Office of Law Enforcement and Security is a fully descriptive and appropriate title for this SES position.

Grade Determination

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard and is fully justified in the Senior Executive Service as outlined in guidance on functional criteria from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this position raise this position above the highest factor level provided in the Primary

Standard.

As required by Office of Personnel Management's (OPM) SES functional criteria, the incumbent is held accountable for the success of a specific program and monitors progress toward organizational goals with evaluation and necessary adjustments toward accomplishment. The incumbent's responsibilities related to the management of law enforcement, security and intelligence programs cross cuts all functional areas and entities of the Department with results effecting Departmental missions, programs, and compliance with legislative and other requirements. The Director ensures programs, policies and initiatives include results-oriented approaches, timely and accurate reporting, effective long range and strategic planning, and integration of program plans.

The Director represents the DAS and the Assistant Secretary - Policy, Management and Budget in both internal and external meetings and various high level departmental and interdepartmental committees and task forces. The Director is the point of contact for programs and policies related to law enforcement, security and intelligence for the Assistant Secretary - Policy, Management and Budget, as well as for partnerships with other Federal agencies, State and local governments, private industry, colleges and universities, and professional and technical associates. Superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. Representational skills and analytical ability are also critical to this position, as well as seasoned judgment to identify and seize opportunities to prevent problems and or conflicts that affect the image of the Department of the Interior's responsibility to employees, customers, Tribes, individual Indians, and Congress.

The incumbent directs the work of the organization, an SES functional criterion specified by OPM. The Director is responsible for activities directly affecting law enforcement, security and intelligence programs, which impacts States, Tribes, counties and other agencies in the Federal Government. In addition, the work of the incumbent directly affects the engendering of confidence in the way that the Department manages its law enforcement and security responsibilities.

The incumbent is held accountable for policy development and guidance to all impacted offices of several nation-wide programs, another OPM SES functional criterion. The work requires a broad ability to analyze both policy and technical matters, to make executive decisions, and to advise the DAS and the Assistant Secretary - Policy, Management and Budget on law enforcement, security and intelligence programs and activities. Work is carried out with only very general review and consultation.

An incumbent with exceptional managerial ability and a broad background demonstrating both knowledge of and experience in law enforcement, security, and intelligence is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of law enforcement and homeland security programs that is critical not only to the credibility of the Department but the well-being of its 78,000 Department employees, 183,000 volunteers, and 2400 operating locations.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIE615414

| | | | | | | | | | |
|--|--|---|--|---|--|---|--|--|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other | | 4. Employing Office Location Philadelphia PA | | 5. Duty Station Philadelphia PA | | 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 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 type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 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 type="checkbox"/> 3-Critical <input checked="" 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 | Regional Director, Northeast Region | ES | 0340 | 00 | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Regional Director, Northeast Region | ES | 0340 | 00 | | |
| 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 Interior | c. Third Subdivision Northeast Region |
| a. First Subdivision National Park Service | d. Fourth Subdivision |
| b. Second Subdivision Office of the Director | 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 Margaret O'Dell Deputy Director, Operations | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature _____ Date 7/12/13 | 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 Thomas Mulhern Director, 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 7/15/13 | |

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

24. Remarks _____

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

REGIONAL DIRECTOR, NORTHEAST REGION

Introduction

Incumbent is Regional Director, Northeast Region, and serves, within delegated authority and established Service-Wide policy, as principal representative of the Director on all National Park Service (NPS) issues.

The Northeast Region carries out the National Park Service's mission in thirteen Northeastern states. In these thirteen states there are 100 parks and affiliated sites. The Region is composed of complex and varied natural resources, ranging from the rock-bound shores of Maine to the eastern deciduous forests of the Appalachian Mountains, and from the coastal barrier islands to the subalpine summits. The region's history is complex and many faceted. From Colonial times through the Revolution, from the first railroads through the Industrial Revolution, from the Civil War through the Cold War, the Region tells the cultural, natural, and anthropological story of the Northeastern United States.

This region is the most densely-populated area of the United States. In this highly urbanized and ethnically diverse area (the Eastern megalopolis), the National Park Service offers experiences to 55 million people representing more than 20% of the entire National Park System. Home to a third of all National Park Service museum collections, a quarter of all historic structures, and almost 50% of the country's National Historic Landmarks, the region clearly reflects an extraordinarily rich American heritage. The thirteen states that comprise the Region account for 26% of the U.S. Senate and account for 24% of the U.S. House of Representatives.

Duties and Responsibilities

Manages programs associated with interpretation, use, development, protection, maintenance and environmental quality. Programs involve maintenance of standards in respect to engineering, architecture, landscape architecture, history, archeology, forestry and other natural sciences. They also include development of a construction program, land acquisition, determination of priorities, fiscal control of funds and personnel, and administrative management necessary to accomplish the objectives of NPS legislation. Programs managed not only have local impact; they also carry national and international recognition and responsibility.

Manages through partnerships and cooperators many allied programs that complement the direct line programs of the parks and Park Service (Rivers and Trails, etc.)

Manages a broad spectrum of partnership programs, including significant public-private projects from \$1 million to well over \$5 million. Works with several not-for-profit organizations involved in major fundraising campaigns, e.g. Statue of Liberty, Ellis Island, National Parks of New York Harbor, Gettysburg, Valley Forge, etc.

Assumes leadership in the NPS civic engagement initiative, promoting public involvement and dialog in key planning, interpretation, education, and preservation issues.

Assumes leadership in NPS education programs, engaging national and regional leadership in a variety of initiatives, including establishment of learning centers, education centers, support of teacher training workshops, development of park and multi park education programs, etc.

Oversees and supports the development and implementation of the National Parks of New York Harbor with the NPNYH Commissioner to include resource sharing, transportation, public relations, business management, and fundraising.

Provides support for heritage areas and the development of an NPS heritage area program. Supports linking heritage areas with NER parks.

Manages a large cadre of cultural and natural resource specialists, including archeologists, historians, historic architects, ethnographers, curators, landscape architects, biologists, hydrologists, geologists, and other disciplines.

To ensure best practices in business management, to assist in the protection of park resources, and to provide visitor and community services, oversees development of business management expertise throughout the region. Develops partnerships with not-for-profit organizations and business schools, supports appropriate staffing in parks and in the regional office, and encourages best innovative and best practices in achieving the NPS mission.

Provides leadership for parks and partners, including National Historic Landmarks, park neighbors, communities of interest, and local, regional, and national land management agencies, in developing thematic linkages that support mutual education and preservation goals.

Serves as a member of the National Leadership Council (NLC). This group sets overall policy, priorities and direction for the Service and forms the executive group for developing strategic direction and making decisions involving the National Park Service as a whole. The NLC collectively sets the tone for teamwork, facilitation, and collaboration within the NPS, with the Service's partners, and with the public in carrying out the mission of the Service.

Insures that NPS programs are interpreted and carried out properly and in accordance with policies and procedures. Establishes necessary policies and procedures pertinent to the effective direction, operations, and evaluation of programs within jurisdiction.

Represents the NPS with authority to speak for the Director on all activities which promote or facilitate the accomplishment of NPS objectives.

Has ultimate responsibility to the Director for the effectiveness of numerous public relations activities. Is confronted with a wide variety of social and civic problems, frequently of a critical or highly controversial nature. These problems are often of national as well as local and regional interest and importance.

Maintains effective liaison and working relationships with members of Congress; the Secretary of the Interior and members of his/her staff; officials of other Federal, State and Tribal agencies; elected leaders (Governors, Chairpersons, Presidents, etc.) of American Indian tribes; mayors of major cities and other municipal authorities; and, a diverse range of organizations, groups, and individuals. Oversees a broad and varied external affairs program. Through Federal, State, Tribal and private liaison, provides advice and cooperation to public and private entities seeking assistance in park management, development, suitability studies, etc. Keeps the public informed about NPS missions, achievements, and activities. Issues statements clarifying or interpreting NPS policy and objectives through speeches, correspondence, articles and the news media. Keeps the Director informed of trends which may affect NPS policy and objectives.

Maintains a broad general knowledge of program objectives of other Federal agencies and States toward National Parks, and specifically when their objectives relate to or indicate a probable overlapping or conflict with NPS objectives. Initiates action on those matters considered to be in the best interest of the NPS, including entering into contracts and cooperative agreements.

Through key staff members, assumes responsibility for the protection of park resources and visitors. This responsibility involves the enforcement of applicable laws and preservation of natural and cultural resources.

As a manager, is responsible for insuring equal opportunity for all employees supervised and in the selection of employees for training, promotions, awards and recognition, and other career development opportunities. Insures fair and unprejudiced employment practices in the recruitment and selection of candidates for appointments to positions. Is responsible for actively supporting the Equal Opportunity Program in day-to-day activities.

Is responsible for on-the job safety and health of all employees directly and indirectly supervised. Initiates efforts which conform to Service-wide Safety Program goals. Responsibilities include direction of identification and correction of job safety and health hazards, instruction of employees on safety requirements for job assignments, reviewing and reporting loss incidents, initiation of corrective measures for violations of the Occupational Safety and Health Act standards, and direction of the periodic inspection of all workplaces.

Regardless of the status of local employee organizations, is responsible for being knowledgeable about management's role and responsibilities in labor management

relations. Where local agreements are in effect, is responsible for becoming completely knowledgeable of the terms of the agreements.

Supervision Received

Operates under general administrative direction of the Deputy Director, NPS. Work is reviewed only in the broadest sense, typically for effective accomplishment of overall goals and objectives, and adherence to policy matters.

Knowledge Required

Demonstrated experience in advanced management concepts, principles and practices for a large government entity.

Thorough knowledge of the enabling legislation, political foundations, constraints and processes used in NPS/DOI to develop and implement changes to policies and procedures.

Expert knowledge of the laws and regulations governing the preservation of natural and cultural resources.

In-depth knowledge of the organization, mission and objectives of the NPS.

Knowledge of other DOI Bureaus and Departments of the Federal Government that impact the NPS mission.

Demonstrated ability in building networking partnerships with similarly situated organizations, Congress, and other Federal agencies.

Demonstrated skill in managing or directing a variety of regional and/or service wide operations and program functions.

Program Scope and Effect

The Regional Director exercises direction over mission-critical program operations within the Northeast Region. Regional functions have impact on various issues that have national, regional and/or local consequences. Customers and partners include a myriad of Federal organizations that are engaged in extremely sensitive and complex activities. The Northeast Region comprise over 100 natural, recreational, historic, and cultural park units, which receive millions of visits annually. These programs are of great public interest.

Organizational Setting

This position is accountable to the Deputy Director of Operations, which is an SES

position. As the Regional Director, the incumbent manages regional activities with wide latitude and exercises independent judgment in deciding courses of action, keeping the supervisor informed of significant events. Constant and close coordination with senior leadership positions in the Director's office is critical. The work of the position is reviewed in terms of accomplishment of goals and objectives and the success of the position in complying with management objectives and NPS initiatives.

Supervisory and Managerial Authority Exercised

The Regional Director provides direct supervision for Superintendents and additional subordinates in the Northeast region. The incumbent provides executive level direction to his/her subordinates in the development of long-range goals, plans and strategies concerning NPS programs; oversees overall program planning, direction and execution within the Northeast region.

Personal Contacts

Represents the Director in interactions with the Secretary of the Interior and members of his/her staff, members of Congress, mayors of major cities, Governors, and other municipal authorities. Coordinates program activities and represents the Service on matters with potential for controversy, high visibility, or political sensitivity. Contacts may take place in meetings, conferences, briefings, speeches, and presentations which may require extemporaneous response. Preparation typically includes briefing packages or similar presentation materials, requires extensive analytical input by subordinates or other agency bureau staff members and involves the assistance of subordinate staff.

Purpose of Contacts

The purpose of contacts is to influence, motivate, or persuade persons or groups to accept recommendations concerning NPS operations and programs. This requires skills in explaining and defending NPS positions and the ability to exercise persuasiveness and negotiation skills in dealing with individuals who may be opposed to specific proposals because of different perspectives, philosophies, considerations or the impact on their resources. The individuals contacted may be sufficiently fearful, skeptical or uncooperative that highly developed communication, negotiation, conflict resolution and similar skills must be used to obtain the desired outcome.

Difficulty of Typical Work Directed

Work directed may include any area of NPS activity, both internal to the Service as well as that heavily influenced by partners and external stakeholders. Work regularly requires extremely short deadlines or turnaround and necessitates obtaining input from a large

number of affected individuals and parties whose knowledge, understanding of the total situation may be quite limited.

Other Conditions

This position involves the coordination of decision-making practices and the development of management initiatives. The Regional Director must coordinate and integrate the efforts of subordinates to provide a concerted approach for effective program management, avoiding overlap and achieving synergies of efforts. Operations must be monitored and accessed to assure alignment with broader organizational goals, priorities and strategies.

1. Agency Position No. **DIES15446**
 6. OPM Certification No.

2. Reason for Submission: Ridescription New Hiders Field Reestablishment Other

3. Service: Hiders Field

4. Employing Office Location: **Washington, D.C.**

5. Duty Station: **Washington, D.C.**

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosures 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 | ES | 1811 | 00 | <i>[Signature]</i> | 2/22/07 |
| c. Second Level Review | | | | | |
| d. First Level Review | ES | 1811 | | | |
| e. Recommended by Supervisor or Initiating Office | ES | 1811 | | | |

18. Department, Agency, or Establishment: **Department of Interior**

a. First Subdivision: **U.S. Fish and Wildlife Service**

b. Second Subdivision: **Office of Law Enforcement**

17. Name of Employee (if vacant, specify)

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.

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

a. Typed Name and Title of Immediate Supervisor:

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):

Deputy Director, FWS

Signature: *[Signature]* Date: **11/9/06**

Signature: _____ Date: _____

21. Classification/Job Grading Certification: I certify that the 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:

JENNY H. MALLIOS
DIRECTOR, EXECUTIVE RESOURCES, OHR

Signature: *[Signature]* Date: **2/26/07**

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 |
|-------------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employees (optional) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

24. Remarks: Risk Designation: High Risk

Department of the Interior, FLEET Specialist *[Signature]*

This PD has been approved as follows: under 5 USC 6336(b) and 8412(d)

Firefighter _____ Law Enforcement _____

Primary _____ Secondary/Administrative _____ Sec/Supvy _____

Approval Date: **May 13, 2007**

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

**CHIEF
OFFICE OF LAW ENFORCEMENT**

INTRODUCTION

The U.S. Fish and Wildlife Service (Service) is responsible for the stewardship of the Nation's fish and wildlife resources through the conservation, enhancement, and protection of fish, wildlife, and plants and their habitats. These objectives are carried out through the management of fish and wildlife populations, the generation of scientific data that will ensure the improvement and protection of a quality environment, and the operation of a Nationwide system of wildlife refuges, fish hatcheries, and ecological services offices. Service activities are conducted in cooperation with other Federal and state agencies and with private organizations. The Service protects fish, wildlife, and plants through a wide range of law enforcement techniques. Prior law enforcement experience is required for incumbents of this position.

MAJOR DUTIES AND RESPONSIBILITIES

The Chief, Office of Law Enforcement serves as the primary advisor to the Director on Service responsibilities in the areas of all law enforcement activities that contribute to the protection of plant and wildlife species in accordance with the Endangered Species Act, Lacey Act, CITES and other laws, treaties, and regulations in order to insure the accomplishment of the law enforcement mission of the Service. He/She represents the Service before Congressional Committees, individual members of Congress, Federal Courts, officials of other Interior Bureaus, other Federal agencies, and officials of State and County governments.

The Chief provides overall leadership and direction for the law enforcement activities for which other public agencies and the general public have a vested interest or legal concern. He/She serves as a technical expert in the area of law enforcement to various international agencies and assures the administration of a sound law enforcement program within the Service. The incumbent's activities have a direct effect on the short and long-term impact of the Service's law enforcement program and contribute substantially to the effectiveness of other Federal, State, and international programs.

The Chief carries out the Department's responsibilities relating to the provisions of laws listed in the Fish and Wildlife Manual and any regulations of the Secretary of the Interior in Title 50 of the Code of Federal Regulations that are issued pursuant to these laws and administers and directs the activities of the entities described below. The Chief is responsible for coordinating the operations of the Washington Office and oversees and coordinates the investigative and inspection activities nationwide.

The Chief oversees field operations through seven regional law enforcement offices managed by Special Agents in Charge. These offices are supervised by the Chief, Office of Law Enforcement and assist him/her in administering the law enforcement responsibilities of the Service. These offices provide guidance on investigations of wildlife violations in the States within their regions

and oversee the wildlife inspection program at ports of entry.

The Division of Law Enforcement Operations consists of four branches and a repository within the Headquarters Office and is supervised by a Division Chief. The Division Chief oversees and coordinates the work of the following branches.

- The Branch of Investigations is responsible for a wide range of policy and operational concerns and reviews/evaluates enforcement programs and recommends regulatory, policy, and procedural changes.
- The Branch of Wildlife Inspections provides guidance and direction for the national wildlife inspection program; coordinates enforcement and compliance efforts with other Federal agencies, foreign governments, special interest groups, and the general public; and develops and conducts training on wildlife trade issues.
- The Branch of Training and Inspection coordinates law enforcement training with the Federal Law Enforcement Training Center and other organizations; is responsible for internal audits of regional and field law enforcement offices; and develops and provides basic and refresher enforcement training for Service special agents and wildlife inspectors.
- The Branch of Special Operations plans and conducts complex covert investigations of national and international significance and is responsible for the collection and development of intelligence data that relate to the Service's law enforcement responsibilities.
- The National Wildlife Property and Eagle Repository supplies abandoned and forfeited wildlife items to schools, universities, and museums; and provides Native Americans with eagles and eagle feathers for religious purposes.

The Division of Technical and Field Support consists of two branches within the Headquarters Office and is supervised by a Division Chief. The Division Chief oversees and coordinates the work of the Branch of Law Enforcement Data Systems and the Branch of Planning and Analysis.

- The Branch of Law Enforcement Data Systems is responsible for the development and maintenance of the Law Enforcement Information Management System, the Law Enforcement public web pages, and the Law Enforcement Intranet site.
- The Branch of Planning and Analysis is responsible for the Office of Law Enforcement budget planning and development, administrative support, and facilities/property management.

The Professional Responsibility Unit investigates misconduct complaints involving Service law enforcement personnel as well as multiple noncommissioned refuge system supervisors and managers with line authority over law enforcement personnel. In addition to the conduct of internal investigations, this unit also assigns and oversees the conduct of administrative inquiries by Service managers/supervisors. This Unit coordinates investigations with the Department of the Interior, Office of the Inspector General, as appropriate.

The National Fish and Wildlife Forensics Laboratory is the world's first and only full-service

crime lab devoted to using science to help solve wildlife crimes. The lab is located in Ashland, Oregon and supervised by the Lab Director. The lab staff consists of forensic scientists and other personnel whose primary mission is making species-specific identifications of wildlife parts and products seized as evidence and to link suspect, victim, and crime scene through the examination and comparison of physical evidence. The laboratory is also responsible for determining the cause of death of wildlife crime victims, information that can be crucial in many investigations.

MANDATORY REQUIREMENT

Previous law enforcement experience, as gained by substantial service in a primary law enforcement position or equivalent experience outside the Federal government, is a mandatory prerequisite for incumbents of this position.

SUPERVISORY CONTROLS

The above duties are performed under the broad, general direction of the Director, who relies on the incumbent as principal deputy in the conduct of the above specified programs.

OTHER

The incumbent actively supports and implements the equal employment opportunity program as specified in national, area, and local affirmative action plans. This includes ensuring equal opportunity for all employees under his/her supervision in selections for training and education programs, promotions and awards, and includes fair and impartial recruitment and selection of new employees.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES 15448

| | | | | | |
|---|--|---|---|--|--------------------------|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" 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 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 type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input 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 | |
| Explanation (Show any positions replaced) | | 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 | Superintendent, NAMA | ES | 0340 | | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Superintendent, NAMA | ES | 0340 | | | |
| 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 the Interior | c. Third Subdivision National Mall & Memorial Parks |
| a. First Subdivision National Park Service | d. Fourth Subdivision |
| b. Second Subdivision National Capital Region | 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

a. Typed Name and Title of Immediate Supervisor
Robert Vogel, RD, National Capital Region

Signature: *Robert A. Vogel* Date: 2-3-15

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

Signature: _____ Date: _____

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.

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
Thomas Mulhern, Director, Office of HR

Signature: *Thomas Mulhern* Date: 2-5-15

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

**Superintendent
National Mall & Memorial Parks
ES-0340-00**

INTRODUCTION:

Situated along the eastern shore of the Potomac River in Washington, D.C., the park is comprised of 12 units of the National Park System, over 1,000 acres of cultural, natural and recreational areas and more than 80 historic structures. It has its origin in the historic city of Washington and constitutes the central core of Federal lands in the Nation's Capital, serving a multiplicity of purposes. The Superintendent's primary charge is the preservation, protection, maintenance and interpretation of the National Mall, the core of the Nation's Capital, containing the principal symbols of our heritage: the Jefferson and Lincoln Memorials, the Washington Monument, the Franklin Delano Roosevelt Memorial, the Vietnam Veterans Memorial, the Korean War Veterans Memorial, the George Mason Memorial, and the WWII Memorial. The remaining Memorial Parks contain iconic tributes to the persons and events that shaped the evolution of our nation, including sites such as the African American Civil War Memorial, National Law Enforcement Officers Memorial, Japanese-American Memorial, and Ford's Theatre National Historic Site. Pennsylvania National Historic Park comprises several important iconic elements such as the Navy Memorial, Pershing Park and Freedom Plaza. It also serves as the symbolic link between the Executive and Legislative branches of government and is the scene of this Nation's peaceful transition of power during the Presidential Inaugurals.

Annual visitation exceeds 25 million visitors. All park resources are heavily impacted by activities attendant to an urban metropolitan complex and the seat of National and local governments. An equally important and highly sensitive responsibility of the Superintendent is to serve as; preservation, maintenance and logistical support arm for the Executive Residence at the White House. The park serves as a setting for numerous Federal buildings, the Smithsonian Institution, and other memorials of historical significance and as a result must be impeccably maintained. In the downtown Washington, D.C. area over 150 major historic parks, squares circles and triangles are managed by the Superintendent, many with their own constituencies. The Memorial Parks also encompass emergent residential and business areas where park reservations such as Dupont Circle and Logan Circle, Franklin Square and Samuel Gompers Park, have become significant elements of the fabric of these neighborhoods. The Superintendent is responsible for many historic structures, including the Old City Canals Lockkeeper's House, The Bullfinch Gate posts, the Japanese Stone Lantern (over 500 years old), and 65 other diverse statues and monuments spread throughout the downtown area. To reinforce the city's historical character, simple plaques are located throughout the park including at the second largest equestrian statue in the world - the Grant Memorial.

The Superintendent is responsible for the preservation and interpretation of Ford's Theatre National Historic Site and the House Where Lincoln Died (the Petersen House), and cooperative management of this site with the Ford's Theatre Society. The Superintendent is responsible for the visitor service function at the observation tower of the Old Post Office Building (the Nancy Hanks Center) through a cooperative agreement with the General

Services Administration.

Responsible for one of the largest and most complex maintenance programs in the National Park Service, the Superintendent provides expert advice and support to many other parks, organizations and agencies, including the White House, General Services Administration, Department of Interior, and the Army Corp of Engineers.

The Superintendent manages intensive recreation programs in the less formal East and West Potomac Parks, in which various sports, special events and other activities are conducted throughout the year. The Superintendent manages public use within the National Mall where over 3,000 permitted public gatherings, special events and First Amendment activities are held annually, equaling over 15,000 permitted use days annually and providing the most intensive public use in the National Park System.

The park is world renowned as a botanical showcase with thousands of selected trees, flowers and shrubs: American Elm trees line the Mall as specified in the historic McMillan Plan. The world famous Japanese Cherry Trees adorn the banks of the Tidal Basin, the Washington Channel and the Potomac River. The Reflecting Pool, Constitution Gardens Lake, and 22 other ornamental pools and fountains bring aesthetic and maintenance challenges to the park. In East Potomac Park, golf and tennis courts are available for public use: there are areas for picnicking and other passive activities including fishing and a children's playground area suitable for use by the handicapped.

The Superintendent is responsible for a wide variety of facilities, programs and activities in the Nation's Capital. Daily operations, planning and management decisions and park policy come under intense scrutiny. Political astuteness, sensitivity, sound judgment, and the ability to remain current in the fast paced, changing environment are requisites for successful management. Each day presents the Superintendent with a wide range of operational challenges: pressing maintenance and preservation concerns, support for nationally sponsored events and parades, accommodation of group activities which embrace political demonstrations and ethnic celebrations, the arrivals and departures of world leaders, and a host of recreational pastimes. A veritable kaleidoscope of activities occurs daily in the park.

MAJOR DUTIES:

A. Management

Provides direction, management, supervision and evaluation of park programs with an annual operating budget of \$31 million, ensuring effectiveness and cost efficiency. Provides leadership in the development of the policies, standards and procedures which govern the professional conduct of work related to the administration and implementation of the programs, including the functional areas of public use management, resource preservation, resource education and interpretation, fiscal and human resource management, park Maintenance, visitor services, safety management, concessions and park partnerships, public Affairs, budget planning and execution, and park development.

Manages and directs a park staff of 350 +persons; responsible for maintaining a positive working relationship with the park employees including community representatives and a variety

of officials within and outside the Bureau concerning the delegated authorities related to the management and preservation of the cultural, historical, and natural resources of the park. The frequency, intensity and changing nature of external influences requires the Superintendent to anticipate future requirements with accuracy to adjust human, material and fiscal resources to maintain programmed service levels and to meet unprogrammed needs. Numerous programs, projects and activities, some of which may be conflicting in nature and require careful planning and coordination to achieve successful results, must be integrated into the park's mission. The reconciliation of divergent recommendations and viewpoints from all interested groups and individuals is a major responsibility of the position and involves continual contacts with Executive Office of the President: Office of the Mayor of Washington, D.C. and City Council Members: U.S. Secret Service: General Services Administration: State Department and International Embassies: Office of Personnel Management: Departments of Agriculture, Commerce and Treasury: Smithsonian Institution: Metropolitan Transit Authority: Commission of Fine Arts: National Capital Planning Commission: D.C. Historic Preservation Officer: Pennsylvania Avenue Quarter Association: Army Corp of Engineers: Vietnam Veterans Memorial and National Law Enforcement Officers Memorial Funds: Downtown, Golden Triangle and Capitol Hill Business Improvement Districts: Logan Circle, Dupont Circle and Southwest DC citizens associations: DC Public Schools System: Navy and Korean War Veterans Memorial Foundations: Washington Monument Society: Department of Defense: Polo and Field Hockey Associations: and local businesses.

Provides coordination, direction and guidance to the United States Park Police in the accomplishment of basic law enforcement and security functions and in planning and presentation of special events and programs.

B. Development

Responsible for strategic planning and the establishment of short range and long range goals, objectives and standards to ensure effective and efficient park operations and policy. From the early 1980s, the park has grown considerably in complexity involving the addition of ten (10) new memorials, as well as numerous functions and responsibilities including support to other parks in managing public gathering permits, storehouse, transportation, vehicle maintenance, and heavy equipment programs. This accelerated pace will continue with Congressional authorization of additional major memorials for the park including the Martin Luther King, Jr. Memorial, Eisenhower, Disabled Veterans and Victims of Communism Memorials, as well as the newly authorized Vietnam Veterans Memorial Center. These new additions will bring greater challenges and opportunities to effectively integrate their management in the politically charged climate of Washington, D.C. In the interim, considerable management skills must be employed to ensure the proper development of management plans, programs and budgets to successfully incorporate these new sites into the park system.

Responsible for management of complex line item construction projects. Responsible for management and execution of master plans, development and use plans, as well as coordinating review of similar planning efforts by other government agencies as they affect the park. Includes assuring compliance with National Environmental Policy Act, National Historic Preservation Act and civic engagement policy requirements. Responsible for coordinating design development and gaining requisite site and design approvals from NCPC, CFA, and SHPO for additions and/or modifications to the park, authorized under the

Commemorative Works Act or other Congressional legislation.

C. Administration

Responsible for management and direction of a Servicing Personnel Office and providing overall management expertise to ensure the successful completion of complex and unique programs in the park's human resource management program, budget, finance, procurement, contract administration and compliance, and property and supply management. Assures compliance with security measures, work ethics, applicable laws and regulations, waste, fraud and abuse prevention. Responsible for personnel management of the park, including classification, staffing, employee development, and employee relations. Unique and sometimes precedent setting situations are presented by a large and diverse park staff with a history of a high level of union issues and employee relations issues as well as a high turnover rate. Development of complex budget strategies includes forecasting the level, type and schedule of reimbursable incomes and the detailed tracking of dedicated portions of the operating budget (e.g., White House maintenance support) and absorbing major new workloads within existing resources.

D. Resource Management

Provides program management to over 1,000 acres of the nation's most important and visible urban park system and develops resource protection and treatment strategies for the park's historic and cultural resources and preserves the natural features for future generations. The Superintendent effectively balances Stewardship and resource preservation responsibilities while accommodating tens of thousands of visitors each day. The significance of the world-class resources managed by the park provides the opportunity to become a leader in the fields of public use, cultural resource and urban landscape management. Tremendous demands are placed on management to excel in these areas and to provide the benefits of the Superintendent's acquired knowledge and skill in design of operating procedures to other interested groups and individuals.

E. Visitor Services

Manages and directs a comprehensive and distinctive visitor services program which involves contact with 25 million foreign and domestic visitors each year. Program encompasses resource education, public event programs, visitor safety, visitor information and the interpretation of historical and cultural assets. Program contributes to public understanding of park significance and issues, and enhances visitor enjoyment of facilities and services. Park personnel frequently lead Federal and local agency efforts in security, visitor safety, and crowd management for high profile events.

F. Partnerships

Manages and directs the park's partnership and public awareness programs, encompassing concessions, partnerships support, public use management, stewardship, community outreach, and cooperative agreements between the public and the park. Relationships often are highly sensitive and require a great deal of tact and diplomacy in conducting daily operations. Intensive amount of public involvement and coordination are necessary to deal with frequent unforeseen issues generated externally. Among these issues are lawsuits over revised regulations governing vending and sales of merchandise, public access to park resources versus private permitted use and congressional interest in development proposals. Responsible for fostering growth in partnerships for both operating and development enhancements in accordance with servicewide policy

G. Park Programs

Manages and directs the Public Gathering permit program for the region, including accepting applications and issuing permits for First Amendment demonstrations, special events and commercial filming. Administers processes specified in the Code of Federal Regulations and provides advice and guidance to parks subject to 36 CFR 7.96 regulations regarding appropriate conditions and levels of support. Assures consistent even-handed management of the program. Responsible for the effective coordination of over 3000 permitted events and demonstrations held in the park each year. Events include the Annual Cherry Blossom parade, the Festival of American Folklife, and the National Independence Day Celebration (which draws over half a million people to the National Mall each year.) Additionally, every four years coordinates Inaugural Celebrations, requiring months of preplanning and a major investment of park resources.

H. Maintenance

Plans, manages, and directs the maintenance, repair, rehabilitation and operation of all facilities in the park including 87 historic or cultural structures, 53 miles of walks and trails, 43 sport fields and 170 ornamental flower beds containing hundreds of thousands of flowers planted annually. 17,000 specimen trees (of which 3,000 are the cherry trees known throughout the world), all of which serve to beautify and enhance the visual quality provided to the visitors and residents of the city. Coupled with the responsibility to provide and maintain this aesthetically pleasing environment, the Superintendent must also be able to provide immediate and direct logistical support for VIP arrivals and departures which may include Heads of State and officials of foreign governments, and be able to respond to the sensitive and frequently urgent maintenance needs of the White House a function that requires the utmost tact and diplomacy and an ability to complete assignments with extreme accuracy and alacrity. Balances provision of maintenance services between park work force and contract support in a manner that assures maximum efficiency and effectiveness while ensuring a continuing cadre of journeyman-level trades persons, utilizing developmental training programs, District School System, vocational schools: and other external sources.

I. Concessions

Plans and directs all aspects of concessions management, dealing with three major concession operations as well as smaller concessions on Pennsylvania Avenue. Large Concessions are: Guest Services Incorporated (GSI); Golf Course Specialists' Incorporated (GCSI); and Landmark Services Tourmobile Incorporated (Tourmobile). GSI has 17 recreation, retail and food service units providing souvenirs, food and beverages, ice skating rink, paddle boat rental, tennis courts. GCSI provides thirty-six holes of golf, a driving range, miniature golf course, pro shop and a snack bar. Tourmobile provides interpretive visitor transit operations throughout the park. Collectively, these concessions have a gross annual income of over \$12 million. The Superintendent ensures that the National Park Service provides a reasonable opportunity for concessionaires to earn a profit and balances their requirements with the needs of park visitors and the special events and demonstration activities which often conflict with the contractual obligations of the concessionaires.

J. Safety

Responsible for visitor and on-the-job safety and health of all employees in the park. Conforms to established National Park Service and Department of Interior programs. Responsibilities include identifying and correcting job safety and health hazards, instructing employees in safety requirements involved in the job assignment, reviewing and reporting loss incidents, complying with provisions of the Department of interior and Employee's Compensation regulations, developing corrective measures for violations of the Occupational Safety and Health Act, and directing the periodic inspection of park work places.

**POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS**

Position Description Number: 1000001A

The incumbent of this position will:
[Place an "X" next to appropriate category]

Regularly operate government vehicles or equipment to perform the duties of the position.

Occasionally operate a motor vehicle, but not on a regular basis.

Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|---|--|--|--|-----------------------------------|--|--------------------------|--|------|--|----|--|---------------|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Ne # <input type="checkbox"/> Other Update of position after reorganization. | | | | 3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field | | 4. Employing Office Location Washington, D.C. | | 5. Duty Station Washington, D.C. | | 1. Agency Position No. 1000001 | | 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 Interests | | | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | | | | | | | | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | | | 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 Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | | | | 13. Competitive Level Code | | | | | | | | | |
| 15. Classified/Graded by | | | | | | | | | | | | 14. Agency Use | | | | | | | |
| a. U.S. Office of Personnel Management | | | | | | | | | | | | Initials | | Date | | | | | |
| b. Department, Agency or Establishment Director, Bureau of Indian Affairs | | | | | | | | | | | | ES | | 0340 | | 00 | | CBS 5/5/04 | |
| c. Second Level Review | | | | | | | | | | | | ES | | 0340 | | 00 | | AB 04-30-2004 | |
| d. First Level Review | | | | | | | | | | | | ES | | 0340 | | 00 | | AB 04-30-2004 | |
| 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 the Interior | | | | | | c. Third Subdivision | | | | | |
| a. First Subdivision Bureau of Indian Affairs | | | | | | d. Fourth Subdivision | | | | | |
| b. Second Subdivision Trust Services | | | | | | e. Fifth Subdivision | | | | | |

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 Aurene M. Martin Principal Deputy Assistant Secretary - Indian Affairs | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | |
| Signature Woodrow W. Stephen | | Date 5-3-04 | | 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

Typed Name and Title of Official Taking Action
Carolyn Cohen
Director of Personnel Policy

Signature
Concetta P. Stewart

Date
5/5/04

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 | |
|------------------------|----------|--|------|--|----------|--|------|--|----------|--|------|--|
| | | | | | | | | | | | | |
| a. Employee (optional) | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | |

Remarks

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

**Director, Bureau of Indian Affairs
ES-340**

INTRODUCTION

The Director, Bureau of Indian Affairs reports directly to the Principle Deputy Assistant Secretary -- Indian Affairs. The Director provides technical oversight and monitoring of the headquarters organization and field activities. The Director also administers all laws governing non-education portions of Indian Affairs and provides leadership and direction for the Bureau. The Director shares authority and responsibility for the management of tribal and individual Indian trust funds with the Special Trustee for American Indians.

MAJOR DUTIES AND RESPONSIBILITIES

Provides executive leadership to the headquarters organization and field activities within the Bureau of Indian Affairs by directing the development and implementation of national policy that will aid the Bureau in achieving its objectives.

Discharges the Federal Government's responsibilities to the Indian people and the Alaska natives for the protection and sound management of the extensive resources and funds held in trust by the United States for Indian tribes and individual Indians.

Plans and carries out in cooperation with the Indian communities a program of self-development that will enable the Indian people to become self-sufficient.

Works closely with and appears before the Congress in developing, amending or justifying required legislation sponsored by the Bureau. Appears as an expert witness at hearings on important Indian legislation and issues.

Provides for the monitoring and evaluation of Bureau programs to ensure all organizations are performing in the most efficient and effective manner possible. Directs corrective action where necessary in order to achieve the intended goal.

Ensures through line officials that effective communication is maintained with tribal governing bodies to keep informed of the needs on reservations, the effectiveness of current programs, and the quality of services being rendered to the Indian and Alaska Native peoples.

Manages funds, personnel, information, property, and projects for all organizations under the purview of the Director.

The Director provides executive direction to the following organizations:

The **Indian Land Consolidation Office** will provide a permanent home for some of the work currently being performed by the Indian Land Consolidation Pilot Project (ILCPP) and the Indian Land Consolidation Act Implementation groups, as well as establish the following functions necessary for the continued success of the program.

1. **Program Oversight:** internal controls and audits of land consolidation and ILCA implementation programs.
2. **Technical Assistance:** policy and procedure for improvements and assisting the field with policy implementation.
3. **Training:** developing a training curriculum for BIA employees and developing training courses or finding other sources of training.
4. **Data Systems:** responsible for the on-going maintenance and upgrades to information technology systems.

The **Office of Law Enforcement and Security**, located in Albuquerque, New Mexico, with liaison staff in Washington, D.C. is responsible for all headquarters and field activities associated with policy, procedures, coordination, and operation of law enforcement programs. This includes uniformed police services, detention operations, and criminal investigations in Indian Country. The following offices and divisions make up the Office of Law Enforcement and Security:

1. The Division of Internal Affairs
2. Associate Director for Professional Standards
3. Associate director for Operations
4. Associate Director for Corrections
5. Associate Director for Security and Special Investigations

The **Office of Tribal Services** is responsible for Tribal Services programs that promote the attainment of goals and objectives designed to strengthen tribal governments, to improve the quality of life in tribal communities in the areas of housing, social services, child abuse and family violence prevention, transportation, credit programs, and alcohol and substance abuse prevention. Included in this office are:

1. The **Division of Human Services** is responsible for providing guidance, technical support and advisory services to the Deputy Bureau Director and to field staff related to the development of policies and procedures and implementation of activities to improve the quality of life in tribal communities in the areas of housing, social services, child abuse and family violence prevention, and welfare assistance.
2. The **Division of Tribal Government Services** provides guidance, technical support and advisory services to the Deputy Bureau Director, field staff, and tribes related to the implementation of activities to support tribal governments. This involves providing advice and assistance regarding tribal ordinances, tribal and judgment rolls, enrollment appeals, and U.S. Court of Federal Claims judgments.
3. The **Division of Tribal Justice Support** provides guidance, technical support and advisory services to the Deputy Bureau Director, field staff, and tribes related to the development of policies and procedures for the continuing

operation of tribal justice systems. This includes promoting cooperation and coordination among tribal justice systems and the Federal and State judiciary systems and oversight for the continuing operations of the Courts of Indian Offenses.

4. The **Division of Transportation** provides oversight, management, direction, monitoring and coordination for all activities related to improvement of transportation systems providing access to and located within Indian country. This includes: design, construction, inventory and maintenance of roads, bridges, airfields and other transportation facilities; and serving as liaison to the Department of Transportation and other related transportation agencies.
5. The **Division of Alcohol and Substance Abuse** serves as a focal point for the collection and dissemination of information for Indian Affairs programs to combat alcohol and substance abuse. This includes: serving as the point of contact for coordination of intra- and inter-agency initiatives that support alcohol and substance abuse prevention efforts in Indian communities; and coordinating the policy, planning, technical assistance, oversight, and evaluation of Indian Affairs substance abuse prevention activities.
6. The **Division of Credit** monitors and makes recommendations for the guaranteed loan and credit programs. Responsibilities include the approval and/or disapproval of loan applications, loan cancellations, trust mortgages, and compromises; and working as liaison with lending organizations, tribes and Bureau credit offices.

The **Field Operations Office** is responsible for supervising and providing direction to regional offices, agencies, and field offices. This office will monitor and evaluate the performance of the regional and field offices and conduct periodic and specific program reviews of field operations.

1. The **Regional Offices** will be responsible for the day-to-day operation and administration of Bureau programs with the exception of education, law enforcement, human resources, budget, finance, and acquisition, environment, safety, facilities, and information resources and technology programs. Bureau program responsibilities include Indian Services and Trust Services.

The **Office of Trust Services** is responsible for all headquarters activities associated with the management and protection of trust and restricted lands, natural resources, forestry, and fire programs. Included in this office are:

1. The **Division of Natural Resources** provides coordination, management, planning, oversight, and monitoring for the development and protection of trust natural resources; construction, operation, and maintenance of irrigation and power projects; protection of Indian water rights; water development projects; and Bureau dams and fish hatcheries. The Bureau's responsibilities under the Federal Power Act in the re-licensing hydropower projects that affect Indian trust resources are carried out in this division. The division provides advice for all activities related to the planning, management, conservation, development, and utilization of soil, water, rangeland, fish and wildlife resources, and

endangered species. The division directs the Bureau's flood plains management program, Safety of Dams Program, and natural resource damage assessment and restoration program.

2. The **Division of Real Estate Services** provides assistance, advice, policy, oversight, monitoring, and coordination for the protection, management, planning, conservation, development, and utilization of trust and restricted Federal Indian-owned lands that include acquisition, disposal, tenure, rights-of-way, permits, leasing, and sales. The division manages the Bureau's program to accept real estate on behalf of tribes under the Base Realignment and Closure Act and similar programs. The division is also responsible for the administration and maintenance of title documents, document certification, title research and examination, and the determination of record title for Federal Indian trust or restricted titles.
3. The **Division of Probate and Estate Services** provides assistance, advice, policy, monitoring, and coordination for probate programs. The division exercises program oversight and provides planning and scheduling of Bureau probate and estate planning activities. The division coordinates the implementation of the Bureau's policies and procedures, ensuring the probate initiative meets the Secretary's fiduciary responsibilities and improves efficiency of services to tribes and Individual Indians. The division is responsible for developing action plans and systems for the probate programs and for developing and implementing improvements to the probate process. The division is responsible for the management and implementation of probate-related outsourcing efforts. The division is responsible to coordinate effectively activities with other trust reform activities and other Departmental probate offices.
4. The **Division of Forestry** provides coordination, management, planning, oversight, and monitoring for activities related to the development and protection of trust forest resources including the National Wildland Fire Program. The Division exercises program oversight and provides planning and scheduling of Bureau-wide forestry activities at the national level to ensure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld. The division has staff in Washington, D.C.; Denver, CO; the National Interagency Fire Center in Boise, ID; and the interagency fire coordination centers in Missoula, MT; Albuquerque, NM; and Denver, CO.
5. The **Division of Energy and Resources Management** provides management direction, policy guidance, oversight, and technical support to tribes in the development of their energy and mineral resources on trust lands. The division provides assistance in technical, economic, and business matters to tribes for the development of their energy and mineral resources, including resource assessments, geologic studies, economic analysis and market studies, and promotion of this information to the oil and gas and mineral industry. The division coordinates Bureau energy and minerals resources activities with other Federal, State and local governmental agencies, industry personnel, and tribal governments.

SUPERVISION RECEIVED

The Director, Bureau of Indian Affairs reports to the Principle Deputy Assistant Secretary – Indian Affairs, from whom the incumbent receives policy direction and executive leadership. Review of work is limited to evaluation of program effectiveness and accomplishment of objectives

OTHER

The Incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based principles in the recruitment, selection, appointment, training and recognition processes. The incumbent supports all management objectives of the departmental drug-free workplace program.



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

Approved under the Civil Service Retirement System, 5 USC § 8336(c)

Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Bureau of Land Management

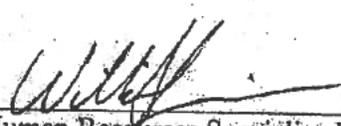
Classification Title: Director - Office of Law Enforcement and Security

Organization Title: _____

Position Number: ES19601 Series and Grade: ES-1811-00

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

The incumbent serves as Director, Office of Law Enforcement and Security and is responsible for administering programs designed to ensure the protection of the lands, employees, and visitors. The incumbent oversees programs and operations intended to minimize resource losses and provide a safe environment for the public. Serves as principal advisor to the BLM Director/Deputy Director on law enforcement, security, and the protection of Federal lands, employees, and visitors. A Level 1 Law Enforcement Commission is required, and the incumbent must meet physical fitness standards to maintain commission. This is an administrative position in an organization having a law enforcement mission, and is clearly in an established career path. Prior law enforcement experience, as gained by substantial service in a primary law enforcement officer position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.


ALAN SIZEMORE, Human Resources Specialist, DOI

05/08/2014
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date. Approval is by DOI Secretary's Designee:


Deputy Assistant Secretary, Human Capital and Diversity

5 21 14
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

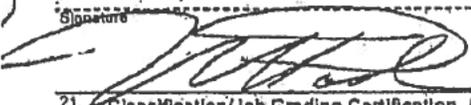
1. Agency Position No.

| | | | | | | | | | |
|--|--|---|--|---|--|--|--|---|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqrs <input type="checkbox"/> Field | | 4. Employing Office Location WASHINGTON, DC | | 5. Duty Station WASHINGTON, DC | | 6. OPM Certification No. DIES19601 | |
| Explanation (Show any positions replaced) IN LIEU OF DIES01596 | | | | 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 Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) SES (CR) | | | | 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 <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | | 13. Competitive Level Code | |
| 14. Agency Use | | | | | | | | | |

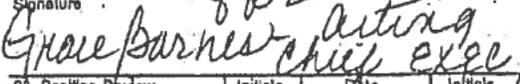
| | | | | | | |
|---|--|----------|-------------------|-------|----------|----------|
| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | Director - Office of Law Enforcement | ES | 1811 | 00 gb | | 2/8/2011 |
| c. Second Level Review | and Security Department of the Interior, FLERT Specialist | | | | | |
| d. First Level Review | This PD has been approved as follows under 5 USC 5336 (c) and 5412 (d) Firefighter <input checked="" type="checkbox"/> Law Enforcement Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> See/Supvy | | | | | |
| e. Recommended by Supervisor or Initiating Office | Approval Date <u>May 21, 2014</u> | | | | | |
| 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 THE INTERIOR | a. Third Subdivision |
| a. First Subdivision BUREAU OF LAND MANAGEMENT | d. Fourth Subdivision |
| b. Second Subdivision OFFICE OF THE DIRECTOR | 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.

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| a. Typed Name and Title of Immediate Supervisor ROBERT V. ABBEY DIRECTOR, BUREAU OF LAND MANAGEMENT | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature:  | Signature: _____ |
| Date: 2/8/2011 | 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 5 USC 3132 |
| Typed Name and Title of Official Taking Action DIRECTOR, 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:  | Date: 2/8/2011 | | | | | | | |
| 23. Position Review | 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

ES-1811-00

Director, Office of Law Enforcement and Security
Department of the Interior – Bureau of Land Management

I. INTRODUCTION

The Bureau of Land Management (BLM) is responsible for managing almost 256 million acres that comprise the National System of Public Lands. The Bureau, with a budget of nearly \$1 billion, also administers 700 million acres of sub-surface mineral estate throughout the continental United States. The BLM's multiple-use mission is to sustain the health and productivity of the public lands for the use and enjoyment of present and future generations. The incumbent serves as Director, Office of Law Enforcement and Security and is responsible for administering programs designed to ensure the protection of the lands, employees, and visitors. BLM lands can be subject to a multiplicity of uses, occupancy and development (including public visits), and a variety of civil and criminal violations including theft, destruction, vandalism, unauthorized use, cannabis cultivation and other drug/controlled substance violations. The incumbent oversees programs and operations intended to minimize resource losses and provide a safe environment for the public.

The incumbent serves as principal advisor to the BLM Director/Deputy Director on law enforcement, security, and the protection of Federal lands, employees, and visitors. The Director serves as a member of the Department of the Interior (DOI) Law Enforcement and Security Board of Advisors which was created by Secretarial Order on October 26, 2001. The Director develops and implements policy concerning the BLM's law enforcement and investigation activities and programs; and coordinates and monitors a wide variety of special emphasis and priority law enforcement operations; and provides overall direction to the staff in the Washington Office, as well as the Special Agents in Charge located in the various State/Center/WO Offices throughout the United States and their law enforcement and investigations staff.

The BLM rangers, agents, and other law enforcement/investigator positions are authorized to investigate complaints which include but not limited to; theft and destruction of cultural and paleontological resources; marijuana cultivation; off-highway vehicle issues; oil and gas issues; illegal dumping and spills; wildland fire investigations; illegal wild horse and burro exterminations; outfitting and guiding issues and subsistence hunting issues.

II. PRINCIPLE DUTIES AND RESPONSIBILITIES

35%
The incumbent serves as consultant and advisor to the Director/Deputy Director, Assistant Directors, State Directors and other leadership staff regarding law enforcement and security principles, practices and procedures applicable in this highly complex and important function. Serves as the Bureau's law enforcement and investigations point of contact for internal and external contacts, such as Federal, State and local law enforcement agencies and entities, and for the general public. The incumbent is responsible for coordinating strategies, program efforts,

and objectives of the Washington Office, State/Center Offices, and District and Field offices to meet the requirements of the BLM Director and the Secretary. The incumbent represents the BLM before congressional committees; members of Congress, Federal courts, DOI and Office of the Inspector General officials; other Federal agencies, and officials of State and County governments.

20% The incumbent provides overall leadership and direction for the law enforcement, security and protection operations including planning, organizing, developing, and administering the Bureau's national law enforcement program. Integrates natural resource management and protection activities with law enforcement in support of the multiple-use of BLM natural resources and facilities. Serves as a technical expert in the area of law enforcement, security and protection to various national/international organizations and assures the administration of a sound law enforcement program within the BLM. The incumbent's activities have a direct effect on the short and long-term impact of the Bureau's law enforcement program.

15% The incumbent directs the overall planning, development, and coordination of BLM law enforcement policy capable of meeting the requirements of the potentially dangerous situations faced daily by law enforcement personnel. Identifies and evaluates deficiencies in existing policies and regulation and identifies the need for new or improved policies, and for new or modified legislation. The incumbent participates in the initiation, design, and completion of legislative and regulatory proposals that require intimate familiarity with the attitude towards law enforcement and natural resources management expressed in a variety of news and informational media.

The incumbent plans appropriate programmatic changes to ensure the Bureau's responsiveness to advances in technology and the changing face of threats identified or perceived. Analyzes, reviews, and evaluates law enforcement initiatives to ensure their objectives, approaches, and practices conform to current requirements and policies; consults with and provides advice to the executive leadership team in the development or expansion of programs affecting their program areas; and helps to redefine and modify elements of these programs to support the BLM's mission accomplishments. (See paragraph 3)

The incumbent represents the Director in meetings and various Departmental and interdepartmental committees and task forces; establishes and maintains close and continuing contact and liaison with DOI, congressional staffs, and high-ranking representatives of State and local governments (including sheriff's offices), tribes, and business executives in the Bureau's law enforcement, security and protection activities. (See paragraph 1)

20% The incumbent provides direct/indirect supervision to the Bureau's law enforcement and security personnel. Personally, or through subordinate staff, provides oversight and determines adherence to established standards through field visits, and program/activity reviews. The incumbent determines standards for such reviews, develops criteria and approaches to ensure the achievement of operational objectives in keeping with national program goals and policies, and determines the technical adequacy and soundness of program recommendations based on review findings.

1090 The incumbent is responsible for national level administrative activities, including consideration and support of budget requirement for program accomplishment; development of a financial plans; and the issuance of directives and guidance concerning law enforcement and security programs, operations, and activities. Provides program leadership and guidance in relationships with the Office of General Counsel, Administrative Office of the United States Courts, U.S. Attorneys, Office of the Inspector General, Federal Bureau of Investigation, U.S. Marshals, other bureaus within the DOI including the National Park Service and the U.S. Fish and Wildlife Service and other Federal agencies such as the Treasury Department.

When called upon, the incumbent serves as advisor in connection with negotiations and claims against trespassers to recover damages from fires, timber, and other trespass, other claim actions including the review of property settlements, traffic accidents, and tort claims, as required. Responsible for the review and coordination of technical investigative procedures for damage claims, property or resource trespass. (See paragraphs 1 and 4 - Advisory/Sigory Roles)

The incumbent carries out Departmental responsibilities relating to the provision of laws affecting the BLM and any regulations that are issued pursuant to these laws. Oversees field operations through the BLM State/Center/WO law enforcement officers and Special Agents in Charge. These officers provide support and assistance in administering law enforcement, security and protection responsibilities, and provide guidance on investigations within the State/Center/WO offices. (See paragraph 6)

III. CONTROLS OVER THE POSITION

The incumbent is guided by laws, the regulations of the Secretary of the Interior, and policies and programs formulated by the BLM Director. Within these limits and with significant delegation of final authority, the incumbent develops broad national programs designed to provide the law enforcement, security and protection services required for ensuring the protection of natural resources and BLM employees and visitors. Controls over the position are limited, consisting primarily of review of general effectiveness and consideration of policy recommendations.

IV. REQUIREMENTS

The work requires the highest degree of analytical and evaluative judgment to recognize program requirements. The position requires utilization of a broad knowledge of law enforcement principles, practices, and concepts in order to provide managerial oversight, policy formulation, development, implementation, and review of the program. Previous law enforcement experience, as gained by substantial service in a primary law enforcement position or equivalent → experience outside the Federal government is a mandatory prerequisite for incumbents of this position.

The incumbent must have an understanding of the procedures and practices involved in criminal law procedure, civil law, and technical aspects of investigative processes, agency policy, regulatory requirements and current decisions as they apply to the BLM law enforcement and investigation program.

This program requires a high degree of competence in and knowledge of substantive programs, and continuing awareness of current natural resource programs, and economic and social situations affecting BLM programs. Originality, initiative and sound judgment are essential to achieve program objectives. These requirements involve the development of new approaches, advising the Director of areas that need improvement, and evaluating and analyzing the effectiveness of the law enforcement and investigations program.

V. SUPERVISORY CONTROLS

The incumbent performs his/her duties under the broad, general direction of the Director, who relies on the incumbent in the conduct of law enforcement, security and protection programs.

VI. CONTACTS

Contacts are highly complex and demanding, and tact and diplomacy are required to secure and maintain the effective cooperation of various entities. Contacts involve high-ranking Federal, State and local government officials, including the Office of General Counsel, Administrative Office of the United States Courts, U.S. Attorneys, Office of the Inspector General, Federal Bureau of Investigation, U.S. Marshals, other bureaus within the DOI including the National Park Service and the U.S. Fish and Wildlife Service and other Federal agencies such as the Treasury Department. Other contacts include nationally known representatives of news and broadcast media, and constituent groups.

VII. OTHER

The Department and its agencies are committed to affirmative implementation of EEO plans of action and applicable civil rights provisions. It is the incumbent's responsibility to ensure that equal opportunity is extended to all candidates for employment and all beneficiaries of program supervised to include: full consideration of eligible minority group members, women, and other employees without regard to race, sex, color, religion, marital status, age, handicap, or national origin in filling vacant positions; and ensuring full consideration of these employees in recommending promotions, awards, and other forms of special recognition.



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

Approved under the Civil Service Retirement System, 5 USC § 8336(c)

Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Bureau of Land Management

Classification Title: Director - Office of Law Enforcement and Security

Organization Title: _____

Position Number: ES19601 Series and Grade: ES-1811-00

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

The incumbent serves as Director, Office of Law Enforcement and Security and is responsible for administering programs designed to ensure the protection of the lands, employees, and visitors. The incumbent oversees programs and operations intended to minimize resource losses and provide a safe environment for the public. Serves as principal advisor to the BLM Director/Deputy Director on law enforcement, security, and the protection of Federal lands, employees, and visitors. A Level 1 Law Enforcement Commission is required, and the incumbent must meet physical fitness standards to maintain commission. This is an administrative position in an organization having a law enforcement mission, and is clearly in an established career path. Prior law enforcement experience, as gained by substantial service in a primary law enforcement officer position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.

ALAN SIZEMORE, Human Resources Specialist, DOI

05/08/2014
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Capital and Diversity

5 21 14
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

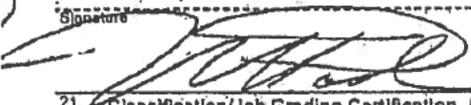
1. Agency Position No.

| | | | | | | | | | |
|--|--|---|--|---|--|--|--|---|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqrs <input type="checkbox"/> Field | | 4. Employing Office Location WASHINGTON, DC | | 5. Duty Station WASHINGTON, DC | | 6. OPM Certification No. DIES19601 | |
| Explanation (Show any positions replaced) IN LIEU OF DIES01596 | | | | 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 Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) SES (CR) | | | | 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 <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | | 13. Competitive Level Code | |
| 14. Agency Use | | | | | | | | | |

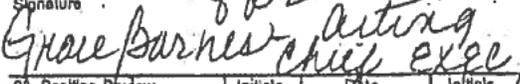
| | | | | | | |
|---|--|----------|-------------------|---|----------|----------|
| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | Director - Office of Law Enforcement | ES | 1811 | 00 gb | | 2/8/2011 |
| c. Second Level Review | and Security Department of the Interior, FLERT Specialist | | | | | |
| d. First Level Review | This PD has been approved as follows under 5 USC 5336 (c) and 5412 (d) Firefighter <input checked="" type="checkbox"/> Law Enforcement Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> See/Supvy | | | | | |
| e. Recommended by Supervisor or Initiating Office | Approval Date <u>May 21, 2014</u> | | | | | |
| 16. Organizational Title of Position (if different from official title) | | | | 17. Name of Employee (if vacant, specify) | | |

| | |
|--|----------------------------------|
| 18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR | a. Third Subdivision |
| a. First Subdivision BUREAU OF LAND MANAGEMENT | d. Fourth Subdivision |
| b. Second Subdivision OFFICE OF THE DIRECTOR | 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.

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|---|--|
| a. Typed Name and Title of Immediate Supervisor ROBERT V. ABBEY DIRECTOR, BUREAU OF LAND MANAGEMENT | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature:  | Signature: _____ |
| Date: <u>2/8/2011</u> | 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 5 USC 3132 |
| Typed Name and Title of Official Taking Action DIRECTOR, 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: <u>2/8/2011</u> |
|--|-----------------------|

| 23. Position Review | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |
| 24. Remarks | | | | | | | | | | |

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

POSITION DESCRIPTION

ES-1811-00

Director, Office of Law Enforcement and Security
Department of the Interior – Bureau of Land Management

I. INTRODUCTION

The Bureau of Land Management (BLM) is responsible for managing almost 256 million acres that comprise the National System of Public Lands. The Bureau, with a budget of nearly \$1 billion, also administers 700 million acres of sub-surface mineral estate throughout the continental United States. The BLM's multiple-use mission is to sustain the health and productivity of the public lands for the use and enjoyment of present and future generations. The incumbent serves as Director, Office of Law Enforcement and Security and is responsible for administering programs designed to ensure the protection of the lands, employees, and visitors. BLM lands can be subject to a multiplicity of uses, occupancy and development (including public visits), and a variety of civil and criminal violations including theft, destruction, vandalism, unauthorized use, cannabis cultivation and other drug/controlled substance violations. The incumbent oversees programs and operations intended to minimize resource losses and provide a safe environment for the public.

The incumbent serves as principal advisor to the BLM Director/Deputy Director on law enforcement, security, and the protection of Federal lands, employees, and visitors. The Director serves as a member of the Department of the Interior (DOI) Law Enforcement and Security Board of Advisors which was created by Secretarial Order on October 26, 2001. The Director develops and implements policy concerning the BLM's law enforcement and investigation activities and programs; and coordinates and monitors a wide variety of special emphasis and priority law enforcement operations; and provides overall direction to the staff in the Washington Office, as well as the Special Agents in Charge located in the various State/Center/WO Offices throughout the United States and their law enforcement and investigations staff.

The BLM rangers, agents, and other law enforcement/investigator positions are authorized to investigate complaints which include but not limited to; theft and destruction of cultural and paleontological resources; marijuana cultivation; off-highway vehicle issues; oil and gas issues; illegal dumping and spills; wildland fire investigations; illegal wild horse and burro exterminations; outfitting and guiding issues and subsistence hunting issues.

II. PRINCIPLE DUTIES AND RESPONSIBILITIES

35%
The incumbent serves as consultant and advisor to the Director/Deputy Director, Assistant Directors, State Directors and other leadership staff regarding law enforcement and security principles, practices and procedures applicable in this highly complex and important function. Serves as the Bureau's law enforcement and investigations point of contact for internal and external contacts, such as Federal, State and local law enforcement agencies and entities, and for the general public. The incumbent is responsible for coordinating strategies, program efforts,

and objectives of the Washington Office, State/Center Offices, and District and Field offices to meet the requirements of the BLM Director and the Secretary. The incumbent represents the BLM before congressional committees; members of Congress, Federal courts, DOI and Office of the Inspector General officials; other Federal agencies, and officials of State and County governments.

20% The incumbent provides overall leadership and direction for the law enforcement, security and protection operations including planning, organizing, developing, and administering the Bureau's national law enforcement program. Integrates natural resource management and protection activities with law enforcement in support of the multiple-use of BLM natural resources and facilities. Serves as a technical expert in the area of law enforcement, security and protection to various national/international organizations and assures the administration of a sound law enforcement program within the BLM. The incumbent's activities have a direct effect on the short and long-term impact of the Bureau's law enforcement program.

15% The incumbent directs the overall planning, development, and coordination of BLM law enforcement policy capable of meeting the requirements of the potentially dangerous situations faced daily by law enforcement personnel. Identifies and evaluates deficiencies in existing policies and regulation and identifies the need for new or improved policies, and for new or modified legislation. The incumbent participates in the initiation, design, and completion of legislative and regulatory proposals that require intimate familiarity with the attitude towards law enforcement and natural resources management expressed in a variety of news and informational media.

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III. CONTROLS OVER THE POSITION

The incumbent is guided by laws, the regulations of the Secretary of the Interior, and policies and programs formulated by the BLM Director. Within these limits and with significant delegation of final authority, the incumbent develops broad national programs designed to provide the law enforcement, security and protection services required for ensuring the protection of natural resources and BLM employees and visitors. Controls over the position are limited, consisting primarily of review of general effectiveness and consideration of policy recommendations.

IV. REQUIREMENTS

The work requires the highest degree of analytical and evaluative judgment to recognize program requirements. The position requires utilization of a broad knowledge of law enforcement principles, practices, and concepts in order to provide managerial oversight, policy formulation, development, implementation, and review of the program. Previous law enforcement experience, as gained by substantial service in a primary law enforcement position or equivalent → experience outside the Federal government is a mandatory prerequisite for incumbents of this position.

The incumbent must have an understanding of the procedures and practices involved in criminal law procedure, civil law, and technical aspects of investigative processes, agency policy, regulatory requirements and current decisions as they apply to the BLM law enforcement and investigation program.

This program requires a high degree of competence in and knowledge of substantive programs, and continuing awareness of current natural resource programs, and economic and social situations affecting BLM programs. Originality, initiative and sound judgment are essential to achieve program objectives. These requirements involve the development of new approaches, advising the Director of areas that need improvement, and evaluating and analyzing the effectiveness of the law enforcement and investigations program.

V. SUPERVISORY CONTROLS

The incumbent performs his/her duties under the broad, general direction of the Director, who relies on the incumbent in the conduct of law enforcement, security and protection programs.

VI. CONTACTS

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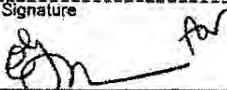
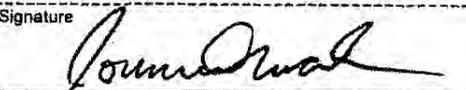
VII. OTHER

The Department and its agencies are committed to affirmative implementation of EEO plans of action and applicable civil rights provisions. It is the incumbent's responsibility to ensure that equal opportunity is extended to all candidates for employment and all beneficiaries of program supervised to include: full consideration of eligible minority group members, women, and other employees without regard to race, sex, color, religion, marital status, age, handicap, or national origin in filling vacant positions; and ensuring full consideration of these employees in recommending promotions, awards, and other forms of special recognition.

Effective Date:

7/12/15

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | | | | | | | | | | |
|--|--|--|-----------------|------|--|--|--|---|------|---|--|-----------------------------------|--|-----------------------------|--|
| 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"/> Hdqtrs <input type="checkbox"/> Field | | 4. Employing Office Location Washington, DC | | 5. Duty Station Washington, DC | | 1. Agency Position No. ES19666 | | | |
| Explanation (Show any positions replaced) | | | | | | 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 type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 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 <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive | | 13. Competitive Level Code | | 14. Agency Use DIES19666 | |
| 15. Classified/Graded by | | Official Title of Position | | | | Pay Plan | | Occupational Code | | Grade | | Initials | | Date | |
| a. Office of Personnel Management | | Director, Office of Small and Disadvantaged Business Utilization | | | | ES | | 0340 | | 00 | | | | | |
| 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 the Interior | | | | | | c. Third Subdivision | | | | | | | | | |
| a. First Subdivision Office of the Secretary | | | | | | d. Fourth Subdivision | | | | | | | | | |
| b. Second Subdivision Office of the Deputy Secretary | | | | | | 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 Michael Connor, Deputy Secretary | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | | | | | | |
| Signature  | | | Date 6/16/14 | | | 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. | | | | | | 22. Position Classification Standards Used in Classifying/Grading Position 5 USC 3132 | | | | | | | | | |
| Typed Name and Title of Official Taking Action for Thomas Mulhern, Director 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 6/18/14 | | | Initials | | | Date | | | | | | |
| 23. Position Review | | Initials | | Date | | Initials | | Date | | Initials | | Date | | | |
| a. Employee (optional) | | | | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | | | | |
| 24. Remarks | | | | | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | | | | | | | |

Director of Small and Disadvantaged Business Utilization
ES-0340

INTRODUCTION

The incumbent serves as the Director of Small and Disadvantaged Business Utilization (OSDBU) (hereafter as "Director"), Office of the Secretary, U. S. Department of the Interior. This position is a direct report to the Deputy Secretary. The Director provides executive oversight and leadership for the administration and implementation of programs to further the Department of the Interior's use, through contracts and subcontracts, of small businesses, including small businesses owned and operated by disadvantaged persons, minority-owned businesses, Service-Disabled Veteran-owned small businesses, women-owned businesses, and businesses located in Historically Underutilized Business Zones (HUBZone).

The Director has the experiential expertise as specified in the Small Business Act (the Act), as amended (P.L. 112-239) as a Federal acquisition program manager, deputy program manager, assistant program manager; Federal acquisition program chief engineer, systems engineer, assistant engineer or product support management; Federal contracting officer; small business technical advisor; contracts administrator; attorney specializing in Federal procurement law; small business liaison officer; officer or employee who managed Federal contracts for a small business; or an individual whose primary responsibilities were for the functions and duties of section 8, 15 or 44 of the Act.

The Director has duties to include those specified in the Act, including implementation and execution of duties under Section 8 and 15 of the Small Business Act, reviewing solicitations involving contract bundling and consolidation, assisting small businesses with payment issues, reviewing agency insourcing decisions that affect small businesses, advising on acquisition strategies and market research, receiving unsolicited proposals, and providing training.

Serves as the Department's principal advisor to top level agency and bureau management on matters relating to the development, evaluation and implementation of Federal and Departmental small business program policies and regulations. Establishes and implements program direction and strategies, develops program positions for the Department on major small business program issues, and takes positive action to reconcile conflicting views in order to develop uniform Departmental small business programs. Cooperates and collaborates, on a regular basis, with the Small Business Administration (SBA), especially with respect to the functions described in Sections 8 and 15 of the Small Business Act, Public Law (P.L. 85-536).

MAJOR DUTIES

Provides executive direction and management of the Department's implementation of Sections 8 and 15 of the Small Business Act, as amended, and of the policies and programs governing Department of the Interior contracting and subcontracting activities in accordance with the

Small Business Act, as amended, and other Public Laws, Executive Orders, directives and regulations applicable to small businesses, small businesses owned and operated by disadvantaged persons, minority-owned businesses, Service-Disabled Veteran-owned small businesses, women-owned businesses, and businesses located in HUBZones, known collectively as small business programs. Directs a professional staff in support of these programs.

Directs the Department' annual goaling process in accordance with various public laws including P.L. 95-507 and P.L. 100-656, Executive Orders and SBA requirements. Guides the development and recommendation of Departmental goals for each of the small business categories. Collaborates with bureau heads to establish individual bureau goals, oversees consolidation of data at the Departmental level, and negotiates Departmental goals with senior level officials of SBA and the General Services Administration (GSA).

Monitors Interior's small business program goal accomplishments throughout the fiscal year. Oversees a system for negotiation of corrective action for goals or performance issues with appropriate agency officials based on periodic reports filed by the SBA, other statistical data, and complaints/notifications received.

Provides program direction to bureau Business Utilization and Development specialists and associated bureau program offices with OSDDBU responsibilities. Oversees the review of bureau Advance Acquisition Plans to ensure small business participation in contracting opportunities. Oversees the review and approves bureau small business and small disadvantaged business subcontracting plans to assure conformance with Federal and Departmental regulatory requirements, recent Government Accountability Office (GAO) decisions, other applicable laws, regulations, and directives.

Oversees the review, evaluation and reporting to the Secretary, senior officials and bureau heads on individual bureau and Departmental performance in accomplishing small business program goals. Oversees the preparation of annual reports of Department-wide small business goal achievement for transmittal to the SBA and GSA in accordance with P.L. 95-507, P.L. 96-302 and P.L. 100-656.

Represents the Department at Congressional Committee and Subcommittee hearings on small business, minority, and disadvantaged business, labor surplus areas, and other small business matters. Presents information to support or clarify the Department's position with respect to the small and disadvantaged business, economic utilization, acquisition policy, and regulations. Oversees the preparation of materials for use by high level Departmental official at hearings. Serves as the Departmental focal point for responding to industrial, Congressional and individual inquiries on small business, minority and disadvantaged business, economic utilization and other small business matters.

Serves as the Departmental focal point for the SBA. Meets with representatives of state and local governments with respect to the use of small and disadvantaged business concerns in re-

development programs, and meets with commercial and industrial associations. Represents the Department at industrial expositions and conferences, and fulfills speaking engagements at symposiums, schools and conferences in support of economic enterprise programs. Represents the Department on interagency work groups and at interagency meetings and conferences. Coordinates and collaborates with a number of Federal agencies, including the Office of Federal Procurement Policy (OFPP), SBA, the Small Business Committees of the House and Senate, and GSA, on a regular basis on such matters as small business program eligibility, small business program requirements originating from new statutes, etc.

Ensures that the Department has a robust outreach and liaison program with businesses of all sizes for the purpose of ensuring that small, minority, disadvantaged, Service-Disabled Veteran, and women-owned firms are adequately considered in the procurement process.

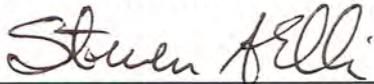
Supervision Received

Receives broad policy guidance. Work is performed with a high degree of independence, subject to review only for attainment of overall objectives and compliance with Departmental policies. Performs assignments with full delegated authority in assigned area.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

| | | | | | | | | | | | | | |
|---|--|---|------------------|---|--|---|--|-----------------------------|------|----------|--|---------|--|
| POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> | | | | | | | | 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 | | 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. | | | | | |
| Explanation <i>(Show any positions replaced)</i> New Position | | 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 | | 13. Competitive Level Code | | | | | |
| | | 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input checked="" 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 checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive | | 14. Agency Use DFES19671 | | | | | |
| 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 | | | | | | | | | | | | | |
| c. Second Level Review | | Assistant Director, Business, Fiscal, and Information Resources Management | | ES | | 0340 | | 00 | | MRO | | 12/3/13 | |
| d. First Level Review | | | | | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | | | | | |
| 16. Organizational Title of Position <i>(if different from official title)</i> | | | | | | 17. Name of Employee <i>(if vacant, specify)</i> | | | | | | | |
| 18. Department, Agency, or Establishment Department of the Interior | | | | | | c. Third Subdivision | | | | | | | |
| a. First Subdivision Bureau of Land Management | | | | | | d. Fourth Subdivision | | | | | | | |
| b. Second Subdivision Assistant Director, Business, Fiscal, & Info Resources Mgmt | | | | | | 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 Neil Kornze Principal Deputy Director | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> | | | | | | | |
| Signature  | | | Date 11/14/13 | | | 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 5 USC 3132 | | | | | | | |
| Typed Name and Title of Official Taking Action Thomas Mulhern Director, 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 11/15/14 | | | | | | | | | | |
| 23. Position Review | | Initials | | Date | | Initials | | Date | | Initials | | Date | |
| a. Employee <i>(optional)</i> | | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | | |
| 24. Remarks | | | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i> | | | | | | | | | | | | | |

Assistant Director
Business and Information Resources Management
Fiscal, **ES-0340**

Introduction

The Bureau of Land Management (BLM) is responsible for managing approximately 270 million acres of land – about one eighth of the land in the United States – and 570 million acres of subsurface mineral resources. Most of these lands are located in the western United States, including Alaska, and are dominated by extensive grasslands, high mountains, and deserts. The Bureau manages a variety of resources including energy and minerals, timber, forage, wild horse and burro populations, fish and wildlife habitat; and wilderness, recreational, archaeological, and historical assets. Within the framework of laws governing the public lands, the Bureau's multiple-use mission focuses on sustaining the health and productivity of public lands for the use and enjoyment of present and future generations.

In managing the public lands, the BLM performs a wide variety of functions including, but not limited to, taking inventory of resources; preparing land use plans and assessing environmental impacts; conducting land use surveys; issuing leases and other authorizations; enforcing permit conditions; designing and constructing roads and other improvements; restoring degraded fish and wildlife habitat; identifying and protecting significant natural, cultural, and recreational resources; and monitoring resource conditions. In addition, the BLM maintains the original property and cadastral survey records of the United States. All of these activities are conducted with extensive public participation and coordination with other Federal agencies; State, Tribal, and local governments; and other interested stakeholders.

The incumbent serves as Assistant Director (AD) for Business and Information Resources Management. As AD for Business and Information Resources Management, the incumbent serves as Chief Financial Officer (CFO) for the BLM and establishes overall policy direction and executive level oversight for the Bureau's financial, business and information resources programs, activities, and operations. S/he performs wide ranging and substantive policy and managerial actions for the Director and Deputy Director to promote interagency coordination, cooperation, and collaboration; to effectively build and manage work teams and processes; and provide policy analysis of the Bureau's mission, performance goals, and activities.

Major Duties and Responsibilities

Serves as a principal participant along with the Director, Deputy Director, and Assistant Directors of the Bureau in formulating, developing, and refining major Bureau policy. S/he recommends policies, regulation, and procedures which would have an effect on the programs under his/her jurisdiction, which in turn have a direct impact on the overall efficiency of Bureau operations. Ensures compliance with applicable laws, regulations, policies and procedures as they related to the Bureau's equal employment opportunity programs.

As AD and CFO, the incumbent oversees the control of fund systems, management control and evaluation, Inspector General/General Accounting Office liaison, budget development and execution, oversight of fiscal and information resource assets, procurement, real/personal/information property, accounting principles and standards, information systems and standards, organization management/analysis, strategic planning coordination, leadership in performance measurement, process reengineering, and oversight of the BLM National Business and Information Resources Management Centers.

Provides leadership, vision, and direction as related to the nature and scope of the programs under his/her control. Serves as the BLM Director's/Deputy Director's representative on complex and significant business, fiscal, and information resources management issues and directs/determines the appropriate course(s) of action needed to achieve organizational objectives. S/he develops and formulates plans, activities, and initiatives designed to enhance and improve efficient and effective Bureau operations consistent with established rules, regulations, policies/procedures, and customer needs and requirements.

Provides direction and instruction to Bureau headquarters and field officials on all matters within the jurisdiction of the AD for Business and Information Resources Management. Represents the BLM Director/Deputy Director in conferring with and deciding upon matters requiring cooperation with the Department, Committees of Congress, other Federal agencies; State, local and various private interests and stakeholders.

Serves as the focal point on key matters related to administrative management policies and operations, and is responsible for directing information systems operations and maintenance to provide technical support and the provision of timely information/guidance on decisions and viewpoints of the Directorate; ensures that information is translated into appropriate action; evaluates the Bureau's operations to ensure the achievement of established program goals/objectives; modifies program emphasis to reflect changing circumstances; provides advice on unprecedented problems having far reaching consequences; and reviews/approves programming and budgeting plans for the organization.

Serves as the final review authority for procedural manual material and approving authority for instructional/informational material pertaining to administrative and information systems, programs, resources, and operations. Supports and participates in Government Performance and Results Act of 1993 (GPRA), OMB Circular A-130 and Information Technology Management Reform Act of 1996 service and performance initiatives. This includes, but is not limited to, implementing budget-linked capital planning and performance-based management of BLM administrative and information technology resources; and developing, managing and administering the Bureau's information security program.

Provides liaison with the Department and other agencies and represents the BLM on interagency, intergovernmental and extra-governmental coordination groups. Oversees the provision of information and administrative management services to BLM field and headquarters organizations, to include budget planning and execution, performance evaluation, directives and records management, communications/telecommunications, configuration management, and user training and assistance.

As part of the Bureau's executive leadership team consisting of the Director, Deputy Directors, Assistant Directors, and State Directors the incumbent ensures the consistency of policy direction and management through coordination, communication, and collaboration within the Bureau, Department, among other Federal/State and local government agencies, the environmental and business communities, universities, Native American Tribes, and other external stakeholders.

Performs other duties as assigned.

Supervisory Controls

The incumbent is responsible for the management of the Business^{v Fiscal} and Information Resources Management functions, tasks, and work products. Serving under the broad administrative and policy direction of the BLM Director/Deputy Director, the incumbent determines the initiation, termination, schedules, and priorities of functional work efforts and projects. S/he provides long and short-range planning and evaluation of organizational goals and objectives. Day-to-day internal operations are self-initiated in response to identified needs. Incumbent delegates authority (as appropriate) and recommends/initiates organizational changes in response to program/operational needs.

The incumbent is responsible for all phases of budget recommendations for the Directorate, including personnel and materials needed to carry out the responsibilities of the position.

Supervision Exercised

The incumbent is responsible for the supervision of approximately 100 subordinates through subordinate and supporting supervisory staff. Indirect impact on the Bureaus administrative and information support systems functions as a result of policy and procedural determinations affects virtually all Bureau employees.

The incumbent provides positive executive direction and implementation of Departmental EEO/Diversity objectives. Advises subordinate supervisors of the expectation for affirmative action with respect to EEO goals/objectives, their specific EEO responsibilities, and evaluates their progress in achieving results. Ensures fair and unprejudiced employment practices in the recruitment, identification and selection of candidates for appointment to positions under his/her supervision; and in the identification and selection of employees for training, promotion, awards and recognition, and related career development opportunities.

FLSA DETERMINATION: Exempt based on application of executive exemption criteria in 5 CFR 551.205. The primary work of the position involves the management of a Federal agency subdivision with responsibility for recommending the hiring, firing, advancement, promotion, or any other change in status of other employees.

Pay Increase Analysis

| | |
|----------------------|--|
| Employee: | Janine M. Velasco |
| Current Position: | Assistant Director, Business and Fiscal Resources, ES-0340 |
| Salary: | \$161,204 |
| Proposed Assignment: | Assistant Director, Business, Fiscal and Information Resources Management, ES-0340 |
| Proposed Salary: | \$170, 876 |

Current Position:

Ms. Velasco is a career Senior Executive Service member serving as the Assistant Director, Business and Fiscal Resources since January 2009. In her position, Ms. Velasco provides leadership, vision, and direction as related to the nature and scope of programs under her control. She serves as a principal participant along with the Director and Deputy Directors and other Assistant Directors for the Bureau in formulating, developing, and refining major fiscal and business services related programs, and provides policy guidance and procedures that have a direct impact on the overall efficiency of Bureau operations.

Proposed Position:

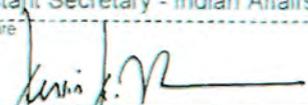
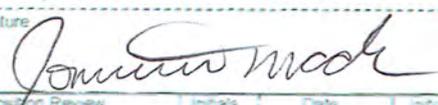
The proposed position consolidates the functions, operations and activities of two BLM headquarters executive directorates: the Directorate of Information Resources Management and the Directorate of Business and Fiscal Resources into a single headquarters executive directorate, the Directorate of Business, Fiscal and Information Resources Management (BFIRM). This proposed position will strengthen executive level oversight of the BLM's business and information management systems, functions and operations; and streamline existing organizational units and reporting relationships in keeping with the Department of the Interior's Information Technology (IT) Transformation initiative.

The Assistant Director would be responsible for establishing and coordinating policy and guidance for the BLM's business, finance, and information management systems, programs and operations. The BFIRM Directorate would retain responsibility for all budget and related administrative activities such as: strategic planning coordination, performance management, budget development and execution, fund control systems, and finance. Merged information resources management responsibilities would include the direction and leadership of the BLM's IT systems, programs, processes and operations, including: development of policy and guidance on the management, integration and use of information resources, and information access security. Responsibilities would also include business process related activities such as management controls and evaluations and coordination with the Office of Inspector General and the Government Accountability Office on the resolution of audit recommendations and reports. This Directorate would retain responsibility for asset management policy development implementation and compliance, including contracting, financial assistance, property, space, fleet, and engineering.

Conclusion

Ms. Velasco's extensive experience in the business and information resources management provides her with a unique mix of experience needed for continued executive oversight in this area. The additional functional and staff leadership responsibilities that Ms. Velasco will be taking on as Assistant Director, Business, Fiscal, and Information Resources Management go far beyond her current responsibilities. Therefore, I have recommended an increase in Ms. Velasco's salary by 6 percent or \$9,672 annually.

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | | | | | | | | | |
|--|--|--|--|------|---|----------|--|------|---|-----------|------------------------------------|------|------|--|
| 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"/> Hdqtrs <input type="checkbox"/> Field | | 4 Employing Office Location Washington, DC | | 5 Duty Station Washington, DC | | 1 Agency Position 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 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 type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | | | | 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 type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | | 13 Competitive Level Code | | 14 Agency Use DIES 19690 | | | |
| 15 Classified/Graded by | | Official Title of Position | | | Pay Plan | | Occupational Code | | Grade | | Initials Date | | | |
| a Office of Personnel Management | | Special Assistant to the Director - Bureau of Indian Affairs | | | ES | | 301 | | 00 | | | | | |
| b Department, Agency or Establishment | | Special Assistant to the Director - Bureau of Indian Affairs | | | ES | | 301 | | 00 | | asb 06/24/2014 | | | |
| c Second Level Review | | | | | | | | | | | | | | |
| d First Level Review | | Special Assistant to the Director - Bureau of Indian Affairs | | | ES | | 301 | | 00 | | asb 06/24/2014 | | | |
| 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 the Interior | | | | | c Third Subdivision Office of the Director | | | | | | | | | |
| a First Subdivision Assistant Secretary - Indian Affairs | | | | | d Fourth Subdivision | | | | | | | | | |
| b Second Subdivision Bureau of Indian 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 Kevin K. Washburn Assistant Secretary - Indian Affairs | | | | | b Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | | | | | | |
| Signature  | | | | | Date 6/25/14 | | | | | 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. | | | | | 22 Position Classification Standards Used in Classifying/Grading Position 5 USC 3132 | | | | | | | | | |
| 23 Typed Name and Title of Official Taking Action For Thomas Mulhern Director, 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 7/2/2014 | | Initials | | Date | | Initials | | Date | |
| 23 Position Review | | Initials | | Date | | Initials | | Date | | Initials | | Date | | |
| a. Employee (optional) | | | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | | | |
| 24 Remarks Positions in the Bureau of Indian Affairs are subject to Indian Preference for Employment. | | | | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | | | | | | |

Special Assistant to the Director – Bureau of Indian Affairs ES-301

Introduction

The Bureau of Indian Affairs mission is to enhance the quality of life, to promote economic development opportunities and to carry out the responsibility to protect and improve the trust assets of American Indians, Federally recognized Indian tribes and Alaska Natives. We will accomplish this through the delivery of quality services and by maintaining government-to-government relationships within the spirit of Indian self-determination.

The Director – Bureau of Indian Affairs shares in the program and management responsibilities of the Assistant Secretary – Indian Affairs. The Director exercises supervision and direction over the Bureau of Indian Affairs and has line authority over all Regional and agency offices. The Director provides program direction and support to Indian Services, Trust Services, Justice Services and Field Operations. As Special Assistant, the incumbent provides advice on issues under the direction of the Director.

Major Duties and Responsibilities

Serving as Special Assistant, the incumbent performs a wide variety of functions as directed by the Director in developing goals, resolving issues, and serving as a representative on assigned initiatives.

Works with the Director in addressing problems and issues. Recommends policies for conducting business between the Director and other bureau offices, departmental offices and outside entities.

Upon approval by the Director, the incumbent participates fully in formulating and shaping broad overall policies. Ensures consideration and implementation of the Director's views in overall policy formulation. Assures effective integration of policies with other functions of the Director.

Provides advice and consultation on projects under the purview of the Director. Serves as liaison between the Director and organizational entities.

Maintains close review and coordination on items of a sensitive nature between the Director and high-level officials throughout Indian Affairs and the Department to transmit the Director's viewpoints with regard to programs, correspondence, policies, and related matters.

Assists the Director on issues for the Bureau. Advises on the feasibility of proposals from a public and administrative standpoint and ensures that programs and policies adhere to Indian Affairs goals, policies, objectives and Departmental goals. Provides confidential insight and opinions to the Director regarding program and policy decisions.

At the Director's direction, develops long-range, objective policies, establishes priorities, and provides for systematic planning. The incumbent advises on the accomplishment of long-range planning for future growth, coordinates issuance of policies and procedures, and provides advice to the Director and senior staff.

Examines the Bureau's offices, regions and agencies to spot needs that should be, but are not being, filled. Determines the extent, implication, and urgency of these needs and develops processes and/or policies to increase effectiveness in accomplishing objectives.

Formulates administrative processes and priorities designed to facilitate the achievement of long-range program objectives of the Director. Formulates general directives for implementation of policies and procedures. Confers with management on matters of mutual interest, including coordinating the issuance of policies and procedures.

Supervision and Guidance Received

Operates under the specific direction of the Director – Bureau of Indian Affairs and is limited in decision making and action accordingly.

Other

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

The position may require the incumbent to travel to remote locations on a frequent basis, by airline or by motor vehicle. The employee may be required to work other than normal work hours during peak time or emergency situations. Appropriately handles and safeguards sensitive and/or classified information in accordance with regulations to reduce potential compromise. The incumbent is required to drive a motor vehicle in performance of work. A valid State driver's license is required. Position is subject to a favorable background investigation.

Qualification Requirements

Executive Core Qualifications (Mandatory)

ECQ 1 – LEADING CHANGE: You must have demonstrated an ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 – LEADING PEOPLE: You must demonstrate the ability to lead people toward meeting the organization's vision, mission and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 – RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 – BUSINESS ACUMEN: This ECQ involves the ability to manage human, financial, and information resource strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 – BUILDING COALITIONS: This ECQ involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

FUNDAMENTAL COMPETENCIES: The following competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, and Public Service Motivation.

Technical Qualifications (Mandatory)

1. Experience in management of large organizations at the national level.
2. Knowledge of and experience in legislative processes as related to policy development.
3. Knowledge of the organization, mission and functions of the Bureau of Indian Affairs and the Department of the Interior. (desirable)

**Evaluation Statement for
Special Assistant to the Director – Bureau of Indian Affairs
As a Senior Executive Service Position**

Introduction and Background

The Director – Bureau of Indian Affairs shares in the program and management responsibilities of the Assistant Secretary – Indian Affairs. The Director exercises supervision and direction over the Bureau of Indian Affairs and has line authority over all Regional and agency offices. The Director provides program direction and support to Indian Services, Trust Services, Justice Services and Field Operations. As Special Assistant, the incumbent provides advice on the full range of issues under the purview of the Director.

Series and Grade Determination

As a Special Assistant, the incumbent performs a wide variety of functions for the Director in developing goals and resolving issues. In concert with the Director, the incumbent participates in formulating and shaping policies as directed. The incumbent ensures consideration of the Director's views in overall policy formulation and ensures effective integration of policies with other functions of the Bureau of Indian Affairs. The incumbent provides advice and consultation on projects under the purview of the Director and serves as a liaison between the Director and other organizational entities. The incumbent advises the Director on the issues, including the feasibility of proposals from a public and administrative standpoint, while ensuring that programs and policies adhere to bureau goals, departmental goals, policies, and objectives. The incumbent provides confidential insight and opinions to the Director regarding program and policy decisions.

For these reasons, the job meets the GS-301 Miscellaneous Administration and Program definition. This series includes performing, supervising, or managing nonprofessional two-grade interval work for which no other series is appropriate. The series requires, as does this position, analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles; Special Assistant to the Director – Bureau of Indian Affairs is a fully descriptive and appropriate title for this position.

Grade

As Special Assistant to the Director – Bureau of Indian Affairs, the incumbent of this position focuses on program and policy issues and formulates options for the Director. Assigned issues may relate to any area of jurisdiction under the purview of the Director and require independent and close review and coordination of sensitive items of program policy between the Director and high level officials within Indian Affairs and the Department in order to communicate the Director's viewpoints. The incumbent ensures adequate evaluation of alternative courses of action, and useful and systematic presentation of policy and program proposals to the Director. At the direction of the

Director, the incumbent directs high-level professional staff who conduct, coordinate, and advise on the accomplishment of technical and evaluation studies related to a variety of program policy issues; assists the Director to coordinate implementation of departmental policies and initiatives; reviews program/legislative research; develops data, interpretive reports, positions, or policy statements; follows legislative initiatives; and comments on legislative concerns. The incumbent attends high level Indian Affairs and Departmental meetings on behalf of the Director to assure that his/her views are accurately represented and ensures that commitments made on behalf of the Director at departmental policy meetings are followed through to completion. The incumbent performs in an advisory role on legislative and policy matters and writes reports on legislation of interest to the Director as well as attending pertinent congressional hearings and provides briefings on those hearings. The incumbent develops, coordinates, resolves, and implements a variety of projects. This requires in-depth, accurate, and thorough analysis of issues of critical importance to the Director in a very short time frame, identifying options available.

Within this framework and under the supervision of the Director, the incumbent assists when a need or problem arises which requires resolution consistent with the Director's viewpoints. The Special Assistant is expected to develop options for appropriate courses of action to accomplish desired objectives. The incumbent has direct and ready access to the Director. The Director's guidance governs a broad range of activities, programs, and policies and has a major effect on the credibility and confidence in the way that the Director manages the critical mission goals of the Bureau. Review is in the sense that the Director's expectations are met and policies supported.

While no grades are assigned to SES position, a review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management.

Results of the incumbent's work affect the credibility and confidence in the way that the Bureau and the Department manages its mandate to strengthening the government-to-government relationship with Indian tribes; advocating policies that support Indian Self-Determination; protecting and preserving Indian trust assets; and administering a wide array of laws, regulations and functions relating to Indian tribes. The incumbent provides leadership to the Bureau in all of the various functional areas of the Bureau. The incumbent focuses on major program and policy issues and formulates options for the Director. The incumbent represent the Director throughout Indian Affairs and the Department and with a variety of offices/agencies within the executive branch and develops close working relationships with officials from various federal agencies and with Congress. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels both within and outside the Department and with employees throughout the Department.

The work requires a broad ability to analyze both policy and technical matters, to make recommendations, to demonstrate a broad understanding of a multitude of functional areas impacted by the Director's programs and initiatives and to utilize representational

skills. Representational skills are critical to formulating and presenting policy options for the full range of programs, which cross the Department.

An incumbent with a broad background demonstrating policy analysis expertise and experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of initiatives that are critical to the credibility of the Bureau of Indian Affairs and the Department of the Interior in its various missions.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

Explanation (Show any positions replaced)

Updates OF-8

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
DIES19735

| 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 | Senior Program Advisor | ES | 0301 | 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

Department of the Interior

c. Third Subdivision

Deputy Asst Secretary-Natural Resources Revenue Mgmt

a. First Subdivision

Office of the Secretary

d. Fourth Subdivision

Office of Natural Resources Revenue

b. Second Subdivision

Assistant Secretary-Policy, Management & Budget

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

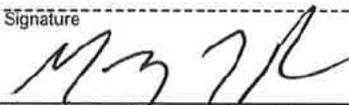
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature



Date

6/30/17

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

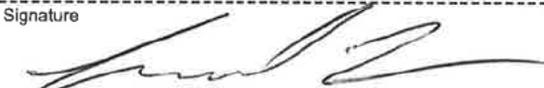
5 USC 3132

Typed Name and Title of Official Taking Action

Raymond Limon, Director, 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

7/2/17

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

24. Remarks

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

**Senior Program Advisor
Office of Natural Resources Revenue
ES-0301**

Introduction

The Office of Natural Resources Revenue (ONRR) is responsible to manage (in accordance with mineral leasing laws and regulation) all program activities to collect, account for, and disburse more than \$13 billion yearly in revenue from offshore Federal mineral leases and onshore mineral leases on Federal and Indian lands. These revenues are disbursed to about 35 states, 38 Indian tribes, 30,000 Individual Indian Mineral Owners, and to U.S. Treasury accounts.

ONRR is also a trustee of royalty assets from Indian trust properties and is an advocate for the interests of Indian mineral owners. In conjunction with the Bureau of Indian Affairs, ONRR provides revenue management services for mineral leases on American Indian lands. Money collected is returned – 100 percent – to respective Indian tribes and individual Indian mineral owners through the Office of Trust Funds Management.

The incumbent of this position serves as a Senior Program Advisor on sensitive issues and critical matters pertaining to policies, priorities and program direction of ONRR as to its structure, organization, and operation.

Major Duties

Serves as a key advisor and provides expert executive level advice, guidance, and support to both the ONRR Director and the Deputy Assistant Secretary – Natural Resources Revenue Management. Advice, guidance, and support will encompass key, emerging issues of direct and substantial interest to ONRR and the Department.

Responsible for a wide variety of management function for the Director, to include but not limited to, developing goals, addressing issues, and serving as a principal representative on assigned key initiatives from both the Director, ONRR and the Deputy Assistant Secretary – Natural Resources Revenue Management. The incumbent assists with the oversight of the ONRR DC office staff by providing senior leadership as it relates to goals and mission requirements.

Conducts high priority special assignments at the direction of the ONRR Director involving extensive research, fact finding, and program improvements on a variety of high level subjects, such as U.S. Extractive Industries Transparency Initiative (USEITI) and DOI Tribal relations.

Serves as the Tribal Liaison Officer for the Office of the Assistant Secretary – Policy, Management and Budget (PMB). In this role, the incumbent collaborates with, advises, and educates the PMB Office Directors and other PMB staff regarding the DOI Tribal consultation policy, best practices for working with Tribal governments, and tribal history and culture, and other relevant topics; collaborates with Tribal liaison Officers in other parts of the department of the Interior and the Federal government to ensure a consistent approach and the dissemination of knowledge; prepares the PMB portion of the annual consultation report for the Office of the Secretary; plans, facilitates, and implements listening sessions and consultation, as needed, to support PMB or its Offices; and serves as a senior level contact for tribal government representatives wishing to work with the Department of the Interior on a nation-

to-nation basis. Requires knowledge of tribal communities, politics, and events, and the ability to stay abreast of the same and communicate relevant information to DOI and ONRR decision makers.

Represents both ONRR's and the Department's interest at the semi-annual Indian Energy & Minerals Steering Committee and provides executive leadership and oversight to the implementation of the Standard Operating Procedures Document. The incumbent works with other senior executive from BIA, OST and BLM on related joint operations.

Functions as the senior executive for the Natural Resources Data Management, including serving as an Executive Liaison to the Office of the CIO's Data Services Team and Data Strategy Group.

Operates as a senior member of the team of professional policy and program analysts assessing the policy implications of major issues and initiatives with respect to ONRR's and the Department's overall mission and Secretarial priorities.

Coordinates and consults with senior management officials throughout the Department, other agencies, and external stakeholder regarding major initiatives, actions accomplished, and milestones to be achieved, and any other issues or problems of significance.

Develops long-range, objective policies, establishes priorities, and provides for systematic planning. The incumbent advises on the accomplishment of long-range planning for future growth, coordinates issuance of policies and procedures, and provides advice to the Director and deputy Assistant Secretary on special projects that often cross bureau lines, and entail interagency communication and coalition building.

Advises on the implementation of proposed, new, or revised policies, regulations, and legislative proposals and assess their impact on agency mission and organizational structure. Develops policy as appropriate to ensure clear and concise understanding of ONRR's program operations.

Provides independent review and advice on major Department-wide policies, practices and initiatives.

Prepares written and/or oral reports and briefings papers, setting forth findings and recommending courses of action necessary to resolve high level issues involving USEITI, Industry and Civil Society stakeholders, and Tribal government issues.

Conducts self, both on and off duty, in accordance with the Standards of Ethical Conduct for Employees of the Executive Branch and Federal ethics laws and regulations, including the responsibility to avoid the appearance of loss of impartiality.

Knowledge Required

An extensive background in and understanding of the Department's key mission function. Extensive knowledge of the USEITI and its stakeholders; Department-wide policies, practices, and initiatives that impact tribal communities and their politics. Extensive knowledge of tribal relations, history, culture, and politics. Knowledge of management principles pertaining to large government organization and other multi-stakeholders from industry of civil society. Demonstrated ability to leader change, lead people, and achieve results through building partnerships and coalitions.

Supervision and Guidance Received

The incumbent reports to the Director and received extremely broad policy guidance as to the objectives and goals to be achieved. Operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with department policy views. The incumbent develops appropriate courses of action to accomplish objectives established by the AS-PMB, DAS-MRRN, and the ONRR Director. Work is reviewed in terms of overall effectiveness in meeting the Secretary's goals and supporting of the Office and the Department.

Scope and Effect of Work

The purpose of the work is to provide expert executive level advice, guidance, and support of key emerging issues of director and substantial interest to ONRR and the Department. The advisor, consultative, and development aspects of policies, regulations, and legislative proposals are paramount and affects activities of the entire Department.

Nature and Purpose of Contacts

Contacts include top official of the Department and other executive agencies; members of Congress and representatives of Congressional Committees; Tribal governments; and other external departmental stakeholders. Contacts are made to resolve controversial and high level issues.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New Hdqtrs Field
 Reestablishment Other

3. Service

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

Explanation (Show any positions replaced)

Updates OF-8

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
DIES19735

| 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 | Senior Program Advisor | ES | 0301 | 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

Department of the Interior

c. Third Subdivision

Deputy Asst Secretary-Natural Resources Revenue Mgmt

a. First Subdivision

Office of the Secretary

d. Fourth Subdivision

Office of Natural Resources Revenue

b. Second Subdivision

Assistant Secretary-Policy, Management & Budget

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

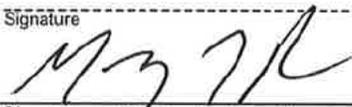
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature



Date

6/30/17

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

5 USC 3132

Typed Name and Title of Official Taking Action

Raymond Limon, Director, Office of Human Resources

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Signature



Date

7/2/17

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

24. Remarks

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

**Senior Program Advisor
Office of Natural Resources Revenue
ES-0301**

Introduction

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ONRR is also a trustee of royalty assets from Indian trust properties and is an advocate for the interests of Indian mineral owners. In conjunction with the Bureau of Indian Affairs, ONRR provides revenue management services for mineral leases on American Indian lands. Money collected is returned – 100 percent – to respective Indian tribes and individual Indian mineral owners through the Office of Trust Funds Management.

The incumbent of this position serves as a Senior Program Advisor on sensitive issues and critical matters pertaining to policies, priorities and program direction of ONRR as to its structure, organization, and operation.

Major Duties

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Conducts high priority special assignments at the direction of the ONRR Director involving extensive research, fact finding, and program improvements on a variety of high level subjects, such as U.S. Extractive Industries Transparency Initiative (USEITI) and DOI Tribal relations.

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Operates as a senior member of the team of professional policy and program analysts assessing the policy implications of major issues and initiatives with respect to ONRR's and the Department's overall mission and Secretarial priorities.

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Develops long-range, objective policies, establishes priorities, and provides for systematic planning. The incumbent advises on the accomplishment of long-range planning for future growth, coordinates issuance of policies and procedures, and provides advice to the Director and deputy Assistant Secretary on special projects that often cross bureau lines, and entail interagency communication and coalition building.

Advises on the implementation of proposed, new, or revised policies, regulations, and legislative proposals and assess their impact on agency mission and organizational structure. Develops policy as appropriate to ensure clear and concise understanding of ONRR's program operations.

Provides independent review and advice on major Department-wide policies, practices and initiatives.

Prepares written and/or oral reports and briefings papers, setting forth findings and recommending courses of action necessary to resolve high level issues involving USEITI, Industry and Civil Society stakeholders, and Tribal government issues.

Conducts self, both on and off duty, in accordance with the Standards of Ethical Conduct for Employees of the Executive Branch and Federal ethics laws and regulations, including the responsibility to avoid the appearance of loss of impartiality.

Knowledge Required

An extensive background in and understanding of the Department's key mission function. Extensive knowledge of the USEITI and its stakeholders; Department-wide policies, practices, and initiatives that impact tribal communities and their politics. Extensive knowledge of tribal relations, history, culture, and politics. Knowledge of management principles pertaining to large government organization and other multi-stakeholders from industry of civil society. Demonstrated ability to leader change, lead people, and achieve results through building partnerships and coalitions.

Supervision and Guidance Received

The incumbent reports to the Director and received extremely broad policy guidance as to the objectives and goals to be achieved. Operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with department policy views. The incumbent develops appropriate courses of action to accomplish objectives established by the AS-PMB, DAS-MRRN, and the ONRR Director. Work is reviewed in terms of overall effectiveness in meeting the Secretary's goals and supporting of the Office and the Department.

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The purpose of the work is to provide expert executive level advice, guidance, and support of key emerging issues of director and substantial interest to ONRR and the Department. The advisor, consultative, and development aspects of policies, regulations, and legislative proposals are paramount and affects activities of the entire Department.

Nature and Purpose of Contacts

Contacts include top official of the Department and other executive agencies; members of Congress and representatives of Congressional Committees; Tribal governments; and other external departmental stakeholders. Contacts are made to resolve controversial and high level issues.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DIES19736

| | | | | | |
|--|--|---|--|-----------------------------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other | | 3. Service | 4. Employing Office Location Washington, DC | 5. Duty Station Washington, DC | 6. OPM Certification No. |
| Explanation (Show any positions replaced) Updating OF-8 | | 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 type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 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 <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 | Assistant Director, Science Application | ES | 0480 | 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
U.S. Department of the Interior

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision
Office of the Director, FWS

c. Third Subdivision
Office of Assistant Director for Science Application

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
Stephen Guertin, Deputy Director

Signature _____ Date _____

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
Raymond Limon
Director, Office of Human Resources

Signature  Date 5/27/16

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

24. Remarks

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.

**Assistant Director for Science Application, ES-0480
Office of the Director
U.S. Fish and Wildlife Service
Department of the Interior**

INTRODUCTION

The Assistant Director for Science Application serves as the principal science advisor to the Director of the Service on all fish and wildlife science and research matters. As such, the incumbent is responsible for scientific leadership, program formulation, and technical definition of research needs.

MAJOR DUTIES

The Assistant Director for Science Application Serves as the principal scientific advisor to the Director of the Service and liaison between the Department, the Regions, Regional Directors, and Regional Scientists to address science program standards, priorities, and funding. Represents the Service on Departmental and inter-departmental science issues and initiatives.

Develops partnerships, particularly with states, to address science training and the role of science in natural resource management. Coordinates with the Department's Science Advisor and the U.S. Geological Survey, as well as with the science efforts and programs of the National Marine Fisheries Service, the Environmental Protection Agency, U.S. Forest Service, National Aeronautics and Space Administration, universities, and other science organizations.

Works with USGS Biological Resources Discipline to review basic research (long-term) being addressed by that bureau, and represents the Service's needs in the identification of areas that need focus for upcoming and emerging science needs being addressed by the Biological Resources Discipline. Works with regions and programs to develop proposals for applied research products and technical assistance, and locates funding support and sources for these products. Serves as a leader within the Department, on behalf of the Service Director, to ensure that bureau research programs are complimentary, performed with cooperative funding, and not overlapping or contradictory.

Leads the effort to maximize efficiencies through shared research efforts, particularly with states, in addition to working with other bureaus and agencies. Works with the Service's Assistant Director for Information Resources and others to provide organized, accessible data regarding science needs, functions, capabilities, sources, etc., for use setting priorities, and supporting budget requests and decisions. Leads the budgeting and funding effort of the Service to address information, science and research needs, including research products, research and science training, coordination with states, partners, and other bureaus, etc. Ensures that the Service is in compliance with Executive Orders, Secretarial Orders, and laws that impact research operations or data.

Develops guidelines and protocols, including peer review and Quality Assurance/Quality Control, for regulatory and management decisions. Where current protocol exists, provides science scrutiny and research to examine their sufficiency and institutionalize science roles.

Develops and provides program direction for the application and adaptation of new concepts and techniques to implement advanced collection, analysis, and evaluation of data on population status and trends and habitat needs of fish, wildlife, and plants. Such activities include national planning, policy guidance development, budget development, legislative and regulatory support. As such, this position works in close cooperation and as liaison with State and Federal agencies and State, Federal and international organizations. These activities support the conservation and perpetuation of fish, wildlife, and plant resources in North America.

Keeps abreast of state-of-the-art developments on conservation science trends and methods, and species and habitat protection needs. Applies a mastery of the theories, principles, practices, and techniques of conservation in order to evaluate new technical developments and advise top management on their ramifications and to conduct independent research to develop new techniques and methods.

Provides leadership in evaluating science-based conservation and in formulating recommendations for needed changes and redesign. Establishes new approaches to the modernization of technology to support such change and redesign.

Evaluates a broad range of technical, programmatic, and policy issues. Formulates assessments of various approaches to conservation. Evaluates technical alternatives in relation to current program objectives and broad policies. Provides authoritative proposals that may suggest major program or policy shifts.

Applies a broad knowledge of research activities to provide advice and direction regarding systems development and integration activities. Identifies problem areas, issues, evaluations, and technical solutions. Prepares policy and issue papers that may include recommendations for major technical modifications to current conservation plans, policies, and directions.

Coordinates and serves as a senior scientific and technical advisor to high-level officials to include the Director, the Secretary, and other cabinet and sub-cabinet level officials.

Monitors, coordinates, and guides extensive in-house and contracted operations and activities involving scientific and technical support for the agency mission. Functions in a key Government leadership role during negotiations with contractors.

Maintains and develops Service relationships with the broader university scientific community, and the scientific professional community. This would include membership and leadership on professional society boards, and representation of the Service at

university and professional meetings.

SUPERVISORY CONTROLS

The incumbent works under the broad administrative direction of the Director. The incumbent operates with maximum independence in carrying out responsibilities. The relationship between senior Service managers and the incumbent is principally consultative rather than supervisory. Completed work is reviewed for conformance with broadly defined missions, goals, and objectives.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

ES19740

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

6. OPM Certification No.

DIES19740

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 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, Gulf of Mexico Restoration | ES | 0340 | 00 | gph | |
| 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 the Interior

c. Third Subdivision

a. First Subdivision

Office of the Secretary

d. Fourth Subdivision

b. Second Subdivision

Assistant Secretary - Fish and Wildlife and Parks

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

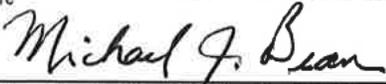
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Michael Bean
Principal Deputy Assistant Secretary, AS-FWP

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

Signature



Date

7/22/16

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

5 USC 3132

Typed Name and Title of Official Taking Action

Raymond A. Limon
Director, 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

8/24/16

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

24. Remarks

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

POSITION DESCRIPTION
DIRECTOR, GULF OF MEXICO RESTORATION

ES-0340-00

Introduction

This position serves as the Director, Gulf of Mexico Restoration, on behalf of the Office of the Secretary and coordinates and advises the Department on policies and programs related to Gulf restoration efforts as a result of the April 2010 Deepwater Horizon (DWH) oil spill in the Gulf of Mexico. This position, located within the Office of the Assistant Secretary for Fish and Wildlife and Parks, is responsible for close coordination and collaboration with the Offices of the Deputy Secretary, Assistant Secretary for Policy Management and Budget, and Assistant Secretary for Water and Science, as well as their offices and bureaus.

The Department of the Interior plays a major role in many Gulf of Mexico restoration efforts. The Department is responsible for serving as a co-trustee for natural and cultural resources under the Deepwater Horizon Natural Resource Damage Assessment and Restoration (NRDAR) effort. In addition, the Department is responsible for the implementation of the Resources and Ecosystems Sustainability, Tourism, Opportunities and Revived Economy of the Gulf Coast Act of 2011 (RESTORE Act).

The incumbent will be responsible for oversight and coordination of Department-wide Gulf restoration efforts undertaken since the DWH oil spill, working closely with bureaus and offices, and will coordinate with other Gulf restoration efforts, as appropriate.

Major Duties:

- Serves as the Authorized Official (pursuant to DM 521 Part 2) on the Deepwater Horizon Trustee Council, which also includes representatives from the National Oceanic and Atmospheric Administration (NOAA), United States Environmental Protection Agency (EPA), United States Department of Agriculture (USDA), and five Gulf Coast states: Alabama, Florida, Mississippi, Louisiana, and Texas.
- Leads the Department's efforts to support the Gulf Coast Ecosystem Restoration Council (RESTORE Act Council) to help facilitate and coordinate on-the-ground conservation and restoration priorities for the Gulf of Mexico. The RESTORE Act Council, which was established through the RESTORE Act, is comprised of eight Federal officials and five State officials and is chaired by the U.S. Department of Agriculture.
- Coordinates with other relevant programs, including but not limited to the Coastal Wetlands Planning, Protection, and Restoration Act; the NOAA Science Program, the Coastal Impact Assessment Program; and the National Fish and Wildlife Foundation's Gulf Environmental Benefit Fund that will also continue to have restoration impacts. Serves as the Departmental lead for the Gulf Restoration Team, representing the

Secretary and fully supporting the mission of the Department. Provides leadership for strategic and operational planning activities, for recommending priority areas, and for ensuring completion of assigned projects or priorities. Develops, coordinates, tracks progress, and measures success of Interior projects funded under the settlement.

- Coordinates with staff from the Department's bureaus and offices who are assigned to assist in the development and implementation of priorities for the Gulf of Mexico restoration effort.
- Establishes strong working relationships with key officials of DOI; other federal and non-federal agencies (including representatives of state, local and tribal governments); and, members of non-governmental organizations and the general public to ascertain problems/issues and advise and coordinate on all aspects of the program. As necessary, determines or recommends the compromises to be made in maintaining effective relations with interested groups.
- Represents DOI on relevant national, interagency, state, local and tribal steering committees and working groups. Works with the other Federal agencies (Commerce, Agriculture, Army, EPA, and Coast Guard) and Gulf States to develop and implement a comprehensive plan that strategically prioritizes projects for the next 15 years.
- Coordinates with the Office of Policy, Management, and Budget's Office of Acquisition and Policy Management on applications for RESTORE funding, oversight and reporting; and, with the Office of Budget on Gulf of Mexico funding matters during budget formulation.
- Coordinates and complies with policies and procedures of the Office of Policy, Management, and Budget's Office of Restoration and Damage and the Restoration Board on allocation of NRDAR settlement funds.
- Coordinates with the Office of Policy
- Communicates with interested Congressional offices, OMB, CEQ, and other key stakeholders regarding Gulf of Mexico restoration.

Supervision and Guidance Received

This position reports to the Assistant Secretary for Fish and Wildlife and Parks, with close collaboration and input from the Deputy Secretary, Assistant Secretary for Policy Management and Budget and Assistant Secretary for Water and Science as well as their bureaus and offices. The incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution. Assignments are carried out without, or with very limited, preliminary instruction. The incumbent is expected to develop appropriate courses of action to accomplish desired goals and objectives. Work is reviewed in

terms of soundness of policy options developed and conformance of end products and processes. Yearly performance reviews will be conducted by the Office of the Assistant Secretary for Fish and Wildlife and Parks, with input from the Offices of the Assistant Secretary for Policy, Management and Budget and the Assistant Secretary for Water & Science.

TRAVEL REQUIRED

The duty station of the incumbent will either be Washington, DC; Louisiana; Mississippi; Alabama; Florida; Texas or Georgia. Significant travel will be expected throughout the Gulf Coast states and Washington, DC, as needed.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

1. Experience at high level of government or private sector managing large, multifaceted programs with a regional or national scope.
2. Knowledge of environmental statutes such as the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), Oil Pollution Act, NEPA, ESA, RESTORE, and the Clean Water Act, with special expertise in the area of natural resource damage assessment and restoration.
3. Knowledge of regulations, procedures, and programs related to the remediation and restoration of public lands and resources.

**Evaluation Statement for the
Director, Gulf of Mexico Restoration
As a Senior Executive Service Position
ES-0340-00**

Introduction and Background

The Director, Gulf of Mexico Restoration reports to the Assistant Secretary for Fish and Wildlife and Parks, with close collaboration and input from the Deputy Secretary, Assistant Secretary for Policy Management and Budget and Assistant Secretary for Water and Science as well as their bureaus and offices. The incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution. Assignments are carried out without, or with very limited, preliminary instruction. The incumbent is expected to develop appropriate courses of action to accomplish desired goals and objectives. Work is reviewed in terms of soundness of policy options developed and conformance of end products

The Department of the Interior plays a major role in many Gulf of Mexico restoration efforts. The Department is responsible for serving as a co-trustee for natural and cultural resources under the Deepwater Horizon Natural Resource Damage Assessment and Restoration (NRDAR) effort. In addition, the Department is responsible for the implementation of the Resources and Ecosystems Sustainability, Tourism, Opportunities and Revived Economy of the Gulf Coast Act of 2011 (RESTORE Act).

Within this framework, the incumbent serves as a departmental expert on developing new policies and initiatives and provides overall coordination for the Department's participation in implementing requirements of the RESTORE Act of 2011. He/she reviews programs and recommends major program changes, carrying out major studies of policy and programs, and conducting analyses of related natural resource issues. His/her policy guidance governs a broad range of departmental activities, programs, and policies and has a major effect on the credibility and confidence in the way that the Department manages its mandate as the Nation's principal conservation agency. The position involves significant outreach to all involved offices and agencies involved in the Everglades restoration effort, both within the Department and external to the Department.

Series and Grade Determination

The incumbent provides departmental leadership on Gulf of Mexico restoration initiatives – both in headquarters and the field. The incumbent applies an extensive knowledge of laws, rules, regulations, administrative and program decisions pertaining to the Gulf of Mexico restoration, DOI's natural resources issues, and policies/programs. The incumbent must possess an expert knowledge of legislative history and regulatory requirements related to analyzing and advising on the integration of the Department's natural resource issues, and departmental restoration

efforts and programs with those of other agencies of the Government consistent with the policies and objectives of Congress, the White House, and other entities with interests in the Gulf of Mexico. Superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. While the incumbent must possess a vast technical knowledge and extensive/current knowledge of natural resource legislation (with emphasis on such statutes as the RESTORE Act of 2011, National Environmental Policy Act, the Endangered Species Act, the Clean Water Act, the Clean Air Act, the Coastal Zone Management Act, and the Water Resources Development Acts of 1996 and 2000), paramount qualification requirements of this position are executive level experience and ability to manager critical policies and programs with far reaching scope. The incumbent must direct the technical knowledge and skills of others, based on the incumbent's own executive experience and ability. Representational skills and analytical ability are also critical to this position, which represents the Assistant Secretary – Fish, Wildlife and Parks and with involved bureaus/offices within DOI. The incumbent is also a departmental liaison with other Federal agencies and offices, as well as with tribal, state and local governments. Also essential is seasoned judgment to identify and seize opportunities to prevent problems and conflicts that affect the credibility of DOI.

For these reasons, the job meets the GS-340 Program Management definition. This series includes management of one or more programs, with management and executive knowledge being the key requirement, rather than competence in a specialized subject or functional area. The standard does not provide titles; Director, Gulf of Mexico Restoration is a fully descriptive and appropriate title for this position.

Grade

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management.

While this position directs the work of only a relatively small organizational unit, the program directed by the incumbent cross cuts functional areas of the Department with results affecting the credibility and confidence in the way that the Department manages its mandate as the Nation's principal conservation agency with responsibility for most of our nationally-owned public lands and natural and cultural resources. The incumbent is held accountable for policy analysis and program development of a major congressionally-mandated restoration effort. The incumbent provides central leadership for DOI by directing development and implementation of Department-wide policy and assessing DOI policy for conformance and impact on Gulf of Mexico restoration initiatives. A major portion of the incumbent's duties is representing the Department with the variety of offices/agencies and developing close working relationships with high-level officials of those organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels within DOI and with officials

of all other involved entities, including the Congress.

Work is carried out with only very general review and consultation.

The work requires a broad ability to analyze both policy and technical matters, to make decisions, to demonstrate a broad knowledge of a multitude of functional areas impacting the Gulf of Mexico restoration initiatives, and to utilize representational skills. The incumbent must be able to represent the Assistant Secretary and the Department and speak with the authority to command the attention of people with varying agendas and interests. Representational skills are critical to spearhead this intergovernmental restoration program.

An incumbent with exceptional managerial ability and a broad background demonstrating policy analysis expertise, technical knowledge, and vast experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of this highly visible, intergovernmental Everglades restoration program that is critical to the credibility of the Department in its conservation mission.



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

Approved under the Civil Service Retirement System, 5 USC § 8336(c)

Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Bureau of Indian Affairs

Classification Title: Senior Advisor – Law Enforcement, Security, and School Safety

Organization Title: _____

Position Number: DIES19748

Series and Grade: ES-0340-00

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

The Senior Advisor is responsible for executive program oversight of a comprehensive school law enforcement, safety, security and community relations program within tribal schools. The incumbent has executive oversight of the school resource officer program, law enforcement-related education and safety programs, and school safety and security programs. Collaborates extensively with school administrators and principals, Bureau of Indian Affairs tribal police departments and school resource officers, and the tribal communities they serve. **This is an administrative position in an organization having a law enforcement mission, and is clearly in an established career path. Prior law enforcement experience, as gained by substantial service in a primary law enforcement officer position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

WILLIAM SIZEMORE

Digitally signed by WILLIAM SIZEMORE
 DN: c=US, o=U.S. Government, ou=Department of the Interior,
 ou=Office of the Secretary of the Interior, cn=WILLIAM
 SIZEMORE, 0.9.2342.19200300.100.1.1=14001000976882
 Date: 2016.12.22 12:29:10 -07'00'

Alan Sizemore, Supervisory Human Resources Specialist, DOI

Date

Jason Thompson, Assistant Director, Office of Justice Services, BIA

1/10/2017
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Capital and Diversity

1/10/2017
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | |
|--|--|---|--|---|--|--|
| 2. Reason for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Upgrade <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any position replaced) | | 3. Service <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Field | 4. Employing Office Location Washington, DC | 5. Duty Station Washington, DC | 6. Agency Position No. _____ | |
| 7. Fair Labor Standards Act <input type="checkbox"/> Except <input type="checkbox"/> Nonexcepted | | 8. Functional Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest | | 9. Subject to DA/ASRM <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input checked="" type="checkbox"/> SES (CR) | | 11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Master | 12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Sensitive <input type="checkbox"/> 3-Managerial Sensitive <input type="checkbox"/> 4-Special Sensitive | | 13. Competitive Level Code _____ | |
| 14. Agency Use DIES19748 | | 15. Classified/Graded by _____ | | | | |

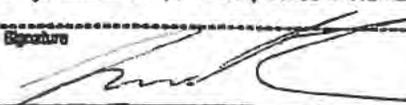
| | |
|---|---|
| 16. Organizational Title of Position (if different from official title) _____ | 17. Name of Employee (if vacant, specify) _____ |
| 18. Department, Agency, or Establishment Department of the Interior Assistant Secretary - Indian Affairs | 19. Office of Personnel Management _____ |
| 20. Department, Agency, or Establishment Department of the Interior Bureau of Indian Affairs | 21. Office of Personnel Management _____ |
| 22. First Subdivision Assistant Secretary - Indian Affairs | 23. Office of Personnel Management _____ |
| 24. Second Subdivision Bureau of Indian Affairs | 25. Office of Personnel Management _____ |
| 26. Third Subdivision Office of Justice Services | 27. Office of Personnel Management _____ |
| 28. Fourth Subdivision _____ | 29. Office of Personnel Management _____ |
| 29. Fifth Subdivision _____ | 30. Office of Personnel Management _____ |

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 Bruce Loudarmilk, Director, Bureau of Indian Affairs | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) _____ |
| Signature  | Signature  |
| Date 11-21-16 | Date DEC 21 2016 |

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, by comparison 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 5 USC 3132 | 23. Classification/Job Grading Certification 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 FLBA, is available from the personnel office or the U.S. Office of Personnel Management. |
| Typed Name and Title of Official Taking Action Raymond Limon, Director, Office of Human Resources | Signature  |
| Date 12/21/16 | Date _____ |

| 24. Position Review | Initials | Name | Position | Date | Initials | Name | Position | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

24. Remarks

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

Senior Advisor – Law Enforcement, Security and School Safety
ES-340

Introduction

The Senior Advisor – Law Enforcement, Security and School Safety reports directly to the Deputy Bureau Director – Justice Services in the Bureau of Indian Affairs. The Senior Advisor is responsible for the executive program oversight of a comprehensive school law enforcement, safety, security and community relations program within tribal schools. The Senior Advisor has executive oversight of the school resource officer program, law enforcement-related educational and safety programs, and school safety and security programs. The Senior Advisor collaborates extensively with school administrators and principals, Bureau of Indian Affairs (BIA) tribal police departments and school resource officers, and the tribal communities they serve. The Senior Advisor represents the Deputy Bureau Director and the BIA Director with the media on all law enforcement-related school matters.

Major Duties and Responsibilities

School Law Enforcement Program Direction and Oversight – 50%

Provides executive leadership and direction for a comprehensive school law enforcement program for BIA and tribal schools under the oversight of the BIA and the Bureau of Indian Education (BIE). This includes strategic program direction, development of related policies, procedures, standards and guidelines, and program accountability and consistency.

Provides expert law enforcement guidance and direction to local law enforcement officials, school administrators and tribal leaders in response to criminal matters or emergencies that occur on tribal school campuses or within the immediate vicinity of a tribal school. Monitors intelligence, open source reporting and crisis indicators of any ongoing law enforcement-related incidents to determine appropriate warning /notification system alerts impacting tribal school campuses. Collaborates with law enforcement staff or incident leadership onsite to provide support and guidance. Provides additional resources to assist local law enforcement officials, tribal schools and the surrounding communities manage the response and recovery after criminal incidents or emergencies.

Provides executive oversight in the development and implementation of law enforcement-related educational programs in tribal schools, such as D.A.R.E. (Drug Resistance Education), G.R.E.A.T. (Gang Resistance Education and Training), law enforcement socialization, juvenile diversion, crime prevention, and active shooter and intruder emergency drills and response.

Oversees the management of the school resource officer program. Ensures school resource officers, which are commissioned law enforcement officers, have adequate resources and training. Ensures school resource officers are provided continuing professional development training so they are abreast of the most recent developments in the law enforcement community. Advocates for additional funding or staffing for agencies that needed additional support. Provides expert advice to school administrators and tribal police officials on law enforcement-related issues within their communities.

Monitors all reports of school crime from school resource officers and tribal school administrators. Develops and implements policies and tracking systems for crime and incident reporting and analysis.

Monitors crime and incident trends across tribal school campuses and develops recommendations and prevention programs to address growing crime trends.

Provides expert counsel, advice, and recommendations to the Directors of BIA and BIE and the Deputy Bureau Director – Justice Services on all matters relating to school law enforcement programs and operations. Represents the Deputy Bureau Director – Justice Services and the Directors of BIA and BIE at designated hearings, conferences and other significant public forums pertaining to school law enforcement, school resources officer programs, and school safety and security.

School Safety and Security – 40 %

Serves as an expert technical adviser for tribal school administrators and school employees on all matters pertaining to the safety of students, employees, contractors and visitors. Provides direction for the periodic assessment and audit of tribal school facilities and campuses to determine safety and security issues. Coordinates with tribal school administrators to address and correct safety and security issues. Oversees the development and implementation of school safety and security training programs.

Provides executive leadership and guidance in the development and implementation of overall tribal school security plans and security plans for special events involving the tribal school facilities. Provides executive direction and guidance to tribal school administrators in the development of crisis management/emergency response plans and crises response plans.

Participates in the National Association of School Resource Officers Associations and other professional organizations as well as various committees related to school safety and security.

Tribal School and Community Support – 10%

Leads the development of a system to expand and implement the use of existing community social services agencies which are staffed and equipped to serve juveniles with delinquent or pre-delinquent behavior problems. Collaborates with community social services agencies, local law enforcement and tribal courts on intervention strategies, incarceration alternatives, solution-focused sentencing, rehabilitating and abilitating offenders, and support for offenders with substance abuse issues.

Leads the effort to develop and expand the system of care for cases of child and sexual abuse, drug and alcohol abuse and other activities that are reported through the tribal school system. Develops and manages partnerships with local law enforcement, social services, the Indian Health Service, and mental health service providers to ensure support for students who are the victims of crime or abuse or who have experienced a significant amount of trauma that impacts their quality of life and success as a student. Ensures that all partners provide appropriate support and follow up with cases. Collaborates with partners to develop prevention and educational programs for tribal schools and the surrounding communities.

Collaborates with local law enforcement agencies and tribal leaders to develop and implement community-policies and mentoring programs in tribal schools.

Supervision Received

The Senior Advisor – Law Enforcement, Security and School Safety reports to the Deputy Bureau Director – Justice Services, from whom the incumbent receives policy direction and executive leadership. Review of work is limited to evaluation of program effectiveness and accomplishment of objectives.

Other

The incumbent provides position direction and implementation of Departmental equal employment opportunity objectives and fosters merit-based principles in the recruitment, selection, appointment, training and recognition processes.

Provides oversight and direction on adhering to all administrative requirements as records retention, controlled correspondence, and Freedom of Information Act (FOIA) requests.

The incumbent supports all management objectives of the departmental drug-free workplace program, zero tolerance for Workplace Violence, and No Fear Act.

The position may require the incumbent to travel to remote locations on a frequent basis, by airline or by motor vehicle. Due to the remoteness of some of the field locations, the incumbent may also be required to travel to remote sites by commuter planes or helicopter or travelling through rough terrain by 4-wheel drive vehicles. The incumbent may be required to visit construction sites, pre- or post-construction, where hazards may exist and may be required to wear protective gear including steel toe shoes, hard hats and other protective gear.

The employee may be required to work other than normal work hours during peak time or emergency situations. Appropriately handles and safeguards sensitive and/or classified information in accordance with regulations to reduce potential compromise. The incumbent is required to drive a motor vehicle in performance of work in compliance with existing motor vehicle drivers' policy and procedures. A valid state driver's license is required. Position is subject to a favorable background investigation.

Prior law enforcement experience, as gained by substantial service in a primary law enforcement officer position or equivalent experience out the Federal government, is a mandatory prerequisite for the incumbent of this position.

The incumbent is a commissioned law enforcement officer and will be required to carry and use firearms in the conduct of law enforcement duties. The incumbent will be required to participate in firearms training and qualifications, as well as appropriate physical standards and training consistent with Departmental law enforcement requirements.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

ECQ 1 – Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 – Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 – Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 – Business Acumen: This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 – Building Coalitions: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications

1. Demonstrated knowledge in and the executive ability to plan, direct and coordinate the full range of functions related to law enforcement, school facility security and school safety operations.
2. Demonstrated ability to direct and coordinate the full range of functions related to law enforcement and school facility security in the case of an incident including crisis management and emergency response plans.
3. Demonstrated ability to develop and coordinate training programs focused on law enforcement matters, school security, school safety and student social services support.

**Evaluation Statement for the
Senior Advisor – Law Enforcement, Security and School Safety
Bureau of Indian Education**

Introduction and Background

The Senior Advisor – Law Enforcement, Security and School Safety is responsible for the executive program oversight of a comprehensive school law enforcement, safety, security and community relations program within tribal schools. The Senior Advisor has executive oversight of the school resource officer program, law enforcement-related educational and safety programs, and school safety and security programs. The Senior Advisor collaborates extensively with school administrators and principals, tribal police departments and school resource officers, and the tribal communities they serve. The Senior Advisor works extensively with local law enforcement, school administrators, tribal leaders and the surrounding communities.

This position is being established to provide much needed direct support to tribal schools, students, and school administrators and staff members. Students attending tribal schools are historically the most disadvantaged. Students are part of communities that suffer from some of the highest rates of unemployment, poverty, alcohol and drug abuse, and violence. As a result, many students are either victims of violence or perpetrators of violence. This position will provide the law enforcement support needed to improve the security and safety of students, as well as bring together schools, communities, and social and mental health services professional to ensure the safety and well-being of students and school staff and administrators.

Series and Grade Determination

The incumbent provides leadership and guidance for school law enforcement, security and safety programs for tribal schools under the purview of the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE). The incumbent provides executive direction, oversight and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, administrative and program principles pertaining to law enforcement, as well as school facilities security, and the safety and well-being of the students, school staff and surrounding communities. The incumbent must possess knowledge of the principles, policies and procedures related to law enforcement, school facility security and school safety to administer these programs as well as to advise and make recommendations relating to these issues to the Deputy Bureau Director – Justice Services (DBD-JS), the Directors of BIA and BIE Director, and other high ranking Assistant Secretary – Indian Affairs (AS-IA) officials.

The Senior Advisor – Law Enforcement, Security and School Safety represents the DBD-JS, Directors of BIA and BIE and the AS-IA in both internal and external meetings and various high level departmental and interdepartmental committees and task forces. The Senior Advisor is the point of contact for tribal school law enforcement, school facility security and school safety, as well as for partnerships with other Federal agencies, state and local governments, tribal communities, and private industry. Superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the Department.

The incumbent must possess a vast knowledge of law enforcement, school facility security, and school safety programs. However, a paramount requirement, in addition to executive level experience, knowledge of and ability to oversee law enforcement, school facility security, and school safety programs, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position. Also essential is seasoned judgment to identify and seize opportunities to prevent problems and/or conflicts that affect the image of DOI's responsibilities to Tribes and individual Indians, as well as tribal schools, students and staff members.

Positions performing managerial and/or executive duties, rather than functional duties, are placed in the GS-0340, Program Management series; there is no one series appropriate for this position. Senior Advisor – Law Enforcement, Security and School Safety is a fully descriptive title appropriate for this position.

No grades are assigned to SES positions. A review of the demands of this position clearly indicate that it exceeds the GS-15 level as delineated in the Primary Standard and is fully justified in the Senior Executive Service as outlined in guidance on functional criteria from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

As required by OPM's SES functional criteria, the incumbent is held accountable for the success of a specific program and monitors progress toward organizational goals with evaluation and necessary adjustments toward accomplishment. The incumbent's law enforcement, school facility security and school safety responsibilities cross cuts all functional areas and entities of the BIA and BIE with results effecting the BIA's and BIE's mission, programs and compliance with legislative and other requirements. The Senior Advisor ensures appropriate law enforcement, school facility security and school safety strategies including results-oriented approaches, timely and accurate reporting, effective long range and strategic planning, and integration of program plans.

The incumbent directs the work of the organization (a SES functional criterion specified by OPM) responsible for activities directly affecting the delivery of Federal programs to 183 Bureau-funded elementary and secondary schools, located on 64 reservations in 23 states, serving approximately 42,000 Indian students, plus school staff and administrators. as well as engendering confidence in the way that the Department manages its mandate as the agency with responsibility for Indian Affairs.

The incumbent is held accountable for policy development and guidance to all impacted offices of several nation-wide programs, another OPM SES functional criterion. The incumbent provides executive leadership for law enforcement, school facility security and school safety programs and operations

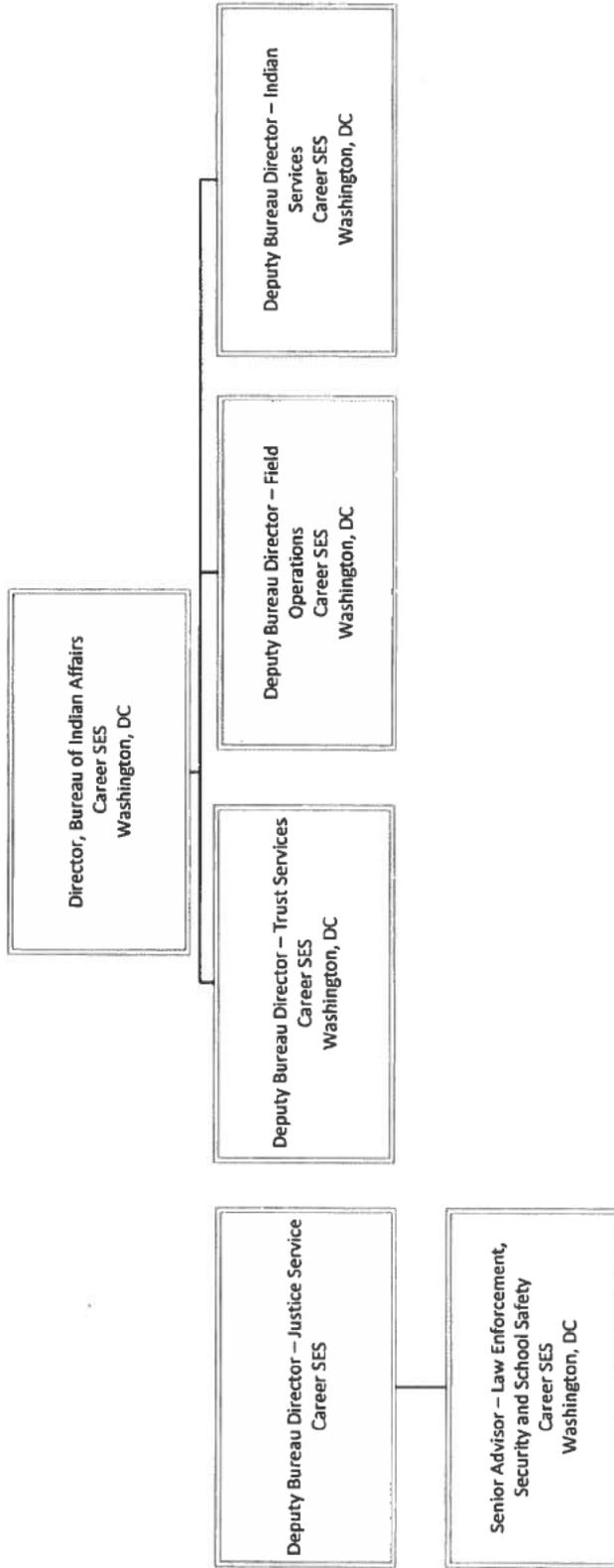
Work is carried out with only very general review and consultation.

The work requires a broad ability to analyze both policy and technical matters, to make executive decisions, to advise the DBD-JS, the Directors of BIA and BIE Director, and other high ranking AS-IA officials on the overall operation and management of the various law enforcement, school facility security and school safety programs which are implemented at the various institutions under BIA's and BIE's jurisdiction from elementary to college level. The incumbent must be able to represent the DBD-JS,

the Directors of BIA and BIE Director, and the AS-IA, as well as the Department and speak with the authority to command the attention of people with varying agendas and interests.

An incumbent with exceptional managerial ability and a broad background demonstrating both knowledge of and experience in law enforcement, security and school safety programs is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of BIE programs that are critical not only to the credibility of the Department but the safety and well-being of its 42,000 Indian students, plus school staff and administrators

Bureau of Indian Affairs Organization Chart



POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

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 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

DIES19757

| 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 | Senior Advisor for Tribal Energy Development | ES | 0301 | 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
 Department of the Interior
 a. First Subdivision
 Bureau of Land Management
 b. Second Subdivision

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
 Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature _____ Date 6/30/17

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
 Raymond Limon, Director, Office of Human Resources

22. Position Classification Standards Used in Classifying/Grading Position
 5 USC 3132

Signature _____ Date 7/2/17

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks _____

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

Senior Advisor for Tribal Energy Development
ES-301

INTRODUCTION

The incumbent serves as Senior Advisor for Tribal Energy Development with the Bureau of Land Management (BLM) in the Department of the Interior. He/she will provide executive level guidance, advice and policy direction to BLM leadership to assist Indian tribes in expanding reliable and secure energy supplies on Indian lands, including safe and responsible oil and gas development and renewable energy development opportunities.

DUTIES AND RESPONSIBILITIES

Serves as an executive level advisor to the BLM Director, Deputy Director and bureau management leadership on all bureau tribal energy development related policies, programs, and initiatives. Formulates, develops, and directs programs to analyze and evaluate the actual or potential effectiveness of tribal energy development related policies and programs.

Appraises and anticipates trends and effectiveness of BLM tribal energy development related programs and advises the Director, Deputy Director, and/or other senior management regarding the degree of success achieved in meeting the BLM and DOI objectives.

Develops long-range, objective policies, establishes priorities, and provides for systematic planning. The incumbent advises on the accomplishment of long-range planning for tribal energy development policy, coordinates issuance of policies and procedures, and provides advice to senior management in BLM.

Advises and consults with the senior management in the Assistant Secretary – Indian Affairs and the Bureau of Indian Affairs, as well as tribal leaders and officials regarding varied tribal energy development activities of the BLM and DOI.

Studies current and anticipated problems confronting Indian tribes in the field of environmental quality of energy programs as well as the development of energy development and determines those that can be solved or alleviated by altering BLM and DOI programs.

Conducts numerous complex and high-priority special assignments at the direction of the BLM Director or senior management involving extensive research, fact-finding and program improvements on a variety of high-level subjects of critical importance to the BLM and Department. Determines requisite nature of background information and data, levels of coordination and consultation, format of presentation, etc. Assures that the Director and senior management are provided with pertinent information for decision-making on highly sensitive and potentially controversial issues. Recommendations arising from the studies and analyses are instrumental in the direction and development of major tribal energy development policy, program, and legislative initiatives.

Represents the BLM on a variety of intra- and inter- agency committees composed of high level representative and officials from other Federal agencies, state, local and tribal governments, academia, stakeholder organization and industry.

SUPERVISION RECEIVED

The incumbent reports directly to the BLM Director for technical matters and receives extremely broad policy guidance as to the goals to be achieved. Incumbent develops appropriate courses of action to accomplish objectives. Work is reviewed in terms of the effectiveness of BLM and DOI tribal energy development activities and conformance to the energy policies.

OTHER

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

Leading Change- This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

Leading People- This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

Results Driven- This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

Business Acumen- This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

Building Coalitions- This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications/Competencies

Knowledge of the organization, mission and functions of the Department of the Interior.

Knowledge of scientific and technical philosophies, policies, legislation, trends and methods in energy policies and programs.

**Evaluation Statement for
Advisor for Tribal Energy Development
As a Senior Executive Service Position**

Introduction and Background

As the Senior Advisor for Tribal Energy Development, the incumbent provide executive level guidance, advice and policy direction to the Bureau of Land Management (BLM) leadership to assist Indian tribes in expanding reliable and secure energy supplies on Indian lands, including safe and responsible oil and gas development and renewable energy development opportunities

Series and Grade Determination

The incumbent provides executive leadership to the BLM tribal energy development policies, programs and initiatives. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions of the BLM and DOI, and technical and scientific methods and philosophies regarding energy activities. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the BLM and DOI, knowledge of energy development program and policies, particularly as they related to Indian tribes and lands, and related technical and scientific philosophies and methods in order to effectively advise the BLM senior management on tribal energy development activities.

The incumbent must possess a vast knowledge of the missions and functions of the BLM and DOI. The incumbent must possess knowledge of tribal energy development program and policies, and related technical and scientific philosophies and methods. However, a paramount requirement, in addition to executive level experience, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position, which represents the BLM. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the BLM and Department, as well as prevent problems and/or conflicts that affect the image of the Department of the Interior's (DOI) responsibility to employees, customers, Tribes, individual Indians, and Congress.

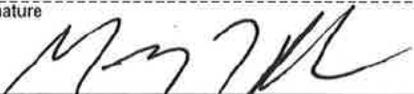
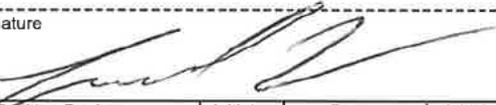
For the reasons stated above, the job meets the GS-301 Miscellaneous Administration and Program series definition. This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles, therefore, Senior Advisor for Tribal Energy Development, is a fully descriptive and appropriate title for this position.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard, and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor for Tribal Energy Development position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The work performed by the incumbent cross cuts all functional areas of the BLM. The incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of tribal energy development activities and programs within BLM. The incumbent coordinates and gives direction to tribal energy development activities for BLM. The incumbent ensures that the tribal energy development activities are executed with the latest technology and with the highest standards of scientific integrity. Results of the incumbent's work affect the credibility and confidence in the way that the BLM and DOI manages its mandate as the Nation's principal agency with responsibility for most of our nationally owned public lands, and natural and cultural resources, as well as for Indian affairs.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent the BLM and DOI and speak with the authority to command the attention of people with varying agendas and interests. Further, of paramount importance to the executive level of performance required for success in this position, is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the DOI. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals and initiatives of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of BLM and knowledge of tribal energy development programs and policies, and related technical and scientific philosophies and methods, is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of BLM and DOI missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Department.

| | | | | | | | | | |
|--|--|---|-----------------|--|---|--|------------------------|----------------------------|------|
| POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> | | | | | | | 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 <small>Explanation (Show any positions replaced)</small> | | 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 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 type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | | | 11. Position Is <input 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 type="checkbox"/> 4--Special Sensitive | | 13. Competitive Level Code | |
| | | | | | | 14. Agency Use DIES19758 | | | |
| 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 | | Senior Advisor for Energy Policy | | | ES | 0301 | 00 | | |
| c. Second Level Review | | | | | | | | | |
| d. First Level Review | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | |
| 16. Organizational Title of Position <i>(if different from official title)</i> | | | | | 17. Name of Employee <i>(if vacant, specify)</i> | | | | |
| 18. Department, Agency, or Establishment Department of the Interior | | | | | c. Third Subdivision | | | | |
| a. First Subdivision U.S. Fish and Wildlife Service | | | | | 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 <i>(optional)</i> | | | | |
| 20. Supervisory Certification. <i>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</i> | | | | | <i>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.</i> | | | | |
| a. Typed Name and Title of Immediate Supervisor Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> | | | | |
| Signature  | | | Date 6/30/17 | | Signature | | | Date | |
| 21. Classification/Job Grading Certification. <i>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.</i> | | | | | 22. Position Classification Standards Used in Classifying/Grading Position 5 USC 3132 | | | | |
| Typed Name and Title of Official Taking Action Raymond Limon, Director, 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 7/2/17 | | | | | | |
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
| a. Employee <i>(optional)</i> | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | | | | | | | | |
| 24. Remarks | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i> | | | | | | | | | |

Senior Advisor for Energy Policy
(FWS)
ES-301

INTRODUCTION

The incumbent serves as Senior Advisor for Energy Policy for the Fish and Wildlife Services in the Department of the Interior. He/she assists in carrying out the responsibilities for the policy direction, coordination, control, and administration of the energy policy research activities and programs within the Fish and Wildlife Services (FWS) of the Department of the Interior (DOI). The Senior Advisor also coordinates and gives direction to the internal and external stakeholders of the Fish and Wildlife Services offices regarding energy-related topics. The Senior Advisor works in concert and collaboration with the Agency and White House's Council on Environmental Quality, cross-agency energy advisors, and other key stakeholders to implement the energy policy goals.

DUTIES AND RESPONSIBILITIES

Maintains cognizance of the various programs conducted within the FWS and DOI for energy programs, subsequent regulations and reporting requirements. Formulates, develops, and directs programs to analyze and evaluate the actual or potential effectiveness of energy-related policy.

Appraises and anticipates trends and effectiveness of FWS energy-related programs and advises the Director, Deputy Director, and/or other senior management regarding the degree of success achieved in meeting the FWS and DOI objectives.

Develops long-range, objective policies, establishes priorities, and provides for systematic planning. The incumbent advises on the accomplishment of long-range planning for energy policy, coordinates issuance of policies and procedures, and provides advice to senior management in FWS.

Advises and consults with the Director, Deputy Director, and/or other senior management officials regarding varied energy activities of the FWS and DOI.

Studies current and anticipated problems confronting the nation in the field of environmental quality of energy programs and determines those that can be solved or alleviated by altering FWS and DOI programs.

Conducts numerous complex and high-priority special assignments at the direction of the FWS Director or senior management involving extensive research, fact-finding and program improvements on a variety of high-level subjects of critical importance to the FWS and Department. Determines requisite nature of background information and data, levels of

coordination and consultation, format of presentation, etc. Assures that the Director and senior management are provided with pertinent information for decision-making on highly sensitive and potentially controversial issues. Recommendations arising from the studies and analyses are instrumental in the direction and development of major policy, program, and legislative initiatives.

Represents the FWS on a variety of intra and inter- agency committees composed of high level officials, Federal Energy Regulatory Commission, and counsels concerned with research and development of energy programs.

SUPERVISION RECEIVED

The incumbent reports directly to the FWS Director for technical matters and receives extremely broad policy guidance as to the goals to be achieved. Incumbent develops appropriate courses of action to accomplish objectives. Work is reviewed in terms of the effectiveness of FWS and DOI natural resources activities and conformance to the energy policies.

OTHER

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

Leading Change- This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

Leading People- This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

Results Driven- This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

Business Acumen- This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

Building Coalitions- This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications/Competencies

Knowledge of the organization, mission and functions of the Department of the Interior.

Knowledge of scientific and technical philosophies, policies, legislation, trends and methods in energy policies and programs.

**Evaluation Statement for
Senior Advisor on Energy Policy (FWS)
As a Senior Executive Service Position**

Introduction and Background

As Senior Advisor for Energy Policy for FWS, the incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of the energy activities and programs within the FWS. The Senior Advisor for Energy Policy for FWS also coordinates and gives direction to the energy-related activities of the FWS offices.

Many of the programs of FWS are directed toward scientific conservation and utilization of natural resources for the preservation of our national economy and the optimum long-term benefit of the nation.

Series and Grade Determination

The incumbent provides executive leadership to the FWS on energy policies. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions of the FWS and DOI, and technical and scientific methods and philosophies regarding energy activities. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the FWS and DOI, knowledge of conservation and energy program and policies, and related technical and scientific philosophies and methods in order to effectively advise the FWS senior management on technical and scientific issues regarding the energy activities involved in the FWS.

The incumbent must possess a vast knowledge of the missions and functions of the FWS and DOI. The incumbent must possess knowledge of energy program and policies, and related technical and scientific philosophies and methods. However, a paramount requirement, in addition to executive level experience, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position, which represents the FWS. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the FWS and Department, as well as prevent problems and/or conflicts that affect the image of the Department of the Interior's (DOI) responsibility to employees, customers, Tribes, individual Indians, and Congress.

For the reasons stated above, the job meets the GS-301 Miscellaneous Administration and Program series definition. This series includes positions the duties of which are to perform,

supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles, therefore, Senior Advisor for Energy Policy, is a fully descriptive and appropriate title for this position.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard, and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor for Energy Policy position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The work performed by the incumbent cross cuts all functional areas of the FWS. The incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of the scientific research activities and programs within the FWS of the DOI. The incumbent coordinates and gives direction to the scientific and technical information activities of the FWS. The incumbent ensures that the energy activities performed by the FWS are executed with the latest technology and with the highest standards of scientific integrity. Results of the incumbent's work affect the credibility and confidence in the way that the FWS and DOI manages its mandate as the Nation's principal agency with responsibility for most of our nationally owned public lands, and natural and cultural resources, as well as for Indian affairs.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent the FWS and DOI and speak with the authority to command the attention of people with varying agendas and interests. Further, of paramount importance to the executive level of performance required for success in this position, is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the DOI. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals and initiatives of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the FWS and knowledge of energy programs and policies, and related technical and scientific philosophies and methods, is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of FWS and DOI missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Department.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

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 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code

14. Agency Use
DIES19759

| 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 | Senior Advisor | ES | 0301 | 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 Department of the Interior | c. Third Subdivision |
| a. First Subdivision Office of the Secretary | d. Fourth Subdivision |
| b. Second Subdivision Assistant Secretary-Policy, Management & Budget | 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 Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature | Signature |
| Date 6/30/17 | 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
5 USC 3132

| | |
|---|---|
| Typed Name and Title of Official Taking Action Raymond Limon, Director, 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 7/2/17 | |

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

24. Remarks

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

**Senior Advisor
ES-301**

INTRODUCTION

The Assistant Secretary – Policy, Management and Budget (PMB) discharges the duties of the Secretary with the authority and direct responsibility for all phases of management and administrative activities, including budget and finance, planning and performance management, human resources and workforce diversity, law enforcement and security, and natural resources/environmental policy and international affairs. As Senior Advisor, the incumbent provides leadership and advice on the full range of issues under the purview of the Assistant Secretary and the offices within PMB.

MAJOR DUTIES AND RESPONSIBILITIES

Serving as Senior Advisor, the incumbent performs a wide variety of management functions in developing goals and resolving complex administrative. Works with senior PMB leadership in addressing urgent problems and issues. Recommends policies for conducting business between the Assistant Secretary's offices and other departmental offices and outside entities.

Provides advice and consultation on special projects under the purview of the Assistant Secretary. Serves as a liaison between the senior PMB leadership and organizational entities, assigning tasks to appropriate individuals and organizational units within the Assistant Secretariat.

Maintains close review and coordination on items of a sensitive nature between the senior PMB leadership and high-level officials throughout the Department to ensure consistent messaging with regard to programs, correspondence, policies and related matters.

Assists senior PMB leadership on the full range of issues under the purview of the offices within the Assistant Secretary – Policy, Management and Budget. Advises on the feasibility of proposals from a public and administrative standpoint and ensures that programs and policies adhere to departmental goals, policies, and objectives. Provides confidential insight and opinions to senior PMB leadership regarding program and policy decisions.

Fully participates with senior PMB leadership in developing and formulating the processes necessary for management of the various PMB offices and programs. Develops long-range, objective policies, establishes priorities, and provides for systematic planning. Advises on the accomplishment of long-range planning for future growth, coordinates issuance of policies and procedures, and provides advice to senior PMB leadership.

Formulates broad program policies, administrative process, and priorities designed to facilitate the achievement of long-range program objectives for PMB programs and initiatives. Formulates general directives for implementation of policies and procedures. Keeps informed

regarding all program proposals and provides systematic, synchronized planning to accomplish PMB objectives.

Maintains liaison with senior leadership and officials of the Office of the Secretary, Office of the Solicitor, Office of the Inspector General, other bureaus and offices of the Department, the Office of Management and Budget, other Federal agencies, and members of Congress with respect to PMB programs and initiatives. Confers on matters of mutual interest, including coordinating the issuance of policies and procedures.

Represents PMB in many situations, including liaison with officials of the Department, the Congress, other Federal agencies, state and local governments, private organizations, and individuals.

SUPERVISION AND GUIDANCE RECEIVED

Operates under the general direction of the Assistant Secretary and senior PMB leadership and is limited in decision making and action only by the broadest general policy outlines and long-range mission objectives. Judgment and decisions are considered authoritative. Review of work is in terms of overall effectiveness. Guidelines specific to the work do not exist.

OTHER

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

Leading Change- This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

Leading People- This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

Results Driven- This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

Business Acumen- This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

Building Coalitions- This core qualification involves the ability to build coalitions internally and with other Federal agencies, tribal, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications/Competencies

Knowledge of the organization, mission and functions of the Department of the Interior.

Detailed knowledge of and experience with sound and effective management principles and practices as applied in a cabinet level Department with wide range of bureau missions and programs.

**Evaluation Statement for
Senior Advisor
As a Senior Executive Service Position**

Introduction and Background

As Senior Advisor, the incumbent provides leadership and advice on the full range of issues under the purview of the Assistant Secretary – Policy, Management and Budget (PMB) and the offices within PMB. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to senior PMB leadership on key mission-critical issues, initiatives, and PMB functions. Further, the incumbent will advise senior PMB leadership on sensitive issues and critical matters pertaining to policies, and direction of PMB programs and initiatives.

Series and Grade Determination

The incumbent provides executive level advice, guidance and technical support to senior PMB leadership on a broad range of PMB program, policies and initiatives. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions of PMB, and technical and philosophies regarding PMB activities. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of PMB, knowledge of PMB program and policies in order to effectively advise PMB senior leadership on technical issues regarding activities involved in PMB.

The incumbent must possess a vast knowledge of the missions and functions of PMB. The incumbent must possess knowledge of PMB program and policies. However, a paramount requirement, in addition to executive level experience, is the ability to direct others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of PMB and Department, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, and Congress.

For the reasons stated above, the job meets the GS-301 Miscellaneous Administration and Program series definition. This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles, therefore, Senior Advisor, is a fully descriptive and appropriate title for this position.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard, and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The work performed by the incumbent cross cuts all functional areas of PMB. The incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of the scientific research activities and programs within PMB. The incumbent coordinates and gives direction to activities of PMB. The incumbent ensures that PMB activities are executed with the highest standards of integrity. Results of the incumbent's work affect the credibility and confidence in the way that PMB and DOI manages its mandate responsibility for most of our nationally owned public lands, and natural and cultural resources, as well as for Indian affairs.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent PMB and speak with the authority to command the attention of people with varying agendas and interests. Further, of paramount importance to the executive level of performance required for success in this position, is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the DOI. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals and initiatives of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of PMB and knowledge of PMB programs and policies, and related technical and scientific philosophies and methods, is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of PMB and DOI missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Department.

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 Anadarko, OK | | 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 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 type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position Is <input 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 <input type="checkbox"/> 4--Special Sensitive | | 13. Competitive Level Code | | 14. Agency Use DIES19760 | |

| | | | | | | |
|---|---|----------|-------------------|-------|----------|------|
| 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 | Senior Advisor to the Assistant Secretary - | ES | 0301 | 00 | | |
| c. Second Level Review | Indian Affairs | | | | | |
| 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 the Interior

a. First Subdivision
 Office of the Secretary

b. Second Subdivision
 Assistant Secretary - Indian Affairs

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

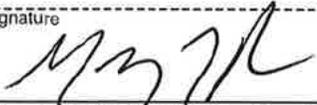
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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
 Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature:  Date: 6/30/17

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
 5 USC 3132

Typed Name and Title of Official Taking Action
 Raymond Limon, Director, Office of Human Resources

Signature:  Date: 7/2/17

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

Senior Advisor to the Assistant Secretary – Indian Affairs
ES-0301

Introduction

This position is located in the Office of the Assistant Secretary – Indian Affairs. The Office of the Assistant Secretary is responsible for strengthening of the government-to-government relationship with Indian tribes, advocating policies that support Indian Self-Determination; protecting and preserving Indian trust assets; and administering a wide array of laws, regulations, and functions relating to Indian tribes, Alaska Natives, individual Indian tribal members, and Indian Affairs. As Senior Advisor to the Assistant Secretary – Indian Affairs, the incumbent provides leadership and advice on the full range of matters and issues under the purview of the Assistant Secretary – Indian Affairs.

Major Duties and Responsibilities

Serving as Senior Advisor, the incumbent performs a wide variety of functions as directed by the Director in developing goals, resolving issues, and serving as representative on assigned initiatives.

Works with the Assistant Secretary in addressing problems and issues. Recommends policies for conducting business between the Assistant Secretary, the bureaus, departmental offices, Tribal governments and other outside entities.

In consultation with the Assistant Secretary, participates fully in formulating and shaping broad overall policies. Ensures consideration and implementation of the Assistant Secretary's views in overall policy formulation. Assures integration of policies with other function of the Assistant Secretary.

Provides advice and consultation on projects under the purview of the Assistant Secretary. Serves as a liaison between the Assistant Secretary and the bureaus and other organizational entities.

Maintains close review and coordination on items of a sensitive nature between the Assistant Secretary and high level official through Indian Affairs and the Department to transmit the Assistant Secretary's viewpoints with regard to programs, correspondence, policies, and related matters.

Assists the Assistant Secretary on issues for the bureaus. Advises on the feasibility of proposals from a public and administrative standpoint and ensures that programs and policies adhere to Indian Affairs goals, policies, objectives and Departmental goals. Provides confidential insight and opinions to the Assistant Secretary regarding program and policy decisions.

At the Assistant Secretary's direction, develops long-range, objective policies, established priorities, and provides for systematic planning. Advises on the accomplishment of long-range planning for future growth, coordinates issuance of policies and procedures, and provides advice to the Assistant Secretary and senior staff.

Examines the bureau's organizations and programs to spot needs that should be but are not being filled. Determines the extent, implication, and urgency of these needs and develops processes and/or policies to increase effectiveness of accomplishing objectives.

Formulates administrative process and priorities designed to facilitate the achievement of long-range program objectives of the Assistant Secretary. Formulates general directives for implementation of policies and procedures. Confers with management on matters of mutual interest, coordinating the issuance of policies and procedures.

Supervision and Guidance Received

Operates under the general direction of the Assistant Secretary – Indian Affairs and is limited in decision making and action only by the broadest general policy outlines and long-range mission objectives. Judgment and decisions are considered authoritative. Review of work is in terms of overall effectiveness. Guidelines specific to the work do not exist.

Other

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** - This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** — This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** — This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** — This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** — This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

Experience in the management of large organizations at the national level.

Knowledge of and experience in legislative processes as related to policy development.

Knowledge of the organization, mission, and functions of the Department of the Interior (desirable).

**Evaluation Statement for
Senior Advisor to the Assistant Secretary – Indian Affairs
As a Senior Executive Service Position**

Introduction and Background

This position is located in the Office of the Assistant Secretary – Indian Affairs. The Office of the Assistant Secretary is responsible for strengthening of the government-to-government relationship with Indian tribes, advocating policies that support Indian Self-Determination; protecting and preserving Indian trust assets; and administering a wide array of laws, regulations, and functions relating to Indian tribes, Alaska Natives, individual Indian tribal members, and Indian Affairs. As Senior Advisor to the Assistant Secretary – Indian Affairs, the incumbent provides leadership and advice on the full range of matters and issues under the purview of the Assistant Secretary – Indian Affairs.

Series and Grade Determination

Serving as Senior Advisor, the incumbent performs a wide variety of functions for the Assistant Secretary in developing goals and resolving issues. With the Assistant Secretary, the incumbent participates fully in formulating and shaping broad programs and policies. Ensures consideration of the Assistant Secretary's views in program design and implementation. Assures effective integration of initiatives with other bureau functions and the Department. Provides advice and consultation on special projects under the purview of the Assistant Secretary. Advises on the feasibility of proposals from a public and administrative standpoint and ensures that programs and policies adhere to bureau and departmental goals, policies, and objectives. Provides confidential insight and opinions to the Assistant Secretary regarding program and policy decisions.

For these reasons, the job meets the GS-301 Miscellaneous Administration and Program definition. This series includes performing, supervising, or managing nonprofessional two-grade interval work for which no other series is appropriate. The series requires, as does this position, analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles; Senior Advisor to the Assistant Secretary - Indian Affairs is a fully descriptive and appropriate title for this position.

Grade

As Senior Advisor to the Assistant Secretary – Indian Affairs, the incumbent of this position focuses on major program and policy issues and formulates options for the Assistant Secretary. The incumbent ensures adequate evaluation of alternative courses of action, and useful and systematic presentation of policy and program proposals to the Assistant Secretary. As a result, the incumbent performs in an advisory role on these matters and related program and policies issues. This requires in-depth, accurate, and thorough analysis of these issues of critical importance to the Assistant Secretary in a very short time frame, identifying options available, and making appropriate recommendations.

Within this framework and under the supervision of the Assistant Secretary, the incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arise which requires resolution consistent with the Assistant Secretary's viewpoints. The Senior Advisor is expected to develop appropriate courses of action to accomplish desired objectives when following through on assignments and drawing on necessary bureau and departmental resources. The incumbent

has direct and ready access to the Assistant Secretary. His/her guidance has a major effect on the credibility and confidence in the way that the Assistant Secretary and the bureau manages its responsibilities. Review is in the sense that the Assistant Secretary's expectations are met and policies supported.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management.

Results of the incumbent's work affect the credibility and confidence in the way that the Department manages its mandate to as the Nation's principal agency with responsibility for most of our nationally-owned public lands and natural and cultural resources, as well as for Indian affairs, particularly with respect to the protection of those resources. The incumbent provides leadership to the Assistant Secretary in matters which cross cut all areas of the Department. The incumbent represents the Assistant Secretary throughout the Department and with a variety of offices/agencies within the executive branch and developing close working relationships with officials within these organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels both within and outside the Department and with employees throughout the Department. Work is carried out with only very general review and consultation.

An incumbent with exceptional representational ability and a broad background demonstrating knowledge of Indian affairs and initiatives, and experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of Indian affairs programs that is critical to the credibility of the Department.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

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 3-Critical
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use
DIES19765

| 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 | Senior Advisor to the Director, Office of | ES | 0301 | 00 | | |
| c. Second Level Review | Law Enforcement and Security | | | | | |
| 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 the Interior

c. Third Subdivision

a. First Subdivision

Assistant Secretary - Land and Minerals Management

d. Fourth Subdivision

b. Second Subdivision

Bureau of Land Management

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

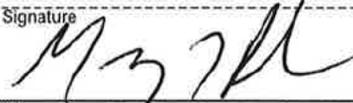
this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature



Date

6/30/17

Signature

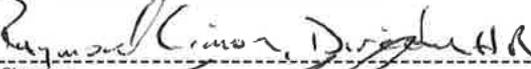
Date

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

5 USC 3132

Typed Name and Title of Official Taking Action



Signature

Date

7/2/17

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

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

**Senior Advisor to the Director, Office of Law Enforcement and Security
ES-0301**

INTRODUCTION

The Director, Office of Law Enforcement and Security, Bureau of Land Management, is the principal advisor to the Director on law enforcement, security, and the protection of Federal lands, employees, and visitors. The Director, Office of Law Enforcement and Security develops and implements policy concerning the bureau's law enforcement and investigation activities and programs, coordinates and monitors a wide variety of special emphasis and priority law enforcement operations, and provides overall direction to the bureau law enforcement staff and functions nationwide. As Senior Advisor to the Director, Office of Law Enforcement and Security, the incumbent provides leadership and advice on the full range of law enforcement and security matters and issues under the purview of the Director, Office of Law Enforcement and Security.

MAJOR DUTIES AND RESPONSIBILITIES

Serving as Senior Advisor, the incumbent performs a wide variety of management functions for the Director in developing programs, resolving complex issues, and serving as their principal representative on assigned key initiatives. Specifically, this includes serving as the primary point of contact on executive-level agency initiatives, projects and programs.

Represents the Director on Departmental teams and councils. Represents the Director as bureau lead on major Departmental initiatives. Provides oversight on budget issues for the offices and programs under the purview of the Director. Leads efforts in the strategic organizational planning and staffing for the offices and programs under the purview of the Director. Coordinates issues and matters with the office directors.

With the Director, the incumbent participates fully in formulating and shaping broad law enforcement programs and policies. Ensures consideration of the Director's views in program design and implementation. Assures effective integration of initiatives with other functions of the Director and the bureau, as well as with Departmental programs. Provides advice and consultation on special projects under the purview of the Director.

Assists the Director on the full range law enforcement and security issues and initiatives. Advises on the feasibility of proposals from a public and administrative standpoint and ensures that programs and policies adhere to bureau and departmental goals, policies, and objectives. Provides confidential insight and opinions to the Director regarding related program and policy decisions.

Develops long-range, objective policies, establishes priorities, and provides for systematic planning. The incumbent advises on the accomplishment of long-range planning for future growth, coordinates issuance of policies and procedures, and provides advice to the Director.

Maintains liaison in dealings with senior bureau leadership and with officials in the Office of the

Secretary and Departmental offices and bureaus, the Office of Management and Budget, and other Federal agencies. Confers with management on matters of mutual interest, including coordinating the issuance of policies and procedures.

SUPERVISION AND GUIDANCE RECEIVED

Operates under the general direction of the Director, Office of Law Enforcement and Security and is limited in decision making and action only by the broadest general policy outlines and long-range mission objectives. Judgment and decisions are considered authoritative. Review of work is in terms of overall effectiveness. Guidelines specific to the work do not exist.

OTHER

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** - This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** — This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** — This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** — This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** — This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

6. Knowledge of and experience in federal law enforcement and security programs, laws, regulations and policies.

7. Knowledge of the organization, mission, and functions of the Department of the Interior (desirable).

**Evaluation Statement for
Senior Advisor to the Director, Office of Law Enforcement and Security
As a Senior Executive Service Position**

Introduction and Background

The Director, Office of Law Enforcement and Security, Bureau of Land Management, is the principal advisor to the Director on law enforcement, security, and the protection of Federal lands, employees, and visitors. The Director, Office of Law Enforcement and Security develops and implements policy concerning the bureau's law enforcement and investigation activities and programs, coordinates and monitors a wide variety of special emphasis and priority law enforcement operations, and provides overall direction to the bureau law enforcement staff and functions nationwide. As Senior Advisor to the Director, Office of Law Enforcement and Security, the incumbent provides leadership and advice on the full range of law enforcement and security matters and issues under the purview of the Director, Office of Law Enforcement and Security.

Series and Grade Determination

Serving as Senior Advisor, the incumbent performs a wide variety of management functions for the Director in developing law enforcement and security programs, resolving complex issues, and serving as their principal representative on assigned key initiatives. With the Director, the incumbent participates fully in formulating and shaping broad bureau law enforcement and security programs and policies. Ensures consideration of the Director's views in program design and implementation. Assures effective integration of initiatives with other bureau functions and the Department. Provides advice and consultation on special projects under the purview of the Director. Advises on the feasibility of proposals from a public and administrative standpoint and ensures that programs and policies adhere to bureau and departmental goals, policies, and objectives. Provides confidential insight and opinions to the Director regarding law enforcement and security related program and policy decisions.

For these reasons, the job meets the GS-301 Miscellaneous Administration and Program definition. This series includes performing, supervising, or managing nonprofessional two-grade interval work for which no other series is appropriate. The series requires, as does this position, analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles; Senior Advisor to the Director, Office of Law Enforcement and Security is a fully descriptive and appropriate title for this position.

Grade

As Senior Advisor to the Director, Office of Law Enforcement and Security, the incumbent of this position focuses on major program and policy issues and formulates options for the Director. Issues relate to law enforcement, security, emergency management, and wildland fire programs and projects under the purview to the Director. The incumbent ensures adequate evaluation of alternative courses of action, and useful and systematic presentation of policy and program

proposals to the Director. As a result, the incumbent performs in an advisory role on these matters and related program and policies issues. This requires in-depth, accurate, and thorough analysis of these issues of critical importance to the Director in a very short time frame, identifying options available, and making appropriate recommendations.

Within this framework and under the supervision of the Director, the incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arise which requires resolution consistent with the Director's viewpoints. The Senior Advisor is expected to develop appropriate courses of action to accomplish desired objectives when following through on assignments and drawing on necessary bureau and departmental resources. The incumbent has direct and ready access to the Director. His/her guidance has a major effect on the credibility and confidence in the way that the Director and the bureau manages its responsibilities. Review is in the sense that the Director's expectations are met and policies supported.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management.

Results of the incumbent's work affect the credibility and confidence in the way that the Department manages its mandate to as the Nation's principal agency with responsibility for most of our nationally-owned public lands and natural and cultural resources, as well as for Indian affairs, particularly with respect to the protection of those resources. The incumbent provides leadership to the Director in matters which cross cut all areas of the Department, specifically those related to law enforcement and security programs. These programs crosscut all areas of the Department. The incumbent represents the Director throughout the Department and with a variety of offices/agencies within the executive branch and developing close working relationships with officials within these organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels both within and outside the Department and with employees throughout the Department. Work is carried out with only very general review and consultation.

An incumbent with exceptional representational ability and a broad background demonstrating knowledge of law enforcement and security programs and initiatives, and experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of bureau law enforcement and security programs that is critical not only to the credibility of the bureau and Department but the safety of the bureau law enforcement and security personnel and all bureau employees.

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | | | | | | |
|---|--|--|--|--|--|---|--|--|--|-----------------------------------|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input 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 | | 1. Agency Position No. 4000001 | |
| 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 | | 6. CPM Certification No. DIES54542 | | | | | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | | | 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 <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 | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|----------|-------------------|-------|----------|------------|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | Deputy Bureau Director - Trust Services | ES | 0340 | 00 | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Deputy Bureau Director - Trust Services | ES | 0340 | 00 | ash | 03/06/2014 |
| 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 the Interior

a. First Subdivision
 Bureau of Indian Affairs

b. Second Subdivision
 Office of Trust Services

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
 Michael Black
 Director, Bureau of Indian Affairs

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

Signature _____ Date 3/10/14

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.

22. Position Classification Standards Used in Classifying/Grading Position
 5 USC 3132

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
 Thomas Mulhern
 Director, Office of Human Resources

Signature _____ Date _____

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

24. Remarks
 Positions in the Bureau of Indian Affairs are subject to Indian Preference for employment.

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

Deputy Bureau Director, Trust Services ES-340

INTRODUCTION

The Bureau of Indian Affairs mission is to enhance the quality of life, to promote economic development opportunities and to carry out the responsibility to protect and improve the trust assets of American Indians, Federally recognized Indian Tribes and Alaska Natives. This will be accomplished through the delivery of quality services and by maintaining government-to-government relationships within the spirit of Indian self-determination.

The Deputy Bureau Director, Trust Services reports directly to the Director, Bureau of Indian Affairs. The Deputy Bureau Director serves as the line officer for trust programs and is responsible for all headquarters activities associated with the management and protection of trust and restricted lands, natural resources, forestry and fire programs. The Deputy Bureau Director provides supervision to eight division chiefs and two Associate Deputies, who manage the central office programs responsible for policy, guidance and reforms for the management Indian trust assets. The Office of Trust Services is responsible for the management of the Divisions of Water and Power, Natural Resources, Real Estate Services, Forestry and Wildfire Management, Land Titles and Records, Probate, Land Buy Back Program, and Energy and Minerals Development.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the principal executive expert advisor to the Director, Bureau of Indian Affairs concerning the Bureau's nationwide trust services for American Indians, their rights and resources.

Provides authoritative professional viewpoints on the program methods, techniques, and procedures required within the Bureau, to ensure the maximum effectiveness, efficiency, and economy of program operations according to the Bureau's and the Administration's program goals.

Plans, develops, monitors, and evaluates all programs, policies, standards, procedures and feedback systems in accordance with the goals and objectives of the Director, BIA and the Assistant Secretary.

Formulates major policy programs in the trust services area through the direction of a professional staff of subject-matter specialists.

Provides national program leadership for assigned functional areas. Develops or supervises the development of new or revised legislation, policies, plans, and programs for application Bureau-wide. Provides for the development and coordination of training policies, programs and technical assistance support for assigned programs.

Provides leadership in international program activities, such as the US/Canada Pacific Salmon Treaty, expansion of Tribal timber products to foreign markets as well as programs that have international impacts, such as management of bowhead whales to comply with Tribal whaling rights in the Pacific. Represents the Director, BIA and the Assistant Secretary at international conferences.

Provides leadership in oil, gas and other extractive industries as the lead BIA official. Directs relationships with outside organizations and all other federal agencies. Provides leadership for the management of large scale royalty management activities, provides direction on tribal leasing, and leadership of renewable resource projects. Represents and provides leadership to these activities on behalf of the Bureau and the Director-BIA.

Provides leadership to the Office of Environmental and Cultural Review affecting all review processes, approvals and analysis of environmental information across the organization. Activities affect all Headquarters Offices, Regions, and Agencies in the support of the mission.

Provides leadership for the management of the Indian Affairs Museum and Cultural Resources Program including artifacts review, protection, and management. Artwork, arts and crafts are protected and managed across hundreds of sites across the country including federal duty stations, academic institutions, museum and other curatorial establishments.

Participates in the allocation of Bureau resources for respective program operations and makes recommendations to the Director, BIA regarding the necessary changes or adjustments in the programs and in their implementation.

Directs the programs under the Indian Financing Act of 1974, ensuring that these programs are carried out towards the best interest of the Indians and the Alaska Native population.

Represents the Bureau in dealing with tribal officials, State and local governments, private organizations and executive personnel of other Federal agencies.

Advises the Director, BIA on the status and effectiveness of program operations and identifies program weaknesses and strengths and recommends and implements reform of policies and programs to better manage, preserve and protect Indian trust assets.

Manages funds, personnel, information, property, and projects for all organizations under the purview of the Deputy Bureau Director.

Provides expert guidance and executive leadership in the management and development of initiatives and other organizational areas to the Director, Bureau of Indian Affairs as well as other office areas of the Assistant Secretary, Indian Affairs.

The Deputy Bureau Director provides executive direction to the following organizations:

The **Division of Natural Resources** provides assistance, advice, policy, direction, coordination, management, planning, oversight, and monitoring for the development and protection and preservation of Indian trust natural resources. The Division is responsible for agricultural utilization of trust lands, the management of fish wildlife and parks, rangeland management invasive species on trust lands and waters and endangered species.

The **Division of Water and Power** provides direction, coordination, management, planning, oversight, and monitoring for the development and protection of water rights and water resources and the construction, operation, and maintenance of irrigation and power projects, protection of Indian water rights, water development projects, and BIA dams and fish hatcheries.

The **Division of Real Estate Services** provides assistance, advice, policy, direction, oversight, monitoring, and coordination for the protection, management, planning, conservation, development and utilization of trust and restricted federal Indian lands which include acquisition, disposal, tenure and management, rights-of-way, permitting, leasing and mortgaging.

The **Division of Probate** provides assistance, advice, policy, direction, oversight, monitoring, and coordination for the management, planning, development, utilization, and probate of trust and restricted federal Indian-owned lands. The division develops and implements national probate goals and quotas and monitors and evaluates the probate programs in the Regions and at the agencies.

The **Division of Land Titles and Records** assistance, advice, policy, direction, oversight, monitoring, and coordination for the management, planning, development, utilization, and recording of legal instruments alienating and or encumbering trust and restricted Tribal and allotted Indian lands . The division develops and implements national standards, goals and objectives and monitors and evaluates the LTRO programs in the Regional Offices.

The **Division of Forestry and Wildland Fire Management** provides direction, coordination, management, planning, oversight, and monitoring for activities related to the development and protection of trust forest resources. The Division exercises program oversight and provides planning and scheduling of Bureau-wide forestry and wildland fire activities at the national level to insure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld.

The **Division of Acquisitions for the Land Buy Back Program** provides direction, guidance and expert support to all phases of real property acquisition and payments in support of the Tribal Nations Land Buy Back Program. The Division operates at a national level to mitigate Department of the Interior's risk of financial payments and land acquisitions and disposal. Bureau wide regulatory and policy

requirements are developed, implemented, and monitored. The expert guidance and support is provided to departmental regulatory and policy requirements as developed, implemented and monitored.

The **Division of Energy and Minerals Development** provides leadership, technical assistance and development to tribes in support of energy and mineral resource management. The division leads economic development activities creating an environment for training, business planning and expert consultation. The division also develops and implements the strategy for increases and sustained improvement of capital investment across Indian Country through facilitated access to loans and financing for tribes.

SUPERVISION RECEIVED

The Deputy Bureau Director, Trust Services reports to the Director, Bureau of Indian Affairs, from whom the incumbent receives executive direction and broad policy guidance. Review of work is limited to evaluation of program effectiveness and accomplishment of objectives.

OTHER

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program, zero tolerance for Workplace Violence, and the No Fear Act.

Due to the remoteness of some of the field and agency level offices within the Bureau of Indian Affairs, the Deputy Bureau Director may be required to travel to remote sites by commuter planes or helicopter or traveling over rough terrain by 4-wheel drive vehicles. The Deputy Bureau Director may be required to wear safety clothing at construction sites, mining fields, or while visiting forestry sites or active wildland fires.

The incumbent is required, as an incidental duty, to operate a government-owned or leased motor vehicle, in the performance of duties; therefore, a valid driver's license is required.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

ECQ 1 – LEADING CHANGE: You must have demonstrated an ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 – LEADING PEOPLE: You must demonstrate the ability to lead people toward meeting the organization's vision, mission and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

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ECQ 3 – RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 – BUSINESS ACUMEN: This ECQ involves the ability to manage human, financial, and information resource strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 – BUILDING COALITIONS: This ECQ involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

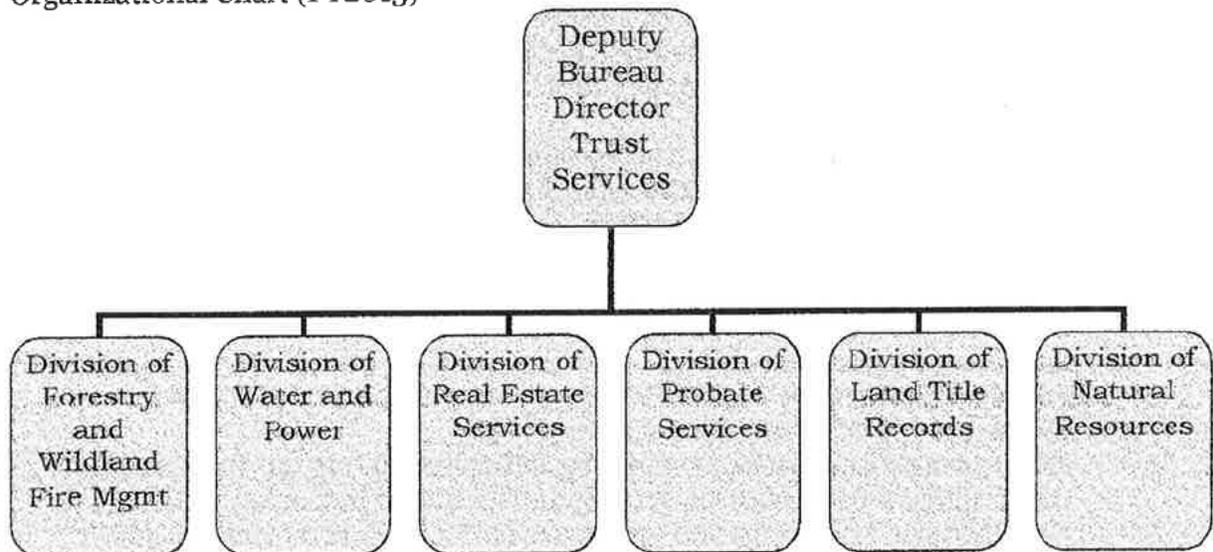
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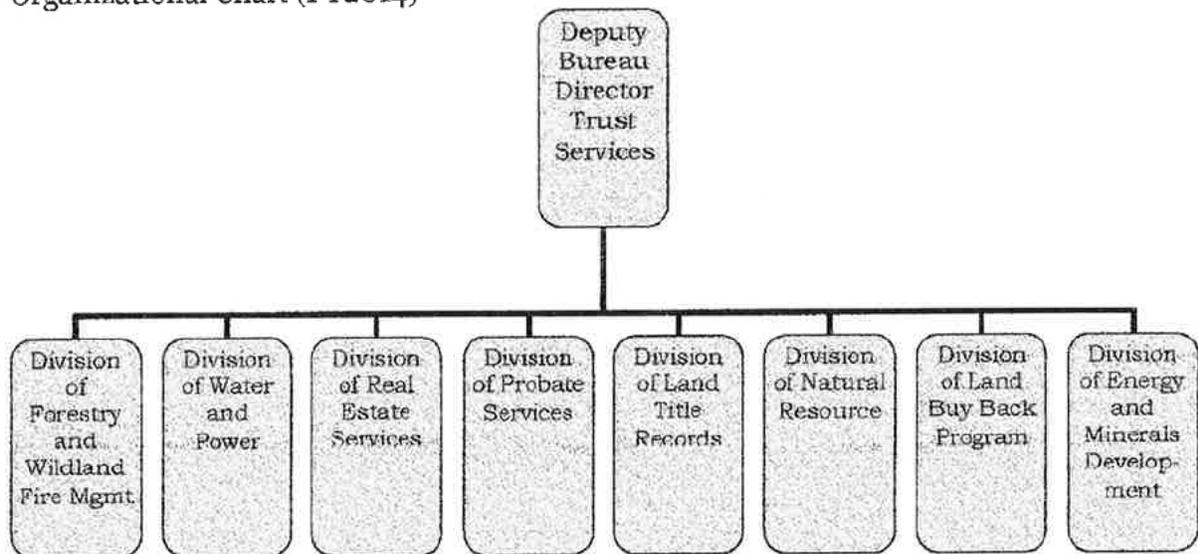
Technical Qualification (Mandatory)

1. Demonstrated ability to forge productive partnerships with Federal, State and local governments and agencies to ensure policies or programs which effect American Indian tribes are consistent with the Federal Trust Responsibility, the Government-to-Government Policy, and/or satisfy and protect treaty obligations and rights.
2. Demonstrated knowledge of trust resource management and rights protection programs and associated mandates and governing regulations to assist tribes with developing regulatory and trust management programs that address all aspects of natural resources and land management. This includes resource development and environmental protection.
3. Demonstrated experience and leadership in the management of Natural Resources Programs at all levels of an organization, including agency, region and headquarters levels of the Federal government or comparable level experience within a non-Federal setting.
4. Demonstrated experience in managing Indian trust programs that includes water rights, water resources, probate and leasing of Indian land holdings.
5. Demonstrated knowledge and experience in the fields of oil and gas, and extractive industries.

Bureau of Indian Affairs
Office of Trust Services
Organizational Chart (FY2013)



Bureau of Indian Affairs
Office of Trust Services
Organizational Chart (FY2014)



**Position Description Evaluation Statement
Deputy Bureau Director – Trust Services, ES-340**

Introduction: This position description was submitted for review to update of the current duties and responsibilities being performed by the current Director. Two divisions were moved to the Office of Trust Services following a reorganization of the work performed in Indian Affairs. The following analysis will show that the position continues to meet the SES functional criteria for placement into the SES. The position of Deputy Bureau Director – Trust Services was established in the Bureau of Indian Affairs to be responsible for the Bureau's trust programs and all headquarters activities associated with the management and protection of trust and restricted lands, natural resources, forestry and fire programs. In addition, the position is now responsible for the programs under the Land Buy Back Program and the Energy and Minerals Development programs within the Bureau.

Series and Title Determination: To determine the appropriate series and title for this position, the Handbook of Occupational Groups and Families was reviewed. The GS-340 Program Management series covers all classes of positions the duties of which are to manage or direct, or to assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the position is management and executive knowledge and ability and when the positions do not require competence in a specialized subject matter or functional area.

The position will also be reviewed using the General Schedule Supervisory Guide along with an evaluation of the SES functional criteria. For titling purposes, this position will be titled "Deputy Bureau Director – Trust Services" since the position will be responsible for line management of all programs that fall under the "trust" programs umbrella for the BIA. The "Deputy Bureau Director" portion of the title has been assigned to all of the SES level positions at the headquarters level that are responsible for a major component of the bureau's programs for the Indian Affairs organization. The position is responsible for providing oversight and guidance for the trust programs of the BIA and providing technical advice and review to all field components within the bureau, others within DOI and Federal agencies and to tribal, state and local governments. The use of Trust Programs within the title will identify the program responsibilities associated with the position at the headquarters level. This position will report to the Director, Bureau of Indian Affairs at the Headquarters level.

SES Functional Criteria: The following criteria apply to this position.

Directs the work of an organization

The Deputy Bureau Director – Trust Services is responsible for the management and administration of the work performed by the Office of Trust Services, a headquarters component of the Bureau of Indian Affairs. The Deputy Bureau Director has responsibility for assessing policy, program and project feasibility within the Office; will determine program goals and develops implementation plans for the office; is responsible for designing an organization structure to promote effective work accomplishment and sets effectiveness, efficiency, productivity and management/internal control standards. The Deputy Bureau Director serves as the principal executive advisor to the Director, BIA concerning the operations of the trust programs for the Bureau.

Is held accountable for the success of one or more specific programs or projects.

The Deputy Bureau Director is held accountable for providing executive leadership and direction to the Division heads within the Office of Trust Services in the daily discharge of their Federal responsibilities to Indian people and Alaska Natives for the protection and sound management of the extensive resources and funds held in trust by the United States for Indian tribes and individual Indians. Within the Office of Trust Services, the position is responsible for the national-level programs that fall within the office including Natural Resources; Real Estate Services; Water and Power; Forestry and Wildfire Management; Land Titles and Records; and Probate. The position description has been updated to include the program responsibilities assigned to the Land Buy Back Program and the Energy and Minerals Development programs that have been recently assigned to the Office of Trust Services through reorganization. As with the programs identified above, they consist of extensive resources and funds which require the executive leadership and direction of a member of the Senior Executive Service.

Monitors progress toward organizational goals and periodically evaluate and make appropriate adjustments to such goals.

The Deputy Bureau Director is responsible for planning, developing, monitoring and evaluating all programs, policies, standards, procedures and feedback systems in accordance with the goals and objectives of the Director, Bureau of Indian Affairs. Plans and carries out evaluations of the performance within the headquarters office and the Regional programs and directs the conduct of periodic/specific program reviews of field operations. Reviews and determines when corrective actions are necessary and develops a plan of action with the Director, BIA in order to take the necessary steps to make changes.

Supervises the work of employees other than personal assistants.

The Deputy Bureau Director is responsible for executive leadership, management, direction and supervision of a headquarters component of the BIA for the national-level programs that are administered under the Trust Services programs. Delegates authority for specific programs to subordinate Associate Deputy Directors and Division Chiefs which range in grade from GS-14 to GS-15 levels, and holds them accountable for the performance of their organizational elements. Establishes workload priorities and assigns work projects. Approves operating and long-range management plans, approaches and efforts to ensure accomplishment of the bureau's goals and objectives.

Grade Level Criteria from the General Schedule Supervisory Guide

Factor 1 Program Scope and Effect

The program scope and effect of this position meets the definition of FL 1-5. The position is responsible for programs that are nation-wide in scope and are subject to continual or intense congressional and media scrutiny or controversy. The Land Buy Back Program is nation-wide in scope and is subject to media scrutiny or controversy as it was implemented as part of the Cobell settlement with the Department. The Deputy Bureau Director exercises line authority over a headquarters organization and field operations in administering all applicable Federal laws and regulations governing the various trust programs within the Bureau of Indian Affairs.

Factor 2 Organizational Setting

The Deputy Bureau Director is accountable to the Director, Bureau of Indian Affairs, which is an SES level position. The position fully meets FL 2-3.

Factor 3 Supervisory and Managerial Authority Exercised

The Deputy Bureau Director is responsible for executive leadership, management, direction and supervision of the operations of a headquarters level program office that is nation-wide in scope within the Indian Affairs organization. The Deputy Bureau Director establishes workload priorities and assigns work projects and approves operating and long-range management plans and ensures the accomplishment of the bureau's goals and objectives. Makes final decisions on controversial personnel and administrative issues and problems cutting across organizational and program lines in accordance with delegated authorities. Manages a multi-million dollar budget in accordance with the bureau's strategic plan. This position exceeds FL 3-4 of this standard.

Factor 4 Personal Contacts

The Deputy Bureau Director maintains effective senior level relationships with the Assistant Secretary – Indian Affairs, various Bureau-level Office Directors and Regional Directors, the Department, Congress, other Federal agencies, state and local officials, the public, Indian tribes and individual Indians. Contacts take place in a variety of settings and can be confrontational depending on the issues, making management decisions, proposing programmatic changes and resolving conflicts. This position meets FL 4A-4 and FL 4B-4 of the standard.

Factor 5 Difficulty of Work Directed

The Deputy Bureau Director is the principal executive of the Office of Trust Services and directs the work of subordinates at the GS-15 level along with subordinate managers at the GS-14 – GS-15 levels, which exceeds the standard.

Factor 6 Other Conditions

The Deputy Bureau Director is responsible for the Trust Services programs at the national-level for the Bureau of Indian Affairs. The programs vary in scope and complexity from real estate services to water rights to wildland fire management. The inclusion of the Land Buy Back Program along with the Energy and Minerals Development Programs increases the scope and complexity of the Office of Trust Services programs. The position requires additional knowledge in the field of oil and gas and other extractive industries as the position will now serve as the lead BIA official in these areas. The position serves as the senior advisor on all Trust Services programs and operations to the Director, BIA and the Assistant Secretary – Indian Affairs and their respective staff. Makes decisions on program and operation changes and recommends policy reform to the Director, BIA. The position also provides leadership in international program activities including the U.S./Canada Pacific Salmon Treaty; expansion of Tribal timber products to foreign markets as well as programs that have international impact such as management of bowhead whales to comply with Tribal whaling rights in the Pacific. The position serves as the Indian Affairs' representative at international conferences and meetings.

The position also manages the Land Buy Back Program, which was established under H.R. 4783, the Claims Resolution Act of 2010, which established a \$1.9 billion Trust Land Consolidation Fund. The Fund will be used to purchase fractional interests in trust or restricted lands for a limited 10-year period commencing on 11-24-12. The program will focus its efforts on 150 reservations with 2.9 million purchasable fractional interests owned by more than 219,000 individuals. These interests will be retained in trust or restricted status for tribes.

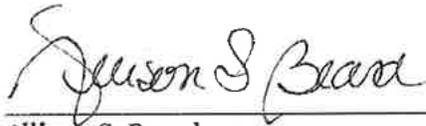
The position will also be responsible for the Energy and Minerals Development Programs, which have been transferred to the Office of Trust Services. The position will be the bureau's expert on oil and gas and other extractive industries by providing advice and guidance to the Bureau, Department and other organizations in these areas.

Functions under the Office of Environmental and Cultural Review have been moved to the Office of Trust Services during the reorganization within the Indian Affairs organization in 2013. The position is now responsible for leading and managing environmental information across the organization along with the management of the Indian Affairs Museum and Cultural Resources programs which include artwork, arts and crafts, and artifacts which are housed in a variety of sites across the nation.

The addition of these programs under the umbrella of the Office of Trust Services for the Bureau of Indian Affairs will allow the Bureau to provide additional oversight and leadership to similar functions that have operated in an environment where program knowledge of these programs was not a priority.

This position continues to be evaluated above the GS-15 level because two of the factors of the General Schedule Supervisory Guide are exceeded and the position meets four of the SES functional criteria. There is a preponderance of executive and managerial duties that continue to be assigned to this position; therefore, the position is appropriately assigned as a Senior Executive Service (SES) position.

Conclusion: Deputy Bureau Director – Trust Services, ES-340.



Allison S. Beard
Human Resources Specialist (Staffing & Classification)

03-06-14

Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

| | | | | | | | | | | | |
|---|--|--|--|--|--|---|--|--|--|-----------------------------------|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input 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 | | 1. Agency Position No. 4000001 | |
| 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 | | | | 6. CPM Certification No. DIES54542 | | | |
| 10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | | | 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 type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 3-Critical <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 | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|----------|-------------------|-------|----------|------------|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | Deputy Bureau Director - Trust Services | ES | 0340 | 00 | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Deputy Bureau Director - Trust Services | ES | 0340 | 00 | ash | 03/06/2014 |
| 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 the Interior

a. First Subdivision
Bureau of Indian Affairs

b. Second Subdivision
Office of Trust Services

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
Michael Black
Director, Bureau of Indian Affairs

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

Signature _____ 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
5 USC 3132

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
Thomas Mulhern
Director, Office of Human Resources

Signature _____ Date _____

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

24. Remarks
Positions in the Bureau of Indian Affairs are subject to Indian Preference for employment.

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

Deputy Bureau Director, Trust Services
ES-340

INTRODUCTION

The Bureau of Indian Affairs mission is to enhance the quality of life, to promote economic development opportunities and to carry out the responsibility to protect and improve the trust assets of American Indians, Federally recognized Indian Tribes and Alaska Natives. This will be accomplished through the delivery of quality services and by maintaining government-to-government relationships within the spirit of Indian self-determination.

The Deputy Bureau Director, Trust Services reports directly to the Director, Bureau of Indian Affairs. The Deputy Bureau Director serves as the line officer for trust programs and is responsible for all headquarters activities associated with the management and protection of trust and restricted lands, natural resources, forestry and fire programs. The Deputy Bureau Director provides supervision to eight division chiefs and two Associate Deputies, who manage the central office programs responsible for policy, guidance and reforms for the management Indian trust assets. The Office of Trust Services is responsible for the management of the Divisions of Water and Power, Natural Resources, Real Estate Services, Forestry and Wildfire Management, Land Titles and Records, Probate, Land Buy Back Program, and Energy and Minerals Development.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the principal executive expert advisor to the Director, Bureau of Indian Affairs concerning the Bureau's nationwide trust services for American Indians, their rights and resources.

Provides authoritative professional viewpoints on the program methods, techniques, and procedures required within the Bureau, to ensure the maximum effectiveness, efficiency, and economy of program operations according to the Bureau's and the Administration's program goals.

Plans, develops, monitors, and evaluates all programs, policies, standards, procedures and feedback systems in accordance with the goals and objectives of the Director, BIA and the Assistant Secretary.

Formulates major policy programs in the trust services area through the direction of a professional staff of subject-matter specialists.

Provides national program leadership for assigned functional areas. Develops or supervises the development of new or revised legislation, policies, plans, and programs for application Bureau-wide. Provides for the development and coordination of training policies, programs and technical assistance support for assigned programs.

Provides leadership in international program activities, such as the US/Canada Pacific Salmon Treaty, expansion of Tribal timber products to foreign markets as well as programs that have international impacts, such as management of bowhead whales to comply with Tribal whaling rights in the Pacific. Represents the Director, BIA and the Assistant Secretary at international conferences.

Provides leadership in oil, gas and other extractive industries as the lead BIA official. Directs relationships with outside organizations and all other federal agencies. Provides leadership for the management of large scale royalty management activities, provides direction on tribal leasing, and leadership of renewable resource projects. Represents and provides leadership to these activities on behalf of the Bureau and the Director-BIA.

Provides leadership to the Office of Environmental and Cultural Review affecting all review processes, approvals and analysis of environmental information across the organization. Activities affect all Headquarters Offices, Regions, and Agencies in the support of the mission.

Provides leadership for the management of the Indian Affairs Museum and Cultural Resources Program including artifacts review, protection, and management. Artwork, arts and crafts are protected and managed across hundreds of sites across the country including federal duty stations, academic institutions, museum and other curatorial establishments.

Participates in the allocation of Bureau resources for respective program operations and makes recommendations to the Director, BIA regarding the necessary changes or adjustments in the programs and in their implementation.

Directs the programs under the Indian Financing Act of 1974, ensuring that these programs are carried out towards the best interest of the Indians and the Alaska Native population.

Represents the Bureau in dealing with tribal officials, State and local governments, private organizations and executive personnel of other Federal agencies.

Advises the Director, BIA on the status and effectiveness of program operations and identifies program weaknesses and strengths and recommends and implements reform of policies and programs to better manage, preserve and protect Indian trust assets.

Manages funds, personnel, information, property, and projects for all organizations under the purview of the Deputy Bureau Director.

Provides expert guidance and executive leadership in the management and development of initiatives and other organizational areas to the Director, Bureau of Indian Affairs as well as other office areas of the Assistant Secretary, Indian Affairs.

The Deputy Bureau Director provides executive direction to the following organizations:

The **Division of Natural Resources** provides assistance, advice, policy, direction, coordination, management, planning, oversight, and monitoring for the development and protection and preservation of Indian trust natural resources. The Division is responsible for agricultural utilization of trust lands, the management of fish wildlife and parks, rangeland management invasive species on trust lands and waters and endangered species.

The **Division of Water and Power** provides direction, coordination, management, planning, oversight, and monitoring for the development and protection of water rights and water resources and the construction, operation, and maintenance of irrigation and power projects, protection of Indian water rights, water development projects, and BIA dams and fish hatcheries.

The **Division of Real Estate Services** provides assistance, advice, policy, direction, oversight, monitoring, and coordination for the protection, management, planning, conservation, development and utilization of trust and restricted federal Indian lands which include acquisition, disposal, tenure and management, rights-of-way, permitting, leasing and mortgaging.

The **Division of Probate** provides assistance, advice, policy, direction, oversight, monitoring, and coordination for the management, planning, development, utilization, and probate of trust and restricted federal Indian-owned lands. The division develops and implements national probate goals and quotas and monitors and evaluates the probate programs in the Regions and at the agencies.

The **Division of Land Titles and Records** assistance, advice, policy, direction, oversight, monitoring, and coordination for the management, planning, development, utilization, and recording of legal instruments alienating and or encumbering trust and restricted Tribal and allotted Indian lands . The division develops and implements national standards, goals and objectives and monitors and evaluates the LTRO programs in the Regional Offices.

The **Division of Forestry and Wildland Fire Management** provides direction, coordination, management, planning, oversight, and monitoring for activities related to the development and protection of trust forest resources. The Division exercises program oversight and provides planning and scheduling of Bureau-wide forestry and wildland fire activities at the national level to insure that regulatory and policy requirements are followed and that technical standards of sound forest management are upheld.

The **Division of Acquisitions for the Land Buy Back Program** provides direction, guidance and expert support to all phases of real property acquisition and payments in support of the Tribal Nations Land Buy Back Program. The Division operates at a national level to mitigate Department of the Interior's risk of financial payments and land acquisitions and disposal. Bureau wide regulatory and policy

requirements are developed, implemented, and monitored. The expert guidance and support is provided to departmental regulatory and policy requirements as developed, implemented and monitored.

The **Division of Energy and Minerals Development** provides leadership, technical assistance and development to tribes in support of energy and mineral resource management. The division leads economic development activities creating an environment for training, business planning and expert consultation. The division also develops and implements the strategy for increases and sustained improvement of capital investment across Indian Country through facilitated access to loans and financing for tribes.

SUPERVISION RECEIVED

The Deputy Bureau Director, Trust Services reports to the Director, Bureau of Indian Affairs, from whom the incumbent receives executive direction and broad policy guidance. Review of work is limited to evaluation of program effectiveness and accomplishment of objectives.

OTHER

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

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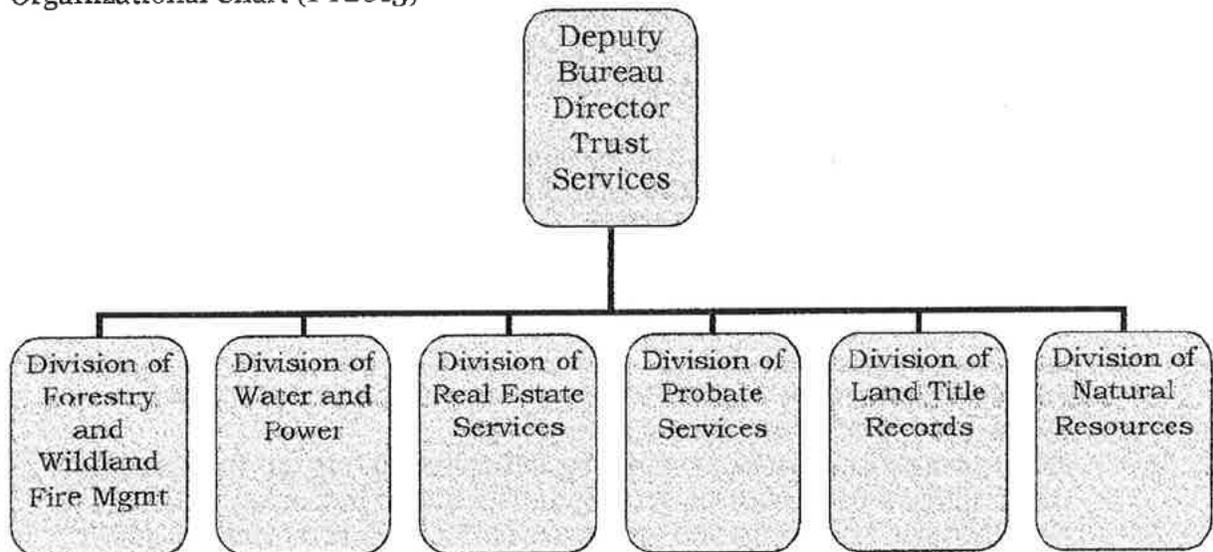
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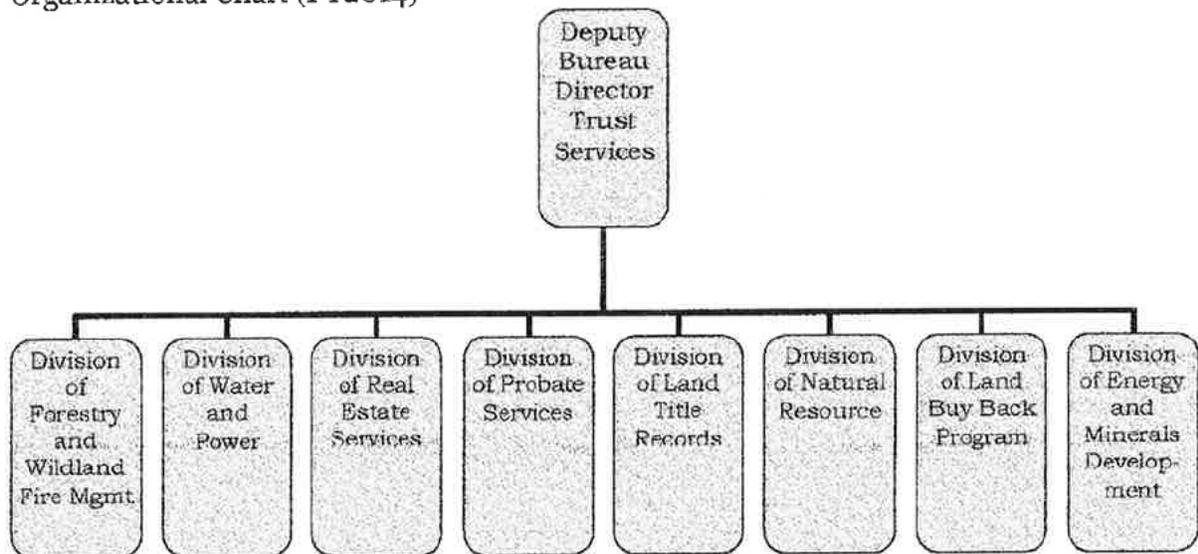
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1. Demonstrated ability to forge productive partnerships with Federal, State and local governments and agencies to ensure policies or programs which effect American Indian tribes are consistent with the Federal Trust Responsibility, the Government-to-Government Policy, and/or satisfy and protect treaty obligations and rights.
2. Demonstrated knowledge of trust resource management and rights protection programs and associated mandates and governing regulations to assist tribes with developing regulatory and trust management programs that address all aspects of natural resources and land management. This includes resource development and environmental protection.
3. Demonstrated experience and leadership in the management of Natural Resources Programs at all levels of an organization, including agency, region and headquarters levels of the Federal government or comparable level experience within a non-Federal setting.
4. Demonstrated experience in managing Indian trust programs that includes water rights, water resources, probate and leasing of Indian land holdings.
5. Demonstrated knowledge and experience in the fields of oil and gas, and extractive industries.

Bureau of Indian Affairs
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Is held accountable for the success of one or more specific programs or projects.

The Deputy Bureau Director is held accountable for providing executive leadership and direction to the Division heads within the Office of Trust Services in the daily discharge of their Federal responsibilities to Indian people and Alaska Natives for the protection and sound management of the extensive resources and funds held in trust by the United States for Indian tribes and individual Indians. Within the Office of Trust Services, the position is responsible for the national-level programs that fall within the office including Natural Resources; Real Estate Services; Water and Power; Forestry and Wildfire Management; Land Titles and Records; and Probate. The position description has been updated to include the program responsibilities assigned to the Land Buy Back Program and the Energy and Minerals Development programs that have been recently assigned to the Office of Trust Services through reorganization. As with the programs identified above, they consist of extensive resources and funds which require the executive leadership and direction of a member of the Senior Executive Service.

Monitors progress toward organizational goals and periodically evaluate and make appropriate adjustments to such goals.

The Deputy Bureau Director is responsible for planning, developing, monitoring and evaluating all programs, policies, standards, procedures and feedback systems in accordance with the goals and objectives of the Director, Bureau of Indian Affairs. Plans and carries out evaluations of the performance within the headquarters office and the Regional programs and directs the conduct of periodic/specific program reviews of field operations. Reviews and determines when corrective actions are necessary and develops a plan of action with the Director, BIA in order to take the necessary steps to make changes.

Supervises the work of employees other than personal assistants.

The Deputy Bureau Director is responsible for executive leadership, management, direction and supervision of a headquarters component of the BIA for the national-level programs that are administered under the Trust Services programs. Delegates authority for specific programs to subordinate Associate Deputy Directors and Division Chiefs which range in grade from GS-14 to GS-15 levels, and holds them accountable for the performance of their organizational elements. Establishes workload priorities and assigns work projects. Approves operating and long-range management plans, approaches and efforts to ensure accomplishment of the bureau's goals and objectives.

Grade Level Criteria from the General Schedule Supervisory Guide

Factor 1 Program Scope and Effect

The program scope and effect of this position meets the definition of FL 1-5. The position is responsible for programs that are nation-wide in scope and are subject to continual or intense congressional and media scrutiny or controversy. The Land Buy Back Program is nation-wide in scope and is subject to media scrutiny or controversy as it was implemented as part of the Cobell settlement with the Department. The Deputy Bureau Director exercises line authority over a headquarters organization and field operations in administering all applicable Federal laws and regulations governing the various trust programs within the Bureau of Indian Affairs.

Factor 2 Organizational Setting

The Deputy Bureau Director is accountable to the Director, Bureau of Indian Affairs, which is an SES level position. The position fully meets FL 2-3.

Factor 3 Supervisory and Managerial Authority Exercised

The Deputy Bureau Director is responsible for executive leadership, management, direction and supervision of the operations of a headquarters level program office that is nation-wide in scope within the Indian Affairs organization. The Deputy Bureau Director establishes workload priorities and assigns work projects and approves operating and long-range management plans and ensures the accomplishment of the bureau's goals and objectives. Makes final decisions on controversial personnel and administrative issues and problems cutting across organizational and program lines in accordance with delegated authorities. Manages a multi-million dollar budget in accordance with the bureau's strategic plan. This position exceeds FL 3-4 of this standard.

Factor 4 Personal Contacts

The Deputy Bureau Director maintains effective senior level relationships with the Assistant Secretary – Indian Affairs, various Bureau-level Office Directors and Regional Directors, the Department, Congress, other Federal agencies, state and local officials, the public, Indian tribes and individual Indians. Contacts take place in a variety of settings and can be confrontational depending on the issues, making management decisions, proposing programmatic changes and resolving conflicts. This position meets FL 4A-4 and FL 4B-4 of the standard.

Factor 5 Difficulty of Work Directed

The Deputy Bureau Director is the principal executive of the Office of Trust Services and directs the work of subordinates at the GS-15 level along with subordinate managers at the GS-14 – GS-15 levels, which exceeds the standard.

Factor 6 Other Conditions

The Deputy Bureau Director is responsible for the Trust Services programs at the national-level for the Bureau of Indian Affairs. The programs vary in scope and complexity from real estate services to water rights to wildland fire management. The inclusion of the Land Buy Back Program along with the Energy and Minerals Development Programs increases the scope and complexity of the Office of Trust Services programs. The position requires additional knowledge in the field of oil and gas and other extractive industries as the position will now serve as the lead BIA official in these areas. The position serves as the senior advisor on all Trust Services programs and operations to the Director, BIA and the Assistant Secretary – Indian Affairs and their respective staff. Makes decisions on program and operation changes and recommends policy reform to the Director, BIA. The position also provides leadership in international program activities including the U.S./Canada Pacific Salmon Treaty; expansion of Tribal timber products to foreign markets as well as programs that have international impact such as management of bowhead whales to comply with Tribal whaling rights in the Pacific. The position serves as the Indian Affairs' representative at international conferences and meetings.

The position also manages the Land Buy Back Program, which was established under H.R. 4783, the Claims Resolution Act of 2010, which established a \$1.9 billion Trust Land Consolidation Fund. The Fund will be used to purchase fractional interests in trust or restricted lands for a limited 10-year period commencing on 11-24-12. The program will focus its efforts on 150 reservations with 2.9 million purchasable fractional interests owned by more than 219,000 individuals. These interests will be retained in trust or restricted status for tribes.

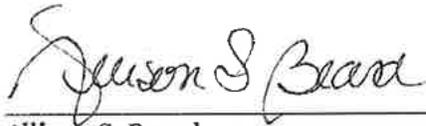
The position will also be responsible for the Energy and Minerals Development Programs, which have been transferred to the Office of Trust Services. The position will be the bureau's expert on oil and gas and other extractive industries by providing advice and guidance to the Bureau, Department and other organizations in these areas.

Functions under the Office of Environmental and Cultural Review have been moved to the Office of Trust Services during the reorganization within the Indian Affairs organization in 2013. The position is now responsible for leading and managing environmental information across the organization along with the management of the Indian Affairs Museum and Cultural Resources programs which include artwork, arts and crafts, and artifacts which are housed in a variety of sites across the nation.

The addition of these programs under the umbrella of the Office of Trust Services for the Bureau of Indian Affairs will allow the Bureau to provide additional oversight and leadership to similar functions that have operated in an environment where program knowledge of these programs was not a priority.

This position continues to be evaluated above the GS-15 level because two of the factors of the General Schedule Supervisory Guide are exceeded and the position meets four of the SES functional criteria. There is a preponderance of executive and managerial duties that continue to be assigned to this position; therefore, the position is appropriately assigned as a Senior Executive Service (SES) position.

Conclusion: Deputy Bureau Director – Trust Services, ES-340.



Allison S. Beard
Human Resources Specialist (Staffing & Classification)

03-06-14

Date

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | |
|---|-----------------------------|--|-------------------------------|---|----------------------------|---|------------------------------|--|---|---|--|--|--|
| 1. Name (Last, First, Middle) DEERINWATER, DANIEL J. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 08/20/2017 | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | |
| 5-C. Code N2M | | 5-D. Legal Authority 5 CFR 317.901(B)(1) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | |
| 7. FROM: Position Title and Number REGIONAL DIRECTOR | | | | 15. TO: Position Title and Number SENIOR ADVISOR TO THE AS-IA | | | | | | | | | |
| B00101 1010001 1010001 | | | | 50200000 ES19760 ES19760 | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 184754 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0301 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 184754 | 21. Pay Basis PA | | |
| 12A. Basic Pay 184754 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 184754 | | 12D. Other Pay 0 | | 20A. Basic Pay 184754 | | 20B. Locality Adj. 0 | | | |
| | | | | | | | | 20C. Adj. Basic Pay 184754 | | 20D. Other Pay 0 | | | |
| 14. Name and Location of Position's Organization BUREAU OF INDIAN AFFAIRS DIRECTOR, BUREAU OF INDIAN AFFAIRS DEPUTY DIRECTOR, FIELD OPERATIONS REGIONAL DIRECTOR, SOUTHERN PLAINS ANADARKO, OKLAHOMA | | | | | | 22. Name and Location of Position's Organization ASST SECY-INDIAN AFFAIRS DEPUTY ASSISTANT SECRETARY-MANAGEMENT WASHINGTON, DC | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | |
| 23. Veterans Preference 2 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 12/27/1972 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION DATA | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 40-0160-015 | | | | 39. Duty Station (City - County - State or Overseas Location) ANADARKO, CADDO, OKLAHOMA | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 13 | | 43. SUPV STAT 8 | | 44. POSITION SENSITIVITY HIGH RISK | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) EMPLOYEE IS ENTITLED TO INDIAN PREFERENCE AS DEFINED BY THE SEC OF INTERIOR. | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171602355 / ELECTRONICALLY SIGNED BY: | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 1672 | | 49. Approval Date 08/28/2017 | | ALLISON S. BEARD HR SPECIALIST | | | | | | | |

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. ES01565

2. Reason for Submission: Redescription Reestablishment New Other

3. Service: Hdqtrs Field

4. Employing Office Location: Washington DC

5. Duty Station: Albuquerque, NM

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 2-Noncritical Sensitive 3-Critical 4-Special Sensitive

13. Competitive Level Code

14. Agency Use: DIES01565

Explanation (Show any positions replaced):
Updates to the PD and updates to signatures.

| 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 | <u>Deputy Special Trustee - Field</u> | <u>ES</u> | <u>0340</u> | <u>00</u> | <u>gb</u> | <u>11/30/2012</u> |
| c. Second Level Review | <u>Operations</u> | | | | | |
| 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): James, Jim

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Office of the Secretary

b. Second Subdivision: Office of the Special Trustee

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.

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: Michele Singer
Principal Deputy Special Trustee

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

Signature: Michele Singer Date: 11/7/12

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: 5 USC 3132

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: Thomas Mulhern
Director, Office of Human Resources

Signature: Grace Barnes Date: 11/30/2012
Acting Chief, Res

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

24. Remarks

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

Deputy Special Trustee – Field Operations ES-340

Introduction

The Office of the Special Trustee for American Indians (OST) was established under the American Indian Trust Fund Management Reform Act of 1994 and is responsible to the Secretary of the Interior for the implementation of responsibilities assigned under the Act. OST is charged with providing effective management of, and accountability for, the proper discharge of the Secretary's trust responsibilities to Indian tribes and individual Indians as delineated under the Reform Act. OST oversees and coordinates reforms within the Department of the Interior (DOI) of all practices related to the management and discharge of Indian fiduciary trust responsibilities, consisting of trust fund management operations nationwide and the major Departmental reform effort. OST ensures that reforms of all practices are carried out uniformly throughout the Department. OST also ensures that the reforms of policies, practices, procedures and systems within the OST, the Bureau of Indian Affairs (BIA), the Office of Natural Resources Revenue (ONRR), the Bureau of Land Management (BLM), the Office of Hearings and Appeals (OHA), and Tribal contracted and compacted trust functions are effective, consistent, and integrated in accordance with the Reform Act and the Secretary's fiduciary responsibilities.

The incumbent serves as the Deputy Special Trustee – Field Operations. The Deputy Special Trustee is directly responsible to the Special Trustee for American Indians and provides staff leadership, executive management, direction and supervision necessary to administer the Office's programs related to field operations functions to include Regional Fiduciary Trust Administrators (RTA) and Fiduciary Trust Officers (FTO), trust fund investments and a beneficiary call center.

Major Duties

Serves as advisor to the Special Trustee and Principal Deputy Special Trustee on trust asset and funds services and operations. Recommends new and innovative ideas, approaches, and solutions to complex problems and unique issues that affect the Department's ability to properly fulfill its fiduciary trust obligations to beneficial owners.

Reviews and comments on proposed Federal laws and regulations, and Executive Orders, that have an impact on Indian trust management and provide recommendations for change, as applicable. Reviews, analyzes, and recommends regulatory, policy or operational changes to complex Indian trust fund problems and issues.

Serves as the representative of OST and the Department through liaison activities with other Federal Agencies, the BIA, ONRR, BLM, OHA, Indian Tribes, and individual Indians affected by fiduciary trust laws and policies. Establishes and maintains effective working relationships with such entities to assure a good public image for the economically and politically sensitive trust program.

Plans, manages, and directs field operations trust budget formulation and development and

promulgation of the Department's fiduciary trust policies and procedures.

Provides program and managerial direction, leadership, and professional expertise to achieve Departmental goals and objectives. These are accomplished through four organizational elements:

- RTA - responsible for providing technical assistance to and supervising a staff of FTO co-located or in close proximity to BIA field locations: coordinating trust asset management activities with BIA; providing guidance to field staff in the examination, verification, and maintenance of accounts and accounting data; ensuring general trust funds and judgment funds are received, recorded, disbursed, and/or maintained timely and accurately; and providing leadership and oversight to ensure timely, courteous, and accurate response to account holders.
- FTO - responsible for working directly with the BIA trust superintendents to ensure a smooth flowing front line operation; reviewing and approving management plans; co-signing above-threshold BIA actions; serving as primary points of contact for beneficiary services; providing technical assistance on trust matters; ensuring proper documentation for trust transactions; coordinating with tribes on investment strategy for their trust funds; supervising local OST staff; and serving as primary point of contact for locally initiated transactions.
- Trust Fund Investments - responsible for buying, selling and trading of investment instruments for the Indian Trust. Provides technical advice and assistance to tribes, regional offices, agencies and FTO in developing financial plans and investment strategies for tribal trust funds.
- Beneficiary Call Center - responsible for responding to inquiries from trust beneficiaries. The Center has access to various trust systems and operations staff in order to provide comprehensive account information to beneficiaries and complement local services.

Supervision Received

Receives general administrative direction and broad policy guidance from the Principal Deputy Special Trustee for American Indians. Work is performed independently with wide latitude for decisions and final actions. Work is subject to review only to assure fulfillment of overall objectives and conformance to broad Agency policies and legislation. Technical and managerial recommendations are accepted as authoritative.

In performing the duties of this position, the incumbent:

- Acquires and administers human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission. Ensures the efficient and cost-effective development and utilization of management information systems and other technological resources to meet the organization's needs.

- Implements performance, incentive, safety and health and other policies and systems to encourage and enable excellent employee performance; champions OST's commitment to being a learning organization; and ensures that employees are treated fairly, equitably, and ethically.
- Demonstrates commitment to non-discrimination in the workplace by: a) ensuring individuals are not denied employment or career advancement opportunities because of their sex, race, religion, national origin, sexual orientation, color, age, disability, or any other non-merit factor; b) ensuring that any form of discrimination or sexual harassment is not tolerated; and c) providing developmental opportunities to subordinates to help them fully participate in the goal of achieving workplace diversity. Develops, applies, and evaluates effective approaches to carry out the Department's goals in achieving workforce diversity within the organization. Provides effective leadership and direction to subordinate managers/supervisors to focus recruitment efforts and provides training and development programs to further workforce diversity goals in accordance with departmental policy.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications – Mandatory

6. Authoritative knowledge of generally accepted fiduciary trust principles.
7. Knowledge of trust fund creation, funding, management, investment, collection, disbursement, and termination and the ability to apply principles of trust responsibility to specific situations.

**Evaluation Statement for the
Deputy Special Trustee – Field Operations
Office of the Special Trustee for American Indians
As a Senior Executive Position**

Introduction and Background

The Deputy Special Trustee – Field Operations position was established in the reorganization approved by the Secretary on April 21, 2003. This is an existing position critical to the demanding task of Indian trust management, the provision of trust investment services, response to inquiries from trust beneficiaries, technical assistance and coordination of trust asset management activities with the BIA, and an efficient/effective front line operation to enhance service to Tribes and individual Indian account holders. The Deputy Special Trustee reports to the Principal Deputy Special Trustee and is located in Albuquerque, New Mexico where he/she manages/supervises, five Regional Fiduciary Trust Administrators (SES positions), the Trust Fund Investments team and the Trust Beneficiary Call Center. The Deputy Special Trustee serves as advisor to the Principal Deputy Special Trustee and the Special Trustee on trust asset and funds services and operations, recommending new and innovative ideas, approaches, and solutions to ensure the Department's ability to properly fulfill its fiduciary trust obligations to beneficial owners. The incumbent ensures that statutory mandates enumerated in the American Indian Trust Fund Management Reform Act of 1994 are met. The incumbent develops programs, policies, and systems relating to all Indian trust asset field operations and management activities to ensure that fiduciary and legal requirements are implemented consistently and fulfilled. He/she ensures that all operational fiduciary processes and practices that are developed and maintained are complete, consistent, reliable, and based on appropriate fiduciary standards and integrated into OST's strategic plan. The Deputy Special Trustee represents the Principal Deputy Special Trustee, the Special Trustee and the Department through liaison activities spanning the gamut of activities involved in this economically and politically sensitive trust field operations arena with other DOI bureaus, Tribes, individual Indians, and other Federal agencies. The Deputy Special Trustee discharges the responsibilities of the Office of the Special Trustee including strategic planning, activity based costing, and the Government Performance and Results Act.

Series Determination

The incumbent provides leadership throughout the Department (both within OST and to bureaus/offices with trust responsibilities) — both in headquarters and the field — for Indian trust field operations. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of technical skills and knowledge of the laws, rules, regulations, administrative and program principles pertaining to operational aspects of fiduciary accountability for trust funds and assets. While the incumbent must possess an expert knowledge of fiduciary assets operations and superior interpersonal and communication skills, the ability to exercise tact, discretion, and sensitivity in the utilization of these skills is critical to success in this position. The paramount requirement, however, in addition to executive level experience and ability in management of field operations of critical fiduciary funds and assets with far reaching scope both financially and politically, is the ability to direct the technical knowledge and skills of

others, based on the incumbent's own technical knowledge, executive experience, and ability.

For these reasons, the job meets the GS-340 Program Management Series definition that includes management or direction of one or more programs when the paramount qualification requirement of the position is management and executive knowledge and ability. No other series is appropriate for this executive level position. No titles are specified. Deputy Special Trustee – Field Operations is a fully descriptive and appropriate title for this position and the one specified in Part 110, Chapter 26 of the Departmental Manual.

Grade Determination

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. This position supervises five SES Regional Fiduciary Trust Administrator positions, which mirror and interact extensively with the Regional Director structure of BIA. The reorganization approved by the Secretary in April 2003 created these additional SES positions to enhance services provided to both external and internal customers.

The incumbent's work cross cuts functional areas of the Department with results affecting the Secretary's ability and responsibility to account for Indian trust funds and assets and public confidence in the way that the Department manages its mandate as the agency with such fiduciary responsibility. The incumbent is held accountable for policy development, guidance, and operational strategy impacting bureaus and offices of a major nationwide agency. The incumbent provides central leadership for fiduciary trust fund field operations, providing technical assistance and coordinating trust asset management activities with BIA and managing a Beneficiary Call Center to provide comprehensive account information to beneficiaries. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within departmental, other Federal, and tribal organizations and developing trusted working relationships with officials of those organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within (especially with BIA) and outside the department. The Deputy Special Trustee is also a departmental liaison with other Federal agencies and offices. Also essential is seasoned judgment to identify and seize opportunities to prevent problems/conflicts that affect the image of DOI's accountability responsibilities to Tribes, individual Indians, Congress and the courts.

Work is carried out with only very general review and consultation.

The work requires a broad ability to analyze both policy and technical matters, to make executive decisions, to advise the Principal Deputy Special Trustee and the Special Trustee on major issues related to field operations of fiduciary trust funds and to utilize representational skills. The incumbent must be able to represent the Principal Deputy Special Trustee, the Special Trustee, and the Department and speak with authority to command the attention of people with varying

agendas and interests. Representational skills are critical to leading OST's fiduciary trust funds field operations, including trust fund investments, response to beneficiaries, and coordination with BIA.

An incumbent with exceptional managerial ability and a broad background demonstrating both fiduciary trust fund experience and a vast experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of DOI's responsibility in this critical, and politically sensitive, arena.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. ES01565

2. Reason for Submission: Redescription Reestablishment New Other

3. Service: Hdqtrs Field

4. Employing Office Location: Washington DC

5. Duty Station: Albuquerque, NM

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

Explanation (Show any positions replaced):
Updates to the PD and updates to signatures.

10. Position Status: SES (Gen.) SES (CR)

11. Position Is: Managerial Supervisory Neither

12. Sensitivity: 1-Non Sensitive 2-Noncritical Sensitive 3-Critical 4-Special Sensitive

13. Competitive Level Code

14. Agency Use: DIES01565

| 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 | <u>Deputy Special Trustee - Field</u> | <u>ES</u> | <u>0340</u> | <u>00</u> | <u>gb</u> | <u>11/30/2012</u> |
| c. Second Level Review | <u>Operations</u> | | | | | |
| 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): James, Jim

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Office of the Secretary

b. Second Subdivision: Office of the Special Trustee

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.

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: Michele Singer
Principal Deputy Special Trustee

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

Signature: Michele Singer Date: 11/7/12

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: 5 USC 3132

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: Thomas Mulhern
Director, Office of Human Resources

Signature: Grace Barnes Date: 11/30/2012
Acting Chief, Sec Res

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

24. Remarks

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

Deputy Special Trustee – Field Operations ES-340

Introduction

The Office of the Special Trustee for American Indians (OST) was established under the American Indian Trust Fund Management Reform Act of 1994 and is responsible to the Secretary of the Interior for the implementation of responsibilities assigned under the Act. OST is charged with providing effective management of, and accountability for, the proper discharge of the Secretary's trust responsibilities to Indian tribes and individual Indians as delineated under the Reform Act. OST oversees and coordinates reforms within the Department of the Interior (DOI) of all practices related to the management and discharge of Indian fiduciary trust responsibilities, consisting of trust fund management operations nationwide and the major Departmental reform effort. OST ensures that reforms of all practices are carried out uniformly throughout the Department. OST also ensures that the reforms of policies, practices, procedures and systems within the OST, the Bureau of Indian Affairs (BIA), the Office of Natural Resources Revenue (ONRR), the Bureau of Land Management (BLM), the Office of Hearings and Appeals (OHA), and Tribal contracted and compacted trust functions are effective, consistent, and integrated in accordance with the Reform Act and the Secretary's fiduciary responsibilities.

The incumbent serves as the Deputy Special Trustee – Field Operations. The Deputy Special Trustee is directly responsible to the Special Trustee for American Indians and provides staff leadership, executive management, direction and supervision necessary to administer the Office's programs related to field operations functions to include Regional Fiduciary Trust Administrators (RTA) and Fiduciary Trust Officers (FTO), trust fund investments and a beneficiary call center.

Major Duties

Serves as advisor to the Special Trustee and Principal Deputy Special Trustee on trust asset and funds services and operations. Recommends new and innovative ideas, approaches, and solutions to complex problems and unique issues that affect the Department's ability to properly fulfill its fiduciary trust obligations to beneficial owners.

Reviews and comments on proposed Federal laws and regulations, and Executive Orders, that have an impact on Indian trust management and provide recommendations for change, as applicable. Reviews, analyzes, and recommends regulatory, policy or operational changes to complex Indian trust fund problems and issues.

Serves as the representative of OST and the Department through liaison activities with other Federal Agencies, the BIA, ONRR, BLM, OHA, Indian Tribes, and individual Indians affected by fiduciary trust laws and policies. Establishes and maintains effective working relationships with such entities to assure a good public image for the economically and politically sensitive trust program.

Plans, manages, and directs field operations trust budget formulation and development and

promulgation of the Department's fiduciary trust policies and procedures.

Provides program and managerial direction, leadership, and professional expertise to achieve Departmental goals and objectives. These are accomplished through four organizational elements:

- RTA - responsible for providing technical assistance to and supervising a staff of FTO co-located or in close proximity to BIA field locations: coordinating trust asset management activities with BIA; providing guidance to field staff in the examination, verification, and maintenance of accounts and accounting data; ensuring general trust funds and judgment funds are received, recorded, disbursed, and/or maintained timely and accurately; and providing leadership and oversight to ensure timely, courteous, and accurate response to account holders.
- FTO - responsible for working directly with the BIA trust superintendents to ensure a smooth flowing front line operation; reviewing and approving management plans; co-signing above-threshold BIA actions; serving as primary points of contact for beneficiary services; providing technical assistance on trust matters; ensuring proper documentation for trust transactions; coordinating with tribes on investment strategy for their trust funds; supervising local OST staff; and serving as primary point of contact for locally initiated transactions.
- Trust Fund Investments - responsible for buying, selling and trading of investment instruments for the Indian Trust. Provides technical advice and assistance to tribes, regional offices, agencies and FTO in developing financial plans and investment strategies for tribal trust funds.
- Beneficiary Call Center - responsible for responding to inquiries from trust beneficiaries. The Center has access to various trust systems and operations staff in order to provide comprehensive account information to beneficiaries and complement local services.

Supervision Received

Receives general administrative direction and broad policy guidance from the Principal Deputy Special Trustee for American Indians. Work is performed independently with wide latitude for decisions and final actions. Work is subject to review only to assure fulfillment of overall objectives and conformance to broad Agency policies and legislation. Technical and managerial recommendations are accepted as authoritative.

In performing the duties of this position, the incumbent:

- Acquires and administers human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission. Ensures the efficient and cost-effective development and utilization of management information systems and other technological resources to meet the organization's needs.

- Implements performance, incentive, safety and health and other policies and systems to encourage and enable excellent employee performance; champions OST's commitment to being a learning organization; and ensures that employees are treated fairly, equitably, and ethically.
- Demonstrates commitment to non-discrimination in the workplace by: a) ensuring individuals are not denied employment or career advancement opportunities because of their sex, race, religion, national origin, sexual orientation, color, age, disability, or any other non-merit factor; b) ensuring that any form of discrimination or sexual harassment is not tolerated; and c) providing developmental opportunities to subordinates to help them fully participate in the goal of achieving workplace diversity. Develops, applies, and evaluates effective approaches to carry out the Department's goals in achieving workforce diversity within the organization. Provides effective leadership and direction to subordinate managers/supervisors to focus recruitment efforts and provides training and development programs to further workforce diversity goals in accordance with departmental policy.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications – Mandatory

6. Authoritative knowledge of generally accepted fiduciary trust principles.
7. Knowledge of trust fund creation, funding, management, investment, collection, disbursement, and termination and the ability to apply principles of trust responsibility to specific situations.

**Evaluation Statement for the
Deputy Special Trustee – Field Operations
Office of the Special Trustee for American Indians
As a Senior Executive Position**

Introduction and Background

The Deputy Special Trustee – Field Operations position was established in the reorganization approved by the Secretary on April 21, 2003. This is an existing position critical to the demanding task of Indian trust management, the provision of trust investment services, response to inquiries from trust beneficiaries, technical assistance and coordination of trust asset management activities with the BIA, and an efficient/effective front line operation to enhance service to Tribes and individual Indian account holders. The Deputy Special Trustee reports to the Principal Deputy Special Trustee and is located in Albuquerque, New Mexico where he/she manages/supervises, five Regional Fiduciary Trust Administrators (SES positions), the Trust Fund Investments team and the Trust Beneficiary Call Center. The Deputy Special Trustee serves as advisor to the Principal Deputy Special Trustee and the Special Trustee on trust asset and funds services and operations, recommending new and innovative ideas, approaches, and solutions to ensure the Department's ability to properly fulfill its fiduciary trust obligations to beneficial owners. The incumbent ensures that statutory mandates enumerated in the American Indian Trust Fund Management Reform Act of 1994 are met. The incumbent develops programs, policies, and systems relating to all Indian trust asset field operations and management activities to ensure that fiduciary and legal requirements are implemented consistently and fulfilled. He/she ensures that all operational fiduciary processes and practices that are developed and maintained are complete, consistent, reliable, and based on appropriate fiduciary standards and integrated into OST's strategic plan. The Deputy Special Trustee represents the Principal Deputy Special Trustee, the Special Trustee and the Department through liaison activities spanning the gamut of activities involved in this economically and politically sensitive trust field operations arena with other DOI bureaus, Tribes, individual Indians, and other Federal agencies. The Deputy Special Trustee discharges the responsibilities of the Office of the Special Trustee including strategic planning, activity based costing, and the Government Performance and Results Act.

Series Determination

The incumbent provides leadership throughout the Department (both within OST and to bureaus/offices with trust responsibilities) — both in headquarters and the field — for Indian trust field operations. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of technical skills and knowledge of the laws, rules, regulations, administrative and program principles pertaining to operational aspects of fiduciary accountability for trust funds and assets. While the incumbent must possess an expert knowledge of fiduciary assets operations and superior interpersonal and communication skills, the ability to exercise tact, discretion, and sensitivity in the utilization of these skills is critical to success in this position. The paramount requirement, however, in addition to executive level experience and ability in management of field operations of critical fiduciary funds and assets with far reaching scope both financially and politically, is the ability to direct the technical knowledge and skills of

others, based on the incumbent's own technical knowledge, executive experience, and ability.

For these reasons, the job meets the GS-340 Program Management Series definition that includes management or direction of one or more programs when the paramount qualification requirement of the position is management and executive knowledge and ability. No other series is appropriate for this executive level position. No titles are specified. Deputy Special Trustee – Field Operations is a fully descriptive and appropriate title for this position and the one specified in Part 110, Chapter 26 of the Departmental Manual.

Grade Determination

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. This position supervises five SES Regional Fiduciary Trust Administrator positions, which mirror and interact extensively with the Regional Director structure of BIA. The reorganization approved by the Secretary in April 2003 created these additional SES positions to enhance services provided to both external and internal customers.

The incumbent's work cross cuts functional areas of the Department with results affecting the Secretary's ability and responsibility to account for Indian trust funds and assets and public confidence in the way that the Department manages its mandate as the agency with such fiduciary responsibility. The incumbent is held accountable for policy development, guidance, and operational strategy impacting bureaus and offices of a major nationwide agency. The incumbent provides central leadership for fiduciary trust fund field operations, providing technical assistance and coordinating trust asset management activities with BIA and managing a Beneficiary Call Center to provide comprehensive account information to beneficiaries. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within departmental, other Federal, and tribal organizations and developing trusted working relationships with officials of those organizations. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within (especially with BIA) and outside the department. The Deputy Special Trustee is also a departmental liaison with other Federal agencies and offices. Also essential is seasoned judgment to identify and seize opportunities to prevent problems/conflicts that affect the image of DOI's accountability responsibilities to Tribes, individual Indians, Congress and the courts.

Work is carried out with only very general review and consultation.

The work requires a broad ability to analyze both policy and technical matters, to make executive decisions, to advise the Principal Deputy Special Trustee and the Special Trustee on major issues related to field operations of fiduciary trust funds and to utilize representational skills. The incumbent must be able to represent the Principal Deputy Special Trustee, the Special Trustee, and the Department and speak with authority to command the attention of people with varying

agendas and interests. Representational skills are critical to leading OST's fiduciary trust funds field operations, including trust fund investments, response to beneficiaries, and coordination with BIA.

An incumbent with exceptional managerial ability and a broad background demonstrating both fiduciary trust fund experience and a vast experience in management is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management of DOI's responsibility in this critical, and politically sensitive, arena.

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|--|-----------------------------|---|-------------------------------|--|--|--|------------------------------|--|---|---|---|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) GIDNER, JEROLD L. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | | |
| 7. FROM: Position Title and Number SENIOR PROGRAM ADVISOR SENIOR PROGRAM ADVISOR 60600000 ES19734 1000001 | | | | | 15. TO: Position Title and Number PRINCIPAL DEPUTY SPECIAL TRUSTEE 70010000 ES01560 | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0301 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DAS-OFC OF NATURAL RESOURCES REVENUE DIRECTOR-ONRR DIRECTORATE SUPPORT OFFICE LAKEWOOD, COLORADO | | | | | | 22. Name and Location of Position's Organization OFFICE OF THE SPECIAL TRUSTEE OFFICE OF PRINC DEP SPEC TRUSTEE ALBUQUERQUE, NEW MEXICO | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) 10/03/1992 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 15 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171254913 / ELECTRONICALLY SIGNED BY: GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 07/13/2017 | | | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

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|---|-----------------------------|---|--------------------------------------|--|--|--|------------------------------|--|---|---|---|--|--|
| 1. Name (Last, First, Middle) GONZALES-SCHREINER, ROSEANN C. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | |
| 7. FROM: Position Title and Number DIRECTOR,POLICY AND ADMINISTRATION | | | | | 15. TO: Position Title and Number ASSOCIATE DIRECTOR FOR ADMINISTRATION | | | | | | | | |
| 8450000 0011036 | | | | | GGHAAE0000 ES01459 | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA | | |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 | | |
| 14. Name and Location of Position's Organization COMMISSIONER'S OFFICE POLICY, ADMINISTRATION & BUDGET POLICY AND ADMINISTRATION | | | | | 22. Name and Location of Position's Organization OFFICE OF THE DIRECTOR OFFC OF ADMINISTRATION | | | | | | | | |
| DENVER,COLORADO | | | | | RESTON,VIRGINIA | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) 06/23/1985 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION DATA | | | | | | | | | | | | | |
| 34. Position Occupied 4 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 08-1435-059 | | | | 39. Duty Station (City - County - State or Overseas Location) LAKWOOD,JEFFERSON,COLORADO | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY SPECIAL-SENSITIVE (| | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) ERB APPROVAL DATED 06/15/2017. | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - US GEOLOGICAL SURVEY | | | | | | 50. Signature/Authentication and Title of Approving Official 171203417 / ELECTRONICALLY SIGNED BY: | | | | | | | |
| 47. Agency Code IN08 | | 48. Personnel Office ID 1890 | | 49. Approval Date 07/07/2017 | | MELODY K. SUTHERLAND HUMAN RESOURCES OFFICER | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

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|---|-----------------------------|---|--|--|--|------------------------------------|------------------------------|---|---|---|----------------------------|--|
| 1. Name (Last, First, Middle) HANNA, JEANETTE D. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | |
| 7. FROM: Position Title and Number SPECIAL ASST TO THE DIRECTOR-BIA K00100 1000023 ES19690 | | | | | 15. TO: Position Title and Number SEN ADVISOR FOR TRIBAL ENERGY DEV LLWO300000 ES19757 | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0301 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 185163 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0301 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 185163 | 21. Pay Basis PA | |
| 12A. Basic Pay 185163 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 185163 | | 12D. Other Pay 0 | 20A. Basic Pay 185163 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 185163 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization BUREAU OF INDIAN AFFAIRS DIRECTOR, BUREAU OF INDIAN AFFAIRS WASHINGTON,DC | | | | | 22. Name and Location of Position's Organization BUREAU OF LAND MANAGEMENT, WO ASST DIR, ENERGY, MIN & REAL MGMT WASHINGTON,DC | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | |
| 27. FEGLI (b) (6) | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | |
| 30. Retirement Plan | | | 31. Service Comp. Date (Leave) 05/16/1983 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION DATA | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 11-0010-001 | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 13 | | 43. SUPV STAT 8 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - BUREAU OF LAND MGMT | | | | | 50. Signature/Authentication and Title of Approving Official 171225654 / ELECTRONICALLY SIGNED BY: LASHAWN M. JACKSON HUMAN RESOURCES SPECIALIST | | | | | | | |
| 47. Agency Code IN05 | | 48. Personnel Office ID 1868 | | 49. Approval Date 06/02/2017 | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | |
|---|-----------------------------|---|---|--|---|---|---|--|---|---|----------------------------|--|
| 1. Name (Last, First, Middle) HILDEBRANDT, BETSY J. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | |
| 7. FROM: Position Title and Number ASSISTANT DIRECTOR - EXTERNAL AFFAIRS FF09X00000 ES01320 | | | | | 15. TO: Position Title and Number ASSOCIATE DIRECTOR FOR COMMUNICATIONS AND PUBLISHING GGHDAA1000 ES01619 | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 177137 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 177137 | 21. Pay Basis PA | |
| 12A. Basic Pay 177137 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 177137 | | 12D. Other Pay 0 | 20A. Basic Pay 177137 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 177137 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE ASST DIR-EXTERNAL AFFAIRS WASHINGTON,DC | | | | | 22. Name and Location of Position's Organization OFFICE OF THE DIRECTOR OFFC OF COMM & PUBLISHING RESTON,VIRGINIA | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | |
| 27. FEGLI (b) (6) | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | |
| 30. Retirement Plan | | | 31. Service Comp. Date (Leave) 10/06/2006 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | |
| POSITION DATA | | | | | | | | | | | | |
| 34. Position Occupied 4 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 51-2034-059 | | | 39. Duty Station (City - County - State or Overseas Location) RESTON,FAIRFAX,VIRGINIA | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 14 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) ERB APPROVAL DATED 06-15-17 | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - US GEOLOGICAL SURVEY | | | | | 50. Signature/Authentication and Title of Approving Official 171195118 / ELECTRONICALLY SIGNED BY: | | | | | | | |
| 47. Agency Code IN08 | | 48. Personnel Office ID 1890 | | 49. Approval Date 07/06/2017 | | MELODY K. SUTHERLAND HUMAN RESOURCES OFFICER | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | |
|--|-----------------------------|--|-------------------------------|---|----------------------------|--|------------------------------|---|---|---|--|--|--|
| 1. Name (Last, First, Middle) JAMES JR., JAMES D. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | |
| 5-C. Code N2M | | 5-D. Legal Authority 5CFR317.901(B)(1) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | |
| 7. FROM: Position Title and Number DEP SPEC TRUSTEE-FIELD OPS | | | | 15. TO: Position Title and Number DEPUTY DIRECTOR, FIELD OPS | | | | | | | | | |
| 78000000 ES01565 | | | | K00101 1010001 1010001 | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA | | |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | | | |
| | | | | | | | | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 | | | |
| 14. Name and Location of Position's Organization OFFICE OF THE SPECIAL TRUSTEE OFFICE OF PRINC DEP SPEC TRUSTEE DEP SPECIAL TRUSTEE-FIELD OPERATIONS | | | | | | 22. Name and Location of Position's Organization BUREAU OF INDIAN AFFAIRS DIRECTOR, BUREAU OF INDIAN AFFAIRS DEPUTY DIRECTOR, FIELD OPERATIONS | | | | | | | |
| ALBUQUERQUE, NEW MEXICO | | | | | | WASHINGTON, DC | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) 01/23/1998 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION DATA | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 35-0030-001 | | | | 39. Duty Station (City - County - State or Overseas Location) ALBUQUERQUE, BERNALILLO, NEW MEXICO | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 15 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY HIGH RISK | | | | | |
| 45. Remarks EMPLOYEE IS ENTITLED TO INDIAN PREFERENCE AS DEFINED BY THE SEC OF INTERIOR. EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) REASSIGNMENT APPROVED BY ERB 06-02-17. | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - INDIAN AFFAIRS | | | | | | 50. Signature/Authentication and Title of Approving Official 171254501 / ELECTRONICALLY SIGNED BY: | | | | | | | |
| 47. Agency Code IN06 | | 48. Personnel Office ID 4309 | | 49. Approval Date 07/13/2017 | | ALLISON S. BEARD HR SPECIALIST | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | |
|---|-----------------------------|--|--|--|--|--|--------------------------------------|--|---|---|----------------------------|--|
| 1. Name (Last, First, Middle) LAURO, SALVATORE R. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | |
| 5-C. Code N2M | | 5-D. Legal Authority REG. 335.102 | | | 6-C. Code | | 6-D. Legal Authority | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | |
| 7. FROM: Position Title and Number DIRECTOR, LAW ENFORCEMENT AND SECURITY LLWO120000 ES19601 | | | | | 15. TO: Position Title and Number SENIOR ADVISOR TO THE DIRECTOR LAW ENFORCEMENT AND SECURITY LLWO120000 ES19765 | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 1811 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 173204 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0301 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 173204 | 21. Pay Basis PA | |
| 12A. Basic Pay 173204 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 173204 | | 12D. Other Pay 0 | 20A. Basic Pay 173204 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 173204 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization BUREAU OF LAND MANAGEMENT, WO OFFICE OF LAW ENFORCEMENT & SECURITY, WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization BUREAU OF LAND MANAGEMENT, WO OFFICE OF LAW ENFORCEMENT & SECURITY, WASHINGTON,DC | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | |
| (b) (6) | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | |
| 30. Retirement Plan | | | 31. Service Comp. Date (Leave) 11/14/2004 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION DATA | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 11-0010-001 | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY SPECIAL-SENSITIVE (| | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - BUREAU OF LAND MGMT | | | | | | 50. Signature/Authentication and Title of Approving Official 171540882 / ELECTRONICALLY SIGNED BY: LASHAWN M. JACKSON HUMAN RESOURCES SPECIALIST | | | | | | |
| 47. Agency Code IN05 | | 48. Personnel Office ID 1868 | | 49. Approval Date 07/07/2017 | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | |
|---|-----------------------------|--|-------------------------------|---|----------------------------|--|------------------------------|--|---|---|--|--|
| 1. Name (Last, First, Middle) LORDS, DOUGLAS A. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 08/20/2017 | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | |
| 5-C. Code N2M | | 5-D. Legal Authority 5 CFR 317.901(B)(1) | | 6-C. Code | | 6-D. Legal Authority | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | |
| 7. FROM: Position Title and Number DEP SPEC TRUSTEE TRUST SVS | | | | 15. TO: Position Title and Number DEPUTY BUREAU DIRECTOR-TRUST SVS. | | | | | | | | |
| 79000000 ES01561 | | | | K00400 4000001 4000001 | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA | |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | | |
| | | | | | | | | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 | | |
| 14. Name and Location of Position's Organization OFFICE OF THE SPECIAL TRUSTEE DEPUTY SPECIAL TRUSTEE-TRUST SERVICES | | | | | | 22. Name and Location of Position's Organization BUREAU OF INDIAN AFFAIRS DIRECTOR, BUREAU OF INDIAN AFFAIRS DEPUTY DIRECTOR, TRUST SERVICES | | | | | | |
| ALBUQUERQUE, NEW MEXICO | | | | | | WASHINGTON, DC | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) 07/29/1990 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | |
| POSITION DATA | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | |
| 38. Duty Station Code 35-0030-001 | | | | 39. Duty Station (City - County - State or Overseas Location) ALBUQUERQUE, BERNALILLO, NEW MEXICO | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY HIGH RISK | | | | |
| 45. Remarks EMPLOYEE IS ENTITLED TO INDIAN PREFERENCE AS DEFINED BY THE SEC OF INTERIOR. EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - INDIAN AFFAIRS | | | | | | 50. Signature/Authentication and Title of Approving Official 171602600 / ELECTRONICALLY SIGNED BY: | | | | | | |
| 47. Agency Code IN06 | | 48. Personnel Office ID 4309 | | 49. Approval Date 08/28/2017 | | ALLISON S. BEARD HR SPECIALIST | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|---|-----------------------------|---|-------------------------------|---|--|---|------------------------------|--|---|---|---|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) LOUDERMILK, WELDON B. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 09/03/2017 | | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number DIRECTOR, BUREAU OF INDIAN AFFAIRS K00100 1000001 1000001 | | | | | 15. TO: Position Title and Number DEPUTY SPECIAL TRUSTEE - FIELD OPERATIONS 78000000 ES01565 | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 184588 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 184588 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 184588 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 184588 | | 12D. Other Pay 0 | | 20A. Basic Pay 184588 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 184588 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization BUREAU OF INDIAN AFFAIRS DIRECTOR, BUREAU OF INDIAN AFFAIRS WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization OFFICE OF THE SPECIAL TRUSTEE OFFICE OF PRINC DEP SPEC TRUSTEE DEP SPECIAL TRUSTEE-FIELD OPERATIONS ALBUQUERQUE,NEW MEXICO | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | |
| (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) 05/29/1990 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 35-0030-001 | | | | 39. Duty Station (City - County - State or Overseas Location) ALBUQUERQUE,BERNALILLO,NEW MEXICO | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY HIGH RISK | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171623656 / ELECTRONICALLY SIGNED BY: | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 08/31/2017 | | ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|---|-----------------------------|---|-------------------------------|---|---|---|------------------------------|---|---|---|---|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) LUEDERS, AMY L. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 09/03/2017 | | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number STATE DIRECTOR NEW MEXICO LLNM910000 ES00241 | | | | | 15. TO: Position Title and Number REGIONAL DIRECTOR, ALBUQUERQUE FF02G00000 ES19767 | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 170157 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0480 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 170157 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 170157 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 170157 | | 12D. Other Pay 0 | | 20A. Basic Pay 170157 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 170157 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization NEW MEXICO OFFICE OF STATE DIRECTOR SANTA FE, NEW MEXICO | | | | | | 22. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE REGION 2, ALBUQUERQUE, NM ALBUQUERQUE, NEW MEXICO | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) 08/29/1980 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 35-0030-001 | | | | 39. Duty Station (City - County - State or Overseas Location) ALBUQUERQUE, BERNALILLO, NEW MEXICO | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 92 | | 41. VET STAT N | | 42. EDUC LVL 04 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - FISH AND WILDLIFE SERV | | | | | | 50. Signature/Authentication and Title of Approving Official 171648897 / ELECTRONICALLY SIGNED BY: RYAN A MYERS HR SPECIALIST (STAFF & RECRUIT) | | | | | | | | | |
| 47. Agency Code IN15 | | 48. Personnel Office ID 1735 | | 49. Approval Date 09/07/2017 | | | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|--|-----------------------------|---|-------------------------------|--|----------------------------|--|------------------------------|--|-------------------------------|---|----------------------------|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) OLSEN, MEGAN C. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | | |
| 7. FROM: Position Title and Number DIRECTOR, OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION 60250000 ES19666 | | | | 15. TO: Position Title and Number DIRECTOR, OFFICE OF ACQUISITION AND PROPERTY MANAGEMENT 60240000 ES05269 | | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 168630 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 1102 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 168630 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 168630 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 168630 | | 12D. Other Pay 0 | | 20A. Basic Pay 168630 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 168630 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DEP ASST SECY-BUDGT, FIN, PERF & ACQN OFFC OF SMALL & DISADV BUS UTL WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization ASST SECY-POLICY, MGMT & BUDGET/CFO DEP ASST SECY-BUDGT, FIN, PERF & ACQN OFFC OF ACQUISITION & PROP MGT WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | | |
| 27. FEGLI (b) (6) | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | | 29. Pay Rate Determinant 0 | | | | | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) 09/07/2003 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | | 37. Bargaining Unit Status 8888 | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 15 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171216293 / ELECTRONICALLY SIGNED BY: GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST | | | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 07/12/2017 | | | | | | | | | | | |

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission: Redescription Reestablishment New Other

3. Service: Hdqtrs Field

4. Employing Office Location: WASHINGTON D.C.

5. Duty Station: ALBUQUERQUE, NM

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 3-Critical 2-Noncritical Sensitive 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 | Regional Director, Albuquerque | | ES | 0480 | | | |
| 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): DEPARTMENT OF THE INTERIOR

17. Name of Employee (if vacant, specify): _____

18. Department, Agency, or Establishment: U.S. FISH AND WILDLIFE SERVICE

a. First Subdivision: OFFICE OF THE DIRECTOR

b. Second Subdivision: _____

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: STEVEN WILLIAMS, Director

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

Signature: *Steve Williams* Date: 6/24/02

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: SHIRLEY SCHELL, CHIEF, EXECUTIVE RESOURCES DIVISION

Signature: *Shirley Schell* Date: 6/25/02

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks: _____

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

INTRODUCTION

The U.S. Fish and Wildlife Service (Service) is responsible for the Federal programs relating to wild birds, mammals (except whales, seals, and sea lions, which are the responsibility of the National Marine Fisheries of the Department of Commerce), and inland and anadromous fisheries.

The incumbent of this position has two roles: (1) As a member of the Service Directorate, the incumbent participates in decisions on national fish and wildlife conservation goals and objectives, budget priorities and funding levels, and organization and staffing patterns; and, (2) as Regional Director, the incumbent is responsible for implementation of Service programs, policies, and procedures to effectively carry out the Service's mission within the Region and adjacent coastal areas subject to Service jurisdiction. The goals and objectives of those programs are attained through a blend of Service functions, outside contracts, or a combination of contract and Service personnel. The incumbent frequently will make that choice. In order to carry out the assigned responsibilities, incumbent directs a staff of approximately 700 employees working in professional, technical, and administrative positions located in the regional office, several area offices, and at a large number of field stations dispersed throughout the Region. The incumbent is also responsible for the coordination and cooperation with foreign national counterparts in matters of policy, program implementation, and general regional Fish and Wildlife activities.

MAJOR DUTIES AND RESPONSIBILITIES

Refuges and Wildlife: Programs involved in the refuges and wildlife category are migratory birds, mammals, nonmigratory birds, animal damage control, and interpretation and recreation.

Administers and directs, under laws and treaties of the United States, activities involved in the maintenance and operation of a large number of national wildlife refuges established throughout the region for the conservation of endangered wildlife, migratory waterfowl and mammals. This effort is designed to preserve sizeable segments of important and typical wildlife habitat representative of geographical and life zones essential to the preservation and perpetuation of the wildlife resources. Important in the refuge function is the perpetuation of species of birds and animals that are rare or in danger of becoming extinct. Management and operation of wildlife refuges also includes programs for the public in resource interpretation, recreation, economic uses, and soil and moisture conservation.

Directs activities throughout the Region involved in the appraisal, acquisition, management, and disposition of lands and processing land and mineral applications, and the appraisal of lands proposed for acquisition under the Federal Aid and Fish and Wildlife Restoration Act.

Directs a staff of law enforcement agents (in cooperation with state-employed game wardens) engaged in the enforcement of fish and wildlife conservation laws and the control of waterfowl depredations. Directs cooperative programs within the Region for the control of predatory animals and rodents to protect wildlife and livestock from depredation and to prevent destruction

to growing agricultural crops, range forage, forest regeneration, stored food and feed supplies.

Fisheries: Directs a program of technical assistance to Federal and state agencies and other public and private entities in the management of fisheries, participation in coordinated programs of Federal/state activities in fishery management, development of fishery management programs in cooperation with the states, colleges and universities, state conservation departments, and private agencies for the purpose of solving mutual fishery management problems.

Habitat Preservation: Directs activities concerning the analysis and preparation of a scientific fish and wildlife program in the water and land resource development field. The program involves planning for the conservation and development of fish and wildlife resources in water development projects under authority of the Fish and Wildlife Coordination Act and the Watershed Protection and Flood Prevention Act, and similar planning in connection with the Federal Highway Program, the Urban Planning Assistance Program, the Economic Development Administration Program, the preservation of wetlands valuable from a wildlife standpoint, and related functions. Planning for fish and wildlife conservation and development, as a part of the overall development of the Nation's water and related land resources, includes projects of land acquisition and development for wildlife purposes, stable pools in reservoirs to facilitate fishery management and utilization, fish hatcheries and spawning channels to observe and improve fisheries, fish-passage facilities over dams for the preservation and improvement of anadromous fisheries, and the release of minimum flows from reservoirs to maintain live streams and protect and improve downstream fisheries.

The Regional Director also directs and coordinates the development of a nationwide system for assessing the ecological effects of resource decisions. This includes the planning and monitoring of gathering, analyzing, and disseminating information related to the location, quantity, condition, and ecological importance of habitats critical to the survival of the Nation's fish and wildlife resources with particular reference to those habitats most impacted by man's activities, including energy developments and other forms of large-scale land, water, and resource use. Provides an environmental strike force capability which responds to requests for assistance on environmental issues that require highly specialized, scientific expertise.

Federal Aid: Administers (throughout the Region) the Federal Aid in Fish Restoration Act and the Federal Aid in Wildlife Restoration Act which authorizes grant-in-aid to states for cooperative programs including fish and wildlife research, land acquisition, and the development and maintenance of wildlife and fish habitat. Directs the review of plans, specification and cost estimates submitted for adherence to provisions of the Act with authority to authorize 75 percent of the cost of each approved project from funds apportioned. Also implements field-level actions necessitated by the Endangered Species Act, P.L. 93-205, including those actions necessary for recovery of endangered species found in the region.

Other Program Responsibilities: The Regional Director directs the supporting functions of personnel management, contracting and general services, financial management, safety, and library. Directs engineering services in connection with the construction, alteration and maintenance of improvements, preparation of maps and cadastral surveying, the establishment

of water rights and the evaluation of engineering phases of water development projects of other Government agencies and of private enterprise for their effect on wildlife and sport fisheries resources.

Directs the development, improvement, and conduct of education extension and information to provide public understanding of, and participation in, conservation programs involving fish and wildlife resources throughout the Region.

From time to time, ad hoc groups may be established that report directly to the incumbent where the complexities of coordinating cross-program or functions at lower levels would be inappropriate.

A high order of professional natural resource management, knowledge, and administrative ability is required in effectively coordinating Service programs with these groups in the broad range of diverse interests as well as in effectively coordinating the complex scientific and technical programs involved in the internal operations of the Service.

As the Service's principal representative in the Region, the incumbent renders authoritative and final decisions having an important impact on the Service's total activities and programs. Regional programs other than Federal aid and law enforcement are directed through a network of area managers reporting directly to the incumbent.

The incumbent actively supports and implements the equal employment opportunity program as specified in national, area, and local affirmative action plans. This includes ensuring equal opportunity for all employees under his/her supervision in selections for training and education programs, promotions and awards, and includes fair and impartial recruitment and selection of new employees.

SUPERVISION RECEIVED

The above duties are performed under the broad, general direction of the Service's Director within the overall framework of policies and procedures determined by the Secretary of the Interior, Assistant Secretary for Fish and Wildlife and Parks, and the Service Director.

POSITION EVALUATION

POSITION TITLE, SERIES, GRADE: Regional Director - Albuquerque, New Mexico
ES-480

LOCATION: U.S. Fish and Wildlife Service
Office of the Regional Director - Albuquerque

BACKGROUND: The position of Regional Director - Albuquerque is one of seven Regional Director (RD) positions within the U.S. Fish and Wildlife Service (Service). The Service, having decentralized substantial programmatic responsibility in originally effecting the regional concept, considers each RD position essential to Service mission accomplishment efforts.

SERIES AND TITLE DETERMINATION: The incumbent of this position is responsible for implementing Service programs, policies, and procedures to effectively carry out the Service's mission within the Region and adjacent coastal areas subject to Service jurisdiction. Management and executive knowledge and ability are required, along with professional competence in administering all aspects of the Service's programs, including Refuges, Wildlife, Fisheries, and Habitat Preservation programs. Participation in international wildlife resource management and habitat conservation programs is required. The position is properly allocated to the GS-480 General Fish and Wildlife Administration Series, as the series includes all classes of positions which involve professional and scientific work in administering, directing, or exercising administrative and technical control over programs, regulatory activities, projects, or operations which are concerned with the conservation and management of fishery resources, wildlife resources, or fish and wildlife resources.

Titles are not prescribed for the GS-480 series. Guidelines for titling positions indicate short, descriptive titles should be constructed when titles are not prescribed. The title Regional Director - Albuquerque, New Mexico, aptly reflects the work assigned to this position.

ALIGNMENT WITH OTHER SERVICE POSITIONS: As noted above, the position is one of seven Regional Director positions within the Service. All seven Regional Director positions have historically been allocated to the SES.

IMPORTANCE OF THE POSITION TO MISSION ACCOMPLISHMENT: Also as noted above, the Service has delegated substantial responsibility to each of the Regional Directors. The work of habitat preservation and restoration, wildlife refuge acquisition and maintenance, wildlife conservation law enforcement (including enforcement of provisions of the Endangered Species Act), fishery management, and overall natural resource conservation essentially comprising the general mission of the Service, is carried out within the Regions.

CONCLUSION: By comparing this position with appropriate classification guides and comparable positions, by considering its importance to meeting the mission, goals, and objectives of the Department and the Service, and by noting that no delegations of authority for administrative or programmatic responsibility have been removed or abridged, the position continues to warrant allocation as Regional Director - Albuquerque, New Mexico, ES-480.

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Hdqtrs, Field

4. Employing Office Location: WASHINGTON D.C.

5. Duty Station: ALBUQUERQUE, NM

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, 3-Noncritical Sensitive, 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 | Regional Director, Albuquerque | | ES | 0480 | | | |
| 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): DEPARTMENT OF THE INTERIOR

17. Name of Employee (if vacant, specify):

18. Department, Agency, or Establishment: U.S. FISH AND WILDLIFE SERVICE

a. First Subdivision: OFFICE OF THE DIRECTOR

b. Second Subdivision:

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):

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.

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

a. Typed Name and Title of Immediate Supervisor: STEVEN WILLIAMS, Director

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

Signature: *Steve Williams* Date: 6/24/02

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: SHIRLEY SCHELL, CHIEF, EXECUTIVE RESOURCES DIVISION

22. Position Classification Standards Used in Classifying/Grading Position:

Signature: *Shirley Schell* Date: 6/25/02

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks:

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

INTRODUCTION

The U.S. Fish and Wildlife Service (Service) is responsible for the Federal programs relating to wild birds, mammals (except whales, seals, and sea lions, which are the responsibility of the National Marine Fisheries of the Department of Commerce), and inland and anadromous fisheries.

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to growing agricultural crops, range forage, forest regeneration, stored food and feed supplies.

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of water rights and the evaluation of engineering phases of water development projects of other Government agencies and of private enterprise for their effect on wildlife and sport fisheries resources.

Directs the development, improvement, and conduct of education extension and information to provide public understanding of, and participation in, conservation programs involving fish and wildlife resources throughout the Region.

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The incumbent actively supports and implements the equal employment opportunity program as specified in national, area, and local affirmative action plans. This includes ensuring equal opportunity for all employees under his/her supervision in selections for training and education programs, promotions and awards, and includes fair and impartial recruitment and selection of new employees.

SUPERVISION RECEIVED

The above duties are performed under the broad, general direction of the Service's Director within the overall framework of policies and procedures determined by the Secretary of the Interior, Assistant Secretary for Fish and Wildlife and Parks, and the Service Director.

POSITION EVALUATION

POSITION TITLE, SERIES, GRADE: Regional Director - Albuquerque, New Mexico
ES-480

LOCATION: U.S. Fish and Wildlife Service
Office of the Regional Director - Albuquerque

BACKGROUND: The position of Regional Director - Albuquerque is one of seven Regional Director (RD) positions within the U.S. Fish and Wildlife Service (Service). The Service, having decentralized substantial programmatic responsibility in originally effecting the regional concept, considers each RD position essential to Service mission accomplishment efforts.

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Titles are not prescribed for the GS-480 series. Guidelines for titling positions indicate short, descriptive titles should be constructed when titles are not prescribed. The title Regional Director - Albuquerque, New Mexico, aptly reflects the work assigned to this position.

ALIGNMENT WITH OTHER SERVICE POSITIONS: As noted above, the position is one of seven Regional Director positions within the Service. All seven Regional Director positions have historically been allocated to the SES.

IMPORTANCE OF THE POSITION TO MISSION ACCOMPLISHMENT: Also as noted above, the Service has delegated substantial responsibility to each of the Regional Directors. The work of habitat preservation and restoration, wildlife refuge acquisition and maintenance, wildlife conservation law enforcement (including enforcement of provisions of the Endangered Species Act), fishery management, and overall natural resource conservation essentially comprising the general mission of the Service, is carried out within the Regions.

CONCLUSION: By comparing this position with appropriate classification guides and comparable positions, by considering its importance to meeting the mission, goals, and objectives of the Department and the Service, and by noting that no delegations of authority for administrative or programmatic responsibility have been removed or abridged, the position continues to warrant allocation as Regional Director - Albuquerque, New Mexico, ES-480.

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | |
|---|-----------------------------|---|-------------------------------|---|----------------------------|--|------------------------------|---|---|---|---|--|--|
| 1. Name (Last, First, Middle) RIGGS, HELEN | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 08/20/2017 | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | |
| 7. FROM: Position Title and Number DEPUTY BUREAU DIRECTOR-TRUST SVS. | | | | 15. TO: Position Title and Number DEPUTY SPECIAL TRUSTEE - TRUST SERVICES | | | | | | | | | |
| K00400 4000001 4000001 | | | | 70000000 ES01561 | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 177795 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 177795 | 21. Pay Basis PA | | |
| 12A. Basic Pay 177795 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 177795 | | 12D. Other Pay 0 | | 20A. Basic Pay 177795 | | 20B. Locality Adj. 0 | | | |
| | | | | | | | | 20C. Adj. Basic Pay 177795 | | 20D. Other Pay 0 | | | |
| 14. Name and Location of Position's Organization BUREAU OF INDIAN AFFAIRS DIRECTOR, BUREAU OF INDIAN AFFAIRS DEPUTY DIRECTOR, TRUST SERVICES | | | | | | 22. Name and Location of Position's Organization OFFICE OF THE SPECIAL TRUSTEE | | | | | | | |
| WASHINGTON,DC | | | | | | WASHINGTON,DC | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 01/25/1993 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | |
| POSITION DATA | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 35-0030-001 | | | | 39. Duty Station (City - County - State or Overseas Location) ALBUQUERQUE,BERNALILLO,NEW MEXICO | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY HIGH RISK | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) OPF MAINTAINED BY BSEE HR HQ, STERLING, VA | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | | | | | 50. Signature/Authentication and Title of Approving Official 171533892 / ELECTRONICALLY SIGNED BY: | | | | | | | |
| 47. Agency Code IN01 | | 48. Personnel Office ID 4342 | | 49. Approval Date 08/21/2017 | | ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|---|-----------------------------|---|-------------------------------|--|----------------------------|---|------------------------------|--|---|---|---|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) ROMANIK, PEG A. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/02/2017 | | | | | | | |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | | |
| 7. FROM: Position Title and Number REGIONAL SOLICITOR - NORTHEAST | | | | 15. TO: Position Title and Number ASSOC SOLICITOR-PARKS & WILDLIFE | | | | | | | | | | | |
| 90930 ES00050 | | | | 90400 IES1399 | | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0905 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 168395 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0905 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 168395 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 168395 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 168395 | | 12D. Other Pay 0 | | 20A. Basic Pay 168395 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 168395 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization OFFICE OF THE SOLICITOR NORTHEAST REGION BOSTON REGIONAL OFFICE WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization OFC OF THE ASSOCIATE SOLICITOR-DWP WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 10/05/1980 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 15 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY MODERATE RISK | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) ERB APPROVAL DATED 06/15/2017 | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - OFFICE OF THE SOLICITOR | | | | | | 50. Signature/Authentication and Title of Approving Official 171154835 / ELECTRONICALLY SIGNED BY: LORETTA A POPE HUMAN RESOURCES OFFICER | | | | | | | | | |
| 47. Agency Code IN21 | | 48. Personnel Office ID 1890 | | 49. Approval Date 06/27/2017 | | | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | |
|--|-----------------------------|---|--|--|---|---|---------------------------|---|---|-------------------------------|---|----------------------------|
| 1. Name (Last, First, Middle) TUGGLE, BENJAMIN N. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 09/03/2017 | | | | |
| FIRST ACTION | | | | | | SECOND ACTION | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | | 6-A. Code | | 6-B. Nature of Action | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | | 6-C. Code | | 6-D. Legal Authority | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | | 6-E. Code | | 6-F. Legal Authority | | | | |
| 7. FROM: Position Title and Number REGIONAL DIRECTOR, ALBUQUERQUE FF02G00000 010760A | | | | | | 15. TO: Position Title and Number ASST DIR, SCIENCE APPLICATION FF09D00000 ES19736 | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0480 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 179909 | | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0480 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 179909 | 21. Pay Basis PA |
| 12A. Basic Pay 179909 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 179909 | | 12D. Other Pay 0 | 20A. Basic Pay 179909 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 179909 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE REGION 2, ALBUQUERQUE, NM ALBUQUERQUE, NEW MEXICO | | | | | | 22. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE WASHINGTON, DC | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | |
| 27. FEGLI (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | |
| 30. Retirement Plan (b) (6) | | | 31. Service Comp. Date (Leave) 03/01/1979 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION DATA | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | |
| 38. Duty Station Code 11-0010-001 | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | |
| 40. Agency Data FUNC CLS 92 | | 41. VET STAT N | | 42. EDUC LVL 21 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY HIGH RISK | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - FISH AND WILDLIFE SERV | | | | | | 50. Signature/Authentication and Title of Approving Official 171648778 / ELECTRONICALLY SIGNED BY: | | | | | | |
| 47. Agency Code IN15 | | 48. Personnel Office ID 1735 | | 49. Approval Date 09/05/2017 | | RYAN A MYERS HR SPECIALIST (STAFF & RECRUIT) | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | |
|---|--|---|--|--|--|------------------------------------|---|---|--|--------------------------------|---------------------------------|--------------------------------------|---|----------------------------|
| 1. Name (Last, First, Middle) VELASCO, JANINE M. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | |
| 7. FROM: Position Title and Number ASSISTANT DIRECTOR, BUSINESS FISCAL & INFO RES MGMT LLW0800000 0196671 | | | | | 15. TO: Position Title and Number ASSISTANT DIRECTOR - BUS MGMT & OPER FF09G00000 ES03188 | | | | | | | | | |
| 8. Pay Plan ES | | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | | 13. Pay Basis PA | | 16. Pay Plan ES | 17. Occ. Code 0341 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 |
| 14. Name and Location of Position's Organization BUREAU OF LAND MANAGEMENT, WO OFFICE OF THE DIRECTOR AD, BUSINESS, FISCAL & INFO RES MGMT WASHINGTON,DC | | | | | 22. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE ASST DIR- BUSINESS MGMT & OPERATIONS WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO | | | | | |
| (b) (6) | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | | |
| 30. Retirement Plan (b) (6) | | | 31. Service Comp. Date (Leave) 06/02/1993 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | |
| 34. Position Occupied 4 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) WELCOME TO THE U.S. FISH AND WILDLIFE SERVICE! | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - FISH AND WILDLIFE SERV | | | | | 50. Signature/Authentication and Title of Approving Official 171227025 / ELECTRONICALLY SIGNED BY: RYAN A MYERS HR SPECIALIST (STAFF & RECRUIT) | | | | | | | | | |
| 47. Agency Code IN15 | | 48. Personnel Office ID 1735 | | 49. Approval Date 07/11/2017 | | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|---|-----------------------------|---|-------------------------------|--|--|---|------------------------------|---|---|---|---|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) VIETZKE, GAY E. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 09/03/2017 | | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number PARK MANAGER (SUPERINTENDENT) SUPERINTENDENT 3401 -000010 | | | | | 15. TO: Position Title and Number REGIONAL DIRECTOR 4501 0000100 | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 157662 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 167222 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 157662 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 157662 | | 12D. Other Pay 0 | | 20A. Basic Pay 167222 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 167222 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization NATIONAL CAPITAL REGION NATIONAL MALL AND MEMORIAL PARKS OFFICE OF THE SUPERINTENDENT WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization NORTHEAST REGION OFC OF THE REGIONAL DIRECTOR, NER PHILADELPHIA,PENNSYLVANI | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | |
| (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 07/12/1992 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 42-6540-101 | | | | 39. Duty Station (City - County - State or Overseas Location) PHILADELPHIA,PHILADELPHIA,PENNSYLVANIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) PAYMENT OF TRAVEL AND TRANSPORTATION EXPENSES OF EMPLOYEE, IMMEDIATE FAMILY, AND HOUSEHOLD GOODS AUTHORIZED IN ACCORDANCE WITH ADMINISTRATIVE EXPENSES ACT OF 1946, AS AMENDED, AND REGULATIONS ISSUED THERE UNDER. | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - NATIONAL PARK SERVICE | | | | | | 50. Signature/Authentication and Title of Approving Official 171258990 / ELECTRONICALLY SIGNED BY: DIANA L DOAN STAFFING OPERATIONS MANAGER | | | | | | | | | |
| 47. Agency Code IN10 | | 48. Personnel Office ID 1614 | | 49. Approval Date 07/13/2017 | | | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|---|-----------------------------|---|-------------------------------|---|---|--|------------------------------|--|---|---|---|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) WAINMAN, BARBARA W. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number ASSOCIATE DIRECTOR FOR COMMUNICATIONS AND PUBLISHING GGHDA1000 ES01619 | | | | | 15. TO: Position Title and Number ASSISTANT DIRECTOR - EXTERNAL AFFAIRS FF09X00000 ES01320 | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization OFFICE OF THE DIRECTOR OFFC OF COMM & PUBLISHING RESTON,VIRGINIA | | | | | 22. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE ASST DIR-EXTERNAL AFFAIRS WASHINGTON,DC | | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | | | |
| (b) (6) | | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 05/14/1979 | | 32. Work Schedule F FULL-TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) WELCOME TO THE U.S. FISH AND WILDLIFE SERVICE! | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - FISH AND WILDLIFE SERV | | | | | | 50. Signature/Authentication and Title of Approving Official 171238770 / ELECTRONICALLY SIGNED BY: | | | | | | | | | |
| 47. Agency Code IN15 | | 48. Personnel Office ID 1735 | | 49. Approval Date 07/12/2017 | | RYAN A MYERS HR SPECIALIST (STAFF & RECRUIT) | | | | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | |
|---|-----------------------------|---|--------------------------------------|--|--|---|------------------------------|---|---|---|----------------------------|--|
| 1. Name (Last, First, Middle) WELCH, RUTH L. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | |
| 7. FROM: Position Title and Number STATE DIRECTOR LLCO000000 ES01321 | | | | | 15. TO: Position Title and Number DIRECTOR,POLICY AND ADMINISTRATION 8450000 0011036 | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 0340 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 165993 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 0340 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 165993 | 21. Pay Basis PA | |
| 12A. Basic Pay 165993 | | 12B. Locality Adj. 0 | 12C. Adj. Basic Pay 165993 | | 12D. Other Pay 0 | 20A. Basic Pay 165993 | | 20B. Locality Adj. 0 | 20C. Adj. Basic Pay 165993 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization COLORADO STATE OFFICE DENVER,COLORADO | | | | | 22. Name and Location of Position's Organization COMMISSIONER'S OFFICE POLICY, ADMINISTRATION & BUDGET POLICY AND ADMINISTRATION DENVER,COLORADO | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% | | | | | 24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> X <input type="checkbox"/> NO | | |
| 27. FEGLI (b) (6) | | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 07/10/1989 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION DATA | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | |
| 38. Duty Station Code 08-1435-059 | | | | 39. Duty Station (City - County - State or Overseas Location) LAKWOOD,JEFFERSON,COLORADO | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT N | | 42. EDUC LVL 17 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - BUREAU OF RECLAMATION | | | | | 50. Signature/Authentication and Title of Approving Official 171183813 / ELECTRONICALLY SIGNED BY: | | | | | | | |
| 47. Agency Code IN07 | | 48. Personnel Office ID 1368 | | 49. Approval Date 06/30/2017 | | PIA M. BLOOM HUMAN RESOURCES SPECIALIST | | | | | | |

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|---|-----------------------------|---|-------------------------------|--|--|--|------------------------------|---|---|--|----------------------------|--------------------------------------|--|----------------------------|--|
| 1. Name (Last, First, Middle) WOODY, WILLIAM C. | | | | 2. Social Security Number (b) (6) | | 3. Date of Birth (b) (6) | | 4. Effective Date 07/09/2017 | | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | | |
| 5-A. Code 721 | | 5-B. Nature of Action REASSIGNMENT | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | |
| 5-C. Code V5M | | 5-D. Legal Authority 5 U.S.C. 3395(A)(1)(A) | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number CHIEF, OFFICE OF LAW ENFORCEMENT FF09L0000 ES15446 | | | | | 15. TO: Position Title and Number DIR, LAW ENFORCEMENT AND SECURITY LLWO120000 ES19601 | | | | | | | | | | |
| 8. Pay Plan ES | 9. Occ. Code 1811 | 10. Grade or Level 00 | 11. Step or Rate 00 | 12. Total Salary 187000 | 13. Pay Basis PA | 16. Pay Plan ES | 17. Occ. Code 1811 | 18. Grade or Level 00 | 19. Step or Rate 00 | 20. Total Salary/Award 187000 | 21. Pay Basis PA | | | | |
| 12A. Basic Pay 187000 | | 12B. Locality Adj. 0 | | 12C. Adj. Basic Pay 187000 | | 12D. Other Pay 0 | | 20A. Basic Pay 187000 | | 20B. Locality Adj. 0 | | 20C. Adj. Basic Pay 187000 | | 20D. Other Pay 0 | |
| 14. Name and Location of Position's Organization DIRECTOR-U.S. FISH & WILDLIFE SERVICE CHIEF-OFFICE OF LAW ENFORCEMENT WASHINGTON,DC | | | | | | 22. Name and Location of Position's Organization BUREAU OF LAND MANAGEMENT, WO OFFICE OF LAW ENFORCEMENT & SECURITY, WASHINGTON,DC | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30% | | | | 24. Tenure 0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite | | | | 25. Agency Use | | 26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | | | |
| (b) (6) | | | | 28. Annuitant Indicator 9 NOT APPLICABLE | | | | 29. Pay Rate Determinant 0 | | | | | | | |
| 30. Retirement Plan (b) (6) | | | | 31. Service Comp. Date (Leave) 09/07/2003 | | 32. Work Schedule F FULL-TIME | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied 3 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved | | | | 35. FLSA Category E E - Exempt N - Nonexempt | | 36. Appropriation Code | | | 37. Bargaining Unit Status 8888 | | | | | | |
| 38. Duty Station Code 11-0010-001 | | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA | | | | | | | | | | | |
| 40. Agency Data FUNC CLS 00 | | 41. VET STAT X | | 42. EDUC LVL 13 | | 43. SUPV STAT 2 | | 44. POSITION SENSITIVITY CRITICAL-SENSITIVE | | | | | | | |
| 45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency IN - BUREAU OF LAND MGMT | | | | | | 50. Signature/Authentication and Title of Approving Official 171225405 / ELECTRONICALLY SIGNED BY: LASHAWN M. JACKSON HUMAN RESOURCES SPECIALIST | | | | | | | | | |
| 47. Agency Code IN05 | | 48. Personnel Office ID 1868 | | 49. Approval Date 06/02/2017 | | | | | | | | | | | |

eff
1/2/11

52 # 10 2439830

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. ES01327

2. Reason for Submission: Redescription Reestablishment New Other

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 2--Noncritical Sensitive 3--Critical 4--Special Sensitive

13. Competitive Level Code: 100

14. Agency Use: DIES01327

| 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, Office of Policy Analysis | ES | 0340 | 00 | gbh | 4/15/2010 |
| 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): Clement, Joel P.

18. Department, Agency, or Establishment: Department of the Interior

c. Third Subdivision: Dep Asst Secy - Policy and Int'l Affairs

a. First Subdivision: Office of the Secretary

d. Fourth Subdivision: Office of Policy Analysis

b. Second Subdivision: Asst Secy - Policy, Mgmt & Budget

e. Fifth Subdivision

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: Rhea S. Suh, Assistant Secretary - Policy, Management and Budget

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): Pamela Hure for Assistant Secretary - PMB

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: 5 USC 3132

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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

24. Remarks

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

Director, Office of Policy Analysis
ES-340

Introduction

This position is located in the Office of Policy Analysis, Office of the Deputy Assistant Secretary - Policy and International Affairs, Assistant Secretary - Policy, Management and Budget. The Office is responsible for producing policy documents for the Secretary, the Assistant Secretary, and the Deputy Assistant Secretary; establishing work schedules, assigning responsibility, and overseeing implementation of analyses; maintaining coordination among the Office of Policy Analysis, the Office of Environmental Policy and Compliance, the Office of Natural Resource Restoration, the Office of International Affairs, and other offices within Policy, Management and Budget; coordinating the analysis functions with the operations of the program Assistant Secretaries and the heads of bureaus and offices; and maintaining close coordination and working relationships with the Office of Management and Budget, the Council on Environmental Quality, the Domestic Council, the Council of Economic Advisors, the National Security Council, and other executive branch offices and departments on matters relating to DOI program policy issues.

Major Duties and Responsibilities

Serves as Director, Office of Policy Analysis, and, as such, manages the staff and financial resources of the Office in performing the analytic, coordination and other functions of the Office related to the broad scope of program responsibilities and policies of the Department of the Interior and its bureaus.

Reviews, determines and recommends program areas and issues for which in-depth analyses or special studies should be made. Such analyses include the evaluations of (a) national, regional or other needs, (b) program objectives and goals, (c) alternative approaches to meeting objectives and goals which would produce the same or greater benefit at the same or lesser cost, and (d) establishment of relative priorities. Coordinates and directs broad cross-bureau and interagency evaluative and in-depth studies of Departmental priorities, such as public lands, energy, water resources, wildlife, to assure optimization of their conservation and management in order to satisfy the multiple national security, economic, environmental requirements.

Provides expert advice on the integration of natural resource and environmental programs of the Department with those of other agencies of the Government consistent with the policies and objectives of the White House, the Domestic Council, the Council on Environmental Quality, Council of Economic Advisors, the National Security Council and other entities of the Executive Office of the President.

Assists in the development and evaluation of prospective future programs and in monitoring cost-effectiveness of programs. Directs staff in assuring adequate evaluation of departmental program issues and economic alternatives, and in providing useful and systematic presentations of program proposals to the Deputy Assistant Secretary, Assistant Secretary and Secretary.

Provides professional leadership, advice and assistance to the Assistant Secretary and bureau staffs in the development of policy analyses.. Directs a high-level professional staff who assist in conducting, coordinating, and advising on: the accomplishment of technical, analytic, and evaluative research studies; surveillance of bureau, regional, and local programs and activities; scientific research; development of data, interpretive reports, position or policy statements, and environmental impact statement reviews, and legislative reviews, or other matters as requested.

Conducts, or supervises the conduct of, major negotiations and coordination leadership assignments addressing natural resource and other issues of departmental importance that are assigned to the office, such as invasive species and oceans policy.

Supervision Received

As Director, Office of Program Analysis, the incumbent receives general administrative direction and broad program policy guidance from the Deputy Assistant Secretary -Policy and International Affairs or the Assistant Secretary - Policy, Management and Budget. Work is performed independently with wide latitude for formal action subject to review for fulfillment of overall objectives. Technical recommendations are accepted as authoritative.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

6. Skill in analyzing complex environmental scientific and policy analyses, and in communicating technical concepts to laypersons, both in writing and in oral presentations.
7. Experience in environmental science and policy, particularly climate change, biodiversity conservation, and public lands issues.
8. Experience in conducting strategic and project planning, as well as outcome evaluation, for environmental science and natural resource policy issues.
9. Knowledge of Federal, state, local, tribal and non-governmental organizations, missions, and operations responsible for environmental and natural resource science, policy and management. (Desirable)
10. Knowledge of Department of the Interior functions and programs. (Desirable)



DeLaRosa, Sonja <sonja_m_delarosa@ibc.doi.gov>

Fwd: ERB Approval Memos/PDs for SES Reassignments effective 7/9/17

1 message

Robinson, Veronica <veronica_robinson@ibc.doi.gov>

Tue, Jul 11, 2017 at 1:44 PM

To: "Garcia, Constantina" <constantina_p_garcia@ibc.doi.gov>, "DeLaRosa, Sonja" <sonja_m_delarosa@ibc.doi.gov>

FYI! Finally!

----- Forwarded message -----

From: **Oxyer, Michelle** <michelle_oxyer@ios.doi.gov>

Date: Tue, Jul 11, 2017 at 3:02 PM

Subject: ERB Approval Memos/PDs for SES Reassignments effective 7/9/17

To: "Robinson, Veronica" <veronica_robinson@ibc.doi.gov>

Cc: Jonathan Mack <jonathan_mack@ios.doi.gov>, "Caroline (Carrie) Soave" <caroline_soave@ios.doi.gov>

Michelle Oxyer

Executive Resources Division
Office of Human Resources
Department of the Interior
Phone 202-208-6943
michelle_oxyer@ios.doi.gov

—
*Veronica T. Robinson, Branch Chief
HR Operations Branch 3
Human Resources Directorate
Interior Business Center(IBC)
Phone: 202-219-0135(Office)
Work Cell: 202-999-9418
Fax: 202-208-3184
Veronica_Robinson@ibc.doi.gov
US Department of Interior
Office of the Secretary
www.doi.gov/IBC
Office Hours: 7:00 a.m-3:30 p.m*

*Your Focus: Your Mission
Our Focus: You*

Please take a few moments to complete our customer survey by visiting this link: <http://www.surveymonkey.com/r/T5R98YM>. Thank you for your valued feedback!

2 attachments

Clement ERB approval memo.pdf
58K

DIES19735 Senior Prorgam Advisor.pdf
278K



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Memorandum

To: Executive Resources Board

From: Mary F. Pletcher 
Deputy Assistant Secretary – Human Capital and Diversity
Chief Human Capital Officer

Subject: Request for Approval to Reassign Joel Clement

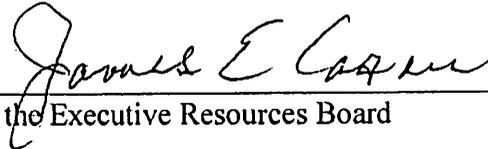
Approval is requested to reassign Joel Clement to the SES General position of Senior Program Advisor, ES-0301, with the Office of Natural Resources Revenue, in Washington, DC. This position is currently occupied by Jerold Gidner and will be vacated upon ERB approval of reassignment request for Mr. Gidner.

The Senior Program Advisor will serve as a key advisor, providing executive level expert advice, guidance, and support to the Director, Office of Natural Resources Revenue and the Deputy Assistant Secretary – Natural Resources Revenue Management on key, emerging issues of direct and substantial interest to the Office of Natural Resources Revenue and the Department.

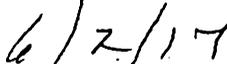
Mr. Clement currently serves as Director, Office of Policy Analysis with the Office of the Secretary, Assistant Secretary – Policy, Management and Budget, located in Washington, DC, and is well qualified for this position. Upon ERB approval, Mr. Clement will be provided written notification 15 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(1). Mr. Clement may elect to waive the 15 days and be reassigned earlier. Mr. Clement will retain his career appointment and current rate of pay, which is \$180,078.

Attachments

Approved:



for the Executive Resources Board



Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service
 Hdqtrs Field

4. Employing Office Location
Washington, DC

5. Duty Station
Washington, DC

6. OPM Certification No.

Explanation (Show any positions replaced)
Updates OF-8

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

12. Sensitivity
 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
DIES19735

| 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 | Senior Program Advisor | ES | 0301 | 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
Department of the Interior

c. Third Subdivision
Deputy Asst Secretary-Natural Resources Revenue Mgmt

a. First Subdivision
Office of the Secretary

d. Fourth Subdivision
Office of Natural Resources Revenue

b. Second Subdivision
Assistant Secretary-Policy, Management & Budget

e. Fifth Subdivision

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

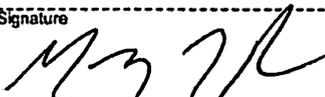
Signature of Employee (optional)

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
Mary F. Pletcher, DAS-Human Capital & Diversity/CHCO

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

Signature:  Date: **6/30/17**

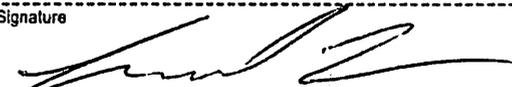
Signature: _____ Date: _____

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
5 USC 3132

Typed Name and Title of Official Taking Action
Raymond Limon, Director, 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: **7/2/17**

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

24. Remarks

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

**Senior Program Advisor
Office of Natural Resources Revenue
ES-0301**

Introduction

The Office of Natural Resources Revenue (ONRR) is responsible to manage (in accordance with mineral leasing laws and regulation) all program activities to collect, account for, and disburse more than \$13 billion yearly in revenue from offshore Federal mineral leases and onshore mineral leases on Federal and Indian lands. These revenues are disbursed to about 35 states, 38 Indian tribes, 30,000 Individual Indian Mineral Owners, and to U.S. Treasury accounts.

ONRR is also a trustee of royalty assets from Indian trust properties and is an advocate for the interests of Indian mineral owners. In conjunction with the Bureau of Indian Affairs, ONRR provides revenue management services for mineral leases on American Indian lands. Money collected is returned – 100 percent – to respective Indian tribes and individual Indian mineral owners through the Office of Trust Funds Management.

The incumbent of this position serves as a Senior Program Advisor on sensitive issues and critical matters pertaining to policies, priorities and program direction of ONRR as to its structure, organization, and operation.

Major Duties

Serves as a key advisor and provides expert executive level advice, guidance, and support to both the ONRR Director and the Deputy Assistant Secretary – Natural Resources Revenue Management. Advice, guidance, and support will encompass key, emerging issues of direct and substantial interest to ONRR and the Department.

Responsible for a wide variety of management function for the Director, to include but not limited to, developing goals, addressing issues, and serving as a principal representative on assigned key initiatives from both the Director, ONRR and the Deputy Assistant Secretary – Natural Resources Revenue Management. The incumbent assists with the oversight of the ONRR DC office staff by providing senior leadership as it relates to goals and mission requirements.

Conducts high priority special assignments at the direction of the ONRR Director involving extensive research, fact finding, and program improvements on a variety of high level subjects, such as U.S. Extractive Industries Transparency Initiative (USEITI) and DOI Tribal relations.

Serves as the Tribal Liaison Officer for the Office of the Assistant Secretary – Policy, Management and Budget (PMB). In this role, the incumbent collaborates with, advises, and educates the PMB Office Directors and other PMB staff regarding the DOI Tribal consultation policy, best practices for working with Tribal governments, and tribal history and culture, and other relevant topics; collaborates with Tribal liaison Officers in other parts of the department of the Interior and the Federal government to ensure a consistent approach and the dissemination of knowledge; prepares the PMB portion of the annual consultation report for the Office of the Secretary; plans, facilitates, and implements listening sessions and consultation, as needed, to support PMB or its Offices; and serves as a senior level contact for tribal government representatives wishing to work with the Department of the Interior on a nation-

to-nation basis. Requires knowledge of tribal communities, politics, and events, and the ability to stay abreast of the same and communicate relevant information to DOI and ONRR decision makers.

Represents both ONRR's and the Department's interest at the semi-annual Indian Energy & Minerals Steering Committee and provides executive leadership and oversight to the implementation of the Standard Operating Procedures Document. The incumbent works with other senior executive from BIA, OST and BLM on related joint operations.

Functions as the senior executive for the Natural Resources Data Management, including serving as an Executive Liaison to the Office of the CIO's Data Services Team and Data Strategy Group.

Operates as a senior member of the team of professional policy and program analysts assessing the policy implications of major issues and initiatives with respect to ONRR's and the Department's overall mission and Secretarial priorities.

Coordinates and consults with senior management officials throughout the Department, other agencies, and external stakeholder regarding major initiatives, actions accomplished, and milestones to be achieved, and any other issues or problems of significance.

Develops long-range, objective policies, establishes priorities, and provides for systematic planning. The incumbent advises on the accomplishment of long-range planning for future growth, coordinates issuance of policies and procedures, and provides advice to the Director and deputy Assistant Secretary on special projects that often cross bureau lines, and entail interagency communication and coalition building.

Advises on the implementation of proposed, new, or revised policies, regulations, and legislative proposals and assess their impact on agency mission and organizational structure. Develops policy as appropriate to ensure clear and concise understanding of ONRR's program operations.

Provides independent review and advice on major Department-wide policies, practices and initiatives.

Prepares written and/or oral reports and briefings papers, setting forth findings and recommending courses of action necessary to resolve high level issues involving USEITI, Industry and Civil Society stakeholders, and Tribal government issues.

Conducts self, both on and off duty, in accordance with the Standards of Ethical Conduct for Employees of the Executive Branch and Federal ethics laws and regulations, including the responsibility to avoid the appearance of loss of impartiality.

Knowledge Required

An extensive background in and understanding of the Department's key mission function. Extensive knowledge of the USEITI and its stakeholders; Department-wide policies, practices, and initiatives that impact tribal communities and their politics. Extensive knowledge of tribal relations, history, culture, and politics. Knowledge of management principles pertaining to large government organization and other multi-stakeholders from industry of civil society. Demonstrated ability to leader change, lead people, and achieve results through building partnerships and coalitions.

Supervision and Guidance Received

The incumbent reports to the Director and received extremely broad policy guidance as to the objectives and goals to be achieved. Operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with department policy views. The incumbent develops appropriate courses of action to accomplish objectives established by the AS-PMB, DAS-MRRN, and the ONRR Director. Work is reviewed in terms of overall effectiveness in meeting the Secretary's goals and supporting of the Office and the Department.

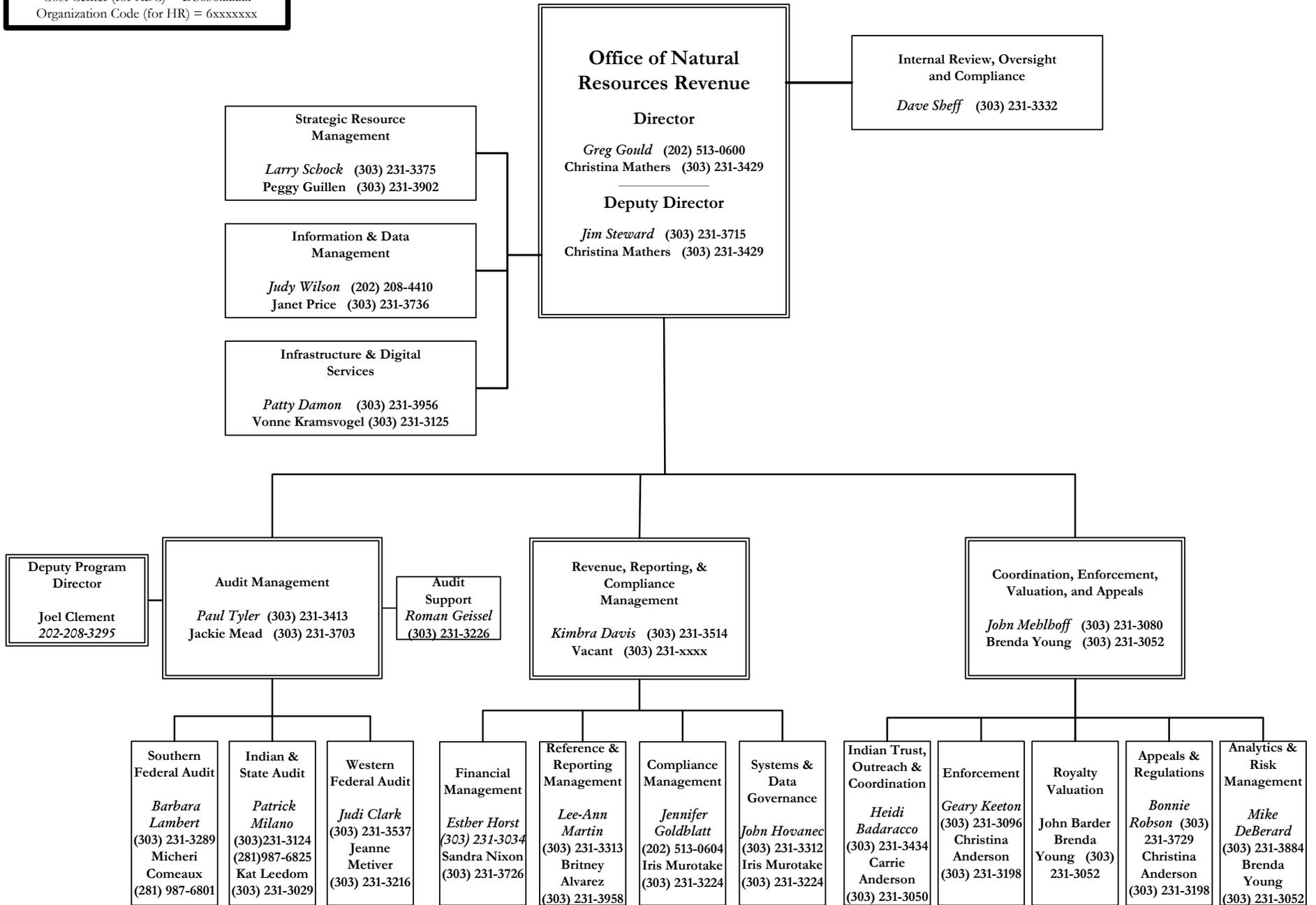
Scope and Effect of Work

The purpose of the work is to provide expert executive level advice, guidance, and support of key emerging issues of director and substantial interest to ONRR and the Department. The advisor, consultative, and development aspects of policies, regulations, and legislative proposals are paramount and affects activities of the entire Department.

Nature and Purpose of Contacts

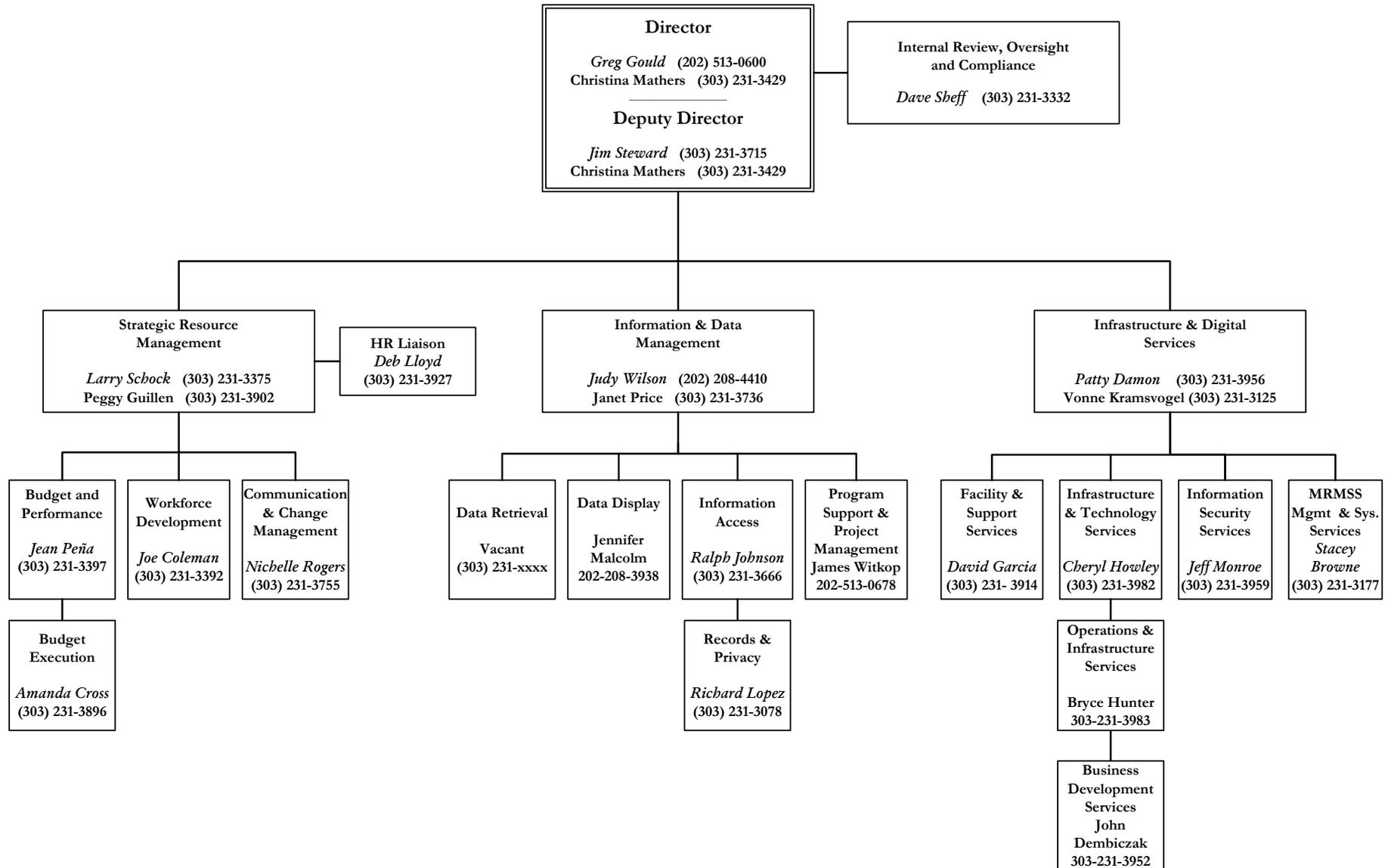
Contacts include top official of the Department and other executive agencies; members of Congress and representatives of Congressional Committees; Tribal governments; and other external departmental stakeholders. Contacts are made to resolve controversial and high level issues.

NOTE
 Cost Center (for ABC) = DS636xxxxx
 Organization Code (for HR) = 6xxxxxxx



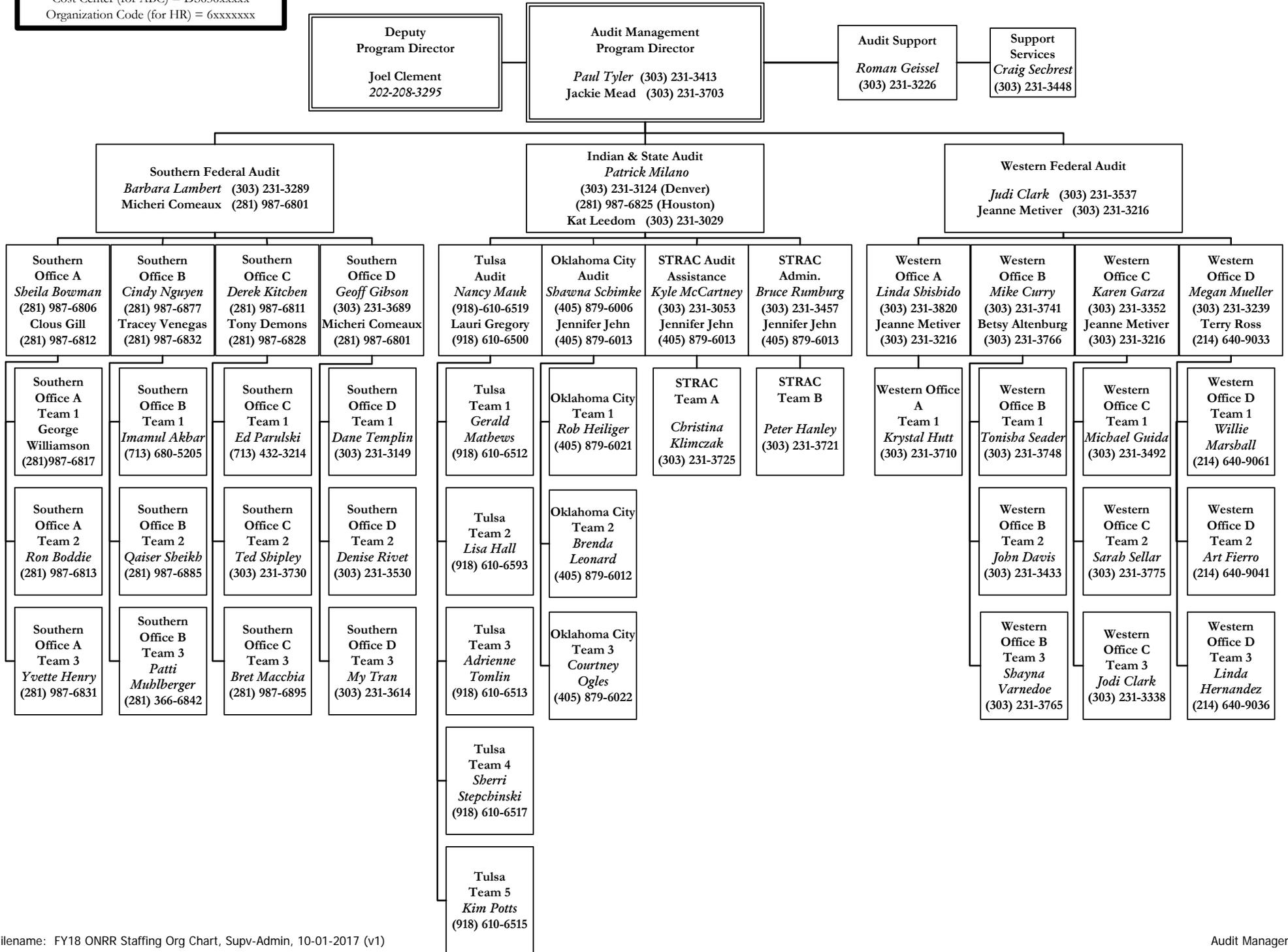
NOTE
 Cost Center (for ABC) = DS636xxxxx
 Organization Code (for HR) = 6xxxxxxx

Office of Natural Resources Revenue (ONRR)



NOTE
 Cost Center (for ABC) = DS636xxxxx
 Organization Code (for HR) = 6xxxxxxx

Office of Natural Resources Revenue (ONRR)

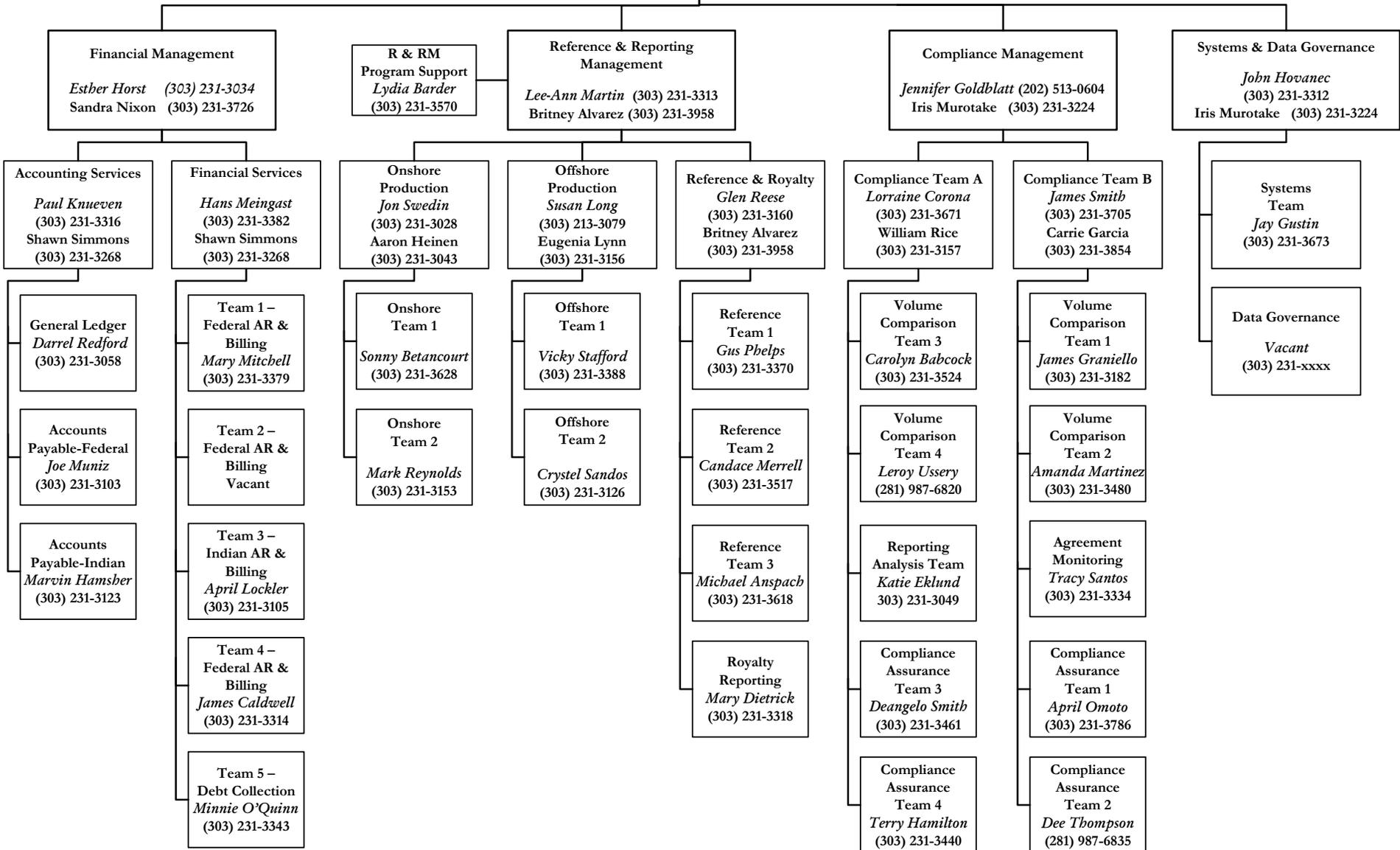


Office of Natural Resources Revenue (ONRR)

NOTE
 Cost Center (for ABC) = DS636xxxxx
 Organization Code (for HR) = 6xxxxxxx

Revenue, Reporting, & Compliance Management

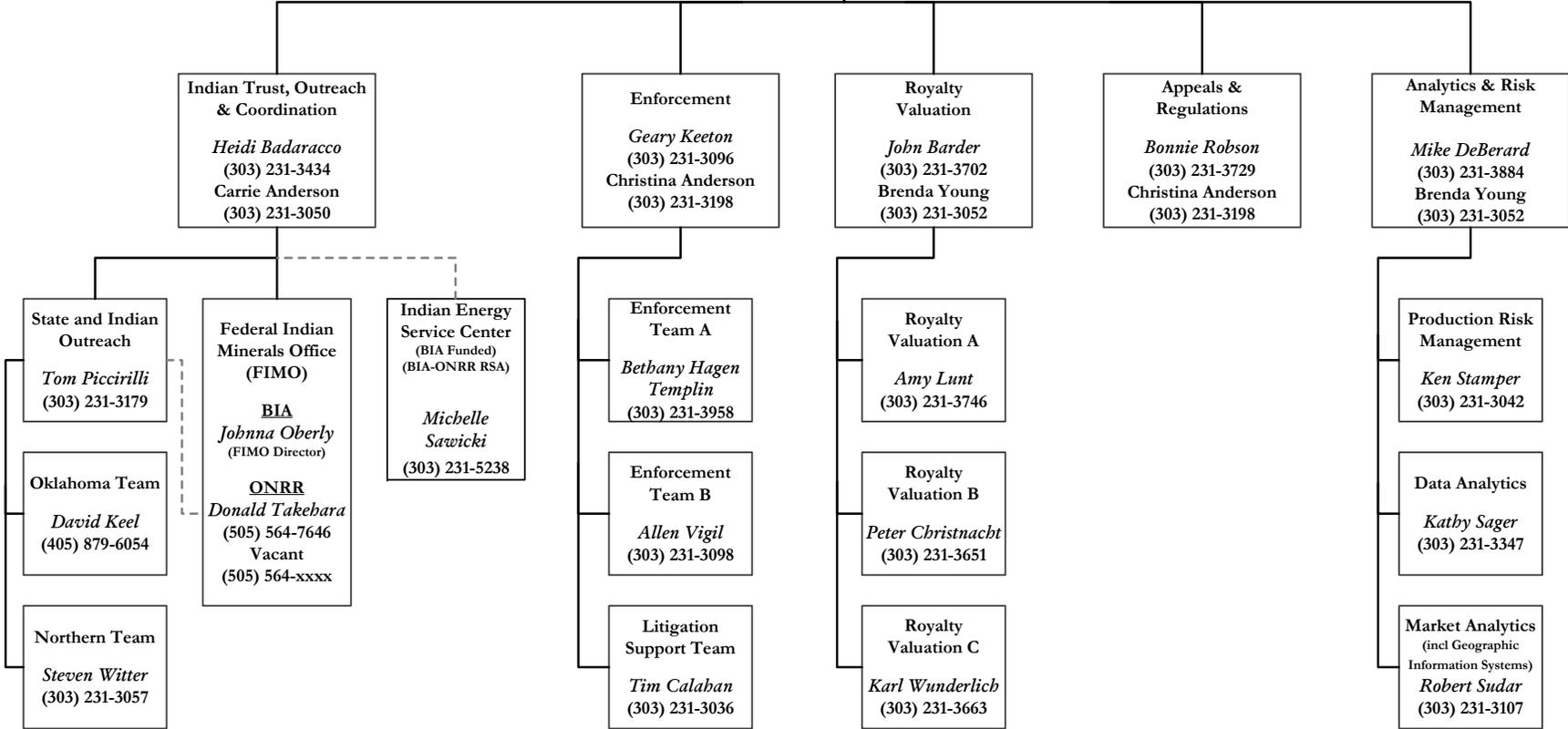
Kimbra Davis (303) 231-3514
 Vacant (303) 231-xxxx



Office of Natural Resources Revenue (ONRR)

NOTE
 Cost Center (for ABC) = DS636xxxxx
 Organization Code (for HR) = 6xxxxxxx

Coordination, Enforcement,
 Valuation, and Appeals
 Program Director
John Mehlhoff (303) 231-3080
Brenda Young (303) 231-3052



Matthew Allen – Assistant Director for Communications, BLM



Matthew R. Allen is the Assistant Director for Communications at the Bureau of Land Management in Washington, D.C.

(b) (6)

His diverse background spans service in both private and public sectors including Fortune 500 clientele and crisis communications for issues as complex as the conflicts in the Middle East, natural disasters and oil spill response.

Matthew came to the organization from the Department of Defense where he worked in the Office of the Secretary of Defense. While at DoD Matthew served as the spokesman for the middle east portfolio for Iraq and Syria in the ongoing fight against ISIS.

Prior to his time at DoD, Matthew was the communications director for the Bureau of Reclamation's Upper Colorado Region, which is headquartered in Salt Lake City, Utah.

Matthew served in the United States Army as a Combat Engineer. He earned his Bachelor of Arts in Business Administration from Eastern Washington University and earned a Master of Public Administration degree at the University of Utah.

(b) (6)

James Anderson

Bureau of Ocean Energy Management



Jim Anderson serves as the Chief of the Office of Budget and Program Coordination (OBPC) which is responsible for managing the budget planning and execution processes, as well as administrative services for BOEM. Mr. Anderson has been the Budget Officer for BOEM and its legacy organizations since 2004. Prior to joining BOEM Mr. Anderson held positions in the Office of Management and Budget, the Bureau of Reclamation, and the National Park Service. Mr. Anderson completed his undergraduate degree at Northeastern University in Boston and obtained a graduate degree at the University of Pennsylvania in Philadelphia

Office of the Inspector General

Roderick Anderson
Assistant Inspector General for Management
Office of Inspector General
Department of Interior

Roderick Anderson is the Assistant Inspector General for Management in the Office of Inspector General, where he leads the office that performs the business functions of the agency, including human resources, finance, procurement, facilities, information technology, and information security. From 2004 to 2010, Roderick was Chief Financial Officer and Director of Administrative Services for the U.S. Office of Special Counsel, where he rebuilt and led the business and technology functions of that agency.

Prior to entering government service in 2004, Roderick re-designed business and logistics operations for the most profitable line of products within Hewlett Packard. He led North and South American customer support teams for Newbridge Networks, and worked in Central America in the agribusiness and paper product industries. Roderick's time as a self-employed business consultant included improving operations for the Union Pacific Railroad, as well as working on projects with small companies in India, the Philippines, and Australia.

An engineering graduate of Texas A&M University with an MBA from Tulane University,

(b) (6)

Jon Andrew

Jon Andrew currently serves as the Department of the Interior Interagency Borderlands Coordinator. His principal duties are to coordinate the work of the Department of the Interior with other federal agencies and Departments, notably the U.S. Border Patrol and the U.S. Forest Service. He has served in this capacity since the fall of 2010.

Previously Jon worked for the U.S. Fish and Wildlife Service for 28 years as a wildlife biologist in Alaska and a Refuge Manager at various National Wildlife Refuges in Texas and Florida. He later served as Chief of the Division of Conservation Planning, Policy and Law Enforcement in the National Wildlife Refuge System Headquarters office. Jon also served as Chief of the Office of Migratory Bird Management for the Fish and Wildlife Service-the office responsible for promulgation of hunting regulations and conservation of all migratory birds.

Following his work in Washington Jon moved to Atlanta and was Regional Chief of Refuges for the Southeast Region of the Fish and Wildlife Service. In this position he was responsible for the largest regional program in the Refuge System for 8 years.

Jon is a graduate of Unity College in Unity Maine (Class of 1978) with a B.S. in Environmental Science, and later received a Master of Science degree in Wildlife Management from Frostburg State University-Appalachian Environmental Laboratory in 1981. He has published numerous scientific papers on bird conservation and wildlife management.

Jon grew up near Boston Massachusetts and is a life-long Red Sox fan, flyfisherman and bird watcher. He now resides in Arlington, VA.

Dave Applegate, Ph.D.



Deputy Director (Acting)

Office of the Director / Natural Hazards

Email: applegate@usgs.gov
Phone: 703-648-6600

Address:

12201 Sunrise Valley DR
Reston, VA 20192

As Associate Director for Natural Hazards, Dave oversees the geologic hazards and coastal and marine programs of the USGS and coordinates the long-term planning and hazard response activities for earthquakes, volcanic eruptions, landslides, geomagnetic storms, floods, severe storms, tsunamis, and wildfires.

Biography

Responsibilities

As Associate Director for Natural Hazards, Dave oversees the geologic hazards and coastal and marine programs of the USGS and coordinates the long-term planning and hazard response activities for earthquakes, volcanic eruptions, landslides, geomagnetic storms, floods, severe storms, tsunamis, and wildfires.

Career History and Highlights

Prior to serving as Acting Deputy Director, Dr. Applegate was the Associate Director for Natural Hazards. Dr. Applegate came to the USGS in 2004 as the first Senior Science Advisor for Earthquake and Geologic Hazards. Since 2006, he has chaired the National Science and Technology Council's Subcommittee on Disaster Reduction, an interagency body providing guidance to the White House Office of Science and Technology Policy. In addition to his USGS duties, Dr. Applegate is an adjunct full professor in the University of Utah's Department of Geology and Geophysics.

Dr. Applegate recently completed a 4-year term on the council of the Geological Society of America, received GSA's Eugene and Carolyn Shoemaker Public Service Award in 2005, and became a fellow in 2006. In 2010, he received the USGS Shoemaker Award for Lifetime Achievement in Communication. He is also a fellow of the American Association for the Advancement of Science and a past president of the Geological Society of Washington.

Prior to joining the USGS, Dr. Applegate spent eight years with the American Geological Institute, where he served as the director of government affairs and as the editor of *Geotimes*. Dr. Applegate has also served with the U.S. Senate Committee on Energy and Natural Resources as the American Geophysical Union's Congressional Science Fellow and as a professional staff member.

Education

Dr. Applegate has a B.S. in geology from Yale University and a Ph.D., also in geology, from the Massachusetts Institute of Technology.

Jose Aragon



Associate Director Administration

Email: jaragon@usgs.gov
Phone: 703-648-7200

Address:
12201 Sunrise Valley DR
Reston, Va 20192

As the Associate Director for the Office of Administration, Jose Aragon is responsible for interpreting the application of Federal and Departmental policies regarding sponsorship as they relate to USGS requirements that are effected using procedures in the Federal Acquisition Regulation or accomplished under authority of the Federal Grant and Cooperative Agreement Act.

Biography

Responsibilities

As the Associate Director for the Office of Administration, Jose Aragon is responsible for interpreting the application of Federal and Departmental policies regarding sponsorship as they relate to USGS requirements that are effected using procedures in the Federal Acquisition Regulation or accomplished under authority of the Federal Grant and Cooperative Agreement Act.

Career History and Highlights

Jose came to the USGS from the Department of Defense, where he has held a number of positions with the U.S. Air Force, including Director of Financial Management at the Air Force Sustainment Center and Chief Financial Officer for the Air Force Nuclear Weapons Center. He also served as a Lead Business Consultant with Booz Allen Hamilton for two years.

Education

Jose holds two master's degrees, one from Central Michigan University in business management and another from the National Defense University in national resource strategy. He has a bachelor's degree from the University of Pittsburgh in business administration with a minor in accounting.

Bryan Arroyo
US Fish and Wildlife Service



With over 25 years of experience, Bryan serves as the Assistant Director (AD) for International Affairs at the U.S. Fish and Wildlife Service. He is responsible for the Service's coordination of domestic and international strategies to protect, restore and enhance the world's diverse wildlife and their habitats with a focus on species of international concern. He works closely with States and Native American tribes, foreign governments and non-governmental organizations from around the globe to conserve species and habitats at risk.

Prior to serving as the Assistant Director for International Affairs, Bryan served as the Service's Assistant Director for Fisheries and Habitat Conservation and as Assistant Director for Endangered Species. Bryan attended the public school system in Puerto Rico, graduating from Ponce High School in 1982. He has bachelor's degree in science from Catholic University of Puerto Rico and a master's degree in science with a major in zoology from the University of Arkansas (b) (6)



United States Department of the Interior



NATIONAL PARK SERVICE
Southeast Regional Office
Atlanta Federal Center
1924 Building
100 Alabama St., SW.
Atlanta, Georgia 30303

Stan Austin – Regional Director, Southeast Region Biography

Stan Austin is currently the Regional Director of the National Park Service Southeast Region. The Southeast Region includes three of the top ten most visited sites in the National Park System and welcomes approximately one-fourth of all visitors to America's national parks. In his capacity as Regional Director, Austin provides leadership for 70 park units located throughout nine states, Puerto Rico, the Caribbean and the U.S. Virgin Islands. He is responsible for leading more than 3,000 employees and managing a budget of over \$255 million annually.

Austin began his career with the National Park Service in 1978 at Gateway National Recreation Area as an interpretive park ranger, resource management specialist, and law enforcement ranger. In 1984, he accepted a position with the Environmental Protection Agency working first as a program manager and later being promoted to division chief. He also traveled to Japan as a Mike Mansfield Fellow to work with the Japan Ministry of Construction, Environmental, and Parks Agencies.



Austin returned to the National Park Service in 2003.

He has also served as superintendent at Glen Canyon National Recreation Area in Utah and Arizona, as acting deputy superintendent at Yosemite National Park in California, deputy superintendent for Rocky Mountain National Park in Colorado, and as superintendent of Cuyahoga Valley National Park in Ohio.

A New Jersey native, Austin earned a bachelor of science in environmental studies with a focus on biology and education from Rutgers University in New Jersey.

Teresa (Teri) Austin joined the National Park Service in 2005. In November 2016 she was named Associate Director of Business Services. The following functions are included in her portfolio: Commercial Services, Contracting, and Fee Management.

From 2005 - 2016, Ms. Austin held the position of Chief of Administration at three National Parks: Grand Teton National Park, Yosemite National Park, and the National Mall and Memorial Parks. In this field level role she managed budget, human resources, contracting, information technology, commercial services, fleet, and property.

Prior to joining the National Park Service, Ms. Austin spent twenty years in hotel and resort management. She holds a BS from Northern Arizona University, and an MBA and Graduate Certificate in Accounting from the Gore School of Business at Westminster College in Salt Lake City, UT.

Tammy Bagley

Tammy Bagley serves as the Deputy Director, Office of Acquisition and Property Management. Ms. Bagley joined the Department of the Interior in 2010 and served as the Associate Chief in the Office of Management Services at the U.S. Geological Survey, where she directed and managed a 45 person staff with a budget of 4.5 million dollars that supported 9,000 personnel and \$27 million support services (e.g. real property acquisition, personal property, etc.) Previously, she served as the Regional Services Chief, Western Region and the Regional Management Officer, Pacific Southwest Area in the U.S. Geological Survey. She also completed a detail as the Senior Advisor, Regional Director in the U.S. Department of Housing and Urban Development. Ms. Bagley is an experienced practitioner in developing government-wide objectives that impact the delivery of operation and mission support at the highest level. She possesses a Bachelor of Science in Business Management and is a graduate of the Department of the Interior's Senior Executive Service Candidate Development Program.



Kristin Bail is currently serving as the Acting Director for the Bureau of Land Management (BLM). Most recently she served as the Assistant Director for the BLM's Resources and Planning Directorate and prior to that assignment held the position of Assistant Director for National Conservation Lands and Community Partnerships.

Kristin brings to this position an abundance of experience from more than 32 years of public land management service across Oregon, Arizona, North Carolina and Washington, D.C. She has served in a variety of field positions as well as in policy and leadership roles throughout the BLM and Forest Service, gaining experience in a wide scope of programs including watershed, range and forest management, recreation, land use planning, and budget.

Bail joined the Bureau of Land Management in Oregon in 1984 as a Cooperative Education student trainee in hydrology and spent the first 10 years of her career in the BLM's Lakeview District. From 2012 to 2015 she was the Forest Supervisor for the four National Forests in North Carolina which are among the most visited National Forest units in the country, hosting more than 7.5 million visitors annually. She has also served as the Deputy Forest Supervisor for the Coconino National Forest in northern Arizona and as a District Ranger on the Ochoco National Forest in Central Oregon.

Bail grew up in Phoenix, Arizona and graduated from Washington State University with a Bachelor of Science in geology. (b) (6)

OAS Director



Mark L. Bathrick

Mark L. Bathrick was appointed to the Senior Executive Service and became **Director** of the **Office of Aviation Services (OAS)** in the Department of the Interior (DOI) on November, 1, 2005. OAS is responsible for the safe, efficient, and economical operation of aircraft activities in support of all DOI Bureaus and, through individual agreements, to other federal entities.

Prior to joining DOI, Mr. Bathrick completed a distinguished career with the United States Navy, retiring as a Captain. A decorated Naval Aviator and Test Pilot, Mr. Bathrick logged over 3,700 flight hours and more than 800 arrested landings aboard ten different aircraft carriers during numerous overseas deployments. A graduate of the prestigious Navy Fighter Weapons School (TOPGUN) and the British Empire Test Pilots' School (ETPS), he has flown over 40 different types of military and civilian fixed wing, rotary wing, and lighter-than-air aircraft, having qualified as pilot-in-command in 12 different models. Mr. Bathrick is a member of the Society of Experimental Test Pilots (SETP) and holds an FAA commercial instrument, multi-engine pilot rating.

In Navy staff assignments ashore, Mr. Bathrick served in financial management and aviation acquisition positions with the Naval Air Systems Command, the Chief of Naval Operations and the Joint Chiefs of Staff, receiving subspecialty designations in financial management and test and evaluation. While serving in the Pentagon, he was responsible for programming the Navy's \$4.0B weapons budget.

Mr. Bathrick's prior executive leadership experience includes command of a carrier-based F-14 TOMCAT squadron, Chief Test Pilot and commander of a Navy flight test squadron comprised of both manned aircraft and unmanned aerial systems (UAS), and commander of the Naval Air Engineering Station at Lakehurst, NJ, a major Department of Defense acquisition, test, and training installation with 3,500 employees. As commander of the 7,400 acre Lakehurst facility in the Pinelands National Reserve, Mr. Bathrick accomplished all mission objectives while deftly managing a range of sensitive natural and cultural resources, environmental, land management, endangered species, and political issues.

Through his visionary customer and business focused leadership, Mr. Bathrick and the many organizations he has stewarded have received numerous service level and national awards. They included the Commander-in-Chief Installation Excellence Award, Naval Air Warfare Center Equal Employment Opportunity Leadership Award, Secretary of the Navy Achievement in Safety Award, Navy Meritorious Unit Commendations, Chief of Naval Operations Environmental Award, White House Closing the Circle Environmental Award, New Jersey Department of Environmental Protection Leadership

Award, and the Dale Carnegie Leadership Award (first-ever award to an executive in the public sector).

Since joining the Department of the Interior, Mr. Bathrick has led OAS to numerous national level and industry recognitions including: Federal Aviation Program Gold Standard certification (2007-2016), 2008 Federal Aviation Program of the Year (Small Category), and ISO 9001-2008 quality certification (2008-2016). In January, 2010, Mr. Bathrick was personally recognized with a Department of the Interior Honor Award for Meritorious Service for his development of innovative aviation policy solutions to critical bureau missions.

Mr. Bathrick holds a Bachelor of Science degree in Aerospace Engineering from the United States Naval Academy and an executive Master of Business Administration from Boise State University. He is a member of the Naval Academy Engineering Honor Society, the National Engineering Honor Society, Tau Beta Pi, and the Drone World Expo Advisory Board.

James W. (Jim) Beall, CPA, CGMA
Associate Director, Enterprise Management, Interior Business Center

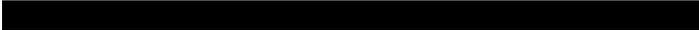
Jim Beall, a member of the Senior Executive Service, is the Associate Director for Enterprise Management at the Interior Business Center, a federal shared services provider in the U.S. Department of the Interior. Jim leads and guides IBC's strategy, resource (organizational and financial), risk and performance management functions, while supporting IBC's three core customer facing service areas of acquisition, financial management and human resources/payroll.

Jim is responsible for guiding effective IBC resource planning and management with quality and transparency; leading and guiding IBC strategy and performance management; ensuring effective enterprise risk management, information technology systems and support services, including continuity planning and records management; guiding effective enterprise financial management; leading workforce learning and growth strategy; managing infrastructure services supporting IBC; and guiding enterprise communications.

Since joining IBC in 2008, Jim has led the development of IBC as a strategy focused organization, enhancing strategic and operational alignment, performance and value of the organization. He has improved the quality of information available to support decision making and developed collaboration, knowledge sharing, and financial and performance management practices among federal shared services providers.

Prior to joining IBC, Jim was the Chief Financial Officer for Prince George's County Public Schools in Maryland, where he guided effective planning, management and accountability for all fiscal and organizational resources totaling \$1.6 billion. He has also served as treasurer of two non-profit organizations.

Jim is an active licensed Certified Public Accountant in the state of Maryland, a Chartered Global Management Accountant, and is Palladium Kaplan-Norton Balanced Scorecard Certified. He holds a Bachelor of Science degree in Accounting from the University of Maryland and is a member of the American Institute of Certified Public Accountants, the Virginia Society of Certified Public Accountants, the Association of Government Accountants and the Senior Executives Association (b) (6)





George W. Bearpaw

Director

Office of Budget and

Performance Management

George W. Bearpaw, a native of Oklahoma and a member of the Cherokee Nation of Oklahoma, is the Director, Office of Budget and Performance Management for Indian Affairs. He began his career with Indian Affairs effective February 9, 2014. Mr. Bearpaw is responsible for all aspects of the Indian Affairs Federal budget process; budget formulation and budget execution, and ensuring the effective integration of performance goals within the budget process.

Formerly, Mr. Bearpaw served as the Acting Area Director, for the Tucson Area Indian Health Service in Tucson, Arizona. He was appointed to that position by the Director of the Indian Health Service in 2007. As the Acting Area Director, Mr. Bearpaw was responsible for providing primary and community health services to the Native American and Alaska Native population in Southern Arizona. This provision of health services was partially administered thru the Sells Indian Hospital, a modern 37-bed facility with JCAHO accreditation, providing general medical and primary care on an inpatient and outpatient basis and some emergency room services, and thru three satellite health centers in Santa Rosa, San Xavier, and San Simon on the Tohono O'odham reservation. Mr. Bearpaw was also responsible for direct provision of health services to the Pascua Yaqui Tribe. Services were rendered directly and indirectly through an innovative system of contracts and subcontracts. Additionally, Mr. Bearpaw's responsibilities included the Tucson Urban Health Program, for the provision of health services in metro Tucson, under contract with the Tucson Indian Center.

Mr. Bearpaw began his career with Indian Health Service in May 1999 as the Executive Officer for the Tucson Area Indian Health Service. As the Executive Officer for the Tucson Area Office, Mr. Bearpaw was responsible for the Area's financial programs and management, acquisition programs and management, human resources management, property and supply management, and business office programs and management.

Previous to his position as the Tucson Area Executive Officer, Mr. Bearpaw worked for the Cherokee Nation of Oklahoma, in Tahlequah, Oklahoma, as an accountant in 1976. In 1979, he was the comptroller for the Osage Tribe in Pawhuska, Oklahoma. In 1981, Mr. Bearpaw worked for an international company, Day & Zimmermann, Inc., in Parsons, Kansas, as their corporate accounting and payroll manager. Mr. Bearpaw returned to work with tribal governments in 1985 as the accounting manager for the Cherokee Nation of Oklahoma. Mr. Bearpaw held positions of increasing responsibility with the Cherokee Nation such as Community Development Director and Executive Director of Tribal Operations. During his tenure with the Cherokee Nation, he was directly involved in the self-governance compacting for programs and services with the Bureau of Indian Affairs and the Indian Health Service. In 1995, Mr. Bearpaw worked for the Kickapoo Tribe of Oklahoma, in McLoud, Oklahoma, as the Executive Director, where he continued his direct involvement in the self-governance compacting for programs and services with the BIA and the IHS. Mr. Bearpaw held that position until coming to work for the Indian Health Service.

Mr. Bearpaw earned a Bachelor of Science degree in accounting and business administration from Northeastern State University in Tahlequah, Oklahoma. Mr. Bearpaw served in the United States Army Special Forces, with a tour of duty in 1970 in Southeast Asia, among his awards and commendations are the Bronze Star Medal and the Army Commendation Medal, earned for his service in Viet Nam.

Richard Beck, PhD
Director, Office of Planning and Performance Management (OS/PMB)

Dr. Richard Beck is presently Director of the Department of the Interior's Office of Planning and Performance Management (since 2004), which provides leadership and guidance on the use of strategic planning, performance analysis, and reporting to promote programmatic effectiveness and accountability across the Department's bureaus and offices. He employs strategic planning as a tool to define the Department's long-term goals and engage bureaus toward achieving those goals; leads the development of annual performance plans and reports that provide readily understandable assessments across the Department for accountability to the public and Congress, and enable program, budget, HR, and IT planning; and leads the development and use of Priority (Performance) Goals with senior leadership that have enabled specific programmatic changes and improvements across the Department.

Dr. Beck previously worked for over 20 years at NASA in the areas of program analysis, budget formulation, program management, and designing decision-making processes. He originally joined the federal government through the Presidential Management Intern Program in 1981, conducting budgeting and program analysis of space and earth science programs, and progressed through the positions of Office of Resources Analysis Branch Chief, Environmental Satellites Program Manager, Deputy Director (Resources) of the Earth Science Program Office, and Director of the Office of Earth Science Business Division. As Director of NASA's Resources Management Division he led the formulation and decision making processes that created and justified the agency's annual budget requests to OMB and Congress.

Dr. Beck has a Bachelor of Science degree in Biology and a Master's in Public Administration, both awarded by the State University of New York at Albany. For his doctorate research in developing innovative collaborative management processes for research and development organizations, he was awarded the National Space Club/NASA James E. Webb Memorial Fellowship and a Ph.D. from George Mason University. Dr. Beck is also a recipient of the National Performance Review's "Hammer" Award for Reinventing Government, which he received with his interagency colleagues for consolidating the military and civilian polar-orbiting weather satellite programs across three agencies during the Clinton Administration; and was recognized for playing a key role in NASA's successful integration of budget and performance activities under the Bush Administration's Presidential Management Agenda by developing and applying "full cost" management techniques.

Dr. Beck also provides instruction on performance management and budget formulation at George Mason University, National Defense University, and OPM's Eastern Management Development Center.

Dr. Beck regularly volunteers at the Smithsonian's National Zoo in downtown, Washington, D.C. helping visitors understand the nature, behaviors, and conservation concerns of cheetahs and other African wildlife species.

SHAWN T. BENGE

202 219 3417 (O)
(b) (6) (M)
shawn_benge@nps.gov

PROFILE

Results-driven 28 year National Park Service professional with extensive operational experience leading large multiple-line organizations. Skilled in managing complex and controversial challenges requiring a high level of expertise in developing partnerships, team building, and understanding/reacting to external influences.

CAREER OVERVIEW

2016-Present

Associate Director/Park Planning, Facilities, and Lands
National Park Service

Since 1916, the National Park Service has been entrusted with the care our national park system. With the help of volunteers, partners, and 22,000 passionate staff members, the National Park Service safeguards these special places and shares their stories with over 275 million visitors each year. The Associate Director (*Park Planning, Facilities, and Lands*) provides over-arching leadership, policy development, program accountability, and budget formulation for development planning, land acquisition, facility operations, and design/construction activities across the national park system.

2010-2016

Deputy Regional Director/Chief of Staff
Southeast Region, USA
National Park Service

The Southeast Region encompasses 66 units located in nine southern states and includes the Commonwealth of Puerto Rico and the Territory of the U.S. Virgin Islands. The Region welcomes 64 million visitors annually which contribute \$2.43 billion to local economies. The Region is home to four of the top ten most visited units in the national park system. Approximately 3,600 dedicated staff members are employed by the Southeast Region.

2007-2010

Superintendent

Chickamauga and Chattanooga National Military Park, GA/TN

National Park Service

Chickamauga and Chattanooga National Military Park is our Nation's oldest and largest National Military Park comprised of 17 dis-contiguous units commemorating the Battles of Chickamauga and Chattanooga. The Park receives approximately 1,200,000 annual visits and contributes \$75 million in the economic benefits to the Region. Approximately 1,000 jobs are supported by visitor spending.

2002-2007

Chief, Facility Management, Construction, and Professional Services Division

Great Smoky Mountains National Park, TN/NC

National Park Service

Great Smoky Mountains National Park is the most visited national park in the Nation. The portfolio of facility assets is also one of the largest collections in the national park system and includes 352 miles of roads, 146 road bridges, 800 miles of trails, 410 buildings (77 which are historic), 54 utility systems, 152 cemeteries, 1,400 campsites, and 1,200 picnic sites. The division employees approximately 220 staff members.

Other assignments:

Everglades National Park, FL (Interim Superintendent)

Big Bend National Park, TX (Landscape Architect)

Denver Service Center, CO (Project Supervisor)

E D U C A T I O N

Seymour High School

Seymour, Texas

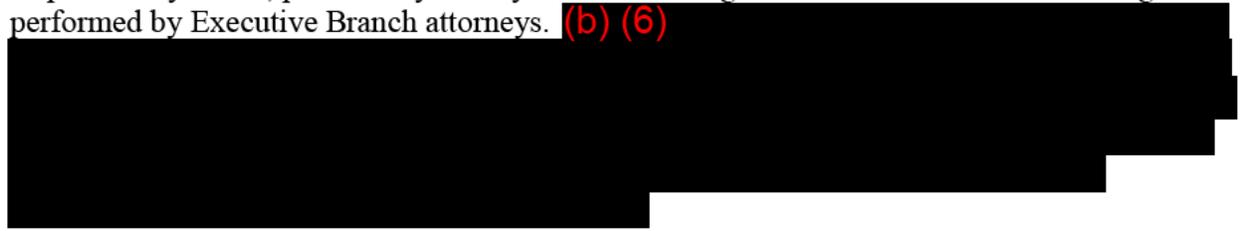
Honor Graduate, 1984

Texas Tech University

Lubbock, Texas

Bachelor of Landscape Architecture, 1989

Mike Berrigan is currently serving as a Counselor to the Solicitor. He is scheduled to retire from the SES Corps and Civil Service effective 31 March 2017. Mike just completed his assignment as the Associate Solicitor for the Division of General Law at the Department of the Interior, a position he occupied since early January 2015. In that position, he was the senior career attorney responsible for supervising a broad range of administrative and civil law practice areas. He supervised three branches: Acquisitions and Intellectual Property; Personnel Litigation and Civil Rights; and General Legal Services. Prior to that position, Mike was assigned to be the Associate Solicitor for the Division of Indian Affairs in the Solicitor's office beginning in June 2011. In that position, Mike was the senior career attorney responsible for the practice of Indian Law at the Department of the Interior. Mike had started his tenure at the Solicitor's Office the first week of June 2010, when he was hired as the Director of the Indian Trust Litigation Office. Prior to beginning work in that position, Mike was the Principal Deputy Chief Defense Counsel, Office of Military Commissions, United States Department of Defense from February 2007 to June 2010. He was the Acting Chief Defense Counsel from August-September 2007. Mike retired after 20 years of active duty service in the Judge Advocate General's (JAG) Corps, United States Army, in February 2007. His last active duty assignment was as Chief of the Affirmative Environmental Litigation Branch, U. S. Army Environmental Law Division, which he was responsible for standing up. Prior to that assignment, Mike served from August 2002 to July 2003 as a Trial Attorney in the Environmental Defense Section of the Department of Justice's Environment and Natural Resources Division. During that year, Mike represented the United States in a months-long trial in an Oregon state court that was a challenge to the Army's RCRA and Clean Air permits to operate the chemical weapons incinerators at Umatilla, Oregon. During Mike's active duty Army career he also taught environmental and administrative law at the Army's JAG School in Charlottesville, VA; served as the Army's Senior (Criminal) Defense Counsel on the West Coast (at Fort Lewis, Washington); served as Army defensive litigation counsel in the Army's Environmental Law Division, where he represented the Army in defensive litigation involving CERCLA, NEPA and other environmental statutes and in toxic tort cases; served as an Appellate Defense Counsel in the Army's Defense Appellate Division, where he represented clients in capital cases and other criminal appeals; and served as a Trial Counsel (prosecutor) and Legal Assistance Officer at United States Army South, Fort Clayton, Panama. Mike received his B.A. (in Philosophy) from the University of Notre Dame and his J.D. from the University of Georgia. Mike has two L.L.M.s: one from the Judge Advocate General's School, Army; and one from George Washington University (Environmental Law). During Mike's professional career he has had extensive experience, both as a supervisor and as a line attorney, with complex professional responsibility issues, particularly as they relate to the organization and structure of the legal work performed by Executive Branch attorneys. (b) (6)



David Berry

Regional Director
Western Region
Office of Surface Mining Reclamation and Enforcement
Department of the Interior

David Berry serves as the Regional Director for the Western Region of the Office of Surface Mining Reclamation and Enforcement (OSMRE). The OSMRE Western Region directly implements the requirements of the Surface Mining Control and Reclamation Act of 1977 (SMCRA) for coal mining and reclamation operations in the State of Washington and on the Indian Lands of the Crow Tribe, the Hopi Tribe, the Navajo Nation and the Ute Mountain Ute Tribe. The OSMRE Western Region oversees and supports the SMCRA primacy state Regulatory and Abandoned Mined Land Programs in Alaska, Colorado, Montana, New Mexico, North Dakota, Utah and Wyoming. The Western Region also oversees and supports the primacy Abandoned Mined Land Programs operated by the Crow Tribe, the Hopi Tribe and the Navajo Nation.

The Western Region is authorized for 87 full time employee positions, of which 65 positions are currently occupied. The Western Region office is located in Denver, Colorado. Western Region Area Offices are located in: Albuquerque, New Mexico; Casper, Wyoming; and, Olympia, Washington.

Mr. Berry joined the OSMRE in March of 2015 following thirty years with the State of Colorado. While with the State of Colorado, Mr. Berry served as the Director of the Colorado Coal Mine Regulatory Program for over twenty three years. Mr. Berry also served as the Director of both the Colorado Minerals Mine and Colorado Coal Mine Regulatory Programs for five of those twenty three years.

Mr. Berry has extensive experience with both coal and non-coal mining and reclamation science and regulatory practice, including litigation and legislative activities. During his employment with the State of Colorado, Mr. Berry represented mining and reclamation regulatory interests for Colorado and the western states through the Interstate Mining Compact Commission and the Western Interstate Energy Board.

Mr. Berry holds a Bachelor's Degree in Geography/Analysis and Conservation of Ecosystems from the University of California at Los Angeles, and a Master's Degree in Geography with an emphasis in geomorphology from the University of Denver.

Biographical Statement of Michael S. Black
Special Assistant to the Director, Bureau of Indian Affairs
U.S. Department of the Interior

Michael S. Black, an enrolled member of the Oglala Sioux Tribe in South Dakota, was recently appointed Special Assistant to the Director of the Bureau of Indian Affairs (BIA) after serving as Director of the Bureau of Indian Affairs in the U.S. Department of the Interior since April 25, 2010.

Reporting to the Assistant Secretary-Indian Affairs, the BIA Director is responsible for managing the Bureau's day-to-day operations through the Office of Indian Services, the Office of Justice Services and the Office of Trust Services, which administer or fund infrastructure, law enforcement, social services, tribal governance, natural and energy resources and trust management programs for federally recognized American Indian and Alaska Native tribes in 33 states, as well as through Field Operations, which oversees the Bureau's 12 regional offices and 85 agencies.

Prior to becoming the acting BIA director, Mr. Black had served since July 20, 2008, as Regional Director of the Bureau's Great Plains Regional Office in Aberdeen, S.D. The office oversees 12 agencies serving 16 federally recognized tribes in Nebraska, North Dakota and South Dakota.

Mr. Black began his federal career in 1987 with the BIA's Aberdeen Area Office (now the Great Plains Regional Office) as General Engineer in the Branch of Facilities Management. From 1992 to 2001, he worked in the BIA's Billings Area Office (now the Rocky Mountain Regional Office) as Regional Facility Manager where he was responsible for facilities construction and operations and maintenance programs. In December 2001, he was named Chief of the Regional Office's Division of Engineering, where he was responsible for regional facility management, road construction, and road maintenance and safety programs.

In January 2004, Mr. Black was promoted to the post of Deputy Regional Director-Indian Services for the Rocky Mountain Region, where he was responsible for the management and oversight of Road Construction, Road Maintenance, Tribal Government Services, Credit, Housing, Self-Determination, Social Services, Safety, and Environmental and Cultural Resources Management programs.

Mr. Black graduated from Aberdeen Central High School in 1982 and a B.S. degree in Mechanical Engineering from the South Dakota School of Mines and Technology in 1986.

Mary Josie Blanchard is Deputy Director of the Office of Environmental Policy and Compliance (OEPC). In this position, Ms. Blanchard assists the Director in providing executive leadership and direction concerning OEPC's responsibilities. She also manages Office operations as well as coordinates the work of eight regional offices and four headquarters teams. She works across Departmental and Agency lines to ensure accountability and transparency in variety of governmental programs. Examples include monitoring and working with bureaus on their fiscal reporting for Federal Energy Regulatory Commission hydropower licensing processes; working with the Department of Defense on cleanup of military legacy sites on Interior lands; and developing Departmental policy to ensure informed decision-making about contamination prior to land acquisition and land disposal.

Ms. Blanchard has also served as the Assistant Director, at the Office of Surface Mining Reclamation and Enforcement--developing policies for reclamation of active and abandoned coal mined lands. Ms. Blanchard's other positions at OSMRE have included Special Assistant to the Director where she led the agency's Interim Management Team.

She has received multiple awards including the Department of the Interior's two highest awards: the Distinguished Service award and the Meritorious Service award and was also the recipient of the Interior Women's Distinguished Leadership Award.

Before her Federal Service, Ms. Blanchard was one of the first employees in the Surface Mining and Reclamation Division of the Texas Railroad Commission, where she developed and implemented the permitting system for coal and uranium mine land reclamation. A native Texan, she has an A.A. with honors from Stephens College and a B.A. and an M.A. from The University of Texas at Austin. She was a Senior Executive Fellow at Harvard University.

She has also served as an officer in Executive Women in Government. She is a Trustee of the Cheetah Conservation Fund and a Board Member of the Institute for Civility in Government. (b) (6)



Bryan Bowker
Western Regional Director
Phoenix, Arizona



Mr. Bryan Bowker, an enrolled member of the Cheyenne River Sioux Tribe in South Dakota, began his federal career with the BIA's Portland Area Office (now Northwest Regional Office) in February 1988 as a Computer Specialist. He was involved with designing, installing and implementing federal information technology and network security systems and conducting employee IT training, as well as helping to develop the BIA's first internet site. In June 1995 he became a Supervisory Computer Specialist in the BIA's Phoenix Area Office (now Western Regional Office) where he served until September 1997 as manager of the Bureau's SouthWest Information Management Center. While there he led the planning and installation of the area office's local area network that culminated in the installation of LANs at 12 BIA field locations throughout

Arizona.

From September 1997 to May 1998, Mr. Bowker served as the Acting Superintendent of the BIA's San Carlos Agency in San Carlos, Arizona, where he was responsible for the day-to-day administration of BIA programs and services for the San Carlos Apache Tribe. In May 1998, he moved to the position of Regional Administrative Officer for the Western Region, a post he held until May 2002, where he oversaw nine BIA agencies, three field stations and two Irrigation and Power projects while also serving periodically as the Acting Western Regional Director. During that time, from May to August 2001, Mr. Bowker also served as the Acting Deputy Director for the Bureau's Office of Information Resources Management in Reston, Virginia, where he was responsible for managing federal and contract employees, negotiating and administering federal IT contracts and addressing computer network security issues.

In May 2002, Mr. Bowker was promoted to Deputy Director-Administration for the Western Region, where he remained until October 2004 when he moved to the position of Deputy Director-Indian Services, a position he held until February 2005. As the head of Indian Services for the Western Region, he oversaw the BIA's housing, roads, tribal governance, credit, social services and 638 contracting programs. Periodically, he also would serve as the Acting Regional Director. From February 2005 to August 2007, Bowker was named the Deputy Director-Trust Services for the Western Region, where he was responsible for the BIA's land, water, environmental and economic development programs in the region, and served as the Regional Director's principal advisor on trust matters. Mr. Bowker served again as the Acting Western Regional Director from April to December 2006.

In April 2006, he also was named the project manager for the San Carlos Irrigation Project. The project provides irrigation water to the Gila River Indian Community in Sacaton, Arizona, and the non-tribal San Carlos Irrigation and Drainage District and electrical service to approximately 17,000 on- and off-reservation customers. Mr. Bowker is a graduate of the DOI's Senior Executive Service Candidate Development Program, Class No. 14 (May 2006). He has professional certifications in the fields of federal administration, contracting and information technology. Bowker was named Regional Director of the Western Regional Office located in Phoenix, Arizona in July 2010.

**Jessica Bowron
National Park Service**

Jessica Bowron was appointed Comptroller of the National Park Service in January 2017. In this role, she provides leadership and oversight of the budget, finance, and property functions of the NPS. She began her career with the NPS as a Presidential Management Fellow; after several years in the headquarters' budget office, she moved to the NPS Division of Fire and Aviation, managing the budget execution of the wildland fire program. She later returned to headquarters budget office as the budget formulation and strategic planning chief. She earned undergraduate and graduate degrees in agricultural and resource economics from Oregon State University and the University of Arizona, respectively.

Lisa A. Branum

In July 2006, Lisa Branum joined the Department of the Interior (DOI) and is currently the Director, Office of Emergency Management. A native of New Jersey, Ms. Branum attended the University of North Carolina at Wilmington where she received a Bachelor of Science degree in Marine Biology as well as a Bachelor of Arts degree in Political Science. She is also an alumnus of the George Washington University's Elliott School of International Affairs where she received her Master of Arts in Security Policy Studies. Ms. Branum has worked for Senator Evan Bayh, Business Executives for National Security, Grant Thornton LLP, and Northrop Grumman. In working for these organizations, she has supported the House and Senate Intelligence Committees, the US Navy, the Social Security Administration, the Federal Emergency Management Agency, and DOI in various efforts related to national security as well as emergency management activities.

Since arriving at Interior she has authored the *DOI Continuity of Operations Plan* and the first ever *DOI Baseline Operational Plan*, managed multiple interagency exercises, established advanced Incident Command System training to meet the needs of DOI's ten bureaus to ensure compliance with the National Incident Management System, and established the Department's Corrective Action Program. She is currently responsible for coordinating Departmental emergency management activities, developing emergency management policy consistent with Federal emergency management laws, regulation, guidance, and direction, coordinating activities undertaken by DOI bureaus and offices during serious emergency incidents, serving as principal point of contact with the Federal Emergency Management Agency (FEMA), and other departments and agencies as pertaining to overall emergency management, continuity of operations (COOP), and national security emergency programs, and providing oversight of office and bureau emergency management programs and plans to ensure policy compliance, readiness, and effectiveness of the Department's Emergency Management program. As the Department's principal expert on national emergency preparedness, response, and recovery policy issues, Ms. Branum is responsible for advising senior departmental officials on DOI's preparedness, response and recovery activities during emergency situations that occur on DOI lands, affect DOI resources, or require interagency coordination (e.g., Deepwater Horizon Oil Spill, Hurricane Sandy, Boston Marathon Bombings, etc.). She is currently working to build the DOI Incident Management Program to include a system to house qualifications and certifications of all DOI emergency responders and a linked single point of order dispatch system. As a component of this, she recently managed the effort to establish the first ever *DOI Supplement to the Interagency Incident Business Management Handbook* and an overarching *Memorandum of Agreement for Intra-Agency Support during Emergency Incidents* which was signed by all 10 bureau directors and senior Departmental leadership.

Ms. Branum is also a violist formerly with the McLean Orchestra, has completed nine marathons, is on the board of the Fairfax Women's Soccer Association where she has been a player and team captain for over ten years, and has a 5 year old daughter.

William Yancey Brown

Bill Brown is a scientist and lawyer with a distinguished career in government, non-profit institutions, and the private sector where he has provided leadership for environmental issues and scientific and cultural institutions. He is also the author of the novels: [Valley of the Scorpion](#) and [Ruffner's Cave](#). Since November 2013 he has been the Chief Environmental Officer of the Bureau of Ocean Energy Management in the Department of the Interior. Immediately before taking this position, he was a nonresident Senior Fellow at the Brookings Institution, where he [wrote](#) on environment and culture and pursued projects including development assistance for Kazakhstan and Libya, global strategy for DNA banking, and the interaction of small hydropower and migratory fish.

Dr. Brown was the Science Advisor to Secretary of the Interior Bruce Babbitt during the Clinton Administration where he advanced science funding and a range of policies for environmental conservation and resource use. His other past positions include President & CEO of the Woods Hole Research Center in Massachusetts, an institution known for applying the latest technology to address global ecosystem issues; President & CEO of the Academy of Natural Sciences in Philadelphia, the oldest natural history museum in the United States; President & CEO of the Bishop Museum in Hawaii, whose research and collections for natural science and anthropology span the Pacific Basin; Vice President of Waste Management, Inc., the world's largest waste management, where he chaired the company's executive environmental committee and implemented a comprehensive global corporate environmental policy; Executive Secretary of the U.S. Endangered Species Scientific Authority, overseeing U.S. science for the global CITES convention; Vice President for Oceans and Science Policy at the National Audubon Society; Senior Scientist and Acting Executive Director of the Environmental Defense Fund; and Assistant Professor of Biological Sciences at Mount Holyoke College in Massachusetts.

Dr. Brown is a member of the District of Columbia Bar and the Cosmos Club in Washington, and a Fellow of the College of Physicians of Philadelphia. He is a former chairman of the Ocean Conservancy and the Global Heritage Fund, and a former president of the Natural Science Collections Alliance. He is a former board director of the Environmental and Energy Study Institute, Environmental Law Institute, U.S. Environmental Training Institute, Wistar Institute, U.S. Committee for the United Nations Environment Programme, Audubon Naturalist Society, Historic Hawaii Foundation, and Harvard Environmental Law Society. He is a former member of the Committee for the Division on Earth and Life Studies of the National Academies and former member of the Ocean Foundation Board of Advisors. He has served on many panels and advisory groups, and has authored many publications.

Dr. Brown was born in Artesia, California and graduated from high school in Brazil at the Escola Americana do Recife. He has degrees from the University of Virginia (BA Biology, with highest distinction), Johns Hopkins University (MAT), the University of Hawaii where he was an NSF Graduate Fellow (PhD Zoology), and Harvard Law School (JD).

Dr. Brown is married to Mary McLeod, who is the General Counsel of the Consumer Financial Protection Bureau. They have two daughters, Emma Brown and Julia (Brown) Limage.

Laura Brown, Associate Solicitor, Division of Land Resources

Laura Brown is the Associate Solicitor for the Division of Land Resources in the Office of the Solicitor. Laura joined the Senior Executive Service when she was selected to lead the Division of Land and Water Resources in 2007. During her career with the Office of the Solicitor, Laura has served as the Assistant Solicitor for the Branch of Public Lands (seven years) and as a staff attorney (five years). In addition to her work in the Office of the Solicitor, Laura was the Chief of Staff and Counselor for the Assistant Secretary, Water and Science for a little over three years and Acting Deputy Assistant Secretary for Water and Science for ten months. Prior to joining the Department of the Interior, Laura worked for eleven years in the petroleum industry.

Laura is a fourth generation Oregonian and grew up in Southeast Alaska. Laura is a graduate of Mills College in Oakland, California and has a J.D. and a Masters of Law in Taxation from Georgetown University Law Center.

February 2017

Shawn M. Buckner serves as the Deputy Director of the Office of Policy Analysis for the Department of the Interior. Mr. Buckner has nearly fifteen years of experience as a management consultant and government leader. He is passionate about leading high priority projects that result in optimal governance. He has led a variety of complex initiatives with diverse stakeholders and has worked on policies related to privacy, health care, human services, Indian Affairs, and trust services at the national and local levels. He earned his Bachelors of Arts from Virginia Commonwealth University, his Juris Doctorate from the University of Pittsburgh, School of Law, and Masters of Science in Public Policy and Management from the Heinz School at Carnegie Mellon University.

Office of the Special Trustee for American Indians (OST)

Melvin Burch Biography



1. Title: Regional Trust Administrator, Northwest and Western Regions
My position is located in Albuquerque, NM. I provide executive leadership to the Northwest and Western Regions
2. Tribal Affiliation: Chickasaw Nation
3. Years of Government Service: 19
4. Years with OST: 13
5. Past Positions: Middle East Region Head/ Subject Matter Expert and Practice Lead for Trust Services for the Lobue Group
26 years as a senior manager for The First National Bank of Oklahoma City, Northern Trust, Liberty National Bank of Oklahoma City and Bank One
Chairman of the Oklahoma Bankers Association Trust Committee
Board of Directors of “Bank2” a United States community bank
6. Education: J.D. from Oklahoma City University
Bachelor’s in Business Administration from University of Central Oklahoma
7. Credentials: Senior Executive Service (SES) – 13 years
Licensed Oklahoma Real Estate Proprietary Broker
Adjunct professor teaching banking, trust and real estate courses at the University level for 20 years.

8. Family:

(b) (6)

9. Interests:

(b) (6)

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8. Family:

(b) (6)

9. Interests:

(b) (6)

JAMES N. BURCKMAN

BIOGRAPHY

James N. Burckman is the Director of the Office of Human Capital Management (OHCM) for Indian Affairs. The OHCM develops policies to guide all aspects of human resources management including workforce analysis, succession planning, classification, position management, employee development, staffing, retention, employee relations, labor relations, and human resources information systems. Jim is also responsible for the administration of the personnel security and suitability program for all Indian Affairs organizations, monitoring and evaluating Indian Affairs' compliance with the equal employment and Indian preference laws for staffing, promotions, and reassignments. Jim has held this position since February 2009.

In addition, Jim has also been dual-hatted for over a year as he has been serving as the Acting Deputy Assistant Secretary - Indian Affairs (Management) since January 2016. In this capacity, Jim provides leadership and oversight of Indian Affairs administrative operations and programs for financial management, strategic planning and performance management, workforce planning, facilities and property management, safety management, real property leasing, development and control of administrative policies and procedures, audits and program reviews.

Prior to his position with Indian Affairs, Jim was the Human Resources Officer for the Department of the Interior's Minerals Management Services for nearly three years. There he provided executive leadership to the Human Resources Division which delivered staffing and benefits, position classification and position management, employee and labor relations to the Minerals Management Service, The Department of the Interior's Solicitor's Office, the Office of Special Trustee, the Office of the Secretary, and other small independent agencies on a fee for service basis. In addition, Jim was responsible for the executive oversight to the recruitment and hiring for all Presidential appointees, career and non-career positions for the offices noted above.

Before working at the Department of the Interior, Jim began his Federal management career in 1986 with the Internal Revenue Service (IRS) in Detroit, Michigan, where he was the Chief of Human Resources responsible for managing all of the personnel and training programs for the 1,600 employees in the Detroit Data Center and Washington DC Data Center post. He was also responsible for the Center's Public Affairs Program and served as the Chief IRS spokesman for the first-ever IRS reduction-in-force negotiations.

In 1998 Jim moved to Parkersburg, West Virginia where he served as the Chief of the Resources Management (RM) Division, for the IRS. Jim functioned as the RM Division Chief and as the Executive Assistant to the District Director since the Parkersburg District did not have an Assistant District Director. He managed the delivery of personnel, training, financial, information systems and facilities management programs through subordinate staff for employees throughout West Virginia. As the principal assistant to the District Director, Jim attended regional executive conferences and spoke for the District. In 1991, Jim became the

Chief, Resources Management for the IRS in Milwaukee, Wisconsin providing personnel, training, facilities, financial management, and internal communications to a large employee base located in 13 offices throughout the states. While there, Jim also implemented a new personnel system, and designed and developed a pilot management and employee performance appraisal system tying performance expectations to organizational mission and goals.

Jim's responsibilities increased in 1994 when he became the Chief, Support Services for the IRS in St. Paul, Minnesota. He restructured field resources management services and delivery as part of an IRS-wide reorganization to reduce 73 autonomous organizations into 21 sites. Jim oversaw support services to customers throughout an 11 state area. During his entire tenure, the Host site was continually ranked as the top-performing site in the country.

In 2001, Jim became the Program Manager in the Resources, Allocation and Measurement function of the Modernization and Information Technology Services organization within the IRS located in Lanham, Maryland. He provided strategic and tactical human resources and budget oversight for the Director and his 6 Senior Executives and 11 Senior Manager direct reports. Jim was responsible for performance and conduct cases that emanated from the organization and represented the organization in all financial, personnel and training matters. In addition, Jim was highly instrumental in the development of the Strategic Plan for the Modernization and Information System Services organization and assisted with the Information Systems Investment Planning tracking system and monitored and tracked all subordinate functions work processes that fed into the Business Plan Reports.

Jim's final position with the IRS before joining the Department of Interior team began in 2004 when he became the Executive Assistant to the Deputy Chief Information Officer for Management, located in Washington, DC. Jim was the principal advisor to the Associate CIO for planning, direction and delivery of financial services (\$2 billion), workforce restructuring, personnel, training, IT capital planning and investment control, strategic planning, and governance, for the 7,500 person Modernization and Information Technology & Services (MITS) organization. He provided direction to the executive and senior manager staffs and direct reports and provided assistance to the customer functions in acquiring the MITS product and services. Jim was the responsible point of contact for executive and senior level tax compliance and misconduct cases for the MITS organization. He was routinely assigned multifunctional roles and coordinated activities for the Associate Chief, Information Officer. During Jim's tenure there, he had been responsible for the revamping of the MITS Strategic Plan and authored the FY 05 Edition. Jim also designed the Employee Engagement Action Plan for use by all 800 executives and managers. This document, including the managerial tool kit, was used as a guide to conduct work group meetings to discuss the line of sight between the organizations high-level mission and the work being performed by each employee.

Jim has a Bachelor's Degree from Northeastern Illinois University and received Project Management Masters Certification from the George Washington University.

Jim is an Army Veteran having served in the 82nd Airborne Division.

John W. Burden, SPHR

John W. Burden serves as the director of the Office of Civil Rights at the Department of the Interior. He also serves as Interior's first-ever chief diversity officer. Prior to his employment with Interior, John served as Director of the Equal Employment Opportunity Division at the Department of Housing and Urban Development.

John has designed and delivered custom training programs that have helped facilitate equal opportunity initiatives at a range of government agencies, educational institutions, and professional organizations. He is a sought-after public speaker who has presented at the annual conferences of many associations and delivered numerous equal opportunity workshops and lectures in the United States and abroad.

A recognized expert on diversity and inclusion in the Federal workplace, John has been interviewed and quoted by many leading national publications and organizations, including the *New York Times*, *Washington Post*, the *Society for Human Resource Management*, and the *International Society of Diversity and Inclusion Professionals*. He has received numerous recognitions for his achievements in the fields of equal opportunity and diversity and inclusion, including the esteemed President of the United States' Meritorious Service Medal, and the Defense Meritorious Service Medal.

John's formal education includes a Bachelor of Science Degree in Workforce Education and Development from Southern Illinois University, and a Master of Arts Degree in Human Resources Management from Webster University. He is professionally certified by the Human Resources Certification Institute—the credentialing arm of the Society of Human Resources Management—as a Senior Professional in Human Resources (SPHR).

Virginia Burkett, Ph.D.



Associate Director

Climate and Land Use Change

Email: virginia_burkett@usgs.gov

Phone: 703-648-5212

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Address:

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Reston, VA 20192

Biography

Responsibilities

Dr. Burkett is the Associate Director for Climate and Land Use Change (CLU). In this role, she provides executive level oversight for several programs, including the Land Change Science Program, Land Remote Sensing Program, National Climate Change and Wildlife Science Center, Climate Research and Development Program, Carbon Sequestration assessments, and the Earth Resources Observation and Science Center.

Career History and Highlights

Dr. Burkett previously served as Chief Scientist for the USGS Climate and Land Use Change Mission Area. She was the co-chair of the Strategic Science Planning Team that developed the 10-year science strategy for the Mission Area. Dr. Burkett was formerly Chief of the Wetlands Ecology Branch at the USGS National Wetlands Research Center in Lafayette, Louisiana, and subsequently the Associate Regional Chief Biologist for the USGS Central Region. Earlier in her early career at the state level, she served as Deputy Director of the Louisiana Department of Wildlife and Fisheries (LDWF). Dr. Burkett later served as Secretary/Director of LDWF. She also directed the Louisiana Coastal Zone Management Program and served as Assistant Director of the Louisiana Geological Survey.

Dr. Burkett has published extensively on the topics of climate change, sea level rise, and low-lying coastal zones. She was a Lead Author of the United Nation's Intergovernmental Panel on Climate Change (IPCC) Third, Fourth, and Fifth Assessment Reports (2001, 2007, and 2014) and the IPCC Technical Paper on Water (2008), and of several U.S. National Assessments of climate change impacts produced by the U.S. Global Change Research Program. Additionally, Dr. Burkett has published numerous journal articles, books, and reports that address climate change impacts and potential adaptation strategies. She is a Senior Editor of the journal *Regional Environmental Change* and serves on the Editorial Board of the journal *Ethics in Science and Environmental Politics*. She has been appointed to over 60 Commissions, Committees, Science Panels and Boards during her career.

Education

Dr. Burkett has a doctoral degree in forestry from Stephen F. Austin State University in Nacogdoches, Texas.

Sylvia Burns



Sylvia Burns, Chief Information Officer

Ms. Sylvia Burns joined the federal government as a Presidential Management Intern in 1994 after completing her Master's Degree in Business Management and Policy from the State University of New York at Stony Brook. Her public service began at the U.S. and Foreign Commercial Service at the International Trade Administration of the U.S. Department of Commerce, where she held several positions over 12 years. She served as the first Chief Architect at the International Trade Administration, where she led several high-priority technology projects. These included the selection of a worldwide Customer Relationship Management solution to manage the organization's export promotion activities and the deployment of a secure remote network access system.

In 2006, Ms. Burns joined the Department of the Interior (DOI) where she served as the Director of Information Planning in the Office of the Assistant Secretary for Indian Affairs OCIO. She was in charge of managing the organization's Enterprise Architecture, Capital Planning and Investment Control activities, information technology (IT) budget and acquisitions, as well as IT policy. She played a pivotal role in the Indian Affairs reconnection to the Internet in 2008 after the organization was required to disconnect by court order in 2001.

In August 2009, Ms. Burns officially assumed the position as the Division Chief for Portfolio Management within Interior's Departmental Office of the Chief Information Officer (OCIO). As the Division Chief, Ms. Burns was responsible for the management and oversight of the Department's approximately \$1 billion information technology (IT) investment portfolio and Capital Planning and Investment Control (CPIC) activities. She was the team leader for the DOI Innovations and Efficiencies Team (DIET) that triggered a grassroots effort to improve the operational efficiency of the Department's highly fragmented IT infrastructure. This contributed significantly to the Department's decision to centralize all IT under the Department's CIO in December 2010.

In October 2010, Ms. Burns was certified by the Office of Personnel Management for appointment to the Senior Executive Service following her completion of Interior's Senior Executive Service Candidate Development Program. In 2006, Ms. Burns graduated from the Council in Excellence in Government's eGov Fellowship program and has been a senior fellow since that time. Her experience includes private sector research and data analysis consulting, as well as work in international trade.

Howard Cantor
Director, National Operations Center

Howard Cantor worked for the United States Environmental Protection Agency (EPA) for almost twenty years. Most recently, he served as the Deputy Regional Administrator of the EPA Region 8 office in Denver, with responsibility for environmental programs in six states and 27 tribal nations. In this role, he was the Chief Operating Officer for an organization of over 500 federal employees and 100 contractors and grantees, providing leadership, advice, and consultation to state and local agencies, other Federal agencies, and nongovernmental organizations to achieve an integrated and effective approach to protection of the environment. He also oversaw the regional strategic and annual planning process, directed development of budget proposals and justifications, and developed hiring policies and approaches to ensure the Region's highest priority staffing needs were met during times of extremely constrained resources.

Over the course of his career with EPA, which began in 1994 as a Presidential Management Intern, Howard served as Acting Director of the Office of Criminal Enforcement, Forensics, and Training, where he managed over 350 criminal investigators, attorneys, scientists, engineers, and other support personnel who investigate and assist in the prosecution of criminal conduct that threatens people's health and the environment. In addition, he was the Director of the EPA's National Enforcement Investigations Center, where he oversaw approximately 100 scientists, engineers, and support personnel who provide forensic and investigative services to the EPA's criminal and civil enforcement programs. He also served in various positions in EPA's Office of Research and Development, and was an Assistant Inspector General in the Agency's Office of Inspector General.

Howard holds a Bachelor of Arts degree in psychology from the University of Pennsylvania and a Masters of Public Administration degree from Indiana University's School of Public and Environmental Affairs. (b) (6)

Richard T. Cardinale
Chief of Staff
Office of the Assistant Secretary
Land and Minerals Management (ASLM)



Rich has been the ASLM Chief of Staff since August 2006. His duties include working closely with senior leadership and staff at the Bureau of Land Management (BLM), Bureau of Ocean Energy Management (BOEM), Bureau of Safety and Environmental Enforcement (BSEE), and Office of Surface Mining Reclamation and Enforcement (OSMRE) to advance the Secretary's and Assistant Secretary's policy and operational objectives; interfacing with other Department offices; advising the Assistant Secretary, Deputy Assistant Secretaries, and ASLM Advisor on a wide variety of matters, including ethics, personnel, Departmental operations, and crisis response; and ensuring the smooth and efficient operation of the ASLM office. In addition, Rich develops, reviews, and edits all background materials prepared for the Assistant Secretary and ASLM senior team. Rich manages eight direct reports: three administrative personnel and five bureau analysts/liaisons who come to the ASLM office for rotating two-year details (two from BLM and one each from BOEM, BSEE, and OSMRE).

Rich began his federal career in 1997 in the Department's Office of Congressional and Legislative Affairs (OCL), where he served as a staff attorney, subsequently becoming Assistant Legislative Counsel, a position he held from March 1999 until August 2006. In addition to ensuring the smooth operation of the OCL, Rich handled the legislative and Congressional oversight portfolios for the three bureaus then under the jurisdiction of the ASLM - BLM, the Minerals Management Service, and OSMRE.

A graduate of Williams College (1983) and Wake Forest University Law School (1987), Rich served as a law clerk for the Rhode Island Supreme Court, providing legal support at the District, Superior, and Family Court levels. From June 1988 until June 1997, he worked as an attorney in a general civil practice located in Northern Virginia, where his responsibilities included real estate development, transactional work, and estate planning.

Leon Carl, Ph.D.



Regional Director

Midwest Region

Email: lcarl@usgs.gov

Phone: 734-214-7207

Dr. Carl is the Regional Director for the U. S. Geological Survey (USGS) Midwest Region. He was appointed to this position in September 2008 and oversees 19 USGS Science Centers in 12 States.

Biography

Responsibilities

Dr. Carl is the Regional Director for the U. S. Geological Survey (USGS) Midwest Region. He was appointed to this position in September 2008 and oversees 19 USGS Science Centers in 12 States.

Career History and Highlights

Before being appointed as Regional Director for the Midwest Region, Dr. Carl was the Center Director of the USGS Great Lakes Science Center in Ann Arbor, Michigan from 2003-2008. He has worked for the Alberta Fish and Wildlife Division, the Ontario Ministry of Natural Resources, and served as Director of the Watershed Science Centre at Trent University in Ontario.

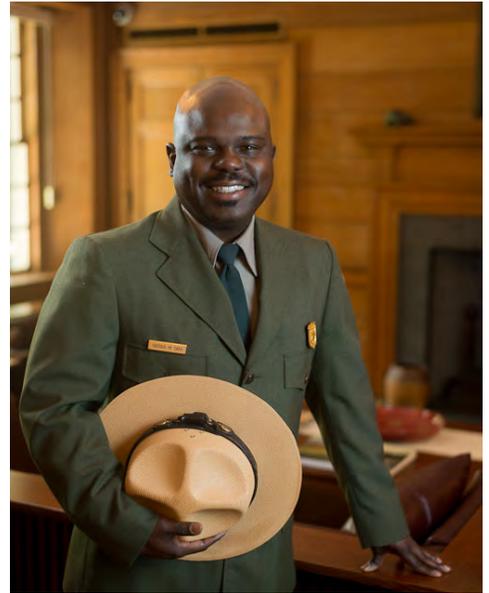
Education

Dr. Carl is a fish ecologist who received his Ph.D. in Natural Resources from the University of Michigan.

Introduction for Cassius Cash

Cassius Cash, Superintendent of the Great Smoky Mountains National Park, is a native of Memphis, Tennessee and thrilled to be back in his home state.

He began his career with the U.S. Forest Service, twenty-five years ago, as a wildlife biologist in Washington State. From there he went on to serve in a variety of leadership positions including administrative officer in Nebraska, district ranger in Georgia, civil rights officer in Mississippi, and finally as deputy forest supervisor in southern Oregon. In 2010, Cash left the U.S. Forest Service to become the superintendent for Boston's National Historical Park and African American National Historic Site.



Since his arrival to the Great Smoky Mountains in February of 2015, Cash has been very engaged and invested in ensuring our youth of today see themselves as having an important role in protecting these resources.

As a former Boy Scout, Cash knows first-hand the power that actually experiencing our natural world has on the choices that young people make. In fact, it was the single most important experience that inspired him to shift his career from becoming a Medical Doctor to a Wildlife Biologist.

Cash believes that we have a wonderful opportunity to reintroduce our wild places to the millennials. Cash finds millennials to be an incredibly bright generation who care deeply about our future, our environment, and the world.

Cash's mission is to ensure that our voices are not only heard by the next generation, but also shared in a manner that inspires them to pick up the torch and carry it forward.

Cash is driven by the deep seated knowledge that we only protect what we value and works tirelessly to instill in today's youth the importance of the natural and cultural resources inherent at the Great Smoky Mountains National Park.

As the Superintendent of the nation's most visited National Park, with a record 11.3 million visitors last year, a cultural legacy that extends into prehistoric times, and over 900 newly discovered species, he is in a unique position to do so.

(b) (6)

Mike Celata

Mike Celata, BOEM Gulf of Mexico Region Director, leads all leasing, regulatory oversight, and resource management functions for offshore energy and marine minerals development on the U.S. Gulf of Mexico OCS and for oil and gas and G&G permitting activities on the U.S. Atlantic OCS. He began his career as a geophysicist with Exxon generating prospects onshore Mississippi, Alabama and Florida. He has since worked for the Department of Interior (DOI) for 28 years. During his tenure, he has played key leadership roles in advancing geological and geophysical survey activity along the Atlantic coast, developing and implementing worst case discharge reviews, implementing financial risk operations, and developing the geological interpretive tools system. He holds a B.A. in geology and physics from Bowdoin College and attended the Boston College Master of Science Program, where he was a seismological research assistant.

Horace G. Clark

Georgia native. B. S. degree in History, Georgia Southwestern College (now University) (1973); M. A. degree in 20th Century American History, Florida State University (1977); J. D. degree, Howard University School of Law (1980). Taught World and America History at the high school level before commencing graduate studies. Began career in federal service in 1979 as a law clerk in the General Counsel's Office of the then newly-established U. S. Merit Systems Protection Board (MSPB) in Washington, D.C. From 1980 – 1984, worked as a staff attorney with the U. S. Office of Special Counsel (OSC) in Washington, D.C. where duties included investigating prohibited personnel practice claims and prosecuting before the MSPB complaints of Hatch Act violations and prohibited personnel practices brought by the Special Counsel. In 1984, began work with the Office of the Solicitor (General Law Division), Department of the Interior. In DGL, developed an expertise in civil rights, employment and personnel law, and for several years was the Senior Litigation Attorney in the Personnel Litigation and Civil Rights branch. Regional Solicitor for the Southeast Region (in Atlanta, GA) with geographical jurisdiction for the states of AL, FL, GA, KY, LA, MS, NC, SC & TN, as well as the territories of Puerto Rico & the U.S. Virgin Islands.

Alfred L. Clayborne – Regional Director, Office of Surface Mining Reclamation and Enforcement

Alfred L. Clayborne is the Regional Director for the Office of Surface Mining Reclamation and Enforcement's (OSMRE) Mid-Continent Regional Office. OSMRE's Mid-Continent Regional (MCR) office is responsible for implementation of the Surface Mining Control and Reclamation Act (SMCRA) in OSMRE's Mid-Continent Region which oversees surface coal mining regulatory and reclamation activities for the eleven states under its jurisdiction.

Immediately before becoming the MCR Regional Director, Mr. Clayborne was the Deputy Director for Special Enforcement, Investigations and Accountability within the Department of Labor's Mine Safety and Health Administration, where he was responsible for administering MSHA's nationwide whistleblower and internal inspection requirements programs pursuant to the Mine Act of 1977.

Mr. Clayborne has extensive experience with implementation of SMCRA at both the Federal and state levels. From 2007 – 2013, he was the Director of the Tulsa Field Office, which oversees surface coal mining and reclamation in Texas, Oklahoma, Kansas and Arkansas. Before that, he was Manager of the Abandoned Mined Lands Reclamation Division with the Illinois Department of Natural Resources, where he directed statewide efforts to reclaim abandoned mine sites. During his tenure, which began in July 1999, the Illinois AML program expended more than \$31 million while reclaiming over 1000 acres of hazardous abandoned mine lands. From January 2005, until he joined OSMRE in 2007, Mr. Clayborne served as Acting Manager of the Oil and Gas Division in the Illinois Department of Natural Resources. In that capacity, he supervised a technical staff that regulated all oil and gas production activities in the State. From 1994 until 1999, he was the agency's primary oil and gas enforcement attorney, where he prosecuted administrative violations of the Oil and Gas Act. He also was appointed as a Special Assistant Attorney General on several litigation cases.

Before entering government service, Mr. Clayborne was a staff attorney, senior counsel and corporate officer for an insurance holding company that controlled several life and property/casualty companies. Subsequently, he worked for several years in private practice as a civil law attorney.

Mr. Clayborne graduated from the University of Illinois' School of Law in 1986. From 1979 until 1983 he served on active duty in the United States Air Force as an Intelligence Officer, and was in the USAF reserves from 1983 to 1996. He received a B.A. degree in History and Political Science from Greenville College in 1979.

Mr. Clement is a federal executive and public lands policy expert with over 20 years of experience in environmental policy, domestic and international energy and conservation issues, landscape-level management approaches, the Arctic, and bridging science and policy. He leads a high-level office of talented policy experts that provides objective, bureau-neutral, Department-wide policy analysis, economic analysis, and program coordination to inform and implement the decisions made by the Secretary and Departmental leadership. He is a solutions-oriented executive with a reputation for delivering results and a demonstrated ability to achieve strategic alignment of investments and priorities. (b) (6)

Don Cline, Ph.D.



Associate Director

Water

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Don Cline is responsible for USGS research, monitoring, and assessment on the Nation's water resources.

Biography

Career History and Highlights

Don joins the USGS from the National Oceanic and Atmospheric Administration (NOAA), where he has worked for NOAA's National Weather Service (NWS) for the last twenty years. Most recently, Don has been serving as the Director for the National Water Center (NWC) of NWS, of which he is responsible for designing the conceptual, architectural, and programmatic schemes for the new Center, the first facility in the world designed specifically to address major societal challenges in water resources. Don also established an innovative federal interagency collaboration with four water sector agencies to improve interoperability of data and information systems, leverage resources towards the development of comprehensive water modeling and prediction capabilities, and establish a common operating picture among federal water agencies. Prior to becoming Director for NWC, he was Chief for the Office of Hydrologic Development, and Director for the National Operational Hydrologic Remote Sensing Center NOHRSC before becoming after joining NOAA's NOHRSC in 1996 as a science development and operations officer.

Education

Don obtained a bachelor's, master's, and Ph.D. from the Department of Geography at the University of Colorado, Boulder.

Shane Compton

National Park Service

Jeffrey 'Shane' Compton is the National Park Service's Associate Director - Information Resources Management (AD-IRM) and serves as an Associate Chief Information Officer (ACIO) for the Department of Interior.

Mr. Compton has 26 years of technology, and information management, project management, and acquisition experience. In his eleven years with NPS, he has served as the AD-IRM, N Director of the National Technology Center, and Deputy Chief Information Officer (CIO) He came to NPS from the U.S. Fish and Wildlife Service where he was the Deputy Chief information Officer. He worked previously at the Bureau of Indian Affairs and the U.S. Air Force.

As the Associate Director for Information Resources Management, Mr. Compton supports National Park Service senior leadership for all IT services and stimulates the use of innovative IT solutions for employees, contractors, partners, and volunteers by shaping mission objectives during the entire life cycle of systems and data acquisition and operations.

Mr. Compton ensure NPS is a partner in the evolving world of information technology and improve effectiveness and efficiencies as we continue the Department's IT Modernization and Cybersecurity initiatives. As a member of the National Park Service National Leadership Council, the Mr. Compton acts the senior official responsible for all information technology staff, managers, and resources including records and data management. Further, he ensures the NPS implementation of all applicable federal and departmental laws, regulations, policy and guidance.

Mr. Compton grew up in Los Angeles, California and Wolfe City, Texas. He earned a BBA degree in Finance from Midwestern State University, and a Master of Science degree in Information Systems Management from George Washington University. He began his federal career with the U.S. Air Force, at the Los Angeles Consolidated Space Operations Center. He lives in Falls Church, VA.

JAMIE E. CONNELL
Bureau of Land Management



Jamie E. Connell is the BLM State Director for Oregon and Washington. She has responsibility for the multiple-use management of more than 16.5 million acres of the public's land and resources and leads more than 1600 employees located throughout the two states.

Jamie served as the State Director for the BLM Montana-Dakotas from 2010 to 2017. Prior to her appointment as a State Director, Jamie was BLM's Northwest Colorado District Manager.

Jamie also served as a BLM and US Forest Service field level manager for the more than 20 years in numerous location across Montana, Idaho, and Colorado gaining a diverse range of experience. She provided oversight for complex energy development projects; managed extensive rangeland, wilderness and wildlife resources; and has administered some of our nation's most visited ski areas. Jamie is a native of Montana. She graduated from *Montana Tech* with a Bachelor of Science in Petroleum Engineering. (b) (6)

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Elizabeth Cordova-Harrison
Director, Management Services Office

Ms. Elizabeth Cordova-Harrison has a long standing career with the Bureau of Reclamation and is currently the Director, Management Services. In this position she serves as the Deputy Chief Financial Officer and the Head of the Contracting Activity. The position oversees the Finance, Accounting, Acquisition and Assistance Management, and Business Analysis Offices.

Office of the Special Trustee for American Indians (OST)

Robert Craff Biography



Title: Regional Trust Administrator, Eastern Oklahoma, Southern Plains and Eastern Regions.
My position is located in Albuquerque, NM. I provide executive leadership to the Eastern Oklahoma, Southern Plains and Eastern Regions.

Tribal Affiliation: None

Years of Government Service: 13

Years with OST: 13

Past Positions: Fiduciary Trust Office for the Pima Agency (OST)
Chair of estate planning division at law firm in Tucson, AZ
Fourteen years in private law practice

Education: B.A. from Loras College
J.D. from the University of Iowa College of Law

Credentials: Senior Executive Service (SES) – 11 years
Fourteen years in private law practice

Family: (b) (6)

Interests:

(b) (6)

Bud C. Cribley
Alaska State Director
Bureau of Land Management

As the BLM Alaska State Director for the past seven years, Bud Cribley has led close to 700 employees in multi-use management of over 72 million surface acres throughout the state. He oversees an organization with multiple national priorities ranging from oversight of the Trans-Alaska Pipeline, to managing the nearly 23-million-acre National Petroleum Reserve in Alaska, and operating the largest fire suppression program in the Department of the Interior through the Alaska Fire Service.

Mr. Cribley joined the BLM in 1975 as a Forestry Technician in the Arizona Strip District of northwest Arizona, working out of St. George, Utah. Since then, he has held several positions as a Rangeland Management Specialist in Malta and Glasgow, Montana; Escalante, Utah; and Gunnison, Colorado. He also served as Area Manager and Assistant District Manager for Nonrenewable Resources in the Winnemucca District, Nevada.

In 1997, Mr. Cribley moved to Washington, D.C., as a Senior Specialist with the Wild Horse and Burro Program, was a Congressional Fellow in the Senate for one year, and later led the Rangeland Resources Division. In 2006, he served as Acting State Director in Idaho, before returning to Washington, D.C., as Deputy Assistant Director for Renewable Resources and Planning. In November 2010, Mr. Cribley moved to Alaska to take the position of State Director, BLM Alaska. He holds a B.S. in Forestry from Stephen F. Austin State University in Nacogdoches, Texas, with a Minor in Range Management from Sul Ross State University in Alpine, Texas.

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**Walter Cruickshank, Ph.D., Acting Director
Bureau of Ocean Energy Management**



As Deputy Director of BOEM, Dr. Cruickshank oversees the administration of programs that manage the development of the Nation's offshore resources in an environmentally and economically responsible way. These programs include leasing, plan administration, environmental studies, *National Environmental Policy Act* analysis, resource evaluation, economic analysis and the Renewable Energy Program.

Prior to becoming the Deputy Director of BOEM upon its establishment in October 2011, Dr. Cruickshank served as Deputy Director of its predecessor bureaus – the Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE) and the Minerals Management Service (MMS) – since 2002.

Dr. Cruickshank started working in the Department of the Interior in 1985 in the Department's Office of Policy Analysis, and moved to MMS in 1988. He is a two-time recipient of the Presidential Rank Award of Meritorious Executive. He earned a Bachelor of Arts in Geological Sciences from Cornell University and a Doctorate in Mineral Economics from the Pennsylvania State University.

Darren A. Cruzan, an enrolled member of the Miami Tribe of Oklahoma, Serves as the senior advisor on law enforcement and student safety to the Directors of the Bureau of Indian Affairs, and Bureau of Indian Education. Mr. Cruzan returned to Indian Affairs in September of 2010 after serving with the Department of Defense, Pentagon Force Protection Agency (PFPA).

Mr. Cruzan brings a wide range of experience beginning as a patrolman in 1992 with the Joplin Police Department in Joplin, Mo. He served as a tribal police officer with the Miami Tribe of Oklahoma, until 1995, when he was hired by the BIA and assigned to the District II OJS Office in the Eastern Oklahoma Regional Office in Muskogee, Okla.

In 1998, he was promoted to the rank of Supervisory Police Officer and assigned to the United States Indian Police Academy (IPA), located at the Federal Law Enforcement Training Center (FLETC) in Artesia, N.M. There he provided law enforcement training to newly hired police, detention, and telecommunications officers working in Indian Country.

In 2001, Mr. Cruzan was promoted to Criminal Investigator and assigned to the BIA's Field Office in Portland, Ore., where he performed federal criminal investigations and provided technical law enforcement assistance to the Indian tribes located in the Pacific Northwest region of the United States.

Mr. Cruzan's next promotion was as the Supervisory Special Agent at the Crow Indian Reservation in Montana. It was at this time that he was honored by the Secretary of the Interior with the "Customer Service Excellence Award" (2004). The award details the recipient as "a hero of citizen centered service, a champion of government excellence, and an ambassador of creative partnerships." Mr. Cruzan's department was pivotal in reducing the number of Driving Under the Influence (DUI) related fatalities on the Crow Indian Reservation.

In 2004, he was asked to serve as the Senior Law Enforcement Advisor to the BIA's Associate Director of Operations in Washington, D.C. Mr. Cruzan also served as the Indian Country Law Enforcement liaison to the Department of the Interior's Office of Law Enforcement and Security.

In 2006, Mr. Cruzan joined the Pentagon Force Protection Agency (PFPA), as the Assistant Special Agent in Charge of the Criminal Investigative and Protective Directorate. While there, he supervised the day-to-day operations of the agency's Criminal Investigations Division. He also served as the detail leader on dignitary protection missions for senior level DoD officials, both within the continental United States, and overseas. His overseas missions included assignments into Iraq, Beirut, Saudi Arabia, Germany, France, Belgium, The Czech Republic, The United Kingdom, Austria and Japan. During his time with PFPA, Mr. Cruzan was appointed by the Director of the Pentagon Force Protection Agency as Division Chief of the agency's Recruitment and Medical Division.

In 2010, Mr. Cruzan was selected to serve as the BIA, Office of Justice Services (OJS) Deputy Bureau Director. During his time as Deputy Bureau Director, he was responsible for leading two Presidential High Priority Performance Goal (HPPG) initiatives. The first was the Violent Crime Reduction Initiative which achieved an overall 55% reduction in violent crime across 4 selected Native American communities within 36 months. The second was the Recidivism Reduction Initiative which achieved an overall 42% reduction in recidivism across 3 selected Native American communities within 24 months.

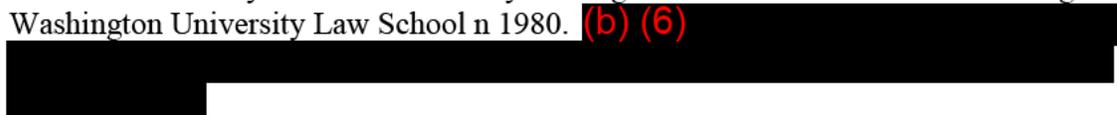
In May of this year, Mr. Cruzan will be awarded the 2017 Department of the Interior's "Distinguished Service Award" which is the highest recognition an employee within the Department can receive, and granted for "outstanding contributions made during a career."

Mr. Cruzan is a graduate of the Federal Bureau of Investigation National Academy (FBINA), Class 224 (2006). He holds a Bachelor of Science degree in Criminal Justice Administration from Mountain State University, W.Va. (b) (6)

Joseph Darnell – Regional Solicitor, Alaska Region, Office of the Solicitor, U.S. Department of the Interior

Joe is the Alaska Regional Solicitor for the Department of the Interior, Office of the Solicitor in Anchorage, Alaska. He has been with that office since 1992 where he was an attorney-advisor until June 2010 when he became Deputy Regional Solicitor. Joe served as Acting Regional Solicitor from the Fall of 2010 until being appointed Regional Solicitor in February 2013. His legal practice focuses on resource, land management, and land conveyance issues for the U.S. Fish and Wildlife Service National Refuge System, the Bureau of Land Management, and the National Park Service.

Prior to joining the Office of the Solicitor in 1992 Joe was in private practice in Juneau and Anchorage, Alaska. He was on the staff of U.S. Senator Ted Stevens in Washington D.C. from 1980 to 1984 serving in various positions including Legislative Director. Joe has a BA in History from the University of Oregon and received his JD from George Washington University Law School in 1980. (b) (6)



[2/9/2017]

4/19/13

**Mark H. Davis,
Chief, Business Operations Division
Office of the Chief Information Officer
Department of the Interior**

Mark serves as member of the Office of the Chief Information Officer's Core Leadership Team. He is responsible for Business Operations, which include human resources, budget and finance, procurement and acquisition, and general business operations. Mark joined the OCIO in October of 2015.

Mark joined the OCIO team from the Office of the Special Trustee for American Indians. He was the Deputy Special Trustee for Business Management, responsible for business operations including human resources, finance, external affairs, and information technology. Mark also serves on the Board of Directors for the Interior Federal Credit Union.

Prior to joining OST in early 2012, Mark worked at Interior's Office of Budget for ten years; and served as Chief of Budget Formulation for the Department for four years. Mark worked at both the Bureau of Land Management (BLM) and USDA Forest Service headquarters budget offices and was a Congressional Fellow. He worked on both the staff of the Appropriations Subcommittee on Interior and Related Agencies and the personal staff of Senator Conrad Burns (MT). Mark also spent 20 years with the BLM, working for 17 years in supervisory/staff positions at field offices in Mississippi, California, and Nevada. Mark has almost 38 years of federal service.

Mark was born in Wisconsin and raised in the small farming community of Fort Atkinson. He has a Master's of Science degree in Wildlife Management from the University of Wisconsin - Stevens Point. He has an undergraduate degree in biology, with minors in general science and biochemistry.

(b) (6)



Rose-Marie Davis
Associate Deputy Director
Trially Controlled Schools

Rose-Marie Davis serves as the Associate Deputy Director for Trially Controlled Schools and oversees 88 schools and 5 dormitories. She is a member of the Turtle Mountain Band of Chippewa Indians located in central North Dakota.

Davis's career in Indian education encompasses nearly 40 years working in public schools, BIE-operated and trially controlled schools, and tribal colleges and universities. Prior to serving as Acting ADD for Trially Controlled Schools, Davis served as Acting ADD-East from 2013-2014. From 2011-2012, she was the Education Program Administrator in BIE's Pine Ridge Education Line Office and from 2005-2011 Davis was the Education Program Administrator in BIE's Turtle Mountain Education Line office. She also served as the Field Education Specialist in the Office of Indian Education Programs Turtle Mountain Agency from 2000 to 2005.

In addition, Davis has held various positions throughout Indian Country as a school social worker, teacher, special education resource coordinator, principal, and superintendent at White Shield School, Turtle Mountain Elementary and Middle Schools, Ojibwa Indian School, Lame Deer Public School, and Northern Cheyenne School. She has also served as the President of Little Hoop College in Fort Totten, ND and as the Academic Dean at Turtle Mountain Community College in Belcourt, ND.

Davis earned a Bachelor of Arts in Social Work (1975), Bachelor of Science in Elementary Education (1987), a Master's Degree in Education (1982) from the University of North Dakota, and completed over 30 doctoral hours in Educational Leadership. She currently holds an Elementary Principal Certification (1993) from Pennsylvania State University and a Superintendent Credential (1998) from the University of North Dakota.

(b) (6)



Kimbra Davis currently serves as the Program Director for Financial and Production Management (FPM) within the Office of Natural Resources Revenue (ONRR). As FPM Program Director, Ms. Davis is responsible for the collection, verification and disbursement of federal and Indian mineral lease revenue, \$6.2 billion in fiscal year 2016. Additionally, she directs ONRR's response to data requests and oversees well-level monthly reporting processes for oil and gas production under federal jurisdiction.

Prior to joining the Department of the Interior in 2009, Ms. Davis was the Community Assistance and Technical Services Program Manager for the Department of Transportation's Office of Pipeline Safety. In this role, she was the liaison for a twelve-state region, responsible for responding to the public and industry on pipeline safety issues of national interest. Ms. Davis began her career in the private sector for an international, integrated oil gas exploration and production company and worked for over fourteen years in various engineering and management roles in the refining and pipeline transportation sectors.

Ms. Davis holds a Bachelor of Science degree in Chemical Engineering from Oklahoma State University, a Master of Business Administration from the University of Denver, and a Graduate Diploma in International Development from the London School of Economics. She is a graduate of the John F. Kennedy School of Government Senior Executive Fellows program at Harvard University. Kimbra Davis recently completed a 120-day detail assignment to DOI's Office of the Chief Information Officer as part of the SES Candidate Development Program Class 19.

(b) (6)



Tony L. Dearman
Director, Bureau of Indian Education

Tony Dearman was named the Director of the Bureau of Indian Education (BIE) on November 2, 2016. Dearman, a citizen of the Cherokee Nation of Oklahoma, had served as the Associate Deputy Director for bureau-operated schools since November 2015, where he helped implement the BIE reorganization and reform, overseeing 17 schools, four off-reservation boarding schools, and one dormitory. Before that, Dearman served as the superintendent at Riverside Indian School, a BIE-operated boarding school, where he helped develop and plan a new academic high school building and two residential dormitories. Dearman earned an Associate of Arts Degree from Bacone College in Muskogee, Oklahoma. He also received a Bachelor of Science Degree in Education and a Master's Degree in School Administration from Northeastern State University in Tahlequah, Oklahoma. He currently holds science, physical education, principal, and superintendent certifications.

As Director of the BIE, Dearman will oversee all facilities providing schooling for nearly 50,000 American Indian and Alaska Native students from the country's federally recognized tribes. He also oversees the Deputy Bureau Director for school operations, Chief Academic Officer, and three Associate Deputy Directors who are responsible for education resource centers serving 183 BIE-funded elementary and secondary day and boarding schools and peripheral dormitories located on 64 reservations in 23 states. The BIE also serves post-secondary students through higher education scholarships and support funding to 27 tribal colleges and universities and two tribal technical colleges.

Daniel Deerinwater
Southern Plains Regional Director
Anadarko, Oklahoma



Mr. Daniel (Dan) Deerinwater serves as the Regional Director for the Southern Plains Region, Bureau of Indian Affairs. He began his federal career in 1973 at the Talihina Agency in the Muskogee Area Office (Eastern Oklahoma Region) as a Loan Specialist then moving to the Ardmore Agency in the same position. He has served in the Alaska Region as a 638 Contracts and Grant Specialist, the Office of Technical Assistance and Training, Brigham City, Utah as a Contracting Officer and has served as Administrative Officer at the Cheyenne River Agency.

His experience also includes serving as Superintendent, Yankton Agency, Aberdeen Area Office (Great Plains Region) prior to coming to Anadarko in 1991 as Assistant Area Director for Administration. He then served as Deputy Director and was certified as a Member of the Senior Executive Service and appointed Regional Director, Southern Plains 1998. Mr. Deerinwater was raised in Wichita Falls, TX and after graduating he joined the United States Marine Corps. During 1966-67 he served in Vietnam (Combat Veteran). After honorably completing his military service, he attended Midwestern State University where he received a Bachelor of Arts degree. Mr. Deerinwater is also retired from the Army National Guard and is a member of the Cherokee Nation of Oklahoma. [REDACTED]

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Office of the Inspector General

Bruce Delaplaine
General Counsel
Office of Inspector General
Department of Interior

Bruce Delaplaine serves as the OIG General Counsel. He has worked in this position since 2007. From 1995 to 2007, Bruce was a supervisor and staff attorney at the Department of Justice's Terrorism and Violent Crime Section. He served as the Assistant U.S. Attorney in the District of Columbia U.S. Attorney's Office from 1987 to 1995. Prior to becoming an attorney, Bruce also served as officer in the District of Columbia's Metropolitan Police Department from 1979 until 2004.

Aimee Devaris



Regional Director

Alaska Region

Email: adevaris@usgs.gov
Phone: 907-786-7091

Aimee Devaris is the Regional Director for the Alaska Region. In this position, she reports to the Deputy Director and provides scientific leadership, management, and direction to the Alaska Science Center, Volcano Science Center, and multidisciplinary project personnel located within the Alaska Region.

Biography

Responsibilities

Aimee provides broad leadership supporting and representing the full extent of USGS science capabilities, including energy and mineral resource development, global change, hydrology, ecology, natural hazards, and coastal resilience.

Career History and Highlights

For 21 years, Aimee held progressively responsible positions within the National Weather Service (NWS) field offices including hydrometeorological technician, general forecaster, hydrology specialist, and warning program meteorologist. At NWS Headquarters, she provided leadership for the agency's quality assurance activities by measuring performance through forecast verification and assessing customer satisfaction with service delivery. In this role she oversaw major reviews of Hurricane Charley, the Baltimore Ferry Accident, and Hurricane Katrina. Aimee was awarded a DOC Silver Medal in November 2006 for coordinating the NWS role in the recovery mission for the grounded *Selendang Ayu* cargo ship in the Bering Sea. Aimee then served as the Executive Officer for the NWS Office of Climate, Water, and Weather Services coupled with a matrix position within NOAA to lead the budget planning to support the NWS Strategic Plan and the transition of NOAA research into operations.

As the NWS Regional Director for Alaska, she was responsible for all operational and scientific meteorological, climatological, hydrological, and oceanographic programs in the Alaska Region, including observing networks, forecast techniques, products and services, and information technology. She was responsible for the Region's \$40M budget and managed a team of scientists, IT specialists, engineers, maintenance technicians, and administrative professionals working at several forecast centers in Anchorage, Fairbanks, and Juneau, and a number of remote weather stations in Alaska. She developed strong partnerships across the State and beyond among science-based organizations, media, emergency management, international partners, and the academic community.

Education

Aimee holds a master of science degree in engineering and science management from the University of Alaska Anchorage, and a bachelor of science degree in meteorology from Texas A&M University.

Cynthia (Cindy) Dohner was named Southeast Regional Director in October 2009. She provides vision and leadership for the southeastern United States, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands. As the Regional Director she oversees the management of 130 national wildlife refuges covering more than five million acres, 14 national fish hatcheries, five fishery assistance offices, six migratory bird field offices, and 16 ecological services field offices and includes overseeing the restoration of the Everglades. She also serves as the Department of the Interior's Authorized Official for the Deepwater Horizon Natural Resource Damage Assessment and Restoration, the lead for the Resources and Ecosystems Sustainability, Tourism Opportunities and Revived Economy of the Gulf Coast (RESTORE) Act of 2012 Council, and oversees other activities (e.g., NFWF Gulf Environmental Benefit Fund) related to the restoration of the Gulf of Mexico. Before becoming the Regional Director, she served as Deputy Regional Director for the Southeast Region. Throughout her 24 year career with the Service, she has held positions that include serving as Assistant Regional Director for Ecological Services in Atlanta, and the Branch Chief for Recovery and Consultation in the Washington Office. She has also worked for three State Agencies, two other Federal agencies and in the private sector. She has a B.S. in Marine Biology and a Masters degree in Fisheries and Aquaculture.

Bruce Downs, Deputy Chief Information Officer



Bruce Downs has over 30 years of progressive experience advising senior leadership on the implementation of technology to improve operations and develop new capabilities.

Mr. Downs joined the U.S. Department of the Interior (DOI) in March 2008 as the Bureau of Land Management (BLM) Chief Division of Information Resources Management (DIRM), for the National Operations Center. He joined the DOI Office of the Chief Information Officer (OCIO) in August 2010 and has served in multiple roles in the OCIO including representative for the Federal Data Center Consolidation Initiative, Hosting Services Division Chief, and the Acting Deputy for Service Delivery. In November 2015, Mr. Downs was selected as DOI's Deputy Chief Information Officer.

Prior to joining federal government, Mr. Downs worked for over 17 years in a variety of commercial telecommunications manufacturing, and distribution companies. His experience in industry includes progressive leadership roles in Business Process Reengineering, Sales, Marketing, Customers Service, Product Management, Sales & Operations Planning, Strategic Project Management, Supply-Chain Management, Operations Management, and Merger, Acquisition, Divestiture, and Business Integration.

Mr. Downs was commissioned in the United States Marine Corps in 1985, and served on active duty for the next eight years before accepting an early separation incentive. His occupational specialties included Telecommunications, and Information Technology. He subsequently served in the Marine Corps Reserve, and was mobilized three times in support of Operation Iraqi Freedom and Operation Enduring Freedom; serving for over three years on additional active duty. He retired from the Marine Corps Reserve in 2015 at the grade of Colonel.

He graduated from the University of Kansas in 1985 with a Bachelors of Arts degree in Geography, and holds a Master of Arts in Computer Resource Management from Webster University.

(b) (6)

Office of the Special Trustee for American Indians (OST)

Debra L. DuMontier

Biography



1. Title: Acting Special Trustee – Office of the Special Trustee for American Indians
Deputy Special Trustee – Business Management
As the Acting Special Trustee, I provide executive leadership to a staff of over 600 employees, which manage Indian financial trust resources totaling approximately \$5 billion. As the Deputy Special Trustee – Business Management, I provide executive leadership to the Office of Budget, Finance, and Administration, Office of Information Resources, and Office of External Affairs.
2. Tribal Affiliation: Confederated Salish and Kootenai Tribes of the Flathead Nation
3. Years of Government Service: 11
4. Years with OST: 11
5. Past Positions: Deputy Special Trustee (OST/Headquarters West)
Fiduciary Trust Officer (OST/Flathead Agency)
Litigation Coordinator (OST/Executive Offices – D.C.)
Legal Counsel (Confederated Salish and Kootenai Tribes of the Flathead Nation – 10 years)
6. Education: University of Montana 1992
University of Montana School of Law 1995
Master in Public Administration 2011
7. Credentials: Senior Executive Service (SES) (2015 – present)
State Bar of Montana/Distinguished Service Award (2012)
Graduate of SES Candidate Development Program, #17 (2015)
Certified Indian Fiduciary Trust Specialist
Licensed Attorney State of Montana
8. Family: (b) (6)
9. Interests: (b) (6)

Ron Dunton

Bureau of Land Management

Ronald Dunton serves as the Assistant Director, Fire and Aviation in the Bureau of Land Management. As Assistant Director, he oversees the BLM's entire Fire and Aviation program, including policy, operational oversight, and working with partner agencies and other elements of the BLM to ensure the program is carried out effectively and most of all, safely.

Prior to his move to the NIFC, Dunton served as the Deputy State Director in Alaska with oversight of Lands and Cadastral. He served previously as the Project Manager and Authorized Officer for the BLM's Office of Pipeline Monitoring in Alaska, as a Deputy State Director in New Mexico and as a Field Manager in the Socorro Field Office, also in New Mexico. Never straying too far or too long from the fire program, he also served as the Acting Director for the Office of Wildland Fire Coordination in Washington, D.C.; as the National Fire Program Manager at the NIFC; and as a fire supervisor and manager in both Alaska and New Mexico.

The NIFC is the nation's support center for wildland firefighting. Eight different agencies and organizations make up the center – including the BLM, the Bureau of Indian Affairs, the U.S. Fish and Wildlife Service, the National Park Service, the U.S. Forest Service, the National Oceanic and Atmospheric Administration, the National Business Center, the U.S. Fire Administration, and the National Association of State Foresters.

AMY DUTSCHKE
PACIFIC REGIONAL DIRECTOR
SACRAMENTO, CALIFORNIA



Ms. Amy Dutschke is an enrolled member of the lone Band of Miwok Indians in California. Before becoming the Regional Director in November 2010, Ms. Dutschke served as the Pacific Region's Deputy Regional Director, Trust Services from 2004-2010 and was responsible for the day-to-day management of the BIA's trust programs including real estate services, natural resource management, water rights, range management, land titles and records, probate, fire management, forestry and endangered species. She also represented the Interior Department on the team for the San Luis Rey Water Settlement, an agreement between the federal government and five tribes resolving their water rights issues.

Ms. Dutschke began her federal career with the BIA in December 1975 and served in a variety of positions within the Sacramento Area Office including Tribal Operations Clerk, Tribal Operations Specialist and Self-Determination Specialist. In June 1985, Dutschke was appointed as the Tribal Operations Officer with the Bureau's Northern California Agency in Redding. In March 1989, she was named the Agency's permanent Administrative Officer, a position she held until April 1991. In addition to her budget, personnel, procurement and other administrative responsibilities, Dutschke also served as the person responsible for coordinating activities involved with preparing the settlement roll required by the Hoopa-Yurok Settlement Act of 1988 (P.L. 100-580). From July to December 1990, she also served as the Acting Assistant Area Director for Administration in the Sacramento Area Office, where she was responsible for the day-to-day management of the office's administrative functions, including oversight of contracts, budgets, property, records, information resources management, self-determination and finance. In April 1991, Dutschke was named the Sacramento Area Office's Assistant Area Director for Administration, where, in addition to her other duties and responsibilities, she was an advisor to the Area Director on policy formulation and program development. She held the Assistant Area Director post until February 1996.

From February 1996 to May 1999 she served as the Area Self-Determination Officer and was the lead negotiator for tribal self-governance compacts region-wide. In May 1998, Dutschke began a stint as Deputy to the Director of the BIA's Office of Management and Administration in D.C. As the Deputy Director she was responsible for developing policy and guidance for BIA managers on administrative matters. Following the completion of her assignment, Dutschke returned to the Sacramento Area Office, where she was promoted in May 1999 to Area Administrative Officer. As the Area Administrative Officer she served as the principal advisor to the Area Director on administrative matters, and was responsible for the oversight and supervision of budgets, contracts, property, finance, records and safety. Her duties included meeting with tribes annually to develop budget requirements for submission to the Assistant Secretary-Indian Affairs.

Donna Edsall is the Associate Director for IBC's Financial Management Directorate (FMD). In this role, she is responsible for the management and direction of the Financial Management Line of Business (FMLoB) at the Interior Business Center. The FMLoB provides accounting support, finance and procurement system management services, and indirect cost services support for both DOI and other Federal agency customers. Financial management shared services include financial and procurement software, accounting/fiscal support, core financial system hosting, operations and maintenance, travel management, quarters management, indirect cost rate negotiations, and other related services. Offices are located in Denver, CO, Reston, VA and Sacramento, CA.

Donna has a breadth of leadership experience and a record of accomplishments in the federal and private sectors. She served as the head of Advisory Services within the Audit & Assurance Division of Acuity Consulting, Inc. and an Audit and Assurance Director at PriceWaterhouseCoopers LLP. Donna also served as an SES as Assistant Auditor General of the U.S. Air Force (Financial and Systems Audits) and Deputy Assistant Inspector General for Technology and e-Business Audits for the U.S. Postal Service Office of Inspector General. She is a retired Navy Reserve Commander (Supply Corps) and a 1998 graduate of the USAF War College.

Donna holds a Bachelor of Science degree in Accounting from Ithaca College, a Master of Business Administration in Taxation from Golden Gate University, a Master of Science in Political Science from Auburn University, a Master of Science in Industrial-Organizational (I-O) Psychology from the University of Phoenix, and is a PhD candidate in I-O Psychology at the University of Phoenix. Her dissertation topic is *Perspectives of Virtual Team Members on the Importance of Performance Coaching, Mentoring, Training, and Learning for Personal Development*. She is a Certified Public Accountant, Certified Defense Financial Manager, Certified Government Financial Manager, and Certified Internal Auditor. She maintains memberships in the American Institute of CPAs, the American Society of Military Comptrollers, the Association of Government Accountants, and the Society for Industrial and Organizational Psychology.

Office of the Inspector General

Matthew Elliott
Assistant Inspector General for Investigations (AIGI)
Office of Inspector General
Department of Interior

Matthew Elliott is the Assistant Inspector General for Investigations (AIGI) at the Department of the Interior (DOI), Office of Inspector General (OIG), and a member of the Senior Executive Service. In this capacity, he is responsible for leading a geographically dispersed organization with a portfolio of criminal, civil, and administrative investigations.

Mr. Elliott began his federal career in 2006, when he joined the National Archives and Records Administration OIG as a criminal investigator. He also served as a special agent in charge at the Government Printing Office OIG before being promoted to the AIGI. He then returned to the National Archives where he also served as the AIGI before becoming the Deputy Assistant Inspector General for Investigations at DOI.

Prior to his federal service, Mr. Elliott was an active duty soldier in the U.S. Army Military Police Corps and Criminal Investigation Division (CID). After completing his initial training in 1999, he was stationed in Germany for 3 years and deployed to the Balkans several times. After being accepted into the CID in 2003, he was stationed at Fort Carson, Colorado as a special agent.

Mr. Elliott holds a Bachelor of Science degree in Counseling from Lyndon State College in Vermont and a Master of Science degree in Forensic Science from the University of New Haven in Connecticut.

Office of the Inspector General

Kimberly Elmore
Assistant Inspector General for Audit, Inspections and Evaluations
Office of Inspector General
Department of Interior

Kimberly Elmore currently serves as the Assistant Inspector General for Audit, Inspections and Evaluations at the U.S. Department of the Interior, Office of Inspector General. She has worked in this position since 2009. Kimberly has Undergraduate and Graduate degrees in Accounting from Harding University as well as a Graduate Degree in Public Policy from Georgetown University.

Steve Hardgrove serves as the Chief of Staff for the Office of Inspector General for the Department of the Interior. In this capacity, he is responsible for overseeing the day to day operations of the OIG; managing the performance of the OIG SES; and providing guidance and oversight of the OIG's oversight of the programs and activities of the Department of the Interior. For the past 8 years, he has also served as the functional Deputy Inspector General while the current Deputy IG served as the functional Inspector General (8 year vacancy).

Shannon A. Estenoz
Director
Everglades Restoration Initiatives
U.S. Department of the Interior

As the Director of Everglades Restoration Initiatives for the US Department of the Interior, Shannon Estenoz is the Interior Secretary's representative in Florida on Everglades restoration issues. Shannon coordinates the Department's restoration efforts and is the Executive Director of the South Florida Ecosystem Restoration Task Force (Task Force). Shannon works closely with the Fish & Wildlife Service, National Park Service, USGS and the Bureau of Indian Affairs, all of which are active in the Everglades, to ensure that DOI activities in the Everglades are internally consistent and mutually supportive of the Department's broad restoration goals, as well as with Bureau goals and responsibilities. In her capacity as Executive Director of the Task Force, Shannon not only directs the administrative activities of the Task Force including mandatory Congressional reporting requirements, but she regularly acts as an intergovernmental convener to resolve interagency and stakeholder conflict. Shannon has long-standing, constructive working relationships within Interior and among the various federal and state agencies, Tribes, and stakeholder groups active in the Everglades. Since joining Interior, Shannon has elevated the agency's efforts and those of the Task Force to combat invasive exotic species and to modernize and improve the ways in which the government communicates with the public.

Shannon is relatively new to federal service, joining Interior as a Senior Executive in December of 2010 after having served in appointed positions in Florida under three Governors and in executive leadership roles for regional, national and international NGOs. Shannon has received numerous awards for her work in the Everglades and over her twenty-year Everglades career has established a reputation in Florida and Washington D.C. as a solution oriented leader and problem-solver. Shannon is a fifth generation native of Key West, Florida and holds degrees in international affairs and civil engineering from Florida State University. (b) (6)

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Max Ethridge, Ph.D.



Regional Director

Southwest Region

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Dr. Ethridge currently serves as the Regional Director for the USGS Southwest Region (Texas, Oklahoma, Kansas, Colorado, New Mexico, Arizona, and Utah), based in Denver, Colorado.

Biography

Responsibilities

Dr. Ethridge currently serves as the Regional Director for the USGS Southwest Region (Texas, Oklahoma, Kansas, Colorado, New Mexico, Arizona, and Utah), based in Denver, Colorado.

Career History and Highlights

Dr. Ethridge has been with the USGS since 1990, and has held several positions at USGS headquarters and in the field. Some of these include: Regional Executive for the South Central Area, (2009-12), Regional Executive for the North Central Area (2007-2009), Acting Central Region Director (2010), Central Region Geographer (2000-2007), Acting Director of the National Geospatial Technical Operations Center, Acting Director of the EROS Data Center, Chief of the Mid-Continent Mapping Center (1995-2000), Acting Senior Program Advisor for the Mapping Data, Collection, and Integration Program (1999), Acting Chief, Office of USGS Program Operations (1993-95), Staff Assistant to the Director, USGS (1993), and Chief, Office of Strategic Analysis in USGS' National Mapping Division (1990-92). Prior to joining USGS, Max served as a Commissioned Officer in NOAA Corps, where he attained the rank of Captain (O-6), and served in various assignments including Chief of the National Geodetic Survey, and Executive Officer of the NOAA Ship WHITING.

Education

Dr. Ethridge holds a PhD in photogrammetry and remote sensing from Purdue University, a MS in civil engineering (surveying and mapping) also from Purdue, a master of public administration degree from Golden Gate University, and a BS in civil engineering from the University of Missouri Rolla. He is also a graduate of the DOI SES Candidate Development Program.

Richard Ferrero, Ph.D.



Regional Director

Northwest Region

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In his position as Regional Director for the Northwest Region, Rich Ferrero oversees USGS centers in Washington, Oregon, Idaho, Montana, Wyoming, and the Geologic Hazards Science Center located in Golden, Colorado.

Biography

Responsibilities

In his position as Regional Director for the Northwest Region, Rich Ferrero oversees USGS centers in Washington, Oregon, Idaho, Montana, Wyoming, and the Geologic Hazards Science Center located in Golden, Colorado.

Career History and Highlights

Prior to this position, Rich served as the Associate RD for the Pacific Region. He was also Deputy Regional Director and Acting Regional Director for the former USGS Western Region. His recent work includes co-chairing the Energy and Minerals Science Strategy Planning Team, cross-Area efforts on Klamath Basin science planning, coastal and ocean science coordination, and USGS science contributions to renewable energy decisions in the West. Before coming to the USGS, Rich was the Planning Officer for the National Oceanic Atmospheric Administration's (NOAA) Alaska Fisheries Science Center and liaison to the North Pacific Fisheries Management Council on Protected Species Issues. During his 26 years with NOAA's National Marine Fisheries Service, he worked as a fisheries biologist focusing on marine mammal science and fisheries interactions with protected resources.

Education

Rich earned his doctorate in wildlife sciences and a master's in marine affairs from the University of Washington, and a bachelor's in wildlife management from the University of Maine.

Olivia Barton Ferriter

Olivia Barton Ferriter is the Deputy Assistant Secretary for Budget, Finance, Performance and Acquisition for the U.S. Department of the Interior, Office of the Assistant Secretary – Policy, Management and Budget. She provides leadership and oversight for developing the Department’s annual budgets, achieving clean audit opinions, implementing the Department’s Strategic Plan, and providing Department-wide guidance on contracting, real property, museum and fleet management and other functions. She champions the Department’s small business goals and ensures optimal performance of the Financial and Business Management System (FBMS).

Olivia has broad professional experience gained through U.S. Department of the Interior leadership and management roles, as a senior aide on Capitol Hill and as an award-winning journalist for a major daily newspaper. She served as the Deputy Director, Office of Policy Analysis, from January, 2011, to December 1, 2014, and in that role guided the development and implementation of a number of key Departmental policies. Prior positions at the Department include Director, Office of Conservation and Educational Partnerships; Chief of Staff, Budget and Audit Liaison, Office of the Assistant Secretary for Water and Science; and Congressional and Constituent Relations Specialist, U.S. Geological Survey.

Olivia served on Capitol Hill for 12 years as a House Appropriations Committee associate staffer and as a press secretary for a senior member of Congress. She also worked as a journalist for The Birmingham News, Birmingham, Alabama, and for Newhouse News Service, Washington, DC. (b) (6)

Denise Flanagan

Denise Flanagan is the Director of Budget for the Department of the Interior where she assesses resource needs and manages budget formulation, presentation, justification, and execution funds control for the Department. Between 2003 and 2010, Ms. Flanagan was the Director of Financial Management in the Office of Naval Research at the Department of the Navy, where she managed a research and development budget of \$2.6 billion including Navy's Science and Technology program. Prior positions include Director of Financial Management for the Navy's Office of Civilian Human Resources, Director of Business Operations for the Navy's Human Resources Operations Center, Executive Assistant to the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity), and Human Resources Marketing Manager for the Defense Mapping Agency. Ms. Flanagan began her Federal career as a 1991 Presidential Management Intern with the U.S. Office of Personnel Management.

Jerome Ford

As Assistant Director for Migratory Birds, Jerome Ford oversees the many diverse activities undertaken to achieve the Migratory Bird Program's mission to protect, restore and conserve bird populations and their habitats for the benefit of future generations.

The program's goals are to ensure long-term ecological sustainability of all migratory bird populations, increase socioeconomic benefits derived from birds, improve hunting and birdwatching and other outdoor bird-related experiences, and increase awareness of the value of migratory birds and their habitats for their aesthetic, ecological, recreational and economic significance.

Among the program's major roles in bird management and habitat conservation are conducting surveys; coordinating with public-private bird conservation partnerships; providing matching grants for partner-based conservation efforts; administering conservation laws and developing policies and regulations; and issuing permits that allow individuals and organizations to participate in migratory bird conservation in a variety of ways. We also help educate and engage our nation's youth in wildlife conservation topics and provide resources for parents and educators who want to help their students explore and appreciate our natural world and our feathered friends.

Ford began his career with the Service in the late 1980s as a co-op student. His first full-time position with the Service was as Assistant Refuge Manager at Logan Cave National Wildlife Refuge, in Siloam Springs, Ark. He later became the Deputy Project Leader at Holla Bend NWR, which was established to provide winter and feeding habitat for migrating waterfowl, and served as Project Leader at Bayou Cocodrie NWR in eastern Louisiana, where he spent six years managing habitat for Neotropical songbirds and the threatened Louisiana black bear. In 2000, Ford became Project Leader at the nearly 70,000-acre Tensas River NWR.

In 2006, Ford moved to Washington, D.C., to serve as the Special Assistant to the Service Director. He became the Deputy Assistant Director for Migratory Birds in 2008. In 2011, Ford was named Assistant Director for Migratory Birds.

Gary Frazer
Assistant Director for Ecological Services
U.S. Fish and Wildlife Service

Gary Frazer is the Assistant Director for Ecological Services with the U.S. Fish and Wildlife Service, returning to that position in August 2009 after having previously served in the job from 1999 to 2004. As Assistant Director, Gary is the senior career official responsible for policy development, budget formulation, and oversight relating to the Fish and Wildlife Service's administration of the Endangered Species Act, Fish and Wildlife Coordination Act, Marine Mammal Protection Act, Coastal Barrier Resources Act, and other environmental protection authorities delivered through the Service's Ecological Services program and field stations.

Gary started his career with the Service in 1984 as a field biologist in an Ecological Services field office in Virginia. He transferred to the Washington Office in 1989, initially as a staff person for wetland regulatory issues. While in Washington he spent a year on detail to the Senate Environment Committee, served as acting deputy chief for the Division of Habitat Conservation, and then worked as special assistant to the Assistant Secretary for Fish and Wildlife and Parks for 3 years. He left Washington in 1994 to become field supervisor of the Ecological Services field office in Columbia, Missouri. Gary returned to Washington in 1998 as Deputy Assistant Director for the Ecological Services program. He served as Assistant Director for Endangered Species from 1999 to 2004. From 2004 to 2007, Gary served as the Service's liaison to the U.S. Geological Survey, where he worked to broaden and strengthen effective communication and partnerships between the two agencies. He served as Assistant Director for Fisheries and Habitat Conservation from January 2008 until assuming his current position.

Gary was born and raised in a small farming community in southeastern Iowa. He earned a B.S. in Fisheries and Wildlife Biology from Iowa State University in 1977 and an M.S. degree in Forestry with a Wildlife Specialty from Purdue University in 1981. (b) (6)

Sharee M. Freeman, Director

Sharee M. Freeman is the Director of the Office of Self Governance, (OSG) - Indian Affairs, Office of the Secretary, and has been in that position since 2007. Prior to this, Ms. Freeman was confirmed by the U.S. Senate as the Director of the Community Relations Service (CRS) for the Justice Department. Prior to her appointment to CRS, Freeman served as counsel to the U.S. House of Representatives International Relations Committee and also worked as counsel to the House Judiciary Committee. Ms. Freeman earned her undergraduate degree from St. Lawrence University and a J.D. from Georgetown University Law Center. Immediately following law school, she clerked for a federal judge in the U.S. District Court District of Columbia.

Ms. Freeman has worked as a public servant for the government in various capacities since the early 1980's. She was an Assistant District Attorney in Philadelphia, Pennsylvania. In 1984, she joined the Solicitor's Office for the U.S. Department of the Interior where she served as an Assistant Solicitor and as an attorney-advisor. During her 13-year tenure there, Ms. Freeman worked extensively with Native American tribes throughout the United States and spent a number of months as an observer with the Canadian Department of Justice for Indian Affairs and Northern Development in Ottawa, Canada and with the Sami people in Sweden as part of an international exchange. She participated in the early years of self governance as a member of the DOI Self Governance negotiated rulemaking team. Ms. Freeman also worked closely with BIA staff in the implementation of the Tribal Controlled Schools Act of 1988 and P.L. 102-477.

She is a Trustee on the Board of Trustees at St. Lawrence University. She is member of the International Association of Chiefs of Police (IACP) Civil Rights Committee and winner of the IACP Civil Rights Award, the NOBLE Humanitarian Award, the Sikh American Miri Piri Award and the DOJ Leroy Collins Vision Award.

Jason Freihage

Jason Freihage is the Chief of the Budget and Program Review Division in the Office of Budget. The Budget and Program Review Division is responsible for managing the review and development of the Department's annual budget submission through the Secretarial, Office of Management and Budget, and Congressional stages of the budget formulation cycle. Prior to joining the Office of Budget, Mr. Freihage worked at the U.S. Geological Survey as the Budget Officer and lead for Strategic Planning and Performance. Previously, he served as professional staff for the Committee on the Budget at the House of Representatives covering Agriculture, Science and Technology, and Environment and Natural Resource programs. Mr. Freihage also served as an OMB program examiner for International Affairs and Department of the Interior programs. Mr. Freihage started his Federal career advancing rural development with the Peace Corps in Cape Verde, West Africa.

Herbert C. Frost

February 13, 2017

Dr. Herbert C. Frost is currently serving as the Acting Deputy Director for Operations for the National Park Service (NPS) (January –May 2017). This entails supervision of 7 regions, 417 parks and 7 national program areas. Prior to and following his current Acting assignment, Bert serves as the Regional Director for Alaska (2014-Present). In that capacity, he oversees all NPS operations in the state which encompasses 16 park units, two affiliated areas, 54.7 million acres, 1000 employees during the summer, and a budget of about \$100 million. He also oversees programs in natural and cultural resource protection, subsistence, planning and compliance, partnership and outreach programs, recreation, and facility management. Prior to coming to Alaska, Bert was the Associate Director for Natural Resource Stewardship and Science (NRSS) duty stationed in Washington DC (2008-2014). This included serving as the Chief Scientist for the NPS and having programmatic responsibility for all aspects of the Natural Resource and Science Programs throughout the NPS. He oversaw programs in air resources, soundscapes, night skies, geologic resources, climate change, social science, environmental compliance, resource damage assessment and restoration, biological resources, water resources, and the NPS inventory and monitoring program. As Associate Director, he spent much of his time on issues relating to climate change, renewable and traditional energy development, transmission lines, air tour management, ungulate overabundance, bison conservation, landscape conservation, and trying to protect park resources for future generations. He also served as Deputy Associate Director for NRSS for 3 years (2005-2008). Prior to that, he was the NPS Research Coordinator at the Great Basin Cooperative Ecosystem Studies Unit (CESU), located at the University of Nevada, Reno (2002-2005). There he worked with parks throughout the country and 12 major universities in the Great Basin region on a wide variety of natural, cultural, and social science topics. He started his career with the NPS as the Wildlife Biologist and Natural Resource Program Manager at Gettysburg National Military Park, and Eisenhower National Historic Site (1994-2002). He has a B.S. in Wildlife and Range Management, a M.S. in Zoology, both from Brigham Young University, Provo, UT and a Ph.D. in Wildlife Ecology from the University of Maine, Orono, ME. (b) (6)

Dr. Terrance Fulp
Bureau of Reclamation



Dr. Terrance (Terry) Fulp is the Regional Director of the Bureau of Reclamation's Lower Colorado Region. Headquartered in Boulder City, Nevada, the Region encompasses the last 700 miles of the Colorado River to the Mexican border, which includes most of Arizona, southern Nevada, and southern California. A Reclamation employee since 1989, Terry is responsible for implementing the Secretary of the Interior's water master functions in the Lower Basin, including water delivery, accounting, and contracting. Terry oversees hydropower operations and maintenance for Regional facilities including Hoover Dam, as well as the implementation of the Lower Colorado River Multi-Species Conservation Program, a multi-agency effort to conserve and work towards the recovery of endangered species and to protect and maintain wildlife habitat on the lower Colorado River.

Terry has been instrumental in the negotiation and execution of several major water policy initiatives in his career. These include the 2007 Interim Guidelines for the coordinated operation of Lake Powell and Lake Mead through 2026 and Minute 319, a binational agreement for Colorado River management pursuant to the 1944 Treaty with Mexico.

Kevin T Gallagher



Associate Director

Core Science Systems

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Mr. Gallagher oversees the USGS Geologic and Topographic Mapping, Geological and Geophysical Data Preservation, Biological Information, and Science Informatics Programs, as well as the world's largest Earth Science Library.

Biography

Responsibilities

Mr. Gallagher oversees the USGS Geologic and Topographic Mapping, Geological and Geophysical Data Preservation, Biological Information, and Science Informatics Programs, as well as the world's largest Earth Science Library.

Career History and Highlights

From 2002-2010, Mr. Gallagher served as the USGS Chief Information officer and Chief Technology Officer where he oversaw the operation of information technology systems and networks supporting bureau wide computing and telecommunications.

Before joining the USGS, Mr. Gallagher held a number of information technology and management positions at various Federal agencies, including Chief of the Operations Division of the U.S. Coast Guard Operations Systems Center, and Software Developer with the Department of the Navy and Naval Research Laboratory.

Education

Mr. Gallagher holds a master's degree in information systems from Syracuse University, a Chief Information Officer Certificate from the National Defense University, and a Bachelor of Science degree in Management Information Systems from James Madison University. He has also completed the Harvard Senior Executive Fellows Program at Harvard University.

Jerry Gidner



Biography: Jerry Gidner serves as the Senior Policy Advisor to the Director, Office of Natural Resources Revenue, and as the Tribal Liaison Officer for the Office of Policy, Management and Budget, at the Department of the Interior. He is a member of the Sault Ste. Marie Chippewa Tribe.

Mr. Gidner has been a member of the Senior Executive Service for 16 years. He has served throughout the Department of the Interior and Federal government in a variety of executive positions, including:

- Director of the Bureau of Indian Affairs (BIA)
- Deputy Bureau Director for Indian Services (BIA)
- Chief of Staff to the Assistant Secretary - Indian Affairs
- Acting Director, Office of Tribal Government Relations, Department of Veterans Affairs
- DOI Deputy Chief Learning Officer
- Deputy Associate Bureau Director for Post-Secondary Education, Bureau of Indian Education

Prior to joining the Senior Executive Service, Mr. Gidner served as the Chief of the BIA Division of Environmental and Cultural Resources Management, and as an enforcement attorney for the Environmental Protection Agency. In addition, Mr. Gidner has been a private sector attorney, and a freelance journalist, and has worked at the County government level in the parks and recreation field.

Mr. Gidner has a bachelor's degree in zoology from Michigan State University, a law degree and a master's degree in natural resources policy and management from the University of Michigan, and a master's degree in business administration from American University.

Douglas A. Glenn is currently serving as the Deputy Chief Financial Officer and Director of the Office of Financial Management. Prior to that, Doug served as the Finance Director at NASA and the Deputy Chief Financial Officer at the General Services Administration. Doug holds a BS in Finance, from the University of Colorado at Bolder. He is a Certified Public Accountant despite the AICPA losing his exam on one occasion and a Certified Management Accountant. He has co-authored procedures listed in Office of Management Bulletin No. 07-04, Audit Requirements for Federal Financial Statements and portions of the A-123 Implementation Guide. In addition, he served as the National President of the Association of Government Accountants.

Steve Glomb is currently the Director of the Office of Restoration and Damage Assessment in the U.S. Department of the Interior. He manages the Natural Resource Damage Assessment and Restoration Program, coordinating and leading multiple interdisciplinary Bureaus and Offices in the Department's mission to restore natural resources injured as a result of oil spills or hazardous substance releases in the environment. He has focused on the restoration aspects of Natural Resource Damage Assessment and Restoration since 2002. Prior to working in the Restoration Program, he spent two years in the Department's Office of Budget and two years on detail to the House Appropriations Committee. Earlier in his federal career he held several different natural resource and environmental management positions, including leading the U.S. Fish and Wildlife Service efforts to protect coastal ecosystems under the Coastal Barriers Resources Act and working to establish comprehensive watershed management plans in EPA's National Estuary Program. In his first real job after graduate school, Steve served as a Peace Corps volunteer teaching freshwater aquaculture to farmers in Africa. He received an MS in Biological Oceanography from Florida State University and a BS in Fisheries Biology from the University of Massachusetts.

Indur Goklany (“Goks”)

Goks is Senior Advisor, Office of Policy Analysis. He has served the Office of Policy Analysis in various capacities since 1986, ranging from analyst to Assistant Director, Programs, and Science & Technology Policy. His expertise includes risk analysis, climate change, sustainable development, adaptive management, ecosystem services, and various energy related issues, and has several publications in these areas. Prior to joining the Department, he led the development of the interim policy on emissions trading at EPA, managed the Technical Assessment Division of the National Commission on Air Quality, developed and led the air permitting group in EPA’s Chicago office, and managed the State Implementation Planning program fo various air pollutants. He has also worked in state government (in Michigan). Goks has Ph.D., M.S. and Bachelor’s degrees in Electrical Engineering.

Roseann Gonzales-Schreiner
Director of Policy and Administration

Roseann Gonzales-Schreiner is the Director, Policy and Administration, for the Bureau of Reclamation in Denver, Colorado. She oversees the development, formulation, evaluation, and implementation of the Reclamation's programmatic (including water-related contracts and repayment, asset management and facility maintenance, environmental compliance, water management, planning and economics), human resources, and civil rights laws, regulations, policy, and related matters affecting its mission objectives including programmatic internal controls. In addition, Roseann directs the formulation of new Reclamation initiatives and programs, and manages certain centrally-administered programs through WaterSMART which includes the administration of WaterSMART grants to promote water conservation and efficiency; the Drought Response Program to promote planning and building resiliency; and the Title XVI program to promote water reclamation and reuse. She serves as Reclamation's Senior Asset Management Officer as well as Reclamation's Human Capital Officer. Roseann serves as executive co-sponsor along with the Deputy Commissioner of Operations for Reclamation's O&M Team, Inclusion Council and Project Management Advisory Team. She is also the executive sponsor of Reclamation's Data and Partnership Councils.

Roseann has served as the Director for policy and program initiatives since 2003. In 2010, she began overseeing Reclamation's human resource and civil rights functions and initiatives. Roseann has more than 30 years of Federal service in the Department of the Interior, primarily with Reclamation.

Roseann earned a Master of Public Administration degree from the John F. Kennedy School of Government at Harvard University. As a native of New Mexico, she also has a Bachelor of Science degree in Civil Engineering from the University of New Mexico.

(b) (6)

Elena Gonzalez is the Deputy Assistant Secretary for Technology, Information and Business Services (DAS TIBS) under the Assistant Secretary for Policy, Management and Budget. DAS TIBS is responsible for providing oversight and direction to the Offices of Collaborative Action and Dispute Resolution, Hearings and Appeals, Facilities and Administrative Services, Valuation Services, and the Interior Business Center. DAS-TIBS also provides day-to-day administrative support to the Chief Information Officer who reports to the Secretary of the Interior and is responsible for the Department's information management and technology including cybersecurity.

Prior to serving as DAS TIBS, Ms. Gonzalez was the designated Dispute Resolution Specialist for the U.S. Department of the Interior, and the founding Director of the Office of Collaborative Action and Dispute Resolution established within the Office of the Assistant Secretary for Policy, Management and Budget in 2001. As the Director of CADR, she oversaw the use of conflict management tools, public participation, collaborative problem-solving, and alternative dispute resolution processes to constructively resolve conflicts arising in all areas of the Department's work, including the workplace, programmatic, public policy/regulatory, and procurement arenas. Ms. Gonzalez came to the Department of the Interior in 1996, to work for the Director of the Office of Hearings and Appeals issuing decisions in grievance appeals and ad hoc appeals and serving as special assistant to the Director.

Prior to coming to the Department of the Interior, Ms. Gonzalez worked in the U.S. Department of Labor from 1985 through 1996, as an attorney-advisor and supervisory attorney for the Benefits Review Board and the Office of Administrative Appeals, and as the first Deputy Director of the National Administrative Office (in the division of International Labor Affairs), established in 1994 to implement the labor side agreement to the North American Free Trade Agreement.

(b) (6) Ms. Gonzalez earned her J.D. from the George Washington University National Law Center in Washington, DC, in 1984, and her B.A. in Psychology from Newcomb College of Tulane University in New Orleans, Louisiana in 1981.

Gregory J Gould
Director
Office of Natural Resources Revenue
U.S. Department of the Interior

As Director of the Office of Natural Resources Revenue (ONRR), Mr. Gould is responsible for the collection and disbursement of approximately 10 billion dollars annually in revenues owed the Federal government and American Indians from energy production on all Federal and American Indian lands. Additionally, he is responsible for ONRR's compliance, enforcement, and financial management programs, and implementation of the international Extractive Industries Transparency Initiative, EITI in the United States.

Mr. Gould began his career with the Department of the Interior as a Geologist in the New York Outer Continental Shelf office of the Bureau of Land Management in 1981. Prior to serving in his current position, Mr. Gould served as head of the Environmental Division within the former Minerals Management Service (MMS) and was responsible for exercising policy and staff direction over a nationwide program for environmental assessment of the Outer Continental Shelf. The Division provided policy guidance, direction, and program oversight with respect to evaluating the potential and actual environmental impacts associated with extraction of offshore minerals, including oil, gas, sand, gravel, and renewable energy production. The Division ensured agency policies and industry practices conformed to the Nation's environmental policies and laws. As a charter member of the former MMS, Mr. Gould served in various capacities in the headquarters offices of the Offshore program – working as a Marine Policy Analyst with the Offshore Information Program, a Physical Scientist in charge of the Offshore Civil/Criminal Penalties Program, and as Chief of the Safety and Enforcement Branch in the Offshore Engineering and Operations Division.

In addition to his Executive Branch work, Mr. Gould served as an energy advisor to the Chairman of the U.S. House of Representatives Subcommittee on Oceanography.

Mr. Gould earned a Bachelor of Science degree in Geology from the State University of New York, a Master's degree in Public Administration from George Mason University, and graduated from the John F. Kennedy School of Government Senior Executive Fellows program at Harvard University. (b) (6)

Stephen D. Guertin
Deputy Director for Programs
U.S. Fish and Wildlife Service

Steve Guertin provides strategic program direction and develops policy and guidance to support and promote program development and fulfill the Service mission. He supervises twelve assistant directors and 600 Headquarters employees and oversees the Headquarters natural resources functions and budget, financial, and business management functions for the Services \$2.5 billion budget. He represents the Service at EOP, CEQ, OMB, inter-agency and Department of the Interior meetings. He has testified before House and Senate committees of jurisdiction ten times over the past three years on subjects ranging from Federal wolf management to proposed oil and gas management regulations on the National Wildlife Refuge System to oversight of the Service's annual budget request.

He led the Mountain-Prairie Region as Regional Director for five and a half years and successfully managed some of the Service's most challenging landscape-level conservation issues, including the recovery of the gray wolf in the Northern Rocky Mountains and efforts to work with states and partners to develop conservation strategies for the greater sage-grouse. He supervised 1,000 employees and managed an annual operating budget of \$150 million.

He forged working landscape partnerships including formally establishing the Dakota Grasslands Conservation Area; the Flint Hills Legacy Conservation area in Kansas; and the Sangre de Cristo Conservation Area in Colorado, including acceptance of the largest easement donation in Service history. In Montana's Crown of the Continent, he doubled the size of the Rocky Mountain Front Conservation Area and the Blackfoot Valley Conservation Area, and established the Swan Valley Conservation Area.

Steve served as Chief of the Service's Division of Budget for eight years, where he worked closely with the Service's Congressional Appropriations Committee members and staff and spent nine years working in the Department of the Interior, where he recommended funding and policy options for the Service and the Bureau of Land Management. He previously served for eight years of peacetime duty in the United States Marine Corps in Hawaii, California, Virginia, and overseas.

He earned a bachelor's degree from Norwich University in Vermont and a Master's of Public and International Affairs from the University of Pittsburgh, and was a Senior Executive Fellow at the Harvard Kennedy School. (b) (6)

Dr. Jeffrey Hamley
Associate Deputy Director
Division of Performance and Accountability

Biographical Summary

Dr. Jeffrey Hamley is the Associate Deputy Director of the Division of Performance and Accountability in the Bureau of Indian Education (BIE) since April 2009 and located in the BIE Central Office in Washington, DC. He has over eight years of federal Senior Executive Service (SES) experience in the federal government.

Before joining the BIE Senior Management Team, Dr. Hamley served as the President of Southwestern Indian Polytechnic Institute (SIPI), a BIE-operated two-year college located in Albuquerque, New Mexico. He has served in various leadership and administrative roles in higher education and the tribal college movement. Prior to SIPI, he served as President of Saginaw Chippewa Tribal College and he has worked at two of the nation's other tribal colleges: the Institute of American Indian Arts and Northwest Indian College. At Northwest Indian College, he directed a teacher preparation program for Native students. He has served in other administrative roles at Harvard University, Antioch University Seattle, and The Evergreen State College. He has held teaching appointments at Harvard University and Walden University. He has a longstanding interest in K-12 education and Indian Education. Early in his career, he worked in Title IV (now Title VII) Indian education programs in the Seattle Public Schools.

Dr. Hamley holds a doctorate in Administration, Planning & Social Policy and a master's degree in Counseling and Consulting Psychology, both from Harvard University. In addition, he holds a master's degree in Student Personnel Administration in Higher Education and a baccalaureate degree in Elementary Education from Western Washington University.

Jeffrey Hamley is an enrolled member of the Turtle Mountain Chippewa Tribe of North Dakota. (b) (6)

Jeanette Hanna is a Special Assistant to the Director, Bureau of Indian Affairs, duty stationed at the Bureau's Headquarters, Washington, DC.

Ms. Hanna has almost 34 years of Federal service. She began her Federal career upon graduation from East Central State University, Ada, Oklahoma in 1983, where she majored in business administration with a concentration in management. Upon her graduation with a Bachelor of Science degree, she began working on the legislative staff of Congressman Wes Watkins in Washington, D.C. She held multiple positions in the Congressman's office ranging from Legislative Aide to Legislative Director, also serving as an Associate Staff to the House Appropriations Committee, executing legislative duties for the Congressman on two appropriations subcommittees: Interior and Agriculture. She also served as the main legislative contact for issues affecting Indian Affairs.

In December 1990, Ms. Hanna joined the Department of the Interior, Office of Budget Management, in Washington, DC, serving as a budget analyst, focusing on the National Park Service budget requirements. This began her long tenure in the budget management area within the Department. In 1992, Ms. Hanna magnified her budgetary knowledge by accepting a position with the Headquarters office of the Bureau of Indian Affairs (BIA) budget office as a budget analyst. To expand her knowledge on "how the rubber hits the road", she took a downgrade in position to join the staff of the Bureau's Phoenix Area (now Western Region) as the Regional Budget Officer. This allowed her to strengthen her budgetary knowledge that contributed in making budgetary recommendations/decisions that affected employees and Tribes on the front line in Indian Country. In this position, she was also appointed to serve on the joint Department of the Interior and the Department of Justice Law Enforcement Initiative in Indian Country. A top level Administration initiative to address the law enforcement needs across the nation for Federally recognized Tribes. In 1997, she also served as the Acting Area Director for the Phoenix Area. This experience provided an invaluable wealth of knowledge to Ms. Hanna about Indian Country.

In 1997, she was transferred back to Headquarters, where she rejoined the Bureau's staff as the Deputy Budget Officer, responsible for a \$2 billion budget that served both the Bureau of Indian Affairs and the Bureau of Indian Education. It is one of the largest and most complex budgets in the Department of the Interior. BIA budgets are no-year and multi-year in scope and in a given fiscal year, two appropriation cycles are concurrently running with one year overlap.

In 1998, she was selected to be the Indian Affairs Budget Director. In 2001, after completing the OPM-approved Senior Executive Service Candidate Development Program (SESCDP), she was selected as the Director, Office of Planning, Budget and Management Support, Washington, DC. This position incorporated all the duties of the Budget Director and other high priority administrative leadership duties, including the initial incorporation of the Government and Performance Results Act (GPR) upon passage by the Congress. While she completed the requirements of the SESC DP, Class 10, she completed the John F. Kennedy School of Government, Senior Fellows Program, Harvard University, in October 2000.

It was during her tenure as the Director, Office of Planning, Budget and Management Support, that she created the Tribal Interior Budget Committee, composed of representatives (Tribal Leaders) from the 12 Bureau Regions and Federal officials. It was such a major success that the Council is still in effect today, assisting the Administration in being on top of priorities and needs in Indian Country. It is a Committee that has been mirrored by other Federal agencies, such as the Indian

Health Service and the Department of Justice, to strengthen and incorporate their knowledge of Indian Affairs issues during budget formulation efforts.

In 2001, Ms. Hanna was selected to be the Regional Director, Eastern Oklahoma Region, Muskogee Oklahoma. Ms. Hanna was the first female Director to be appointed at the Region at a time when the history of the Bureau had less than 10 females appointed to this leadership position. This front line leadership position has the authority from the Secretary of the Interior to commit the U.S. Government in relationships with Federally recognized Tribes, sister Federal agencies, and other local, county, state governments and municipalities on behalf of the Bureau of Indian Affairs (BIA.) Responsibilities included representing the BIA in its interaction with these entities and the general public. She provided executive oversight responsibility to the Regional Office and its six field agencies, with a wide range of executive duties from providing technical advice and review, evaluating performance, coordinating programs with multi-agency involvement, making final decisions on behalf of the Department as delegated by the Secretary and recommending to Headquarters revisions of policies, programs, procedures, and regulations. Her leadership in the Region and success in working with the 20 diverse Tribal Governments also resulted in that Region being the first of the 12 Bureau Regions to have its Tribes voluntarily incorporate GPRA standards into their contracting (638 contracts) and compacting agreements ahead of Departmental requirements.

In March 2012, Ms. Hanna returned to Headquarters in Washington, DC to serve as the Special Assistant to the Assistant Secretary – Indian Affairs. Her duties included serving as the lead on special projects/initiatives on behalf of the Assistant Secretary, maintaining liaison between the organizations (Bureau of Indian Affairs and Bureau of Indian Education) reporting to the Assistant Secretary and other organizational elements within the Department of the Interior, and representing the Assistant Secretary in stakeholder meetings and within the Department and sister Federal agencies. At the request of the Assistant Secretary, she also provided budgetary oversight for submission of Indian Affairs budget justifications to the Congress to ensure the Leadership's positions were clearly denoted.

In July 2014, Ms. Hanna rejoined the Bureau of Indian Affairs as Special Assistant to the Director, Bureau of Indian Affairs. In this role (which she is currently serving), she has been given the lead in improving the communications between the Department, the Indian Affairs Office of the Deputy Assistant Secretary – Indian Affairs (Management) and improving the administrative responses on the Administration's high priority areas as reducing Undelivered Orders (UDOs) and obligating funds in a more timely and efficient manner and other internal control measures. In her initial year of this effort (FY 2015), Ms. Hanna's efforts resulted in reducing UDOs by almost 40 percent. This past year saw an additional reduction in UDOs by another 40 percent. This has long been a point of concern during the annual financial audit. She has drastically improved the working relationship and communication between the field and Headquarters managers to ensure Departmental deadlines are met in the administrative focus area. This has also helped to ensure a successful annual financial audit for both the Bureau and the Department.

Office of the Inspector General

Steve Hardgrove
Chief of Staff
Office of Inspector General
Department of Interior

Steve began his federal career in 2001, when he joined the DOI-OIG as an investigative supervisor after retiring from the Fairfax County Police Department (Virginia) as a Major. During his career with the police department he served in several leadership positions with a significant focus on Internal Affairs and Patrol Administration.

While with the OIG, he has served in the Office of Investigations as a supervisor in the Program Integrity Division and later as the Director. He was appointed as the Assistant Inspector General for Investigations (SES) in 2006. He assumed his current role as Chief of Staff in 2008.

Steve is a former U.S. Marine and served as a Marine Security Guard at the U.S. Embassy in Tehran, Iran and in Brasilia, Brazil.

Steve holds a Bachelor of Science degree in Applied Behavioral Science. He has attended the FBI National Academy for senior law enforcement officials, the North Carolina Administrative Officers Program (NC State Univ), and has completed an executive education program at Wharton Business School at the University of Pennsylvania.

Paula L. Hart is the Director of the Office of Indian Gaming within the Office of the Assistant Secretary – Indian Affairs, and has held that position since 2010. Ms. Hart has served in various positions within the Gaming Office including Deputy Director, Legal Specialist, and Management Analyst. She has worked on Indian gaming issues for most of her career in the Federal government. She was instrumental in drafting several significant Indian gaming regulations including 25 C.F.R. Part 290 (Revenue Allocation Plans), 25 C.F.R. Part 291 (Secretarial Procedures), 25 C.F.R. Part 292 (Gaming on After Acquired Lands), and 25 C.F.R. Part 293 (Tribal-State Compacts). Prior to serving in the Gaming Office, she served as a Rights Protection Specialist for the Bureau of Indian Affairs' Eastern Regional Office.

Ms. Hart is a graduate of the University of Maryland School of Law, and is a member of the Maryland State Bar. She has a Political Science degree from St. Lawrence University in New York State.

Ms. Hart is a member of the St. Regis Mohawk Tribe.

Jack Haugrud is currently serving as the Acting Principal Deputy Solicitor at the U.S. Department of the Interior and is also the Deputy Solicitor for Energy & Mineral Resources. He supervises a staff of career lawyers who provide legal advice to the energy and minerals programs of the Bureau of Land Management, the Bureau of Ocean Energy Management, and the Bureau of Safety and Environmental Enforcement. He also provides legal advice to other Departmental agencies including the Office of Natural Resources Revenue and the Office of Surface Mining, Reclamation and Enforcement. The extremely diverse docket he oversees as Acting Principal Deputy include cases involving Native American issues, offshore renewable energy development, oil and gas leasing, water rights, title disputes, and a wide range of other issues. Before joining the Interior Department in November of 2010, Mr. Haugrud served for over 23 years in the Natural Resources Section of the Environment & Natural Resources Division of the Department of Justice, serving as Chief of the Section for over ten years. He is the winner of the two Presidential Rank Awards, the John Marshall Award for Participation in Litigation and the Attorney General's Award for Distinguished Service. Before joining the Department of Justice in 1987, Jack practiced with the law firm of Oppenheimer, Wolff, and Donnelly in St. Paul, Minnesota. He holds undergraduate degrees in both Physics and Philosophy from Minnesota State University Moorhead, and received his J.D. from Stanford Law School.

Karen Hawbecker

Ms. Hawbecker is the Associate Solicitor for the Division of Mineral Resources in the Office of the Solicitor, U.S. Department of the Interior. She has served in that capacity since 2011. The Division of Mineral Resources advises the Office of Surface Mining Reclamation and Enforcement, the Bureau of Land Management, the Bureau of Ocean Energy Management, the Bureau of Safety and Environmental Enforcement, and the U.S. Geological Survey. She previously served for five years as the Assistant Solicitor for the Branch of Onshore Mining & Reclamation and for fifteen years as a staff attorney in that branch. She has worked in the Solicitor's Office for over twenty-five years. Before joining the Solicitor's Office, she worked with the Bureau of Land Management for two years. She received her J.D. degree from the J. Reuben Clark Law School at Brigham Young University in 1989.

BIOGRAPHY



Lars Herbst Regional Director Gulf of Mexico Outer Continental Shelf



Lars Herbst is the Regional Director for the Gulf of Mexico Outer Continental Shelf (OCS) Region of the Bureau of Safety and Environmental and Enforcement (BSEE), U.S. Department of the Interior, in New Orleans, Louisiana.

As the Regional Director, Herbst is responsible for the regulation of operations, the inspection and enforcement program, the overall protection and safety of activities and the environment compliance on OCS federal lands leased for oil, gas and other mineral development. He has oversight responsibilities for 2,300 platforms and the rig activity that occurs in federal waters in the Gulf of Mexico. He leads a staff of 400, which includes petroleum engineers, structural engineers, geologists, geophysicists, environmental scientists and administrative staff.

Herbst began his federal career with the former Minerals Management Service in 1983 as a staff engineer in the Gulf of Mexico OCS Region's Technical Assessment Unit. He later held positions of Drilling Engineer, District Manager and Field Operations Regional Supervisor. Herbst is a registered professional engineer in the State of Louisiana and holds a Bachelor of Science degree in petroleum engineering from Louisiana State University.

The Bureau of Safety and Environmental Enforcement promotes safety, strives to protect the environment and conserve resources offshore through vigorous regulatory oversight and enforcement.

Betsy Hildebrandt

Betsy Hildebrandt has served as the U.S. Fish and Wildlife Service's Assistant Director for External Affairs since November 2013. Hildebrandt, a communications professional with more than 20 years' experience in the public and private sectors, had been the agency's chief of staff beginning in January of 2011 and previously served in the Department's communications office.

Hildebrandt oversees the Service's External Affairs program, which is responsible for congressional, media and partner relations and communications planning, implementation and evaluation. External Affairs encompasses the Divisions of Communications, Congressional and Legislative Affairs, Marketing Communications, and Partnerships and Intergovernmental Affairs.

Hildebrandt previously served as senior manager for technology marketing and communication at Accenture, where she was the marketing lead for a multimillion-dollar business line. She also worked at Fannie Mae from 1997 to 2007 as a director of Public Affairs.

She earned a B.A. from Dartmouth College and has completed coursework at the John F. Kennedy School of Government at Harvard University.

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Murray Hitzman, Ph.D.



Associate Director

Energy and Minerals

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Phone: 703-648-4576

As Associate Director for Energy and Minerals, he oversees the research and assessments conducted on the location, quantity, and quality of mineral and energy resources, including the economic and environmental effects of resource extraction and use.

Biography

Career History and Highlights

Murray comes to the USGS after a 20-year career with the Colorado School of Mines in Golden, CO, bringing with him a breadth of skills and experience. He most recently served as the Charles F. Fogarty Professor of Economic Geology at the Colorado School of Mines. In this role, he built one of the largest academic economic geology teaching and research programs in the United States. He also served as head of the Department of Geology and Geological Engineering at Colorado School of Mines for five and a half years. Prior to this, he was an American Association for the Advancement of Science/Sloan Foundation Fellow in the White House Office of Science and Technology Policy. Among many other honors, Murray was presented the Haddon Forrester King Medal by the Australian Academy of Science earlier this year; in 2015, he received the Daniel C. Jackling Award from the Society for Mining, Metallurgy, and Exploration, Inc. and the Des Pretorius Award from the Geological Society of South Africa.

Education

Murray holds a two bachelor degrees from Dartmouth College. One in anthropology and the other in geology. He received his master's in geology from the University of Washington and a Ph.D. in geology from Stanford University.

Troy Holmes

Troy Holmes serves as the Program Manager for the Department of Homeland Security Financial Systems Modernization within the Interior Business Center. Previously, Mr. Holmes was the Director, Systems Development Division within the U.S. Department of Homeland Security, United States Citizenship and Immigration Services, where he was responsible for customer relationship management, contract management, program management, personnel management, and financial management. From April 2012 to May 2014, Mr. Holmes served as the Associate Director, Systems Operations within the Department of Homeland Security, and in this role, he was responsible for providing automated IT solutions to meet the business needs of multiple business lines within the United States Citizenship and Integration Services. From December 2011 to April 2012, Mr. Holmes held the position of Special Assistant to the Chief Information Officer for Enterprise Mobility, where he was responsible for creating large-scale enterprise mobility strategies for Immigrations and Customs Enforcement. He served as the Branch Director OCIO, Systems Development Division from May 2007 to December 2011. Prior to joining the federal government, Mr. Holmes worked on business enterprise development and architectural strategy in the private sector for companies including Integrity One Partners, Capital One, and Marriott.

Mr. Holmes was a Senior Executives Fellow at the Harvard Kennedy School of Government from February to March of 2011.

David Hoskins
Assistant Director for Fish and Habitat Conservation
US Fish and Wildlife Service



David Hoskins, Assistant Director for the U.S. Fish and Wildlife Service Fish and Aquatic Conservation Program (FAC) oversees policy direction and management of the National Fish Hatchery System, fish health and fish technology centers, aquatic invasive species and habitat restoration programs. The FAC encompasses more than 700 employees nationwide, located in 65 Fish and Wildlife Conservation Offices, 70 National Fish Hatcheries, 9 Fish Health Centers, 7 Fish Technology Centers and a Historic National Fish Hatchery.

David has extensive experience in wildlife conservation policy and law acquired through leadership positions in this field over the past three decades. Prior to joining the Service, David served as Executive Director of the Izaak Walton League of America, a grassroots national outdoor recreation and conservation organization founded by hunters and anglers in 1922. Hoskins holds a Bachelor of Science degree in biology from Tufts University, a Master's Degree in forestry from Yale University, and a law degree from Columbia University. (b) (6)



Bio for Jody L. Hudson
Assistant Director Human Capital Management

Jody Hudson is the Assistant Director for Human Capital Management. He has held that position since January, 2017. His responsibilities include agency-wide human capital policy, workforce planning, executive resources, employee and labor relations, diversity & inclusion, civil rights, training and development, and organization development.

Mr. Hudson's prior role was as Deputy Chief Human Capital Officer at the U.S. Nuclear Regulatory Commission (NRC) for five years where he was responsible for enterprise-wide human capital programs for the 3500-person workforce. Before being promoted to that role, he served three years as the NRC's Chief Learning Officer responsible for enterprise training & development for all segments of the workforce, organization development, and knowledge management. Mr. Hudson's duties include an international component advising other countries on nuclear program workforce development and knowledge management through the International Atomic Energy Agency and through bilateral agreements with other nations.

Before joining NRC, Mr. Hudson served four years as the U.S. Department of Energy's Chief Learning Officer, responsible for enterprise training & development, leadership development, knowledge management, recruiting, and human capital information technology (IT) management supporting the Department's 130,000-person blended workforce,

Mr. Hudson began his federal career with the U.S. Environmental Protection Agency (EPA) where he held a variety of scientific, technical and administrative leadership positions.

Mr. Hudson began his professional career working in the private sector in the pharmaceutical and environmental consulting industries.

Mr. Hudson has a Master of Science degree in Organization Development & Knowledge Management from George Mason University, and a Bachelor of Science degree in Environmental Chemistry from Missouri State University.

Jody Hudson

Bureau of Land Management

Jody L. Hudson serves as the BLM Assistant Director for Human Capital Management in Washington, D.C. Before joining the BLM, Hudson served as the Deputy Chief Capital Officer for the U.S. Nuclear Regulatory Commission in Rockville, Maryland, since July 2012. Previously he served as Chief Learning Officer and Associate Director, Human Resources Training & Development at the U.S. Nuclear Regulatory Commission, and as the Chief Learning Officer at the Department of Energy. Hudson also spent more than 12 years in a variety of positions in the Environmental Protection Agency Region VII office in Kansas City, KS.

In his role at the BLM, Hudson serves as a key advisor on the full spectrum of human resource issues, including policies related to strategic human capital management, including diversity, human resources, and occupational health and safety.

Hudson holds a Master of Science degree from George Mason University in Arlington, Virginia.

Harry Humbert
Deputy Assistant Secretary
Public Safety, Resource Protection, Emergency Services
Department of the Interior

Biography

Prior to his selection as Deputy Assistant Secretary, Public Safety, Resource Protection and Emergency Services, Harry Humbert served as the Director of the Office of Law Enforcement and Security for the Department of the Interior. In this capacity, he provided policy guidance and oversight over law enforcement, security and intelligence programs for DOI law enforcement personnel nationwide.

Mr. Humbert's career in law enforcement began in 1978 with his enlistment in the U.S. Army's Military Police Corps. During his more than 21 year career, he served as a Special Agent with the Army's Criminal Investigation Division achieving the rank of Chief Warrant Officer III before his retirement.

Mr. Humbert then joined the U.S. Food and Drug Administration's Office of Criminal Investigations as a Special Agent, and was later named Assistant Special Agent in Charge of the FDA Washington Metro Field Office. He subsequently served with the Department of the Interior as Director for Program Integrity in the Office of the Inspector General before returning to the FDA as Deputy Director of the Office of Criminal Investigations.

Mr. Humbert holds a Bachelor of Arts degree from the State University of New York at Albany, and graduated from the 191st Session of FBI's National Academy.

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Teresa R. Hunter is currently serving as the Deputy Director of the Office of Financial Management (PFM). Previously, Teresa served as the Assistant Director in the Risk Management and Assurance Division at the Department of Homeland Security and the Internal Control Manager in the Office of Financial Policy and Operations at General Services Administration from January 2010 to November 2013. Teresa is a graduate of James Madison University with a BBA in Accounting. She is a Certified Public Accountant and has six years of public sector financial management experience at KPMG LLP. Teresa participated primarily on large and complex Federal Government audit engagements performed in accordance with the Office of Management and Budget requirements, including the Chief Financial Officers Act. Teresa served as the manager on the financial statement audits of U.S. Customs and Border Protection and the Defense Commissary Agency.

Office of the Special Trustee for American Indians (OST)

Jim James
Biography



Title: Deputy Special Trustee – Field Operations
My position is located in Albuquerque, NM. I provide executive leadership to the Office of Field Operations, including the Trust Beneficiary Call Center and Land Buy Back Program personnel.

Tribal Affiliation: Ohkay Owingeh Pueblo

Years of Government Service: 18

Years with OST: 15

Past Positions: Senior Adviser to the Special Trustee (Detail)
Bureau of Indian Education (Detail)
Regional Trust Administrator (OST / Albuquerque, NM)
Special Assistant to the Deputy Commissioner for Indian Affairs
Tribal Judge for various Pueblos and Chief Judge for the Jicarilla Apache
Private Law Practice in Santa Fe, NM
Indian Pueblo Legal Services

Education: J.D from University of New Mexico School of Law

Credentials: Senior Executive Service (SES) – 7 years

Family: (b) (6)

Interests: (b) (6)

Clementine ("Temi") Josephson

Clementine Josephson is the Regional Solicitor, Pacific Southwest Region (PSWR). She has held this position since December 28, 2014. Ms. Josephson supervises 22 attorneys; 15 attorneys located in the PSWR's Sacramento Office and seven attorneys located in the San Francisco Field Office. The Department's agencies for which the PSWR provides legal support are: (1) the Bureau of Reclamation's Mid-Pacific Region (Reclamation) reaching from Southern Oregon to Northern Nevada and stretching south to Bakersfield, California; (2) the Bureau of Land Management's California and Nevada State organizations; (3) the National Park Service, Pacific Region (NPS) covering California, Nevada, Hawaii and the outer Pacific Islands; (4) the Fish and Wildlife Service, Region 8 (FWS) encompassing California and Nevada; (5) the Bureau of Indian Affairs, Pacific Region (BIA) supporting 105 Federally recognized tribes throughout California; and (6) the U.S Geological Survey, Pacific Region covering California, Nevada and Hawaii. Ms. Josephson leads the PSWR attorneys in providing litigation support, to client agencies, including Reclamation's Central Valley Project, the largest water delivery system in the United States, the controversial Klamath Project, and many issues relating to priority for and allocation of federal water through a highly complex system of water rights and water contracts. The BLM Nevada issues include significant mining operations, grazing permitting as well as grazing trespass actions and the continued legal oversight of the Southern Nevada Public Land Management Act (SNPLMA), which has realized \$3 billion from the sale of public land with the proceeds reinvested primarily in Clark County. BLM California, like BLM Nevada, produces a varied and large number of land use issues. In particular, BLM California, with cooperation from numerous federal and state agencies and stakeholders, has completed a massive land use planning document which provides a stream-lined process for future permitting of renewable energy projects in the California desert. The NPS presents many of the same land use issues as BLM, but also presents legal issues related to its responsibility for managing national parks such as Yosemite and Joshua Tree and national recreation areas such as Golden Gate and Lake Mead. Almost without exception, the client agencies also encounter the National Environmental Policy Act and the Endangered Species Act in carrying out their responsibilities. Ms. Josephson joined the DOI Solicitor's Office in November 1989. She worked as a staff attorney focusing on water, hazmat, public lands and employee relations issues until 2000, when she became the Deputy Regional Solicitor for the PSWR. As the Deputy, she assumed management responsibilities for many aspects of the PSWR and its employees supporting the Regional Solicitor's overall management of the PSWR. Ms. Josephson received her undergraduate degree from Fordham University and her law degree from California Western School of Law.



Laura Joss
Regional Director
Pacific West Region

Laura Joss is a 27-year veteran of the National Park Service (NPS). She has been the Pacific West Regional Director in San Francisco, CA since March 2016, and oversees 63 units of the National Park System, along with two affiliated areas, three national trails, and many other associated sites within the states of California, Nevada, Idaho, Oregon, Washington, and Hawaii, parts of Arizona and Montana, as well as the territories of American Samoa, Guam, and the Northern Mariana Islands.

Prior to her appointment as Regional Director, Joss served as the Deputy Regional Director/Chief of Staff for the NPS Intermountain Region in Lakewood, Colorado for seven years. In this position, she worked collaboratively in managing the 83 park units in the region. Previously, Joss served as the associate regional director for resource stewardship and research in the Intermountain Regional Office.

Joss previously served as superintendent at Arches National Park, deputy superintendent of the NPS Southeast Utah Group, superintendent of Fort McHenry National Monument and Historic Shrine and Hampton National Historic Site in Maryland; and chief of the branch of cultural resources at Yellowstone National Park. Joss also served as regional curator for the former NPS Rocky Mountain Region.

Joss received a B.A. degree in Anthropology from Indiana University, and an M.A. degree in History Museum Studies from the State University of New York's Cooperstown Graduate Program. She began her NPS career as a volunteer at Mesa Verde National Park, and worked as either staff or consultant at a number of national parks and museums including Glen Canyon National Recreation Area, Grant-Kohrs Ranch National Historic Site, Big Hole National Battlefield, The Indianapolis Children's Museum, New York State Museum, Onondaga Historical Association, Buffalo Museum of Science, New Jersey State Parks, and the John Wesley Powell Museum. (b) (6)

The Pacific West Region has office locations in San Francisco, California; Honolulu, Hawaii; and Seattle, Washington. The Pacific West Region spans 106 degrees around the globe and includes 12.9 million acres of national park land, 8.2 million acres of wilderness, more than 230 federally listed threatened and endangered species, over 200 miles of designated wild and scenic rivers in parks, nearly 100 national natural landmarks, more than 240 national historic landmarks, and more than 8000 properties listed in the National Register of Historic Places. The Pacific West Region has a budget of nearly \$300 million and more than 3,600 employees.

Edward T. Keable

Edward T. Keable is the Deputy Solicitor-General Law in the Office of the Solicitor, U.S. Department of the Interior, located in Washington, DC. He has held this position since March 26, 2012. His areas of practice include Federal procurement law, torts, intellectual property, personnel law, civil rights, labor law, information law (the Freedom of Information Act, the Privacy Act, the Federal Records Act, e-discovery), appropriations law, administrative procedure, constitutional law, Government ethics, and departmental management. Mr. Keable also serves as the Chair of the Office of the Solicitor's Professional Responsibility Committee. He previously served as Associate Solicitor-General Law from August 3, 2009 to his appointment as Deputy Solicitor and he had broad responsibilities for managing the Office when he served as the Associate Solicitor-Administration from 2003-2009 including managing the budget, finance, human resources, information technology, and records programs of the Office. He also served as a staff attorney in the Division General Law, Branch of General Legal Services from 1997-2003. His legal experience prior to coming to the Department was with the U.S. Army Judge Advocate Generals Corps. He received his undergraduate degree from St. Lawrence University (New York). He received a Juris Doctorate from Vermont Law School in 1986 and is admitted to practice in New York.

Francis P Kelly



EROS Center Director and USGS Space Policy Advisor

Earth Resources Observation and
Science (EROS) Center

Email: fkelly@usgs.gov
Phone: 605-594-6123

Biography

Career History and Highlights

Dr. Frank P. Kelly has served as the USGS EROS Center Director and USGS Space Policy Advisor since December 2011. Dr. Kelly provides executive leadership, management and critical evaluation of EROS satellite mission management, land use change research and applications development and long-term data management services, information archival and support activities. He participates in the development and review of new and existing space policies as a member of and advisor to multi-agency (USGS, DOI, NASA, NOAA and other Federal Agencies) executive work groups and programs. He holds the position as the Chair of the Committee on Earth Observation Satellites (CEOS), an international collaboration forum of 60 members who coordinate the use of over 140 satellite systems.

Dr. Kelly is the former Board Chair of the International Charter Space and Major Disasters, an international group which provides satellite remote sensing information to emergency response agencies worldwide. Dr. Kelly came to the USGS EROS from Anchorage, Alaska, where he served as the National Weather Service (NWS) Regional Director. He was responsible for all operational and scientific meteorological, climatological, hydrological, and oceanographic programs in the Alaska Region, including observing networks, forecast techniques, products and services, and information technology. Prior to being stationed in Anchorage, Dr. Kelly served in several senior leadership positions at NWS Headquarters in Silver Spring, Maryland. He started his professional career in the U.S. Air Force, where he served in several capacities, including Headquarters U.S. Air Force Acquisition Manager for the Defense Meteorological Satellite Program. After retiring from the Air Force in 1994, he worked in the private sector as Senior Staff Scientist and later as Vice-President at Atmospheric and Environmental Research, Inc.

Education

Dr. Kelly holds doctoral and master of science degrees in atmospheric science from Colorado State University, Fort Collins and a bachelor of science degree in earth science from Montana State University, Bozeman.

Office of the Inspector General

Mary L. Kendall
Deputy Inspector General
Office of Inspector General
Department of Interior

Mary Kendall is the Deputy Inspector General for the Department of the Interior. She has been with the Office of Inspector General (OIG) since the fall of 1999. She has been leading the OIG for Interior since February 23, 2009 when she was named Acting Inspector General, but in keeping with the Vacancies Act, she has since reverted to her title as Deputy Inspector General.

Mary has dedicated most of her professional career to federal service. She joined the federal workforce in 1986 as an attorney for the Environmental Protection Agency's Office of General Counsel. In 1990, she transferred to EPA's Office of Criminal Enforcement, where she served in various capacities with increasingly responsible leadership roles. In 1995-96, she spent a year detailed as a Special Assistant U.S. Attorney in the Eastern District of Virginia.

Mary received her B.A. from St. Olaf College in Northfield, MN in 1978, and her J.D. from William Mitchell College of Law in St. Paul, MN in 1983.

Dr. James (Jim) Kendall serves as the Regional Director of the Bureau of Ocean Energy Management's (BOEM) Alaska Regional Office. BOEM's mission is to manage the development of U.S. Outer Continental Shelf (OCS) energy and mineral resources in an environmentally and economically responsible way. In this capacity, Dr. Kendall is responsible for overseeing the Bureau's leasing; environmental research and assessments; evaluation of resources; exploration, development, and production; and technical support activities pertaining to the energy and marine minerals of over a billion acres of the OCS adjacent to the State of Alaska which includes the U.S. Arctic. He serves as the Bureau's Executive contact for the State of Alaska; Alaska Native Tribal Governments; Alaska Native Claims Settlement Act Corporations; industry; private and public interest groups; and other Federal Agencies. Prior to moving to Alaska, Dr. Kendall served in research management positions in BOEM's Gulf of Mexico and headquarters offices where he was, as is now, in the forefront of the Bureau's science-informed decision-making processes, including the use of ocean exploration as a tool in resource stewardship. Moving to Alaska, the state which gives the U.S. membership in the Arctic Council, Dr. Kendall is working on improving our collaborative efforts with the other Arctic Nations and our procedures for using Traditional/Indigenous Knowledge in the Bureau's assessment and decision-making processes. Dr. Kendall earned a bachelor's degree in biology from Old Dominion University, a Ph.D. in oceanography from Texas A&M University, and completed a post-doctoral fellowship in Marine Biology with the Hebrew University of Jerusalem, Israel. He is also a graduate of the Federal Executive Institute in Charlottesville, Virginia, and the Senior Executive Fellows Program of the John F. Kennedy School of Government at Harvard University. Prior to Federal service, Dr. Kendall worked for the State of Texas and private industry.

Anne Kinsinger



Associate Director

Ecosystems

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Phone: 703-648-4051

Address:

12201 Sunrise Valley DR
Reston, VA 20192

Ms. Kinsinger is responsible for USGS research and monitoring on freshwater, terrestrial, and marine ecosystems, and the human and fish and wildlife communities they support.

Biography

Responsibilities

Ms. Kinsinger is responsible for USGS research and monitoring on freshwater, terrestrial, and marine ecosystems, and the human and fish and wildlife communities they support.

Ms. Kinsinger has held numerous positions since joining the USGS in 1995. She was Regional Director for the former USGS Western Region, where beginning in 2007 she oversaw activities related to biological, hydrological, geological, and geographic research and assessments. She was also the USGS Western Regional Biologist and was responsible for the cross-disciplinary USGS research strategy in the Pacific Northwest. From 1998 until 2001, she worked at USGS headquarters in Reston, Va., in the Associate Director for Biology's office, and as Chief of Strategic Planning and Analysis in the Director's Office.

She joined the USGS in 1995, and for the next three years served as director of the USGS Western Ecological Research Center in Davis, Calif. Before joining the USGS, she worked for the U. S. Fish and Wildlife Service National Fisheries Contaminant Research Center (now the USGS Columbia Environmental Research Center), National Fish and Wildlife Foundation, and the National Biological Survey.

Education

Ms. Kinsinger holds a bachelor's in resource science from the University of California-Davis, and a master's in natural resources economics and policy from Yale University.

Jim Kurth was appointed as the U.S. Fish and Wildlife Service's Deputy Director for Operations on January 7, 2015.

As Deputy Director for Operations, Kurth promotes and implements the agency's mission and priorities throughout the United States and abroad by developing and strengthening partnerships with other federal agencies and foreign governments, states, tribes, non-governmental organizations and the private sector. He also assists the Director in ensuring agency performance and accountability, customer service, and consistent application of all Service resource management policies.

Kurth has primary responsibility for managing the day-to-day implementation of the Service's field-based mission. This includes overseeing an appropriated budget of \$2.5 billion and nearly 9,000 employees working across the nation and in many foreign countries. These employees spearhead efforts to conserve the nation's native fish, wildlife and plants on 566 national wildlife refuges and 38 wetland management districts encompassing more than 850 million acres in all 50 states; operate 69 National Fish Hatcheries; and administer fish and wildlife programs, including endangered species recovery, from 64 Fishery Resources Offices and 81 Ecological Services Field Offices nationwide.

A 37-year career Fish and Wildlife Service employee, Kurth previously served as Chief of the National Wildlife Refuge System beginning in 2011. In nearly four years as Chief and 11 years prior to that as Deputy Chief, he led management of the world's premier system of public lands and waters set aside to conserve America's fish, wildlife, and plants.

After graduating with a degree in wildlife management from the College of Natural Resources at the University of Wisconsin -Stevens Point, Kurth began his Fish and Wildlife Service career in 1979 with posts at Mississippi Sandhill Crane National Wildlife Refuge, Arthur R. Marshall Loxahatchee National Wildlife Refuge in Florida, Bogue Chitto National Wildlife Refuge in Louisiana, Seney National Wildlife Refuge in Michigan's Upper Peninsula, and Ninigret National Wildlife Refuge in Rhode Island.

Starting in 1994, Kurth managed the Arctic National Wildlife Refuge in northern Alaska -- the largest refuge in the United States, spanning 20 million acres. Arctic also contains an 8-million-acre Wilderness Area -- the largest within the Refuge System.

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DARRYL LACOUNTE
ROCKY MOUNTAIN REGIONAL DIRECTOR
BILLINGS, MONTANA



Mr. Darryl LaCounte is currently the Rocky Mountain Regional Director. Mr. LaCounte was appointed as a Special Assistant to the Director from March of 2010 until January 2014 prior to being the Acting Regional Director for the Rocky Mountain Region.

Mr. LaCounte's career in the Bureau of Indian Affairs began in July 1988 at the Wind River Agency where he served as an Oil and Gas Specialist in the Branch of Realty. In August 1991, Mr. LaCounte was appointed to a Realty Specialist (Oil & Gas and Tenure and Management) position in the Billings Area Office. In October 1995, Mr. LaCounte began serving as the Land Titles and Records Office Manager and served in the position until July 2001 when he accepted the Deputy Regional Realty Officer position in the Rocky Mountain Regional Office. In June 2003 he began serving as a Special Assistant for Trust Reform in the Office of the Commissioner (Director, Bureau of Indian Affairs) where he served until he was appointed as the Deputy Regional Director – Trust Services, Rocky Mountain Region, in August 2004 and served in this capacity until March of 2010.

Prior to working for the Bureau of Indian Affairs, Mr. LaCounte worked in the agriculture industry in eastern Montana and western North Dakota and also worked in the oil and gas exploration field in Montana, North Dakota, Wyoming, Colorado and Nebraska.

Mr. LaCounte graduated from Sidney Senior High School in Sidney, Montana in 1978 and Eastern Montana College (presently - Montana State University – Billings) in 1986 with a Bachelor of Arts. Mr. LaCounte is a member of Turtle Mountain Chippewa Tribe headquartered in the State of North Dakota.

Joshua Laird, Commissioner, National Parks of New York Harbor

Joshua Laird is Commissioner of the National Parks of New York Harbor (NPNH), where he oversees the 11 national park sites that surround the Port of New York, covering an area of nearly 27,000 acres and hosting over 16 million annual visitors. NPNH includes some of our nation's most significant urban national parks, including Statue of Liberty National Monument and Ellis Island, Gateway National Recreation Area, Governors Island National Monument, African Burial Ground National Monument, Federal Hall National Memorial, Castle Clinton National Monument, Hamilton Grange National Memorial, General Grant National Memorial, St Paul's Church National Historic Site, and the newly-established Stonewall National Monument. The Lower East Side Tenement Museum is also an NPS-affiliated site with NPNH. NPNH Site Superintendents report directly to Commissioner Laird, who is also responsible for management policy and planning initiatives, enhancing the identity, visibility and public support for New York Harbor's national park sites, and promoting partnerships with a variety of NGOs and local, state and federal agencies

Prior to the NPS, Joshua spent over 20 years with the New York City Department of Parks & Recreation. As head of the agency's Planning Division from 1997 to 2013, Joshua served at the forefront of New York City's open space agenda, advancing plans for a vibrant and resilient park system. His work included major park initiatives throughout New York City such as Hudson River Park, Brooklyn Bridge Park and the High Line, the restoration of the Bronx River and the transformation of Fresh Kills Landfill into parkland.

Joshua is currently on detail as Acting Northeast Regional Director. The Northeast Regional Office supports the parks and program areas in the northeast states, from Maine to Virginia. This includes over 80 national park units ranging from wilderness areas, coastal habitats, historical and recreational trails, historic sites and battlefields. The role and function of the regional office is to provide employees with specialized expertise and tools that will foster growth, development, and safety of regional park service employees, volunteers, and partners. The regional directorate provides employees with current information and policy, filtering and interpreting necessary information to and from the Washington office.

Office of the Special Trustee for American Indians (OST)

Timothy Lake
Biography



1. Title: Regional Trust Administrator, Great Plains/Alaska Regions
My position is located in Sisseton, SD. I provide executive leadership to the Great Plains and Alaska Regions.
2. Tribal Affiliation: Santee Sioux Nation
3. Years of Government Service: 37
4. Years with OST: 12
5. Past Positions: Deputy Regional Director, Trust Services at BIA Midwest Region
BIA Superintendent at Yankton Agency
BIA Superintendent at Sisseton Agency
Real Estate Management and Administration, BIA
6. Education: M.B.A from the University of Sioux Falls
B.A. in Management from the University of Sioux Falls
7. Credentials: Senior Executive Service (SES) – 1 year
SES Candidate Development Program Graduate
8. Family: (b) (6)
9. Interests: (b) (6)

Timothy LaPointe
Great Plains Regional Director
Aberdeen, South Dakota



Mr. Timothy LaPointe was named as the Regional Director, Great Plains Region, in November 2014. He is responsible for a Region encompassing twelve agencies that serve sixteen federally-recognized tribes in the states of North Dakota, South Dakota, and Nebraska.

Mr. LaPointe began his Federal career in May 1992 with the Bureau of Indian Affairs' Midwest Regional Office as a Paralegal Specialist in the Branch of Rights Protection where he researched claims under the Indian Claims Limitation Act. Since then, he has held various positions within the BIA and the Office of the Special Trustee for American Indians in the states of Minnesota, Oklahoma, Wisconsin and now South Dakota. He has been at the Great Plains Region since February 2011 where, prior to accepting the Regional Director position, he served as the

Deputy Regional Director – Trust Services.

Mr. LaPointe holds a Juris Doctor degree from the University of Arkansas and a Bachelor of Science degree from the University of the Ozarks where he majored in Public Administration and minored in Accounting. In 2005 he received his designation as a Certified Indian Fiduciary Trust Specialist from the Cannon Financial Institute, a provider of professional development and training to the financial services industry. Mr. LaPointe is an enrolled member of the Oglala Sioux Tribe.

Bio for Darrell LaRoche

Director, Office of Facilities, Property, and Safety Management

Indian Affairs

Darrell LaRoche has served as the Director of the Office of Facilities, Property, and Safety Management for Indian Affairs since June 2014. Mr. LaRoche is an enrolled member of the Lower Brule Sioux Tribe in South Dakota and a retired Captain in the United States Public Health Service Commissioned Corps. Mr. LaRoche has over 25 years of experience in facilities engineering and emergency management with the Indian Health Service (IHS), National Institutes of Health (NIH) and Indian Affairs.

Mr. LaRoche started his career as a facilities staff engineer in the IHS Portland Area in 1992. His next assignment was as the facility engineer for the IHS Santa Fe Service Unit from 1995 to 1998. He served as the deputy for the health facilities engineering program in the IHS California Area before accepting the position as the facilities director for the IHS Albuquerque Area in 2000. Mr. LaRoche transferred to the IHS Headquarters in 2008 to serve as the Director of Emergency Services. While serving at IHS Headquarters he served a detail as the acting Deputy Director for the Office of Clinical and Preventive Services. After 20 years of service with the IHS, Mr. LaRoche transferred to the National Cancer Institute in Frederick, Maryland where he provided oversight of the Environment, Health, and Safety Program.

Mr. LaRoche received a Bachelor of Science degree in Civil Engineering from the University of New Mexico in Albuquerque in 1991 and has completed graduate coursework in industrial hygiene at Tulane University in New Orleans. He is a graduate of the Interagency Institute of Federal Healthcare Executives and the National Preparedness Leadership Initiative in the Kennedy School of Government at Harvard University. As a commissioned officer in the USPHS, he has received the Meritorious Service Medal, Outstanding Service Medal, Achievement Medals, PHS Citation, and numerous unit and service awards. He is certified as a Fire Inspector I in the State of Maryland.

Biography for Salvatore Lauro
Bureau of Land Management
Director, Law Enforcement and Security

I have over thirty eight years of law enforcement experience, beginning my law enforcement career with the United States Park Police in July, 1978. The majority of my career was spent in Washington, D.C. However, I did spend four years in the New York Field Office as an officer and Sergeant, and four years in Santa Fe, NM as a Regional Law Enforcement Specialist (Captain).

My positions in Washington, D.C. included serving as a sergeant in the Criminal Investigations Branch, and at the rank of Lieutenant as a shift commander and station commander. As a Captain I commanded the Central District; was an Assistant Commander, Special Forces Branch; and Commander of Planning and Development. I was then promoted to the rank of Major and assigned as the Commander, Special Forces Branch. In this position I oversaw the SWAT team, Aviation Unit, Motorcycle Unit, Canine Unit, and Special Events Unit.

In November, 2004 I left the United States Park Police and took a position in the Department of the Interior's Office of Law Enforcement, Security, and Emergency Management (OLESEM) as the Critical Infrastructure Coordinator for the Department. In April, 2006 I was promoted to the position of Assistant Director, OLESEM and placed in charge of the Professional Responsibility and Policy Compliance Division.

In March 2008 I was selected for a detail position back with the United States Park Police as the Acting Assistant Chief and in January 2009 I was selected as the Chief of Police.

As Chief, United States Park Police, I managed a police force consisting of more than 750 police officers and civilian staff with responsibilities for providing law enforcement services to areas within the National Park Service, primarily in Washington, D.C., New York City, and San Francisco. In January, 2011 I left the United States Park Police and moved into a position as Senior Advisor for Law Enforcement and Security to the Secretary of the Interior.

In June, 2011 I was selected by the Bureau of Land Management (BLM) as the Director, Office of Law Enforcement and Security. In this position I have direct operational oversight of approximately 90 Special Agents and support staff, as well as programmatic oversight over BLM's approximately 260 law enforcement rangers. I have led the Bureau's renewed focus on the security of our personnel and offices in light of the increased anti-government sentiment in recent years.

I have a Bachelor of Science degree in Aerospace Engineering from the Polytechnic Institute of New York. I am a graduate of the 169th Session of the FBI National Academy and a Distinguished Graduate of the Federal Law Enforcement Training Center.

(b) (6)

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Lorri J. Lee

Lorri J. Lee began serving as the Pacific Northwest Regional Director for the Bureau of Reclamation in January 2012. In this position, she oversees an annual program of more than \$385 million that includes operating Bureau of Reclamation's regional water projects for irrigation and power generation, maintaining a rigorous Safety of Dams program, and managing a robust environmental sustainability program. The Pacific Northwest Region comprises Idaho, Washington, most of Oregon, and parts of Montana and Wyoming.

As Regional Director, Ms. Lee also is responsible for providing guidance and direction to the Regional Office in Boise, Idaho; Grand Coulee Power Office in Grand Coulee, Wash.; and area offices located in Yakima, Wash., and Boise, Idaho, with a combined professional workforce of more than 1,200.

Prior to being named Pacific Northwest Regional Director, Ms. Lee served as the Lower Colorado Regional Director from 2007 to 2011, where she oversaw all Reclamation operations of the Lower Colorado River and was responsible for projects in southern Nevada, southern California, most of Arizona and small portions of Utah and New Mexico.

Ms. Lee has over 34 years of Federal service with the Bureau of Reclamation. During her tenure, she has served in numerous positions, including Program Manager for the Lower Colorado River Multi-Species Program where she was responsible for negotiating and implementing the program on the lower Colorado River. She also served as a Deputy Regional Director for five years and spent two years working in the Commissioner's Office in Washington, D.C.

Additionally, Ms. Lee has received numerous awards during her career, including the Superior Service Award, Meritorious Service Award, and the Distinguished Service Award—the three highest awards from the Department of the Interior's for career employees.

Trained in facilitation and mediation, Ms. Lee plays a key role in collaborating with irrigation districts, States, and Native American Tribes regarding major issues. She holds a Bachelor of Science degree in Business Administration from the University of Phoenix.



Chris Lehnertz
Superintendent,
Grand Canyon National Park
U.S. Department of the Interior
National Park Service

Chris Lehnertz brings diverse experience to her position as Superintendent at Grand Canyon National Park in Arizona. Assigned to the park in September 2016, she is leading the NPS response to issues associated with the negative findings by the Office of Inspector General regarding sexual harassment and hostile work environment on the Colorado River District. She is working with staff, managers, and partners across the park to create a more respectful and inclusive workplace.

Her previous assignment was Superintendent at Golden Gate National Recreation Area (GGNRA) in the San Francisco Bay Area in California. She started her assignment in May 2015 and was excited to be a part of the new NPS approach to innovation and partnership-building at GGNRA. The assignment also included leading two additional parks managed by GGNRA – Muir Woods National Monument and Fort Point National Historic Park.

Her post before becoming superintendent was as Regional Director of the National Park Service’s Pacific West Region. She managed a region that is rich in cultural and natural diversity. The Pacific West Region spans 106 degrees across the globe, preserves and protects 61 spectacular national parks, and includes protected areas as far west as America Samoa and as far east as Saipan. The Pacific West Region also works with states, Indian tribes, and communities through a variety of community assistance partnership programs under the Rivers and Trails Conservation Assistance Program, national historic preservation programs, and the Land and Water Conservation Fund.

Prior to serving as Regional Director, Lehnertz was Deputy Superintendent at Yellowstone National Park. She has also served as acting Associate Director for Cultural Resources in the National Park Service’s office in Washington DC.

Before arriving at the National Park Service in 2007, she spent 16 years working for the U.S. Environmental Protection Agency. Primarily implementing the Clean Water Act, she also served in several program areas including tribal environmental program development (26 affiliated tribes), global climate change, environmental policy and enforcement, and hazardous waste management.



She started her conservation career as a seasonal fisheries and wildlife technician with the Colorado Division of Wildlife, and also worked as a season biological technician with the U.S. Forest Service and the U.S. Fish & Wildlife Service.

She holds a B.A. in Environmental Biology from the University of Colorado. She enjoys hiking, fly fishing, and golfing.

Julie Lillie is the Director of the Office of the Executive Secretariat and Regulatory Affairs within the Office of the Secretary. She joined the Department in 2016 after working for a variety of organizations, including all three branches of the Federal Government, non-profit organizations, and a small business that she owned and operated.

Julie received dual bachelor's degrees in political science and German, graduating magna cum laude from Albion College in Albion, Michigan. Following her graduation from Albion, she lived and studied in Germany as a Fulbright scholar, researching the impact of European labor policies on American multinational corporations. In 1990 she obtained a law degree from Washington and Lee University in Lexington, Virginia.

She began her professional career as the senior law clerk for Judge Stephen McNamee in the U.S. Federal District of Arizona from 1990-1993. From there, she went on to work at the Department of the Interior; owned her own small business; and consulted for Booz Allen Hamilton. In addition, Julie served on the U.S. House of Representatives Appropriations Subcommittee on Interior, Environment and Related Agencies; worked on public land management and energy programs at The Nature Conservancy and Defenders of Wildlife; and taught undergraduate classes for a national college consortium. In 2016, she was selected as the Executive Secretary for the Department of the Interior.



Raymond A. Limon is a career member of the Senior Executive Service with over 22 years of Federal service. He currently serves as Director of Human Resources, and Deputy Chief Human Capital Officer for the Department of the Interior (DOI). His office provides and designs strategic human capital policies and guidance for the Department's 70,000 plus employees serving in over 350 occupations and 2,400 locations. Ray's portfolio includes strategic policy development, execution and oversight with respect to recruitment, staffing, executive placement, performance management, employee engagement, workforce planning, data analytics, compliance and evaluation. His office closely coordinates with a range of internal and external stakeholders. Before joining DOI, Ray was the Director, Civil Service HR Management, for the Department of State where he lead HR for the Civil Service personnel system. Prior to that, Ray was the first-ever Chief Human Capital Officer at the Corporation for National and Community Service (e.g., AmeriCorps, VISTA, Senior Corps, etc.). While in that role, he was selected by his small agency peers to Chair, Small Agency Human Resources Council, representing approximately 100 Federal agencies and organizations. In his current and earlier capacities, he has been a fixture on the Chief Human Capital Officer Council since 2006. Ray also served as an attorney at the U.S. Office of Personnel Management (OPM) specializing in employment litigation and policy review; and was the Director of the Office of Administrative Law Judges (ALJs), where he managed the government-wide personnel system for ALJs. Prior to joining the government, Ray worked in two DC law firms and is still a member in good standing in the DC and Maryland bars. Ray received his *J.D.* from Indiana University, Bloomington, and he is a former Peace Corps Volunteer (Honduras). (b) (6)

Cynthia Lodge



Associate Director

Office of Budget, Planning, and
Integration

Email: clodge@usgs.gov

Phone: 703-648-4443

Biography

Cindy (Cynthia) Lodge is the Associate Director of the Office of Budget, Planning and Integration in the Office of the Director of the U.S. Geological Survey (USGS). She is the Bureau's chief adviser for all matters related to strategic budgetary and financial strategies, budget formulation, presentation and advocacy; guidance and oversight for budget execution, internal controls, and working capital funds; leadership and oversight for the Bureau's Strategic Plan and supporting the Department of the Interior's Strategic Plan; leadership for performance management and enterprise risk management; and reports to these activities to the Department of Interior, Office of Management and Budget and Congress.

Career History and Highlights

Cynthia came to the USGS after a 27-year career with NASA, bringing with her a breadth of skills and experience. Throughout her career, she has assessed and changed operational processes, eliminating waste and improving the efficiency of a multitude of space projects. She improved engineering methods with innovative enhancements, evaluated and selected proposals for space systems, and planned and produced analytical studies involving the substance of key agency programs.

Cynthia served as the Director for Strategic Investments and the Performance Improvement Officer at NASA Headquarters in Washington, D.C. In this role, she was responsible for development of NASA's overall strategy of investment to achieve mission objectives. Analyzing technical, programmatic, and institutional investment options and risks available to the Agency in support of Administration policies and Congressional legislation, she formulated the Agency's budgets, measured and reported on Agency Performance, and provided insight and guidance to the Administrator on all decisions of strategic importance. Her legislative experience includes time as a NASA Congressional Fellow with U.S. Senator Bill Nelson of Florida, for whom she assisted with legislation on civil and military space, Earth science, energy, and new technology. She also held multiple roles at the Kennedy Space Center, originally joining NASA after the Space Shuttle Challenger tragedy to redirect the operations workforce into executing the Shuttle schedule. Her help in rebuilding workforce morale resulted in upgraded staff performance and reduced operational costs in excess of 35 percent. She began her career as a Materials & Processing Engineer with the Lockheed Space Operations Company, performing failure analyses for space systems hardware and working with research scientists to develop new methods and inventions for the space shuttle.

Among many other honors, Cynthia was presented by NASA astronauts with the "Silver Snoopy" award, a prestigious recognition given to only one percent of the space industry, for her work on the space shuttle program.

Education

Cynthia holds a master's in industrial and engineering management from the University of Central Florida, a master's in business from Nova Southeastern University, and a bachelor's degree in materials engineering from the Georgia Institute of Technology.

Melinda J. Loftin

Melinda J. Loftin is the Designated Agency Ethics Official and the Director of the Hatch Act Compliance Office for the U.S. Department of the Interior. Before selection for this Senior Executive Service position, Ms. Loftin was an Associate General Counsel, a Deputy Designated Agency Ethics Official, and Director of the Ethics Office for the Department of the Air Force where she provided advice and counsel on a broad range of ethics matters. In 2001, Ms. Loftin completed an assignment to the White House, Office of Counsel to the President where she worked on nominations and ethics documents for White House appointees. Ms. Loftin worked for the Department of the Army for 16 years in a broad range of legal disciplines. In 1989, Ms. Loftin served as a professional staff member on the United States Senate Oversight of Government Management Subcommittee.

Ms. Loftin has taught at various schools and conferences including the Army and Air Force Judge Advocate General's schools. Ms. Loftin was a Senior Executive Fellow at the Kennedy School of Government and is a graduate of the Federal Executive Institute. Ms. Loftin has received numerous distinctions including the 2005 Distinguished Alumni Award from Michigan State University College of Law, the Secretary of the Interior Gold Executive Leadership Award in 2008, and Meritorious or Commendation Awards from the Department of the Air Force and the Department of the Army. In 2016 Ms. Loftin was inducted into the Royal Oak (Michigan) High School Hall of Fame.

Ms. Loftin double majored at Adrian College in political science and business administration. She received her Juris Doctor degree from the Detroit College of Law. Ms. Loftin has served on the Adrian College Alumni Board and currently serves on the Adrian College Romney Institute of Law and Public Policy Advisory Board.

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Office of the Special Trustee for American Indians (OST)

Douglas A. Lords Biography



Title: Deputy Special Trustee – Trust Services
My position is located in Albuquerque, NM. I provide executive leadership to the Office of Trust Services and currently am delegated the duties of the Principal Deputy Special Trustee.

Tribal Affiliation: Chippewa Cree Tribe of the Rocky Boy Reservation

**Years of
Government
Service:** 26

Years with OST: 21

Past Positions: Deputy Special Trustee, Trust Services (OST)
Deputy Special Trustee, Field Operations (OST)
Director of the Office of Trust Fund Management (OTFM)
Deputy Director of OTFM
Division Chief in the Division of Trust Funds Accounting (OTFM)
Finance Officer (BIA)
Deputy Finance Officer (BIA)

Education: B.A. in Business Administration from Eastern Washington University

Credentials: Senior Executive Service (SES) - 21 years

CPA license in the State of New Mexico
Department of the Interior / Distinguished Service Award (2017)

Family:

(b) (6)

Interests:

(b) (6)

Weldon “Bruce” Loudermilk **Director – Bureau of Indian Affairs**



Mr. Weldon “Bruce” Loudermilk is an enrolled member of the Fort Peck Assiniboine and Sioux Tribes of the Fort Peck Indian Reservation in Montana and has been serving as the Regional Director for the Alaska Regional Office in Anchorage, Alaska since January, 2014. The Bureau of Indian Affairs, Alaska Region comprises of 228 federally recognized tribes and two agency offices.

Prior to becoming the Alaska Regional Director, Mr. Loudermilk was appointed as the Bureau’s Great Plains Regional Director in Aberdeen, South Dakota in June, 2010 where he provided leadership and program oversight to the 12 agencies and 16 Tribes in North Dakota, South Dakota and Nebraska.

Mr. Loudermilk’s began his 26-year career in May 1990 in the transportation division of the Bureau’s Billings (Montana) Area Office (now the Rocky Mountain Regional Office). Prior to becoming the Regional Director for the Great Plains Region, Mr. Loudermilk served as the Deputy Regional Director-Indian Services, Great Plains Region (March 2008-June 2010). He also provided leadership in the Interior Department’s Office of the Special Trustee for American Indians (OST) as a Financial Trust Services Officer (May 1998-June 2005) and as a Fiduciary Trust Officer (July 2005-March 2008), both of which were also located in the Rocky Mountain Region, (Billings, Montana).

During his tenure with OST, Mr. Loudermilk helped carry out the Department’s responsibility for Indian trust management by providing fiduciary trust oversight for tribal and individual Indian money accounts (IIM). He also provided leadership in defining OST’s fiduciary trust management roles and responsibilities through the development and implementation of regulations, policies and procedures at agency, regional and national levels.

Mr. Loudermilk also brings private sector experience from the financial services, energy (oil and gas) exploration and petroleum technology industries. In 2006, Bruce received his designation as a Certified Indian Fiduciary Trust Specialist from the Cannon Financial Institute of Athens, Georgia a provider of professional development and training to the financial services industry.

Mr. Loudermilk holds a Bachelor of Science degree in Business Administration from what is now Montana State University-Billings (1989). He is also a graduate of Harvard University, John F. Kennedy School of Government (2005) and Department of Interior’s Senior Executive Service Candidate Development Program, Class #14 (2006).

Thomas Luebke
Director, Technical Services Center



Tom Luebke, P.E., assumed the role as Director of Reclamation's Technical Service Center on June 1, 2014.

As TSC Director, Luebke oversees an organization of 500 scientists and engineers located in Denver, providing studies, analysis, research and design and specifications support for Reclamation's programs, regions and area offices, other federal agencies and international customers.

Luebke was most recently the Deputy Director of the TSC and spent much of his career as a civil engineer engaged in the design, analysis and construction of embankment dams. Prior to serving as Deputy Director, he served as the TSC's Business Manager, providing key financial and operational guidance to the organization.

He joined Reclamation in 1974, while still a student, on the Rio Grande Project in El Paso, Texas, and in 1976 he transferred to the Palmetto Bend Dam Construction Project in south Texas as a civil engineer. He then moved to the Denver office in 1978 and was a principal designer.

Luebke developed and directed designs on major water project features including Brantley Dam in New Mexico and Jackson Lake Dam modifications in Wyoming. He later managed the Geotechnical Design Group and the Structural Behavior and Instrumentation Group.

Luebke has a Bachelor of Science degree in Civil Engineering from the University of Texas - El Paso and a Master of Science degree in Civil Engineering from the University of Colorado. He has been a Registered Professional Engineer in Colorado since 1980.

Bio for Amy Lueders

Amy began her career in 1984 as a mineral economist in the BLM 's Washington, DC office. She then held a number of budget development and program analysis positions.

From 2000 to 2004, Amy served as the Field Manager in Las Cruces, New Mexico. She then moved to Nevada to serve as the Associate State Director before advancing to the State Director position. On November 29, 2015, she returned to New Mexico to begin her tenure as the BLM State Director, overseeing public lands and the Federal mineral estate in New Mexico, Oklahoma, Texas, and Kansas.

(b) (6)



Tim began his federal service in 1985 when he enlisted into the United States Navy –Seabees. Tim served over three years active duty and during that time was assigned to the Presidential Retreat (Camp David) during the Ronald Reagan and H.W. Bush Presidential Administrations. After leaving active duty, Tim served one year in the Navy - Seabee Reserves, and one year with the Oklahoma Army National Guard. In 1991 he began his civilian federal service as a Police Officer with the U.S. Secret Service – Uniformed Division, being assigned to the White House Branch and the Emergency Response Team. In 1998, Tim left the U.S. Secret Service and began his public lands service as a Law Enforcement Officer with the U.S. Forest Service on the Mark Twain National Forest in the State of Missouri. Tim occupied various positions while serving with the U.S. Forest Service as a Law Enforcement Officer, Patrol Captain, National Incident Commander, Special Agent, Senior Special Agent, Assistant Director of Investigations, and was the Director of the Office of Safety and Occupational Health. In 2012, Tim once again took on a new challenge and came to work for the Department of the Interior in the Office of the Secretary – Office of Law Enforcement and Security as the Assistant Director for the Law Enforcement Division. Tim served as the Acting Director of the Office of Law Enforcement and Security since January of 2016, and was selected as the full time Director in July 2016 as a member of the Senior Executive Service. Tim graduated *Suma Cum Laude* with a Bachelor’s Degree in Police Science and a Master’s Degree in Security and Safety Leadership both completed at The George Washington University.

Scott Mabry
Associate Director for Administration
Bureau of Safety and Environmental Enforcement

Scott Mabry is the Associate Director for Administration of the Bureau of Safety and Environmental Enforcement (BSEE). His current responsibilities include leadership and oversight of a diverse portfolio of administrative functions to include acquisition, information technology, human capital, finance, equal opportunity, space and facilities, security, and emergency management.

During his tenure as Associate Director, Scott has been instrumental in developing and implementing cost and performance metrics that provide transparency into the administrative functions he leads.

Additionally, he has provided executive oversight leading to the success of several critical initiatives to include the on-going modernization of the Bureau's technology systems, establishing a functioning data stewardship program, leading the development of an effective records and directives program, leading the Bureau's space and facilities program through several complex relocations, and advancing BSEE's Human Capital efforts to include recruitment, retention, and training.

Scott has been at the Department of Interior since 2004. Prior to his current role, Scott served as Deputy Director, Office of Financial Management, Department of the Interior, and prior to that, he was the Chief of the Finance Division at the Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE). Before joining Interior, he worked at KPMG, a public accounting firm.

Mr. Mabry is a graduate of Kansas State University. He is a Certified Public Accountant, licensed in Virginia.

Cynthia Martinez
Chief, National Wildlife Refuge System
U.S. Fish and Wildlife Service



Cynthia Martinez is the U.S. Fish and Wildlife Service's Chief of the National Wildlife Refuge System. Martinez, a 23-year veteran of the agency, served as the Service's deputy chief for the Refuge System since 2012 until moving into her current position in 2015.

As Chief, Martinez leads the management of over 850 million acres of the world's premier system of lands and waters set aside to conserve America's fish, wildlife, and plants. The Refuge System comprises more than 560

units. There is a national wildlife refuge in every state and U.S. territory.

Martinez previously managed the Desert National Wildlife Refuge Complex in Nevada – one of the largest wildlife refuge complexes in the contiguous United States. She has also served as an Assistant Field Supervisor working on endangered species issues and as a fish biologist. Within headquarters, Cynthia oversaw the development of *Conserving the Future*, the Service's strategic vision for the management of the Refuge System, and currently leads efforts on the Service's Urban Wildlife Conservation policy.

Martinez began her career as a student trainee in the Service's Arizona State Office in Phoenix, Arizona. She earned a Bachelor of Science degree from New Mexico State University and a Masters of Science degree from the University of Arizona.

BIOGRAPHICAL SKETCH

SUE E. MASICA
National Park Service

Sue Masica became the NPS Regional Director for the Intermountain Region in January 2014. In this capacity, she oversees all NPS operations in an eight-state region stretching from Montana to Texas. Her responsibilities encompass 85 different park units, one affiliated area, 6 national heritage areas, 9 national/historic long-distance trails, 6000 employees during the summer, and a budget of about \$750 million. She also oversees partnership and outreach programs supporting recreation and natural and cultural resource protection.

Masica previously served in other NPS leadership positions in the field and in headquarters: Alaska Regional Director (2008-2013); Chief of Staff (2006-2008); Associate Director for Park Planning, Facilities, and Lands (2002-2006); and Associate Director for Administration (1998-2002). In each of these positions, she served as a key advisor to the NPS leadership on matters related to policy, budget, congressional and Department of the Interior relations, and personnel. In recognition of her leadership, Sue received the Presidential Rank of Meritorious Executive in 2004.

Prior to joining the National Park Service, Sue served ten years on the staff of the United States Senate Committee on Appropriations as staff director of the Subcommittee on the Department of the Interior and Related Agencies, during which time she was actively involved in formulating decisions affecting the budget and policy matters for the NPS as well as other land management agencies.

Sue began her Federal career as a Presidential Management Intern with the Department of the Interior. She earned a Master of Public Affairs degree from the University of Texas (Lyndon B. Johnson School of Public Affairs) and a Bachelor of Arts in Political Science from Austin College.

Bruce Maytubby
Eastern Regional Director
Nashville, Tennessee



Mr. Bruce Maytubby is an enrolled member of the Chickasaw Tribe of Oklahoma. He was appointed in September 2015 as Eastern Regional Director of the Bureau of Indian Affairs. The Eastern Region serves 29 federally-recognized Indian tribes in locations ranging from Maine to Florida to Louisiana.

Prior to accepting his position with the Eastern Region, Mr. Maytubby led the Southern Plains Region, Bureau of Indian Affairs located in Anadarko, Oklahoma.

He began his federal career in 1976 with the National Park Service before accepting a temporary position at Central Office, Division of Transportation, Bureau of Indian Affairs in 1977. He subsequently accepted a permanent position in the Office of Trust Responsibilities. He has held staff and management positions at the Uintah and Ouray and Wind River Agencies and the Western Region. In 2001, Mr. Maytubby was selected into the Senior Executive Service as the TAAMS Design Team Manager, and served in this capacity until 2002. He served as the Deputy Regional Director for Trust Services at the Southern Plains Regional Office before accepting the Eastern Regional Director position.

Mr. Maytubby is a graduate of Frostburg University (b) (6)





Chris McAlear - *Assistant Director, National Conservation Lands and Community Partnerships, Bureau of Land Management, U.S. Department of the Interior*



On December 29, 2016 Chris was selected as the Assistant Director, Bureau of Land Management (BLM), Office of National Conservation Lands and Community Partnerships. McAlear oversees the agency's National Conservation Lands which contain some of the West's most spectacular landscapes, including 876 federally recognized areas and approximately 36 million acres of National Monuments, National Conservation Areas, Wilderness Areas, Wilderness Study Areas, Wild and Scenic Rivers, National Scenic and Historic Trails, and Conservation Lands of the California Desert. The position also oversees BLM's Community Partnerships, a program

provides a wealth of opportunities for the BLM and interested organizations, businesses, educational institutions, agencies, tribes, and individuals to collaborate and to explore new approaches to land management for the benefit of present and future generations.

In his previous position as the BLM's District Manager for Carson City, NV District Office, Chris oversaw 5.5 million acres of public lands with a focus on renewable energy, wild horse and burro management, wildland fire, and recreation. Chris has been with the BLM since 1996 and served in many roles including Front Country Lead for the Grand Staircase Escalante National Monument, Assistant Field Manager in Roseburg, Oregon, and Field Manager in Medford Oregon.

Chris holds an undergraduate degree in Outdoor Recreation Resources, a Masters in Natural Resource Communication, and a Masters in Management. Prior to the BLM, Chris was on faculty at Oregon State University, where he was the Director of a State-wide teacher training program, and served 10 years active duty in the U.S Navy and 15 years in the Coast Guard Reserves in the medical field and continuing education programs for all levels of medical and military professionals.

Lena McDowall
National Park Service

Lena McDowall has been with the National Park Service for over 13 years and was named Deputy Director of Management and Administration in October 2016. In this position she oversees mission support functions for the NPS, including Budget and Finance, Contracting, Concessions, Fees, Human Resources, Learning and Development, and Information Technology. She previously served as the Chief Financial Officer and as the Associate Director for Business Services for the bureau.

Prior to her most recent positions, Ms. McDowall managed the concessions program as Deputy Chief for Business and Revenue Management at Yosemite National Park. Between 2006 and 2010, she served as the program manager for the Business Management Group in the NPS Office of the Comptroller. The group developed tools to improve park financial management and provided internal consulting services to parks and programs regarding business management. Between 2004 and 2006, Ms. McDowall was Chief of Administration and Business Management at San Francisco Maritime National Historical Park. Prior to joining the National Park Service, Ms. McDowall was Operations Manager for the Center for Environmental Leadership in Business at Conservation International.

Ms. McDowall holds a BA from the College of William and Mary in Virginia and an MBA from the University of California at Davis.

Matt McKeown is the Regional Solicitor for the Rocky Mountain Region. He has been in that position since January of 2009. Matt supervises between 40-50 employees in offices in Denver, CO, and Billings, MT. Prior to that, Matt served as the Career SES manager for SOL's Division of Mineral Resources from July of 2007 through December of 2008.

Matt served as an appointee in the George W. Bush administration from August of 2001 through July of 2007. During that period, Matt held the following positions: Special Assistant to the Solicitor (2001-2003), Associate Solicitor for Land and Water (2003-2004), Deputy Solicitor (2004-2005), Principal Deputy Assistant Attorney General for Justice's Environment and Natural Resources Division (ENRD) (2005-2007) and Acting Assistant Attorney General for ENRD (January through May, 2007).

Prior to his federal service, Matt McKeown served in two roles in the Idaho Attorney General's Office. From 1996-2001, he was a Deputy Attorney General in the Intergovernmental and Fiscal Law Division where he focused on local government, election law, advising the Idaho Legislature and special natural resource projects (e.g., wolves, grizzly bears, roadless issues). From 1994-1996, Matt was a Deputy Attorney General in the Natural Resources Division.

Matt graduated from the University of Oregon School of Law in 1994. He earned a Certificate of Completion in Environmental and Natural Resources Law and was Articles Editor for the *Journal of Environmental Law and Litigation*. Matt received a Bachelor of Arts degree from McGill University in 1989, where his focus was on Film and Communications.

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John Mehlhoff

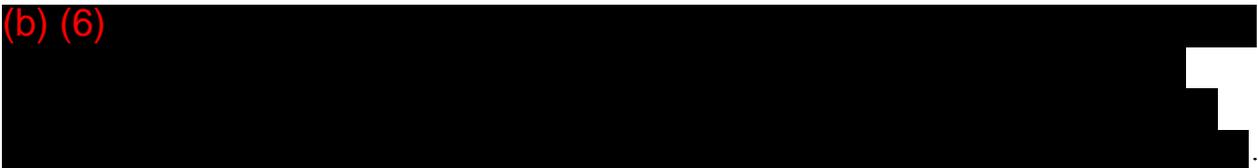
Senior Executive Service since Feb. 2014
Office of Natural Resources Revenue
Program Director of CEVA
Coordination, Enforcement, Valuation, and Appeals

John Mehlhoff finds opportunity within an organization, brings together individual ideas into a logical plan, helps others to see that vision, and drives to achieve positive results and change. He is a leader who tells stories that inspire people while at the same time is grounded in real world management. He is a respected decision maker who weighs reasonable risk and stands behind those decisions. He relies heavily on talented skill players around him who help to formulate thoughts into actions.

At the Office of Natural Resources Revenue Mr. Mehlhoff serves as the Program Director for oil, gas, and coal valuation; State and Tribal outreach and audit; regulations; and Director appeals. His CEVA organization is the primary partner with the Solicitor's Office, Office of the Inspector General, and the Department of Justice on IBLA and Federal Court appeals, litigation, and enforcement activities. John worked 29 years in the Bureau of Land Management in Montana, Wyoming, Washington DC, Oklahoma, and Colorado, holding progressively responsible positions as an engineer and line manager, last serving as the acting Colorado State Director. Special career assignments included a Congressional Fellowship for Senator Ted Stevens, Alaska as an advisor on public land energy matters. He served as Chair of the Western Leadership Council, building consensus on pending legislation, and as the energy staff advisor for the Assistant Secretary Lands and Minerals, where he led efforts regarding the Oil and Gas Performance Review, Royalty Policy Committee, and Reinvention of Government initiatives.

John holds a BS in Petroleum Engineering from Montana Tech and early in his career worked with Getty, Gulf, and Petro-Lewis companies in oil and gas field engineering and operations capacities.

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Tom Melius
Midwest Regional Director
U.S. Fish and Wildlife Service

Tom Melius is the Midwest Regional Director for the U.S. Fish and Wildlife Service (Service). Melius has lead the Midwest region since October of 2008. Prior to his Midwest region post, he completed a successful watch over the vast, rugged expanse of the Service's Alaska region.

In the Midwest, Melius leads a region that employs more than 1,000 people, manages 1.47 million acres of land and has field offices in eight states: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio and Wisconsin.

Aside from his duties as Regional Director, Melius stewards natural resources in several other capacities. Under his direction, the Midwest Region is leading the Service's national effort to conserve the North American monarch butterfly and working internationally with Canada and Mexico to ensure a future filled with monarchs. Melius also represents the Service on the Monarch Joint Venture, which brings experts and conservation groups together to help monarchs. Melius also gets his hands wet with underwater vampires like the invasive sea lamprey. In 2014, Melius was appointed as a U.S. Commissioner on The Great Lakes Fishery Commission. As one of eight commissioners (four from the U.S. and four from Canada), Melius advises the sea lamprey control program, one of the most successful invasive species programs in the history of international conservation. To top it off, Melius is also the co-chair of the Plains and Prairie Pothole Landscape Conservation Cooperative.

A native of the Great Plains, Melius brings a diverse background and a wealth of experience to the Midwest. Prior to his stewardship in Alaska, he served as Assistant Director for External Affairs in the Washington D.C. Office from March 2003 to April 2006. He oversaw the national programs for Public Affairs, Congressional and Legislative Affairs, and the office of the Native American Liaison. He also provided oversight to the Service's National Conservation Training Center located in Shepherdstown, West Virginia.

Prior to his time in External Affairs, Melius served as Assistant Director for Migratory Birds and State Programs. In that position he developed policy, advised the Directorate, and served as its representative on issues relating to the conservation and management of migratory birds, implementation of the North American Waterfowl Management Plan and wetlands programs, Federal Duck Stamps, federal grant

programs, and conservation partnerships. He was responsible for and directed the offices of Migratory Bird Management, Bird Habitat Conservation, Conservation Partnership Liaison, and Federal Aid.

From July 1997 to October 1998, Melius was the Director of Conservation Policy and served as Senior Advisor at the National Fish and Wildlife Foundation. From January 1995 to June 1997, he was a senior professional staff member on the U.S. Senate's Committee on Commerce, Science, and Transportation, where he formulated policy for fishery management with the National Marine Fisheries Service and the U.S. Coast Guard; and for coastal programs with the National Oceanic and Atmospheric Administration. He also advised the Committee on international conservation matters involving wildlife trade, marine mammals and endangered species.

From 1985 to 1995, Melius was a professional staff member on the Committee on Merchant Marine and Fisheries in the U.S. House of Representatives. There he advised the Committee on issues concerning fish and wildlife legislation.

In 1973 and 1975, Melius earned his bachelor's degree in wildlife biology and a master's degree in fish and wildlife science from South Dakota State University. His broad range of experience, both within and outside the Service, has well qualified him to deal with the challenges and conservation stewardship opportunities across our diverse Midwest landscape.

Douglas Morris

Bureau of Safety and Environmental Enforcement
Chief, Office of Offshore Regulatory Programs

As Chief of the Office of Offshore Regulatory Programs, Doug Morris, manages the Bureau of Safety and Environmental Enforcement's regulatory programs and functions that engage risk assessment and analysis, the evaluation of emerging and unusual technologies, safety improvement, offshore training and the develop and maintenance of up-to-date regulations, policies, standards and guidelines. In addition to finding ways to promote safety, conserve resources and protect the environment at BSEE, Morris' programs affect and govern industry's offshore operations nationwide, while maintaining oversight of the bureau's compliance activities. Previously, Morris served at the Energy Information Administration (EIA) where he served as Director of the Reserves and Production Division. Prior to joining EIA, Morris had a 22 year career at the American Petroleum Institute (API) where he was a member of the executive staff and served as the Group Director for Upstream and Industry Operations. During his career with API, he also worked as the Managing Attorney in the Office of General Counsel. Prior to joining API, he worked as a drilling and production engineer with Exxon and the Minerals Management Service. Morris has a Bachelor of Science degree in Chemical Engineering from Michigan State University and a Doctor of Jurisprudence degree from South Texas College of Law. He is a licensed Professional Engineer in Virginia and a member of the D.C. Bar, Virginia State Bar and multiple federal courts.

Adrienne L. Moss

Adrienne L. Moss has served as the Deputy Director in the Department of the Interior's Office of Budget since 2009, working closely with senior Departmental leadership, Congressional Appropriations staff, and Office of Management and Budget staff to develop and defend the Department of the Interior annual budget. Prior to joining the Department of the Interior, Ms. Moss received her Senior Executive Service status as the Deputy Director for Budget Operations at the U.S. Department of Energy. Ms. Moss joined the Department of Energy in 1993, holding various positions including Assistant to the Chief Financial Officer, Director of External Coordination, and Team Lead in the Budget Analysis Division. Prior to her work at Energy, Ms. Moss served as Associate Staff to the House Interior Appropriations Subcommittee.

BLM ES Leadership Bio

Karen Mouritsen, State Director

Karen Mouritsen was an attorney practicing law for DOI, but she was motivated to make a career change to the BLM after serving on detail as an Associate District Manager when she learned how challenging and rewarding it is to work together as a team with many talented BLM employees.

Before coming to the BLM Eastern States, Karen was the BLM Deputy Assistant Director for Energy, Minerals and Realty Management. In that position, she was responsible for helping to develop agency policies and regulations for the Bureau's energy and minerals programs while overseeing the budget and being responsive to audits. During the course of her career, Karen was assigned as the Acting New Mexico State Director and Acting Associate District Manager for the BLM Las Vegas and Medford, Oregon District Offices. She was also the BLM liaison to the Assistant Secretary for Land and Minerals Management, advising and briefing senior leadership on renewable energy, wildlife, wilderness, recreation, land-use planning, and cooperation with military agencies. She was the BLM Budget Officer, preparing BLM and DOI officials for congressional hearings, as well as testifying herself as a BLM witness.

Karen is a native of Dallas, Texas and graduated from the University of Texas at Austin College of Engineering. She earned her Juris Doctor degree at the University of Texas at Austin Law School.



Bruce C. Muller
Director, Security, Safety and Law Enforcement

Bruce C. Muller is responsible for a variety of Reclamation's risk management programs including Dam Safety, Safety and Occupational Health, Security, Law Enforcement and Emergency Planning and Operations. He works closely with the Department of the Interior and Reclamation's Regional Directors to implement risk reduction and public protection actions at Reclamation facilities.

Muller has a broad background in water resources including design/analysis of dams and appurtenant structures, Dam Safety program management, leading Reclamation's IT Transformation effort, oversight of design, estimating and construction, and serving as Reclamation's Dam Safety Officer.

Muller graduated with a Bachelor of Science in Civil Engineering from Purdue University in 1978 before joining Reclamation as a civil engineer. During his career at Reclamation he has worked as a new dam and dam modification design engineer and project manager, developed methodologies and guidelines for facilitating risk management, and implemented new technologies for dam analysis and design.

Muller earned his Master of Science in Civil Engineering/Water Resource Management from Colorado State University. He is also a graduate of the Department of the Interior's Senior Executive Service Candidate Development Program.



David Murillo
Regional Director, Mid-Pacific Regional Director

As Regional Director for the Mid-Pacific Region, David Murillo oversees the management of Bureau of Reclamation's water projects in an area encompassing the northern two-thirds of Calif., most of western Nev. and part of southern Ore. In addition to the Regional Office headquarters in Sacramento, Calif., the Region includes five Area Offices located in Klamath Falls, Ore.; Carson City, Nev.; and Redding, Folsom, and Fresno, Calif.; and three specialized offices, the MP Construction Office in Willows, Calif.; and the Central Valley Operations Office and the Bay-Delta Office in Sacramento.

Appointed Regional Director in December 2012, Murillo is responsible for Calif.'s Central Valley Project, one of the nation's most complex and highest-profile network of dams, reservoirs, canals and hydroelectric powerplants. Extending 400 miles through northern and central California, the CVP's 20 dams and reservoirs provides an average of 5.5 million acre-feet of water annually for agriculture, municipal and industrial and environmental uses in the Sacramento and San Joaquin valleys, California's central coast region, and southern and eastern San Francisco Bay area. The CVP's 11 hydropower plants generate about 4.5 billion kilowatt-hours a year.

Prior to joining the MP Region, Murillo served as Reclamation's Deputy Commissioner for Operations, overseeing operations in five regions across 17 western states; the Native American and International Affairs Office; and Denver's Technical Service Center, Research and Development, Power Resources Office, Dam Safety Office, and Design, Estimating and Construction.

From 2006 to 2010, Murillo served as the Power Manager for the Grand Coulee Power Office, the largest hydroelectric facility in the United States. In this position, he managed the Grand Coulee and Hungry Horse dams and power plants. Grand Coulee Dam is the key feature of Reclamation's Columbia Basin Project in central Washington, a multi-purpose project which provides flood control, irrigation, hydropower production, recreation, and fish and wildlife benefits.

Murillo is originally from Yakima and graduated from Washington State University with a Bachelor of Science degree in mechanical engineering in 1984.

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Updated: 03/07/2017

Timothy "Tim" M. Murphy

Idaho State Director

Boise, Idaho

09/14 to Present BLM Idaho State Director, Boise

2010 to 2014 Assistant Director – BLM Fire and Aviation, National Interagency Fire Center, Boise

2006 to 2010 Deputy Assistant Director- BLM Fire and Aviation Directorate, Boise

2001 to 2006 Deputy Director, BLM-National Office of Fire and Aviation, Boise

1997 to 2001: District Manager, BLM-Miles City, Montana

1991 to 1997: Area Manager, Caballo Resource Area, BLM-Las Cruces, New Mexico

1990 to 1991: Assistant Area Manager, Carlsbad Resource Area, BLM-Carlsbad, New Mexico

1987 to 1990: Supervisory Range Conservationist, Caliente Resource Area, BLM-Caliente, Nevada

1980 to 1987: Range Conservationist, Green River Resource Area, BLM-Rock Springs, Wyoming

1978 to 1980: Range Technician / Firefighter, Bridger-Teton National Forest, USFS-Big Piney and Jackson, Wyoming. Winter: Small logging operation.

1978: B.S. Agriculture/Rangeland Science / Minor Wildlife Bio., Univ. of Wyoming, Laramie

Accomplishments Most Proud Of: Our three children and learning from them. Leadership roles through which I have played a hand in integrating fire management with resource needs and uses among the customs and cultures of local communities and the nation. Building economic viability into the management of landscapes.

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Joe Nassar

Joe serves as the Director for the Office of Facilities and Administrative Services at the Department of the Interior, a position he began in 2010. In this capacity, Joe is responsible for the daily operation of the Main and South Interior Buildings and many services to support Interior employees such as office space management, headquarters parking, conference and special events, mail operations, Office of the Secretary fleet and personal property management, transportation subsidy, the Interior Library, safety and health program, and printing and graphics. Prior to this assignment, Joe worked in the Interior Business Center as a strategic planning manager and with the Department of Commerce's Patent and Trademark Office.

Before joining the Federal Government in 2003, he was a Senior Vice President for 28 years with Bank of America in Technology Services. During his tenure at the bank, Joe managed organizations stationed in many cities across the country in eCommerce technology and also served as Bank of America's Program Manager for the development of the original consumer and small business online banking websites as well as the employee portal.

Joe has a technology management degree from the University of Maryland as well as a degree in business computer programming. His personal interests, aside from relishing time with his family, include being a passionate sports fan. (b) (6)



Michael D. (Mike) Nedd is the Assistant Director for the Bureau of Land Management's (BLM) Energy, Minerals & Realty Management. He provides the vision and leadership for developing and implementing programmatic policies, guidance, oversight, human and fiscal resources for renewable energy, fluid and solid minerals programs, the lands and realty programs and the cadastral survey program. This includes the appropriate use, and protection, reclamation, and restoration of these resources.

The Bureau of Land Management (BLM) is responsible for managing almost 245 million acres of land – about one-tenth of the land in the United States – and 700 million acres of subsurface mineral estate. The Bureau manages a variety of resources including energy and minerals, timber forage, fish and wildlife habitat, wilderness, recreational, and cultural values. The principal objective of the bureau is to maintain healthy, diverse, and productive ecosystems and resources on the public land for the continued benefit of present and future generations.

Mike has held numerous positions within BLM, including State Director, Associate State Director and Deputy Chief Information Officer (CIO)/Deputy Assistant Director. Prior to joining BLM, Mike worked for the National Park Service, the State of South Carolina and several private organizations. He also spent more than eight years on active duty in the military as an officer and enlisted soldier, in several highly specialized units.

Mike holds a Master's Degree in Information and Systems Management from Strayer University. He has also earned undergraduate degrees in Information and Systems Management and Business Administration. Mike has completed several executive programs, which include the Department of Interior's Senior Executive Service Development Program, the Federal Executive Institute (FEI) Executive Development Program, the Office of Personnel Management's Executive Potential Program; The George Washington University School of the Business and Public Management, Senior Executive Development Program; Harvard Kennedy School, Executive Education – Driving Government Performance; and the National Defense University, Advanced Information Resources Management Program.

Mike has a third degree black belt in Martial Arts and is a certified Karate Instructor. He has won numerous trophies and medals both in Judo and Karate. Mike was Guyana's Junior Judo Champion. He enjoys officiating Basketball and Football and loves to play racquetball. Mike is a member of numerous professional organizations and serves as a mentor in Mentors Inc., Washington, D.C. (b) (6).

As the Director, Office of Environmental Policy and Compliance, Ms. Michaela Noble is the principal official responsible for:

- Directing and coordinating Departmental environmental policy to achieve Department-wide compliance with the full range of applicable environmental laws and regulations;
- Providing leadership and guidance for Departmental implementation of the National Environmental Policy Act and for coordinating the Department's review of the environmental and natural resources aspects of non-Interior projects;
- Providing leadership and guidance to ensure the Department achieves its sustainability goals;
- Overseeing the Department's Central Hazardous Materials Fund;
- Serving as the Department's representative on the National Response Team and providing guidance and coordination of Departmental responses for oil and hazardous materials spills; and
- Overseeing the Department's activities to protect and recover natural and cultural resources and historic properties during emergency response actions.

Ms. Noble came to the Department from the U.S. Coast Guard where she served as the Chief of the Environmental Law Division. Prior to that she served as the Senior Environmental Attorney at the Maritime Administration under the Department of Transportation. Before joining the federal government, Ms. Noble worked for several private law firms in New Orleans handling complex litigation on a variety of environmental and maritime matters. Ms. Noble successfully completed the Department of Homeland Security Senior Executive Service Candidate Development Program and received her J.D. and Certificate in Maritime Law from Tulane University and a Bachelor of Science in Maritime Administration from Texas A&M University.



United States Department of the Interior
Office of the Secretary



Keith J. O'Neill
Associate Director & Head of the Contracting Activity
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior

Keith J. O'Neill was selected as the Associate Director of the Interior Business Center, Acquisition Services Directorate (AQD) in August 2012. As the Associate Director, he serves as the organization's Head of the Contracting Activity (HCA) and leads AQD's efforts to provide compliant and innovative acquisition services to the Department of the Interior and external federal agencies. He oversees an organization of approximately 225 civilian federal employees in five different locations awarding over \$2 billion in annual contract obligations.

Mr. O'Neill has more than 20 years of accomplished acquisition experience with expertise in the areas of contract operations, procurement policy, small business advocacy and leadership. As the Associate Director and HCA, Mr. O'Neill has focused on compliance with federal and departmental procurement rules and regulations and providing exceptional customer service. Prior to his current position, Mr. O'Neill was the Chief of the Procurement Policy and Oversight Division at the U.S. Coast Guard where he was responsible for oversight of acquisition plans, competition and small business advocacy, cost and pricing, internal controls and oversight, purchase card management and liaison to all 48 contracting offices.

In past positions, he served as the National Transportation Safety Board (NTSB) Senior Contracting Officer, then as both the Chief of the Acquisition Division and Head of the Contracting Activity. He helped to establish the agency's first acquisition office. In addition, Mr. O'Neill served as a Contract Specialist, Contracting Officer and Senior Procurement Policy Analyst within the Department of Transportation, where he assisted with major acquisitions and served as competitive sourcing coordinator.

Mr. O'Neill holds a Bachelor of Science Degree in Economics from George Mason University and a Master of Business Administration Degree from George Washington University. He maintains a Level 3 Federal Acquisition Certification in Contracting.



Biography
Rick Obernesser
Associate Director
Visitor and Resource Protection
National Park Service

National Park Service Director Jonathan B. Jarvis has named Rick Obernesser as the Associate Director for Visitor and Resource Protection in August 2015. As associate director, Obernesser will serve as the Service's senior official responsible for 30 service-wide programs, 850 employees, and a budget exceeding \$220 million.

His portfolio includes law enforcement, security and emergency services, fire and aviation management, the United States Park Police, risk management and occupational safety, public health services, regulations and special park uses, wilderness stewardship and the National Park Service program at the Federal Law Enforcement Training Center.

A seasoned National Park Service employee, Obernesser has worked in seven national park system units during his 30 plus years of service. He served as a Park Ranger at Petrified Forest NP and Glen Canyon NRA, as Supervisory Ranger at Great Smoky Mountains and Yosemite NPs, as Chief Ranger at Cape Cod NS and Yellowstone National Park, Chief of Investigations for the park service, and most recently as Superintendent of Wrangell-St. Elias National Park and Preserve in Alaska, the largest National Park Service site in the country. Prior to joining the park service, Rick was a Park Ranger with the Bureau of Land Management at Red Rock Canyon in southern Nevada.

Throughout his career Obernesser has demonstrated strong leadership skills and a keen ability to listen to people's concerns and perspectives, working directly with stakeholders to address issues and solve problems collaboratively. His significant operational and management experience in parks across the country with diverse and complex resources has culminated in a wide range of exposure that will enhance his leadership in Visitor and Resource Protection at a national scale.

Obernesser holds a Bachelor of Science degree in Environmental Resources with a minor in Economics from Sacramento State University. (b) (6)

Megan Olsen Biography

Megan Olsen is Director of the Department of the Interior's Office of Small and Disadvantaged Business Utilization (OSDBU), where she provides leadership for meeting DOI's goals for contracting with small businesses, including those owned and operated by disadvantaged persons, minorities, Service-Disabled Veterans, women-owned businesses, and those located in Historically Underutilized Business Zones. Megan has over 13 years of experience in Federal contracting. She formerly served as a Senior Procurement Analyst with the DOI Office of Acquisition and Property Management, where she developed policies related to federal acquisition law and coordinated Department-wide acquisition compliance programs. Prior to that role, she served as the Bureau Procurement Chief for the Interior Business Center. Megan has a Juris Doctorate from the University of Maryland School of Law and is a graduate of Virginia Polytechnic Institute and State University.

Strategic Resources Chief - Renee Orr



Renee Orr has served for over 27 years in various roles within BOEM, BOEMRE and MMS, and has been a senior executive on the leadership team since the inception of BOEM in 2011. In her current position as the Chief of the Office of Strategic Resources, she oversees development and implementation of the nation's Outer Continental Shelf Oil and Natural Gas Leasing Program, assessment and inventory of oil, gas, and other mineral resources, maintenance of official maps and geographic data, economic evaluations to ensure the receipt of fair market value for OCS resources, identification and mitigation of financial risks associated with offshore lease activities, and the conveyance of marine minerals for coastal restoration projects. Ms. Orr earned B.A. degrees in Economics and History from Metropolitan State College in Denver, CO and completed the DOI SES Candidate Development Program in 2001.

Hankie Ortiz
Deputy Bureau Director
Office of Indian Services
Washington, DC



Ms. Hankie Ortiz serves as the Deputy Bureau Director for the Office of Indian Services within the Bureau of Indian Affairs (BIA) at the BIA's headquarters in Washington, D.C. She is an enrolled member of the Kiowa Tribe of Oklahoma with Caddo and Comanche ancestry. Currently, she is Acting Deputy Bureau Director for Field Operations for the Bureau of Indian Affairs in the U.S. Department of the Interior.

Ms. Ortiz began her federal career in 1997 with the Office of the General Counsel (OGC) for the Indian Health Service (IHS) in Rockville, Maryland, where she analyzed legal issues and applied legal principles to advise the IHS Director and other headquarters staff. In June 2000, she became the Assistant Regional Attorney in the OGC. While in this capacity she provided legal advice to IHS as the lead attorney for the agency's Phoenix Area and the California Area on legal issues related to health care in the broadest sense and represented IHS headquarters and areas in litigation. In July 2006, she took on dual duties as the Director of the Division of Regulatory Affairs (DRA) and acting Deputy Director of the Office of Management Services (OMS). Ms. Ortiz's positions later switched and she became the acting Director of DRA and the OMS Deputy Director. From 2007 to 2012 Ms. Ortiz began her service as the Director for the Office of Tribal Self-Governance at IHS. And in 2012, Ms. Ortiz accepted her current position as the Deputy Bureau Director for the Office of Indian Services.

Ms. Ortiz received her Bachelor's Degree in Psychology from the University of Oklahoma (1991) and a Juris Doctor Degree from the University of Montana, School of Law (1995).

As the Deputy Bureau Director, Indian Services, Ms. Ortiz reports to the Director, Bureau of Indian Affairs and is responsible for all national activities associated with support for tribal people and tribal governments by promoting safe and quality living environments, strong communities, self-sufficient and individual rights, while enhancing protection of the lives, prosperity and well-being of American Indians and Alaska Natives. The Office of Indian Services includes the Divisions of Human Services, Self-Determination Services, Tribal Government Services, and Workforce Development.

**Glenda H. Owens, Deputy Director
Office of Surface Mining Reclamation and Enforcement
U.S. Department of the Interior**

Glenda H. Owens is the Deputy Director of the Office of Surface Mining Reclamation and Enforcement. The Office of Surface Mining Reclamation and Enforcement (OSMRE) is responsible for ensuring, through a nationwide regulatory program, that coal mining is conducted in a manner that protects society and the environment from the adverse effects of active mining, restores the land to beneficial use following mining, and mitigates the effects of past mining through reclamation of abandoned mine lands. OSMRE is charged with carrying out the requirements of the Surface Mining Control and Reclamation Act (SMCRA) in cooperation with states and tribes and overseeing the states' regulatory and reclamation activities under SMCRA.

As Deputy Director, Ms. Owens works with the Director to provide executive leadership and direction for the implementation of the programmatic requirements of SMCRA. Ms. Owens oversees the bureau's operational activities, ensuring that it meets the requirements established for federal agencies by the Office of Management and Budget and the Office of Personnel Management, as well as departmental requirements. Ms. Owens also serves as OSMRE's Chief Financial Officer and is responsible for ensuring the bureau's compliance with the Chief Financial Officers' Act and other applicable financial and business management requirements. Ms. Owens is a member of Interior's Deputies Operating Group, an executive-level body, which focuses on ensuring management efficiency and effectiveness at the Department of the Interior.

Prior to joining OSMRE, Ms. Owens was an Assistant Solicitor in the Interior Department's Solicitor's Office, Division of Mineral Resources. As the Assistant Solicitor for the Division of Mineral Resources, she headed up a legal staff responsible for providing legal services to departmental and bureau officials. She also supervised defensive litigation under SMCRA and other applicable federal laws, working with the Department of Justice, and appearing before the Department's Interior Board of Land Appeals.

Ms. Owens has a Bachelor of Arts degree from the University of Michigan and a Juris Doctorate from the Howard University School of Law.

David Palumbo Bio

David Palumbo is the Bureau of Reclamation's Deputy Commissioner of Operations. He oversees operations in Reclamation's five regions, the Native American and International Affairs Office, and Technical Resources, which includes the Technical Service Center, Hydropower Office, Dam Safety Officer/Design, Estimating, Construction, and Research & Development.

Prior to this appointment in 2015, Palumbo served Reclamation's Lower Colorado Region, where he became the Deputy Regional Director in 2012. In this position, he oversaw complex water and power programs in the region, including Hoover Dam operations. He also managed and led Native American activities, including those related to negotiating and implementing Indian water rights settlements. He has built strong, collaborative relationships with customers and stakeholders throughout the Colorado River basin, including those with Tribal nations and the country of Mexico.

He joined Reclamation in 2005 as a project manager where he led the construction project of the Brock Reservoir Project in Southern California's Imperial Valley. This \$172 million project was completed ahead of schedule and under budget. The facility provides enhanced storage capacity to improve management and conservation of Colorado River water.

In addition to his work for Reclamation in the Southwest, Palumbo worked in the private sector for Kerr-McGee Corporation for ten years. For four of those years he partnered with Canada's Hydro-Quebec, managing engineering and operations for manufacturing, water, energy, and research and development programs.

Palumbo holds a Bachelor of Science degree in Civil and Environmental Engineering from the University of Nevada, Las Vegas and a Bachelor of Arts degree in English Literature from Notre Dame. He also has Masters degrees in both Civil Engineering and Engineering Mechanics from Columbia University and in English Literature from the University of Nevada, Las Vegas. He is a licensed civil engineer in California and a certified project manager.

He was awarded the Superior Service Award in 2011 and Meritorious Service Award in 2014, two of the Department of the Interior's highest honors for career employees. Palumbo was also named Reclamation's Engineer of the Year in 2008.



Grayford F. Payne
Deputy Commissioner, Policy, Administration
and Budget

Grayford F. Payne was named Reclamation's Deputy Commissioner for Policy, Administration and Budget in September 2010. He oversees agency resources policy formulation, finance, acquisitions, human resources, civil rights, security, safety, law enforcement, dam safety, information technology and program and budget. He also serves as Reclamation's Chief Financial Officer.

He joined Reclamation after serving as the Acting Deputy Assistant Secretary - Management and Chief Financial Officer in the Department of the Interior Office of the Assistant Secretary - Indian Affairs. He was responsible for the planning and execution of the Indian Affairs \$4.5 billion annual budget. His organizational responsibilities encompassed all administrative functions to include finance, budget, acquisition, property management, human resources, information technology, homeland security, facilities maintenance and construction, planning, policy and performance, and audit and evaluation. He has served as Chief Financial Officer since 2005 and Acting Deputy Assistant Secretary - Management since 2008.

Gray joined the Department of the Interior in 2002 as the Deputy Chief Financial Officer - Indian Affairs where he was responsible for the day-to-day operations of the Office of the Chief Financial Officer to include all financial, accounting, budget, procurement and property functions.

Prior to joining Interior he served as an Auditor-in-Charge in the Naval Audit Service from 1986 to 1994 where he was responsible for audit and program reviews of Department of Defense National Security Science and Technology programs. He joined the Federal Energy Regulatory Commission in 1995 where he served seven years as the Director, Financial Services where he was responsible for the Commission's financial accounting system and its automated revenue billing and collection system.

He graduated from George Mason University in 1980 with a Bachelor of Science degree in Accounting. He was honored with the Secretary of the Interior's Gold Leadership Award in 2007, Bronze Leadership Award in 2006, and Silver Leadership Award in 2005.



Jerome E. Perez

Acting National Deputy Director of Operations

Jerome E. Perez is the Acting Deputy Director of Operations for the Bureau of Land Management. In his most recent assignment, Perez served as State Director for California. He previously served as the State Director for BLM Oregon/Washington and as the Deputy Regional Forester of the U.S. Forest Service's Intermountain Region.

His previous positions with the Forest Service include Forest Supervisor of the Daniel Boone National Forest in Kentucky, Deputy Forest Supervisor of the Stanislaus National Forest in California, and National Litigation Coordinator in Washington, D.C. He has served as a Brookings Institution Fellow in the U.S. Senate and with the Peace Corps in Ghana. Jerry started his natural resources career in the Student Conservation Association.

A native of Hopewell Jct., NY, he holds a Juris Doctor degree from The Catholic University of America and a Bachelor of Science in Forest Resources Management from the West Virginia University.

Lynn Peterson is the Regional Solicitor of the Pacific Northwest Region (primarily Oregon, Washington, and Idaho) of the U.S. Department of the Interior consisting of the Portland Regional Office and the Boise Field Office. She manages a group of 30 attorneys and coordinates legal advice/representation for the following client agencies of the U.S. Department of the Interior: Bureau of Land Management; Bureau of Indian Affairs; Bureau of Reclamation; National Park Service; the Fish and Wildlife Service; the National Interagency Fire Center; Office of Aircraft Services; and the U.S. Geological Survey. As Regional Solicitor, she provides legal advice and representation on a broad range of federal statutes and regulations, including, but not limited to, the National Environmental Policy Act, the Federal Land Policy and Management Act, the Oregon and California Act, the Reclamation Act of 1902, the Mining Act, the Freedom of Information Act, the Federal Tort Claims Act, the Organic Act of the National Park Service, the Endangered Species Act, and the Fair Labor Standards Act. She also advises on state law especially as regards water rights claims in state water rights adjudications.

Previously, she handled matters of commercial litigation, bankruptcy law, and real estate in private practice. She has published several articles on the use of alternative dispute resolution to reach settlements of complex environmental and natural resource disputes. She graduated from Harvard Law School, cum laude.

Tamarah Pfeiffer
Associate Deputy Director
Navajo Schools

Dr. Tamarah Pfeiffer is the Associate Deputy Director overseeing 65 BIE-funded schools on the Navajo Nation Reservation. Dr. Pfeiffer is a member of the Navajo Nation and has served since 2010 as Superintendent of the Alamo Navajo Community School, a BIE-funded, tribally controlled K-12 day school in Magdalena, New Mexico on the Navajo Nation Reservation.

Dr. Pfeiffer's career as an educator encompasses more than 35 years as a teacher and administrator in public, grant, and contract schools. Prior to working at Alamo Navajo Community School, Dr. Pfeiffer served from 2006-2009 as Associate Superintendent of the Rough Rock Community School on the Navajo Nation Reservation in Chinle, AZ.

In addition, Dr. Pfeiffer has held faculty positions in education at Arizona State University, Diné College, Northern Pioneer College, and Northern Arizona University. She has served as an English Department Chair at Ganado Unified School District in Ganado, AZ and To'hajillee Community School in To'hajillee, NM and taught English and Navajo culture at Rock Point Community High School in Rock Point, AZ and Navajo Academy in Farmington, NM.

Dr. Pfeiffer has been the recipient of numerous awards for her educational leadership and academic research, including Principal of the Year for Rough Rock Community School, Newberry Scholar Fellow, Who's Who Among American Teachers and Youth Development, Inc. Teacher of the Year. She has also authored and served as editor of several publications including: Ethical Leadership and Decision Making in Education: Applying Theoretical Perspectives to Complex Dilemmas, Chapter 4: Ethics of Religion in Education, and Manette Kape'ahiokalani Nee-Benham Indigenous Educational Models for Contemporary Practice: Our Mother's Voices: Navajo Stories of student success (2007).

Dr. Pfeiffer holds a Bachelor of Arts in Education from the University of New Mexico (1990), a Masters of Arts in English from the Breadloaf School of English (1999), and a Doctorate of Education with a specialization in Educational Administration and American Indians from Pennsylvania State University (2006).

Alesia Pierre-Louis

Chief Learning Officer and Director, Office of Strategic Employee and Organization Development

Alesia was appointed to the position of Chief Learning Officer (CLO) and Director, Office of Strategic Employee and Organization Development (OSEOD) in June 2015, and is responsible for Department wide executive development, including the Senior Executive Service Candidate Development Program, management and oversight of Department wide training and workforce development policy, and integration of training and leadership development programs across the Department of the Interior. Alesia leads the operation of three DOI University Learning Centers -- Denver, Albuquerque and DC and the National Indian Programs Training Center (NIPTC). She is also responsible for online training development and delivery, the Department's learning management system (DOI Learn) and the Federal Consulting Group (FCG).

In December 2004, Alesia began her tenure as Chief, Office of Equal Opportunity for the United States Geological Survey (USGS) where she led a very dynamic staff in the delivery of a wide spectrum of EEO and diversity services including: affirmative employment strategic planning, disability compliance and reasonable accommodation program management, EEO complaint processing, special emphasis programs management, external civil rights and diversity initiatives and EEO and diversity training.

Prior to joining the USGS, Alesia served as the Deputy Chief, EEO and Diversity (EEOD) for the Internal Revenue Service (IRS) and provided senior leadership to three directorates, technical advice to the Operating Division EEO Chiefs, led an agency-wide EEO resource optimization effort and served on the IRS Human Capital Advisory Council. Alesia also provided insight and recommendations with respect to planned management actions in the labor and employee relations arena. This included providing comments and support prior to and during collective bargaining at the national level. Alesia began her federal career with the IRS in 1984, and held several tax compliance and training related positions, including: Tax Examiner, Revenue Officer, Revenue Officer (On-the-Job-Instructor), Revenue Officer Course Developer/ Instructor and Headquarters Education Branch Chief.

Alesia is a graduate of Oakwood University, with a B.S. in Speech Pathology and Audiology. She is also a graduate of the DOI Senior Executive Service Candidate Development Program.

Sharon Pinto
Navajo Regional Director
Gallup, New Mexico



Ms. Sharon Pinto is the Regional Director at the Navajo Regional Office located in Gallup, New Mexico. Ms. Pinto was appointed Regional Director in October 2011. Prior to Ms. Pinto's position as Regional Director; she served five years as the Deputy Regional Director for Trust Services and two years as Regional Indian Self-Determination Officer at the Navajo Regional Office.

Ms. Pinto began her federal career at the BIA Southwest Regional Office; as the Awarding Official providing expert guidance, interpretation and training to the Southwest Region staff and Tribes on, Public Law 93-638, the Indian Self Determination Law and Regulations. Ms. Pinto was instrumental in the development of the National Contract Support Cost Policy, issued and signed by Assistant Secretary Jim Cason. She also worked on the development of the National 638 Workload Analysis as directed by the BIA Director.

Ms. Pinto has served in a leadership/supervisory role through various positions with Tribal and State Governments, prior to her federal career. Ms. Pinto worked to acquire funding to support community law enforcement programs and community block grants for economic development opportunities and CIP projects. She previously worked with the Ramah Navajo Chapter as the Executive Director and Human Resources Director, carrying out contracted Public Law 93-638 programs and services for the Ramah Navajo Community. Programs included Realty, Natural Resources, Law Enforcement, Community Fire, Forestry, Water Resources, Roads, Facility Management, Budget and Property. She also served as the District Prosecutor for the Navajo Nation for 10 years, prosecuting criminal misdemeanor cases including child sexual abuse cases. She worked on behalf of the Navajo Nation, by assisting three U.S. Attorneys' offices: Arizona, New Mexico, Utah; for felony related crimes and served on various task forces addressing law enforcement, ICWA and social services. Ms. Pinto also worked and assisted in the development and implementation of the Homebuyer policies and Low-Income Housing Rental policies for the Navajo Housing Authority pursuant to the NAHASDA legislation carried out under HUD. She worked for the NM District Attorney's office with victims of crime, providing guidance, support and assistance in navigating through the criminal justice system. Ms. Pinto previously served as chair-person for the Navajo Nation Bar Association Admissions committee; and as a Board Member of the DNA People's Legal Services.

Ms. Pinto is a member of the Navajo Nation. She received her Bachelor of Science degree in Criminal Justice and Sociology. She successfully completed the 5 week intense Federal Executive Institute for SES under the Democratic Society program. She is a graduate of the Pathways to Leadership program sponsored by the DOI/Bureau of Indian Affairs. In the past, Ms. Pinto provided service to her community working with her local Tribal Chapter community; served on a Multi-Disciplinary team to address Child Abuse; coached Basketball in the Gallup Youth Basketball league and served on the McKinley County Parent Advisory Council for the McKinley County Schools.

Mary Pletcher Biography

Mary Pletcher is the Deputy Assistant Secretary for Human Capital and Diversity for the Department of the Interior. Interior has 70,000 employees located in approximately 2,400 locations across the United States, Puerto Rico, U.S. Territories and Freely Associated States. Ms. Pletcher serves as the Chief Human Capital Officer for Interior providing leadership and executive oversight for Interior's human capital programs including human resources; civil rights; employee and organization development; and occupational safety and health. Prior to this role, Ms. Pletcher served as the Senior Advisor to the Assistant Secretary for Policy, Management and Budget, supporting the Assistant Secretary in the implementation of management initiatives and transformation efforts.

Ms. Pletcher joined the Department of the Interior in April 2006. From April 2006 to February 2009, Ms. Pletcher was the Department's capital planning and investment control program manager and led the efforts to enhance the Department-wide processes and procedures for selecting and managing the information technology portfolio. Beginning in February 2009, Ms. Pletcher served as the Deputy Recovery Act Coordinator for Interior. In this role, Ms. Pletcher supported the Senior Advisor to the Secretary for Economic Recovery in the implementation and oversight of Interior's \$2.9 billion Recovery Act program composed of over 3,400 projects across eight bureaus and offices. From July 2010 to November 2011, Ms. Pletcher served as the Acting Director and Deputy Director of the Interior Business Center which provides a variety of payroll, human resources, financial management, accounting, procurement, and other administrative shared services to the Department of the Interior and other federal agencies.

Before joining the federal government, Ms. Pletcher led the information technology strategic consulting practice for an 8(a) company. She also was a project manager for a leading government strategy and technology firm. Ms. Pletcher received her Bachelor of Science degree from the University of Florida. She received her Juris Doctor, with honors, from the American University Washington College of Law. Ms. Pletcher was nominated and selected as a 2011 Service to America Medal Finalist.



Department of the Interior

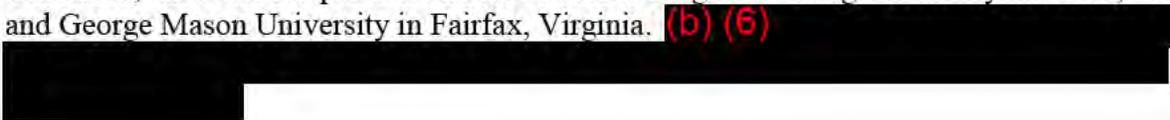


Nikolao Pula, Director Office of Insular Affairs

Nikolao Pula is the first individual of Samoan ancestry ever to serve as a Career (Senior Executive Service) Director of the Office of Insular Affairs (OIA) of the Department of the Interior in Washington, D.C. As the Director of OIA, Mr. Pula carries out the Secretary's responsibilities in the U.S. territories and the freely associated states. OIA is the Executive Branch's liaison with four of the five principal U.S. territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands and the U.S. Virgin Islands) and the three freely associated states (the Marshall Islands, the Federated States of Micronesia and Palau).

As the Director of OIA, Mr. Pula is responsible for the general policies regarding insular affairs and oversight of Federal activities. In addition, Mr. Pula chairs the U.S.-Federated States of Micronesia Joint Economic Management Committee, the U.S.-Marshall Islands Joint Economic Management and Financial Accountability Committee and the Federated States of Micronesia and Marshall Trust Fund Committees, the last including membership by Taiwan. During his tenure with OIA, he has also served as a policy desk officer (August 1993-July 2000) and Acting Director (1999-2002). Prior to his tenure with DOI, Mr. Pula worked for eleven years on Capitol Hill as a special assistant to Senator Daniel K. Inouye of Hawaii, legislative assistant to Congressman Fofu I.F. Sunia of American Samoa and staff director of the Subcommittee on Public Building and Grounds of the House Committee on Public Works and Transportation; he also worked for the Senate Sergeant-at-Arms. Serving as Acting Assistant Secretary for Insular Areas since this past January 20th, Mr. Pula has held that position as well January-September 2009 and January-February and July 2014.

A graduate of the Marist Brothers' School in American Samoa and Menlo College in Atherton, California, Mr. Pula has pursued further studies at Brigham Young University in Provo, Utah, and George Mason University in Fairfax, Virginia. (b) (6)



Martin Quinlan - BIO

Martin Quinlan serves at the Department of Interior as the Director of the Business Integration Office (BIO). The BIO provides all customer service, development and production support for the DOI's Financial and Business Management System (FBMS). FBMS supports financial, acquisition, financial assistance and property management for all of DOI and has approximately 12,000 users across the department. Prior to that, Martin's prior experience included enjoying working with over 30 agencies as part of the Interior Business Center and many other positions within Interior. Martin started his federal career with the U.S. Treasury while attending George Mason University.

Martin grew up in Arlington VA, but moved west shortly after college and now loves living in Colorado. Martin is a certified Project Management Professional and FAC-P/PM.

BIOGRAPHY FOR PEDRO RAMOS – 10 FEBRUARY 2017



Pedro Ramos, born in San Juan, Puerto Rico, began his Federal career as a student trainee with the U.S. Department of Agriculture (USDA) Rural Development agency and worked his way up to management positions, including Community Development Manager in the U.S. Virgin Islands and Director for Administration for Vermont, New Hampshire, and US Virgin Islands.

He transferred to the National Park Service in 2001 and served in several positions, most recently Superintendent, at the Big Cypress National Preserve until 2015 when he was selected as Superintendent of Everglades and Dry Tortugas National Parks. He has also served in Acting Superintendent assignments in Andersonville National Historic Site, Jimmy Carter National Historic Site, San Juan National Historic Site and Great Smoky Mountains National Park.

Throughout his federal career Ramos has always prioritized establishing strong community relations with partners and stakeholders on issues of shared concerns. He brought this foundation of engaging the community in partnering with the parks as he took the helm of Everglades and Dry Tortugas National Parks. Everglades National Park is the third largest National Park, a World Heritage Site, and the centerpiece of the largest ecosystem restoration effort ever in the US and the world.

BIO

Paul Rauch, Assistant Director
Wildlife and Sport Fish Restoration Program
U.S. Fish and Wildlife Service, Headquarters

Paul Rauch is the Acting Assistant Director for Wildlife and Sport Fish Restoration (WSFR) for the U.S. Fish and Wildlife Service (Service). Mr. Rauch is responsible for the administration and oversight of federal grant programs that provide over \$1 billion of funding annually to help States, territories and the District of Columbia conserve, protect, and enhance fish, wildlife, their habitats, and the hunting, sport fishing and recreational boating opportunities they provide.

Previously he has served as Assistant Director for Business Management and Operations for the Service. In this role, he served as the Chief Financial Officer, Head of the Contracting Activity, Designated Safety and Health Official, and Senior Sustainability Officer, while leading the financial operations, procurement, facilities, personal property, engineering, economics and safety programs for the organization. In addition to his business management experience, Mr. Rauch has a background in natural resource management and has worked in a variety of positions over his 24 year career with the Service.

MICHAEL T. REYNOLDS

Acting Director
National Park Service
Washington, DC
2017

Since August 1 of 2016, Michael T. Reynolds (Mike) has been serving as the Deputy Director of Operations for the National Park Service (NPS). In this capacity, he is responsible for the day-to-day operations of the 7 regions and the 413 parks nation-wide for the National Park Service, as well as program areas in Washington DC. These programs serve communities and NPS stakeholders in many facets including natural, cultural, and recreation resources, facilities, planning and lands, visitor and resource protection, fire, safety, and interpretation and education programs and partnerships and community based programs like rivers and trails or National Historic Landmarks. He has 30 years of service in the Department of the Interior.

In April 2014, Reynolds was assigned to the National Park Service Headquarters in Washington DC as the Associate Director for Workforce, Relevancy, and Inclusion, overseeing the NPS' human capital, training, relevancy, youth, and recruitment programs nationwide. His leadership focus was on changing systems and processes for Workforce and Inclusion to have an employee-focused program ready to support the NPS and its people.

Reynolds was appointed NPS Midwest Regional Director in 2011. During his time as Regional Director of the Midwest Region, Reynolds focused on leadership efforts to move the NPS toward a new century of service as the anniversary of the National Parks and National Park System arrived in 2016 and to position programs and parks in the Midwest to be ready for new challenges ahead.

Prior to his appointment as the Midwest Regional Director, Reynolds served as Deputy Regional Director of the Northeast Region in Philadelphia for 4 years. Earlier in his career when he was Superintendent of Fire Island National Seashore, Reynolds created innovative ways to work with the local community and park partners. His NPS career also includes stints as a resource manager, planner, and a division chief at Yosemite National Park, Mojave National Preserve, Cape Cod National Seashore, Curecanti National Recreation Area, and the NPS Denver Service Center.

The third generation of his family to work for the NPS, Reynolds grew up in Yosemite National Park. He earned a Bachelor's degree in Environmental Studies from the University of California, Santa Barbara, and an MBA from Regis University in Denver. He was a Senior Executive Fellow at Harvard University in the spring of 2011.

Office of the Special Trustee for American Indians (OST)

Thomas Reynolds Biography



- Title:** Regional Trust Administrator, Rocky Mountain, Midwest and Pacific Regions
My position is located in Albuquerque, NM. I provide executive leadership to the Rocky Mountain, Midwest, and Pacific Regions.
- Tribal Affiliation:** None
- Years of Government Service:** 13
- Years with OST:** 13
- Past Positions:** Manager of a personal trust department
Attorney in private law practice
- Education:** B.A. from Hillsdale College
J.D. from the University of Michigan Law School
- Credentials:** Senior Executive Service (SES) – 13 years
Certified Financial Planner Certification
- Family:** (b) (6)
- Interests:** (b) (6)



Brent Rhees, P.E. Upper Colorado Regional Director, Bureau of Reclamation

Brent Rhees was appointed Regional Director of the Upper Colorado Region in April 2015. Prior to that, he served as Deputy Regional Director and Assistant Regional Director of the Bureau of Reclamation's Upper Colorado Region since October 2007. In his 35 years of federal service at Reclamation, he started in the Denver Office in 1980 as a rotation engineer in Canals and Diversion Structures. He moved to the Upper Colorado Regional Office in 1981 as a design engineer and later served as Engineering Services Office supervisor and construction liaison. He then

transferred to the Provo Area Office in March 1993 as the Field Engineer to complete construction of Jordanelle Dam and associated facilities. While in Provo he served in several key management positions, including various division manager positions and as the Deputy Area Manager from June 2004 to 2007. Rhees is a recipient of the Department of the Interior's Superior Service Award in recognition of his significant contributions and leadership in western water issues.

Rhees now oversees all of Reclamation operations in most of Utah, New Mexico and western Colorado, as well as northern Arizona, a portion of west Texas, the southeast corner of Idaho and southwestern Wyoming. The responsibility includes oversight of Reclamation programs, projects and facilities, and encompasses 61 dams with a reservoir capacity of more than 32 million acre-feet, 31 hydroelectric power plants that meet electricity needs of more than 1.3 million people and multiple recreation opportunities for over 11 million visitors each year.

Rhees holds a bachelor's degree in civil and environmental engineering from Utah State University and is a registered Professional Engineer in the State of Utah.

**Bryan Rice - Director
DOI Office of Wildland Fire**

Bryan has broad experience leading Forestry, Wildland Fire, and Tribal programs across DOI, BIA, and USDA. His federal government career has spanned nearly 20 years, beginning with service on the Helena Interagency Hotshot Crew for the USFS in Montana, and then as a Peace Corps Volunteer in Nepal working in both community forestry and rural development. Bryan has supervised numerous timber operations as a timber sale officer on the Yakama Reservation as well as a layout forester on the Tongass National Forest in Alaska. Bryan has also served in leadership capacities internationally in Tanzania, Mexico, Brazil, and Australia for both DOI and USFS. He has served in 2 additional SES natural resources management leadership positions including; the Deputy Bureau Director – Office of Trust Services in the Bureau of Indian Affairs from 2011-2014, and Director of Forest Management in the USDA Forest Service from 2014 - 2016. A citizen of the Cherokee Nation of Oklahoma, he spent his school years in the Midwest in Whitewater, Wisconsin and Peoria, Illinois. Mr. Rice holds a Bachelor of Science – Forestry from the University of Illinois at Urbana-Champaign and Master of Business Administration from the University of Alaska – Southeast, focusing on rural development and transportation systems. He is a licensed pilot, and enjoys time outside hunting and fishing.

Lizette Richardson

Superintendent

National Park Service
U.S. Department of the Interior

Lake Mead
National Recreation Area



Lizette Richardson is currently the Superintendent of Lake Mead National Recreation Area. She assumed this role in October 2015. During her time as superintendent, her priorities have centered on people, programs and partnerships with a focus on inspiring and challenging everyone to find their connection to Lake Mead National Recreation Area and enjoy the adventure.

At nearly 1.5 million acres with more than 7 million visitors in 2016, Lake Mead National Recreation Area is one of the largest and most visited units in the National Park System. It encompasses two large reservoirs, Lake Mead and Lake Mohave, providing diverse inland water recreational opportunities in an otherwise arid environment. While it is best known for its water recreation, the park, located in Nevada and Arizona, also has substantial natural and cultural resources, and includes nine designated wilderness areas, making it America's most diverse national recreation area.



Prior to this position, Richardson was the Chief of the Construction Program Management Division in the National Park Service's national office in Denver, Colorado, where she was responsible for developing policy, program formulation and implementation of planning, design and construction for all National Park Service major capital improvement programs. In this role, she was involved in the review of projects funded through the Hurricane Sandy Recovery Appropriation and was instrumental in ensuring that all design and construction projects met rigorous requirements for sustainability and other factors.

Richardson worked at Lake Mead National Recreation Area from November 2004 to June 2013 as the Chief of Maintenance and Engineering. In this role, she was responsible for the planning, design, construction and oversight of many varied projects, including more than \$200 million in funding for park infrastructure improvements and visitor enhancements, as well as day-to-day park maintenance operations. She also served as the acting superintendent at Joshua Tree National Park in 2010 where she oversaw operations for the 790,000-acre park.

Prior to coming to the National Park Service, Richardson was a project manager with the U.S. Army Corps of Engineers, where she was responsible for multi-million dollar civil works projects, including a \$344 million flood control project. Richardson has managed several offices at U.S. Air Force installations and has also worked as an engineer in the private sector for Holmes and Narver and TRW, Inc. She holds a bachelor of science in civil engineering from Manhattan College and is a registered professional engineer in the state of Nevada.

Sterling Rideout

Sterling Rideout received a B.S. degree in Chemistry from Morehouse College in Atlanta, Georgia and M.S. in Technology Management and a M.B.A from University of Maryland University College in College Park, Maryland.

Sterling Rideout is Senior Executive (Assistant Director – Program Support) at the Office of Surface Mining (OSM), U. S. Department of the Interior in Washington DC. He is responsible for developing and implementing national policies, guidelines, regulations and technical guidance for active and abandoned mine land reclamation in order to implement the Surface Mining Control and Reclamation Act (SMCRA). In addition, he oversees policy direction on State, Federal and Indian Regulatory and AML programs, national grants administration, reclamation technology programs, bonding, technology transfer, technical training program, stakeholder partnerships and E-Gov activities.

In addition, Mr. Rideout is the Acting Regional Director for Mid-Continent Region, in Alton, Illinois. Where he administer an extensive range of program activities related to reclamation of abandoned mine lands, regulatory State Program evaluations, inspection and enforcement activities, technology development and transfer programs, technical support efforts and coordination of state and Federal programs for eleven states.

During Mr. Rideout's career, he has previously served in a variety of technical and management positions in private and public sector organizations that specialized in a number of businesses related to environmental engineering, environmental technology development and analysis, waste minimization/pollution prevention, environmental compliance (air, water, waste management and emergency planning & response), environmental due diligence, IT management and system analysis (infrastructure, enterprise-wide development, system analysis, data warehouse, and business application), configuration management, business re-engineering, knowledge management, economic and technical and workforce analysis of the energy sector and chemical industry.

HELEN RIGGS
DEPUTY BUREAU DIRECTOR
Office of Trust Services
Washington, DC



Ms. Helen Riggs is the Deputy Bureau Director for Trust Services. Ms. Riggs is a member of the Navajo Nation and came to the BIA from the Interior Department's Office of the Special Trustee for American Indians (OST).

Helen has a background in Indian trust asset management for over 23 years. Prior to her detail in March 2014 as Acting Deputy Bureau Director and final appointment as Deputy Bureau Director in December 2014, she served as the Chief of Staff (COS) to the Principal Deputy Special Trustee from October 2012 to March 2014.

As COS, Helen led the effort to re-align the organization; develop and implement a five year Strategic Plan for OST; and served on the support team for the Secretarial Commission on Indian Trust Administration and Reform. From 2004 to 2012, Helen served as Deputy Regional Trust Administrator for OST that covered four BIA regions. She oversaw the regions' Fiduciary Trust Officers by providing technical assistance and administrative and programmatic guidance relating to Indian assets and monitoring the management of those assets to ensure their appropriate protection, accounting, investment and disbursement. She worked closely with BIA programs to ensure timely responses to individual and tribal requests and the resolution of problematic issues; and led multi-bureau teams for the Trust Asset and Accounting Management System conversions from 2004 to 2008.

At the height of the Trust Reform efforts, Helen served as Project Manager for the Office of Special Projects overseeing several trust reform projects from 2001 to 2003. From 1999 to 2001, Helen served as the Branch Chief of Investments for OST. She oversaw the investment of \$4 billion in financial trust assets held in trust for tribes and individual Indians and worked to ensure the portfolios were managed using industry standard trust security asset modules and financial tools such as Bloomberg, all with tribal participation. From 1997 to 1999, Helen was the Branch Chief for Tribal Accounts Management working with over 250 tribes to help them manage their tribal portfolios including budgets, investments and compliance with trust documents.

Helen began her federal career as the Area Trust Accountant for the Juneau Area Office (now Alaska Region) in 1993. From 1993 to 1997 Helen worked as an Accountant or Supervisory Accountant in various capacities at the Office of Trust Funds Management (now the OST). Helen received her Bachelor of Science degree in Business Administration with an emphasis on General Management from Northern Arizona University.



Ed Roberson

BLM Utah State Director

As BLM Utah State Director, Ed Roberson leads a team that administers 23 million acres of public lands and 32 million acres of mineral and energy resources in Utah. BLM public lands in Utah feature some of the most spectacular scenery in the world, from snow-capped peaks of remote mountain ranges to colorful red-rock canyons. They offer a unique combination of archaeological, paleontological, and geological resources along with unmatched opportunities for many outdoor recreation activities.

Roberson, a 37-year career leader with the BLM, came to the Utah post after serving as Director of the BLM National Operations Center in Denver, where he oversaw the Agency's operational and technical support for information technology, finance, and human resources. Roberson also served in top leadership roles in New Mexico, and held senior level positions in Washington, D.C., including a seven year tenure as the BLM Assistant Director for Renewable Resources and Planning, a position that oversees a number of BLM resource programs.

Roberson has a Bachelor of Science in Business and a Master's in Urban and Regional Planning, earning both degrees from Auburn University. (b) (6)

Peg Romanik

Peg Romanik is the Regional Solicitor – Northeast Region, Office of the Solicitor, U.S. Department of the Interior. She has held this position, either as acting or in it permanently, since July 2014. The Northeast region has three field offices. The Boston Field Office handles National Park Service (NPS) and Fish and Wildlife Service (FWS) issues for the respective regional client offices. (NPS Regional Office is in Philadelphia, FWS Regional Office is in Hadley MA). The areas of practice for the Boston Office include grants, concessions, torts, Natural Resources Damage Act (NRDA), intellectual property, employment law (EEOC/MSPB), the Freedom of Information Act, the Privacy Act, conservation law (Endangered Species Act and National Environmental Policy Act), and property law. The Pittsburgh Field Office handles some matters for the FWS, the United States Geological Survey, Bureau of Land Management (Eastern States Office) and the Office of Surface Mining (Appalachian Regional Office) – with a primary focus on mining, conservation, NRDA, and employment law. The Twin Cities Office services two Bureau of Indian Affairs regional offices (Midwest and Great Plains) and the FWS’ Midwest Regional Office. Their primary focus is Indian law and conservation law. I sit in Washington DC as a determination was made that no one Field Office was well-situated to be the “regional” seat and because so many of our regional issues cross-fertilize with national offices, it was advantageous to have the regional solicitor in DC. In addition to serving as Regional Solicitor, I am also counsellor to the Solicitor. In this capacity, I worked on special projects with various Directors/Asst Secretaries and the Deputy Secretary with a primary focus on California Water and ESA section 7 issues. I began my career with Interior, in 1983 in the Division of General Law, Branch of General Legal Services. After approximately 13 years in DGL, I transferred to the Division of Parks and Wildlife, Branch of Fish and Wildlife. I received my undergraduate degree from Michigan State University and my law degree from the University of Notre Dame.



United States Department of the Interior

AS-Policy Management and Budget

Office of Valuation Services

1849 C Street, NW

Washington, DC 20240



Brief biography

John W. Ross, Director
Office of Valuation Services,
Office of the Secretary
U.S. Department of the Interior

John Ross has been with the Office of Valuation Services for six years, coming on board to work through the transition of OVS from the former Appraisal Services Directorate. Prior to this position with DOI, John had been the CEO of the Appraisal Institute and the Executive Vice President of the American Society of Farm Managers and Rural Appraisers. He has over twenty years of experience working with the appraisal profession. In 2016, John was detailed to the Interior Business Center to bring stability to the IBC Financial Systems Modernization for the Department of Homeland Security.

Raised on a cattle ranch in Montana (and still a part-owner), John attended Michigan State University, earning a degree in Agricultural Economics (Public Affairs Management), and then graduate studies in economics, with an emphasis on quantitative methods. He worked for the National Cattlemen's Association, and then was the Executive of the California Cattlemen's Association, where he found a passion for working with turn-around situations. He pursued that passion, primarily with non-profits, through his career. In this work, he has transformed five associations facing significant challenges into successful ongoing organizations. The challenges ranged from loss of mission-focus to severe financial constraints. His work has been in natural resource, agricultural and real estate associations.

At DOI, John works closely with OVS Deputy Director, Tanya Henderson, RPR, and Chief Appraiser, Tim Hansen, RPR, who have responsibility for appraisal operations and appraisal policy, while John handles the administrative and operations responsibilities, working with Elizabeth 'Liz' Coburn, the Chief of the OVS Business and Administrative Management Division. In addition, he works with Ken Daw, MAI, RPR, who is the Valuation Systems Chief for OVS, to ensure that the OVS appraisal management platform effectively supports the complex types of assignments that typically come to OVS...ranging from acquisition of inholdings in national parks to acquisition of rights to store and move water (Bureau of Reclamation), expand wildlife refuges (U.S. Fish & Wildlife Service) to management and ownership decisions for the Bureau of Land Management.

OVS is a major contractor for appraisal services, averaging 1,000 cases per year. In addition, the OVS Minerals Evaluation Division provides assessments of the economic potential of minerals for BLM, the Bureau of Indian Affairs and handles the minerals assessment for the Land Buy Back Program for Tribal Nations; John was instrumental in helping to develop the economic model for the program, and serves as the Policy, Management and Budget representative to the Land Buy Back Program.



Wyoming State Office
State Director Bio

Mary Jo Rugwell
Bureau of Land Management
Wyoming State Director



Since the spring of 2016, Wyoming native, Mary Jo Rugwell has served as the BLM Wyoming State Director. Rugwell's extensive background in management, renewable resources, wild horses, oil and gas, grazing, fire, and recreation has made her an excellent addition to the BLM leadership team and Wyoming organization.

Before coming to Wyoming in 2012 as the Associate State Director, Rugwell led the BLM Southern Nevada District Office as District Manager from 2008-2012. The Southern Nevada District Office is best known for the Red Rock Canyon National Conservation Area, the largest mineral material sales in the nation, and permitting the first commercial scale solar project to put energy into the grid on public lands. While at the Southern Nevada District, Rugwell has served on the Board of the Southern Nevada Agency Partnership, as the Designated Federal Official for the Mojave-Southern Great Basin Resource Advisory Council, and as a member of the Colorado River Plateau Managers' Group and the Mojave Desert Initiative Working Group.

She previously served as the Field Manager for the Kemmerer Field Office in Wyoming, acting Field Manager for Carlsbad Field Office in New Mexico and Assistant Field Manager for Minerals and Lands for the Carlsbad Field Office. In Kemmerer, she led the completion of the Draft Resource Management Plan Revision and helped the Carlsbad Field Office streamline their Application for Permit to Drill process to reduce the backlog and processing timeframes. She began her BLM career in 1984 at the Wyoming State Office in Cheyenne working in the Fluid Minerals Branch. She then worked in several different jobs in the Minerals and Lands Division, including eleven years in fluid minerals adjudication as a Land Law Examiner and Team Lead. She has also worked for the National Weather Service and the Army Corps of Engineers.

Rugwell recently completed the BLM's Executive Preparation Program. Additional leadership training has included the Director's Career Enhancement Program, the Management and Leadership Workshop, and the Department of Interior's Team Leadership Program. She holds a Master of Public Administration from the University of Wyoming and Bachelor of Arts in Business and Management from Chapman University.

(b) (6)

U.S. DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT BIOGRAPHY



JOHN F. RUHS



John F. Ruhs began his duties as State Director for the Bureau of Land Management in Nevada in November 2015. He oversees the management of 48 million surface acres of public land in Nevada, 59 million subsurface acres, six district offices and 14 field offices. Headquartered in Reno, NV.

BLM Nevada has the largest mining program in the BLM as well the largest Wild Horse and Burro program. Other program areas include Grazing, Recreation, Cultural Resources, National Landscape Conservation, Renewable Energy, Geothermal Leases, Oil and Gas,

Wildland Fire and Fuels Management, Abandoned Mines and Sage-Grouse Conservation.

Ruhs previously served as the Director of BLM's Eastern States and had been the acting State Director for Nevada from April through September of 2015. He has extensive experience in land management in the west, including previous assignments as the Ely District Manager and Winnemucca Fire Management Officer in Nevada, District Manager of the High Desert District in Wyoming and other work for the BLM in Colorado, Idaho and Oregon.

Ruhs is a native of Iowa and served in the U.S. Marine Corps. He received his Bachelor of Science degree in Animal Science from the University of Idaho. (b) (6)



Current as of February 2017.

REGIONAL DIRECTOR MICHAEL J. RYAN



Michael J. Ryan is the Regional Director of the Great Plains Region, the largest and most ecologically diverse region in Reclamation. He provides leadership for the management, development and protection of water and related resources. This includes 80 Reclamation reservoirs, 21 power plants and 81 recreation areas that average 14 million visitors a year. Reclamation facilities deliver drinking water to a rural and urban population of about 2.2 million people. Ryan carries out these responsibilities across all or parts of nine western states, with an annual budget of approximately \$180 million and a 650-employee workforce.

Ryan joined Reclamation in 1982, in Billings, Montana. During his 34-year career, Ryan has worked in facility operation and maintenance, dam safety and river restoration programs across the West. Ryan became the Great Plains Regional Director and entered the Senior Executive Service in 2005.

Prior to serving as the Great Plains Regional Director, Ryan was the Northern California Area Manager at Redding, California. In this capacity, Ryan managed nine dams that stored and delivered water for irrigation and municipal use, and six associated power plants. He also served as Chairman of the Trinity Management Council, tasked with developing and implementing the Trinity River Restoration Program and advising the Secretary of the Interior on Trinity River anadromous fishery restoration issues.

Ryan on numerous occasions has been recognized for significant achievements in the fields of water and power operations and resource management.

A native of Deer Lodge, Montana, he earned a Bachelor of Science degree in civil engineering in 1984 from Montana State University Bozeman. Ryan is a registered professional engineer.

Reclamation is the largest wholesale water supplier and the second largest producer of hydroelectric power in the United States, with operations and facilities in the 17 Western States. Its facilities also provide substantial flood control, recreation, and fish and wildlife benefits. Visit our Web site at www.usbr.gov/gp.

Christopher Salotti has been the Department of the Interior's Legislative Counsel since 2008. He serves as the senior career staff in the Office of Congressional and Legislative Affairs, where he manages a staff of attorneys and support employees. In that capacity he works with the Secretary's senior staff to develop and present the Department's views on legislative matters to Congress. He is also responsible for the coordination and clearance of the Department's legislative program with other Departments and agencies within the Executive Branch.

He has broad working knowledge of the Department, its programs, and issues of interest to Congress relating to those programs.

Mr. Salotti had previously served as Assistant Legislative Counsel. Prior to joining the Office of Congressional and Legislative Affairs, he was a staff attorney in the Department's Office of the Solicitor, Division of Mineral Resources, where he worked on federal mineral royalty issues and programs carried out under the mineral leasing laws.

He holds a Bachelor's Degree in Political Science from Hobart College in Geneva, NY; a Master's Degree in Environmental Science from The Johns Hopkins University in Baltimore, MD; and a Juris Doctor, concentrating in environmental law and policy, from Vermont Law School in South Royalton, VT.

Raymond M. Sauvajot, Ph.D.
Associate Director
Natural Resource Stewardship and Science
U.S. National Park Service, Washington, DC
ray_sauvajot@nps.gov

Dr. Ray Sauvajot serves as Associate Director for Natural Resource Stewardship Science for the U.S. National Park Service (NPS), where he provides leadership and direction for natural resource management and science programs of the NPS. Ray oversees national-level programs in biology, air and water resources, geology, natural sounds and night skies, environmental quality and compliance, ecological inventory and monitoring, climate change response, and science communication. He is responsible for an annual budget that exceeds \$100 million and employs several hundred scientists, policy experts, planners, program managers, administrators, and technicians at offices in Washington, D.C., Colorado, and other field units across the United States. Prior to his current position in Washington, D.C., Ray served as the Natural Resource Program Chief for the NPS Pacific West Region, which includes California, Oregon, Washington, Nevada, Idaho, and the Pacific Islands. Previous to that position, Ray served as ecologist, senior science advisor, and Chief of Planning, Science and Resource Management at Santa Monica Mountains National Recreation Area. Ray's expertise and interests include landscape-scale conservation, wildlife ecology, science communication, and the interface between science, policy, and conservation decision making. Ray has held adjunct faculty appointments in biology, ecology, and environmental science at UC Berkeley, UC Los Angeles, and California State University Northridge. Ray received a B.A. degree in biology from UC San Diego and M.S. and Ph.D. degrees in ecology from UC Davis.

Keith E. Saxe is the Associate Solicitor for the Division of Water Resources. He is responsible for the provision of legal services related to the adjudication and administration of water rights for all bureaus within the Department; program and project administration by the Bureau of Reclamation; Central Utah Project administration by the Assistant Secretary for Water and Science; water rights held in trust by the United States for Indian Tribes and allottees; proceedings before the Federal Energy Regulatory Commission related to hydroelectric projects that affect Indian interests; administration of irrigation projects by the Bureau of Indian Affairs; and the development and implementation of Indian water right settlements by the Secretary's Indian Water Rights Office. Before joining the Interior Department in 2016, Mr. Saxe served for over 25 years in the Natural Resources Section of the Environment & Natural Resources Division of the Department of Justice. As Assistant Chief, he managed a team of trial attorneys responsible for litigation over water rights and water allocation; decision making by the National Park Service, the Department of Defense, and the U.S. Armed Forces concerning natural resources and programs that affect the environment; and federal land title and sovereignty disputes. He is the winner of the John Marshall Award and the Attorney General's Award for Distinguished Service. Before joining the Department of Justice in 1990, Keith served as a law clerk to then-Senior Judge J.A. von der Heydt, U.S. District of Alaska. He holds an undergraduate degree in Philosophy from Northwestern University, and he received his J.D. from the University of California, Hastings College of the Law. He is admitted to practice in Alaska.

BIOGRAPHY



Margaret N. Schneider

Acting Director



Margaret N. Schneider is the Deputy Director of the Bureau of Safety and Environmental Enforcement (BSEE) and currently serves as the Bureau's Acting Director. Her current responsibilities include oversight of compliance and enforcement activities related to the offshore energy industry, ensuring industry compliance with Federal environmental regulations, and verifying that lease holders on the U.S. Outer Continental Shelf are maximizing resource extraction while minimizing waste during production.

In her responsibilities as deputy director, Schneider oversees BSEE's budget, policy functions, and directly supervises the senior leadership of BSEE's six divisions as well as the regional directors.

Since her arrival at BSEE, Schneider has been instrumental in advancing BSEE's Human Capital planning and development efforts. Her accomplishments in this regard include directing successful efforts to recruit, retain and train BSEE staff. Her emphasis on skill development resulted in improved instructional opportunities for BSEE inspectors, investigators and engineers, evidenced by an increase in instructional training hours, which exceeded 29,000 contact hours during fiscal year 2016. She also championed the development of BSEE's Leadership Development Program, an effort designed to empower staff seeking to make greater contributions to the Bureau's success.

Schneider's efforts spearheaded BSEE's modernization, encouraging key initiatives related to improving BSEE's data management functions. Schneider has prioritized data stewardship a Bureau focal point. As a result BSEE employs a more data-driven approach to decision-making.

Prior to her appointment as BSEE's Deputy Director, Schneider served for 30 years with the Environmental Protection Agency (EPA). She held numerous Senior Executive Service management positions at EPA, including serving as the Principle Deputy Assistant Administrator for EPA's Office of Environmental Information. In that capacity she oversaw modernization of the Agency's information management assets.

Schneider is a graduate of Barnard College of Columbia University. She earned a master's degree in Environmental Management from Yale University and a law degree from Georgetown University. She is a member of the District of Columbia Bar Association.

BIO for James Schock, CFO, Indian Affairs

James “Jim” Schock was named the Chief Financial Officer (CFO) at the beginning of calendar year 2014. Mr. Schock joined the Department of Interior (DOI) by accepting a position with the Office of Special Trustee for American Indians (OST) in 1999 and since that time has had many broad experiences, mainly in the financial programs that the DOI/BIA/OST is responsible for in the trust relationship with Federally-Recognized Indian Tribes. His most recent experience, as the Bureau of Indian Affairs (BIA) Associate Deputy Bureau Director for Trust Services, culminates his experience in fulfilling the trust responsibilities where he was deputy manager for the Central Office programs of Trust Realty and Title, Probate, Natural Resources, Forestry and Water and Power. Previous to that, Jim was with the OST where he was Deputy Director for the Office of Trust Review and Audit responsible for reviewing and reporting on the trust processing work of the Self-Governance Tribes. Early on, Jim worked in the BIA’s Division of Accounting Management where he was responsible for construction-in-progress accounting and was a Regional Finance Officer and Accountant for the BIA’s Midwest Region. His federal career started in 1986, as an Internal Revenue Agent for the Internal Revenue Service in St. Paul, MN where he spent 13 years auditing Federal Income Tax Returns. Jim is a Certified Public Accountant (CPA – non-active), a graduate of Dickinson State University and a member of the Standing Rock Sioux Tribe.

Denise Sheehan



Denise is the Assistant Director for Budget, Planning and Human Capital and the Chief Human Capital Officer for the U.S. Fish and Wildlife Service (Service), having programmatic responsibility for the Service's policy directives, budget, planning, and human capital.

In 1998, Denise entered the Senior Executive Service as the Assistant Director – Planning and Budget. In addition to her original duties, she oversaw the Service's Equal Employment and Diversity Program from 2000 until 2010. Ms. Sheehan earned the prestigious Meritorious Presidential Rank Award in 2004, a recognition conferred in part due to her innovative contributions in the area of civil rights.

Previous Service positions include Special Assistant to the Deputy Director of the U.S. Fish and Wildlife Service, and the Deputy Executive Director of the North American Waterfowl and Wetlands Office.

Denise joined the Department of the Interior in 1986 as a budget analyst for the Office of Budget in the Office of the Secretary in concert with her post-graduate Presidential Management Internship. In this capacity, Ms. Sheehan managed accounts for the National Park Service, the U.S. Fish and Wildlife Service and the Office Territorial and International Affairs and earned the Office of the Secretary Equal Employment Opportunity Certificate of Appreciation for her collateral work as an EEO Counselor. She also successfully completed the Departmental Management Development Program. From 1978 through 1986, Denise was employed in private and not-for-profit sectors in the mental health field.

Denise Sheehan graduated magna cum laude from the College of William and Mary in 1978 with majors in psychology and sociology. In 1986, she obtained her Master of Public Administration degree, with an emphasis in Budget and Public Sector Finance from Old Dominion University; and in 2004, she completed her Master of Science degree in Human Development (Marriage and Family Therapy program) at Virginia Tech.

Ms. Sheehan is the proud parent of one purely wonderful son, Justin George; one demanding pug, Maggie; and four problematic but priceless cats.

Eric Shepard
Office of the Solicitor

Eric N. Shepard serves in the Office of the Solicitor as the Associate Solicitor - Indian Affairs. He manages the Division of Indian Affairs which provides legal guidance and assistance to a number of departmental clients including the Assistant Secretary - Indian Affairs, Bureau of Indian Affairs, Bureau of Indian Education, Office of Special Trustee, and Land Buy-Back Program.

Prior to joining the Office of the Solicitor, Shepard was General Counsel of the National Indian Gaming Commission. In that capacity he provided legal oversight, guidance and assistance to the Commission in carrying out its responsibilities under the Indian Gaming Regulatory Act.

Before the NIGC, Shepard served the Colorado River Indian Tribes as Attorney General for more than a decade. As Attorney General, he was the chief legal officer and principal advisor to the Chairman and Tribal Council on litigation, federal and state legislative and regulatory affairs, land use and economic development proposals.

Shepard received his undergraduate degree from Linfield College in McMinnville, Oregon in 1995. He earned his Master's degree in Environmental Law in 1998 and his law degree in 2001 from Vermont Law School in South Royalton, Vermont. Shepard clerked for the Indian Country Environmental Justice Clinic and the Conservation Law Foundation, and served as a fellow at the Open Society Institute in Bucharest, Romania.



CAMERON H. SHOLLY
Midwest Regional Director
U.S. National Park Service

Cameron (Cam) Sholly has served as the Midwest Regional Director for the National Park Service (NPS) since 2015. He is responsible for overseeing a team of 2,500 employees and the operations of 61 NPS units. The region spans 13 states from the Dakotas to the Ohio Valley and hosts over 20 million visitors annually. In 2015, the region generated an estimated \$2 billion in positive economic impacts for local communities.

As Regional Director, Sholly has focused heavily on improving relationships with local communities and state and tribal governments. Under his leadership, the Midwest Region is currently overseeing one of the largest public/private partnership projects in NPS history, a \$350 million renovation of the St. Louis Arch grounds and visitor center. Sholly has also led successful efforts to improve accountability and workforce morale across the region.



NPS Photo

From 2012-2015, Sholly served as the Associate Director for Visitor and Resource Protection (DC-NPS headquarters), responsible for an agency portfolio that included: U.S. Park Police, NPS ranger law enforcement operations, risk management, wildland fire, wilderness stewardship, and regulations. During his tenure, Sholly implemented initiatives to significantly improve front-line law enforcement training, policy, and accountability. He oversaw the development and implementation of the NPS national safety strategy which has dramatically dropped employee fatalities across the agency. He also led efforts to appoint a new U.S. Park Police executive command staff and revamp their financial planning to achieve key operational priorities.

From 2009-2012, Sholly served as the Superintendent of the Natchez Trace Parkway, overseeing NPS operations within a 444-mile, three-state corridor, and eighth most visited NPS unit in the country. In 2011, Sholly was named superintendent of the year in the Southeast Region, credited with developing a new business planning framework that became the model for the NPS, and building a wide range of strong partnerships with private land owners, and local, state, and tribal governments.

Sholly's other previous assignments include: Chief of Staff and Deputy to the Associate Director for Visitor and Resource Protection (2005-2009); detail as Special Assistant to the Director (2008); and Chief of Ranger Operations in Yosemite National Park (2002-2005), where he oversaw public safety and resource protection operations in one of the busiest parks in the country.

Sholly is a five-year veteran of the California Highway Patrol (CHP), serving in both operational and headquarters assignments, culminating with a position as an instructor at the prestigious CHP Academy. He was named the national spokesperson on impaired driving for the National Highway Traffic Safety Administration in 2001.

Sholly is a U.S. Army veteran, serving in both infantry and combat military police assignments. He was deployed to Operation Desert Shield/Storm in 1990-1991.

Sholly earned a **Master's Degree** in Environmental Management from Duke University with curriculum concentrations in environmental economics and law and policy. He earned a **Bachelor's Degree** in Management from **St. Mary's College of California**, and is a graduate of the Harvard University, Senior Executive Fellows Program and the FBI National Academy.

In 2015, Sholly was awarded the **Department of Interior's** Meritorious Service Award for his executive leadership actions.

Thomas D. Shope

Thomas D. Shope is the Regional Director for the Appalachian Region of the U.S. Department of the Interior, Office of Surface Mining Reclamation and Enforcement (OSM) located in Pittsburgh, PA. Mr. Shope has held this position since October of 2007. In addition to providing Federal oversight of active coal mining operations in the Appalachian states, Mr. Shope's responsibilities include the direct regulation of mining in Tennessee, the reclamation of Abandoned Mine Lands (AML) throughout the eastern U.S., and management of OSM's nationwide Applicant/Violator System as well as its National Mine Map Repository. Mr. Shope is responsible for the largest directorate within the OSM and for the distribution and oversight of over \$251 million in grants annually to regulatory and AML programs in the Appalachian states.

A recognized expert on strategic resourcing, Mr. Shope oversaw a thirty percent reduction of resources while enhancing the delivery of Government services. During his tenure, the Appalachian Region has made ground breaking advancements in multiple areas including; better mine pool characterization, the improved stability of slurry impoundments, more secure financial assurance for reclamation, and the prevention of the inappropriate usage of millions in AML funds. Mr. Shope is a technology champion leading innovations such as the development of AMD treatment calculation software and the use of unmanned aerial vehicles. As OSM's leader of the Appalachian Regional Reforestation Initiative, Mr. Shope has driven a fundamental change in reclamation practices and has engaged over 725 organizations, over 14,000 volunteers and over 7,500 youth on 259 tree planting projects on reclaimed mine lands.

Prior to his current position, Mr. Shope was the Principal Deputy Assistant Secretary for the U.S. Department of Energy, Office of Fossil Energy. Mr. Shope's purview included the management of: the Nation's Strategic Petroleum Reserve; oil and natural gas research and policy; a \$2 billion Coal Research Initiative; and, other research and technology developed by the National Energy Technology Laboratory. Mr. Shope played a key role in the advancement of carbon capture and storage technologies including development of prototype zero-emissions, coal fired power plants. Mr. Shope served as a policy advisor to the Secretary of Energy on fossil energy issues and as the Chairman of the International Carbon Sequestration Leadership Forum.

In July of 2002, Mr. Shope began his tour of duty in Washington, DC, serving as the Chief of Staff for the OSM. Shope served as liaison to the Secretary and other senior staff within the Department of the Interior and guided and directed operations of the OSM. Mr. Shope played a key role in the efforts to reform and reauthorize the Abandoned Mine Land program and in OSM's significant enhancement of its technology transfer activities to state and tribal regulatory authorities and other stakeholders.

A native of Munhall, Pennsylvania, Shope received his B.S. degree in Economics at West Virginia University. He then earned his J.D. degree from Duquesne University School of Law. Shope began his federal service as a legal intern with the U.S. Department of Labor in 1988. In 1991, Shope joined the Department of the Interior as an Attorney Advisor in the Office of the Solicitor where he focused on various mining and environmental issues. Mr. Shope was extensively involved in the infancy of the Department's Trusteeship in Natural Resource Damage Assessment and Restoration matters where he served as the case attorney on various prominent projects including the nation's largest Superfund related project, the Tri-State Mining District of Missouri, Kansas and Oklahoma.

Throughout his twenty-seven years of service with the Federal Government, Shope has been recognized for his ability to maintain and promote sensitive relations with Congress, state and tribal governments, industry and environmental groups. Mr. Shope has personally received Meritorious Service Awards at both the Department of the Interior and the Department of Energy as well as an Interior Secretary's Executive Leadership Award. He and his staff have received three Department of the Interior Partners in Conservation Awards, two Department of the Interior Environmental Achievement awards and the inaugural Presidential Migratory Bird Stewardship Award.

Greg Siekaniec

Greg Siekaniec assumed the Regional Director position for the Alaska Region of the U.S. Fish and Wildlife Service (FWS) in August 2016. He brings to the position a broad range of experience in both the public and nonprofit sectors, including 28 years with the FWS, which informs his approach to landscape scale conservation challenges through the use of innovative partnerships and science supported conservation delivery.



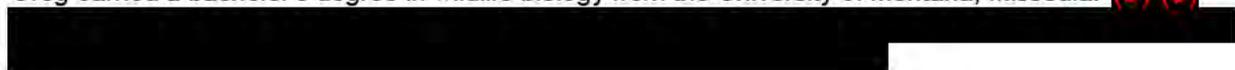
As Regional Director, Greg oversees the direction and day-to-day operations of the FWS in the Alaska, the only FWS Region that encompasses a single state. The Alaska Region has more than 50 percent of all refuge land managed by the agency. Many of the issues in Alaska have international implications, such as management of polar bear, walrus, salmon, and migratory birds. Our work and the lands and resources we manage are vitally important to the Alaskan way of life.

Greg began his management career at Charles M. Russell National Wildlife Refuge in Jordan, Montana. He continued with successive management stints in North Dakota and Wyoming before heading to Izembek National Wildlife Refuge in Alaska. In Alaska, Greg spent eight years as the refuge manager of Alaska Maritime National Wildlife Refuge. This Refuge encompasses more than 2,500 islands and nearly five million acres. Among his achievements at Alaska Maritime Refuge, Greg is credited with developing many restoration partnerships with national conservation organizations to restore island biodiversity. From 2009 to 2011, Greg was Chief of the National Wildlife Refuge System. During this time, he led efforts to establish a plan for the Refuge System to meet the challenges of the 21st century, including an American Recovery and Reinvestment Act portfolio of infrastructure repairs, improvements and construction.

As Deputy Director of the FWS, 2011-2012, Greg represented the Service on the Wildlife and Hunting Heritage Conservation Council and the North American Wetland Conservation Act Council to facilitate partner interests in conservation, recreational use and enjoyment of National Wildlife Refuge lands and waters, and user access to public lands administered for the benefit of future generations. In addition, Greg worked closely with the Governor of Montana, National Park Service, and Tribal interests in bison conservation and Indian Self-governance concerning the National Bison Range, MT.

Greg left the Service to join Ducks Unlimited Canada in 2012 as their Chief Executive Officer. In that position he furthered their landscape scale conservation strategies through partnerships with private donors, the Government of Canada, and numerous multi-national corporations interested in conserving North American Wetland habitat and waterfowl.

Greg earned a bachelor's degree in wildlife biology from the University of Montana, Missoula. (b) (6)



Biographical Information for Shayla Freeman Simmons

Shayla Freeman Simmons is the Director of the Office of Hearings and Appeals, where she provides leadership direction and oversight to four distinct units providing administrative adjudication services: the Interior Board of Indian Appeals, Interior Board of Land Appeals, Probate Hearings Division, and Departmental Cases Hearings Division. OHA is made up of administrative law judges, administrative appeals judges, Indian probate judges, staff attorneys and administrative support staff, and has a headquarters office in the DC Metro area, as well as six field offices.

Shayla previously served as the Associate Solicitor for the Division of Administration in the Office of the Solicitor. In this role, Shayla oversaw the management of all administrative functions that support the Solicitor's Office operations for 18 offices nationwide, 400 employees, and a \$65 million budget.

Shayla was previously the Senior Counsel for Collaborative Action and Dispute Resolution within the Office of the Solicitor and played an advisory role while serving as Associate Solicitor. Shayla was the first person to hold the Senior Counsel position since its creation in 2006 as a necessary counterpart to the Department's Office of Collaborative Action and Dispute Resolution. Together, the policy office and this legal position are responsible for ensuring that the Department and its bureaus increase the appropriate use of collaborative problem-solving and dispute resolution processes in managing and resolving conflicts and disputes within the workplace and throughout the Department's programs.

Shayla has regularly taught conflict management skills through the Department's integrated conflict management system. She also partnered with the US Institute for Environmental Conflict Resolution (USIECR) in the delivery of Multi-Party Negotiation Skills training for the Solicitor's Regional Offices and various Bureau programs. She provided these opportunities for DOI attorneys to train alongside their program staff counterparts so that both groups understand more fully their respective challenges to utilizing collaborative problem-solving in dealing with environmental conflicts.

Shayla previously held the position of Designated Agency Ethics Official (2001-2006) and directed the Department's ethics program. During her tenure, Shayla oversaw the change in organizational placement for the Ethics Office from Policy, Management and Budget to the Office of the Solicitor, ensuring that the ethics program was given greater prominence.

Shayla came to the Ethics Office from the Department's Office of Congressional and Legislative Affairs, where she served as its Deputy Director. Shayla also served as Senior Policy Advisor to the Assistant Secretary for Land and Minerals Management; Assistant Legislative Counsel; Legislative Staff Attorney; and Special Assistant to the Director of the Bureau of Land Management.

Shayla has a law degree from Southern Methodist University in Dallas, Texas with a concentration in oil and gas and environmental law and a BBA in Petroleum Land Management from the University of Texas at Austin, a degree plan that combines geology, petroleum engineering, accounting, finance, and business law.

Prior to coming to DOI, Shayla engaged in the government and private practice of law in Texas and private practice in Florida. While in Florida she worked for a law firm where she was the lead appellate attorney in an administrative appeals practice. She also served as a Law Clerk to Judge Robert B. Maloney (Northern District of Texas). Shayla is licensed to practice law in Texas and Florida and is admitted to practice before the 5th Circuit Court of Appeals, the Northern District of Texas, and the Florida Supreme Court.

She is married to Robert Simmons, PhD., who works in survey research for the Department of the Army. They live in Falls Church, Virginia and have a cat named Lucky.

Michele F. Singer, Director
Interior Business Center
United States Department of the Interior

Michele F. Singer is the Director of the Interior Business Center (IBC) for the U.S. Department of the Interior (Interior), where she leads the delivery of shared services to support Interior offices and bureaus, as well as over 150 other federal agencies. As the Director, Ms. Singer leads a workforce of 1,000+ personnel, including three major lines of business: acquisition, financial management, and human resources.

Prior to IBC, Ms. Singer served as Principal Deputy Special Trustee for American Indians where she oversaw the management of approximately \$4.9 billion held in trust by the United States for American Indians, Indian tribes, and Alaska Natives. She has also served as Director of the Office of Regulatory Affairs and Collaborative Action in the Office of the Assistant Secretary–Indian Affairs. Ms. Singer has more than a decade of experience building capacity for Alternative Dispute Resolution programs at Interior.

After receiving a law degree from Georgetown University, Ms. Singer worked as a litigator in Washington, D.C., and for the Attorney General of the Cheyenne River Sioux Tribe. She is a member of the California; Washington, D.C.; and Cheyenne River Sioux Tribal Court Bars. Ms. Singer also obtained a master's degree in business administration from the University of New Mexico.

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Biography

Jay Slack

James John (“Jay”) Slack became director of the U.S. Fish and Wildlife Service’s National Conservation Training Center on September 22, 2008, the second director of the center of training and education for the Interior Department agency, located in Shepherdstown, West Virginia.

Slack was born on December 18, 1963, in Pekin, Illinois, and was educated there in the local public schools. He received a B.S. in biology in 1986 and an M.S. in ecology in 1988, both from Illinois State University in Normal, Illinois, where his academic research in herpetology centered on the speciation of rare frogs in the United States.

After employment for the State of Illinois in fisheries research and in the development of indoor aquaculture systems, Slack joined the U.S. Fish and Wildlife Service in 1991 as a herpetologist in the agency’s Phoenix, Arizona, ecological services office. In 1993, Slack moved to the Fish and Wildlife Service’s headquarters office in Washington, D.C., when he became chief of its endangered species listing program and coordinator of its endangered species consultations with other Federal agencies. He went on to supervise its Vero Beach, Florida, ecological services office for 9 years, where nationally significant endangered species, water management, and wetlands conservation issues in this rapidly-developing Sunbelt state combined to make it one of the agency’s busiest and most high-profile responsibilities.

In 2006, Slack became deputy regional director for the Service’s eight-state Mountain/Prairie region, headquartered in Lakewood, Colorado, near Denver. There, he helped oversee operations in a sprawling, complex region, where endangered species protection, prairie pothole conservation for migratory birds, and water and fisheries management in some of North America’s greatest river systems typified the Service’s mission. Twelve national fish hatcheries and 110 national wildlife refuges – nearly one-quarter of the Nation’s total – are located in the Mountain/Prairie region.

Slack earned the U.S. Department of the Interior’s meritorious service award in 2005. His interests include a range of outdoor pursuits, including fishing, birding, and hunting, and working with fine woods in his home workshop.

The National Conservation Training Center provides professional training for the Nation’s Federal, state, and private sector conservationists and land managers on a 538-acre academic campus in Shepherdstown. It also serves as the institutional home of the U.S. Fish and Wildlife Service, housing the agency’s archives and historical collections, and hosting a variety of programs in academic research, collaborative partnerships in conservation with the public and private sectors, and community outreach.

Karla J. Smiley
Associate Chief Information Officer

Karla Smiley is the Associate Chief Information Officer for the Bureau of Reclamation, and is known for accepting challenges and for making visions a reality through her passion for process improvement, cost avoidance and use of the best technology tools to accomplish mission requirements. As a member of the Department's Information Management and Technology Leadership Team, she serves as an advocate for the strategic goals of the Chief Information Officer and strives to impart the objectives to Reclamation leadership and staff through partnership and building coalitions by encouraging open communication, sharing of ideas and driving to achieve results.

In her current role, Smiley is responsible for Reclamation's information management and technology resources, cyber security and the operation of information technology systems and networks, supporting bureau-wide computing and telecommunications. She has served as a member of the Department's Cyber Security Advisory Group, and lead initiatives in workforce development, data center consolidation, organizational assessments and implementation of the Federal Information Technology Acquisition Reform Act (FITARA).

Smiley brings to her position a wealth of knowledge and experience from her extensive career in the federal government. She joined Reclamation in 2004 as the Reclamation Procurement Chief with responsibility for overseeing Reclamation's acquisition, financial assistance, property, charge card and multi-sector workforce programs. During that time, she was instrumental in Reclamation's accomplishments under the Recovery Act and has served as chair to Reclamation's Acquisition and Assistance Leadership Team and the Department of the Interior's Acquisition Management Partnership.

She has more than 30 years of experience as a federal employee. Her Federal Government career has offered her the opportunity to work in a variety of positions in both military and civilian agencies. Smiley has worked for the Department of the Army, Defense Contract Management Agency and USDA Forest Service in areas including information resources, engineering, facilities and transportation.

Smiley is a graduate of the Department of the Interior's Senior Executive Service Career Development Program and also holds a Master's degree in Business Administration with a concentration in Contract Management from Florida Institute of Technology. An Illinois native, she additionally holds Bachelor of Arts degrees in both Business Administration and Economics from St. Ambrose University in Davenport, Iowa.

Marc A. Smith
Associate Solicitor, Division of Administration
Office of the Solicitor

Marc A. Smith joined the Department of the Interior, Office of the Solicitor, in January 2016, and serves as Associate Solicitor over the Office's Division of Administration. The Division is responsible for providing and coordinating all administrative and management support services needed by the Office of the Solicitor, including budget, procurement, space and property management and security, human resources, records management, and information technology infrastructure and user support. Prior to arriving at the Department of the Interior, Mr. Smith served for twenty-five years at the U.S. Department of Justice, Environment and Natural Resources Division, with the last sixteen years as an Assistant Chief of the Natural Resources Section. In that capacity he directed a team of attorneys with responsibility for defending multi-billion dollar civil litigation in the U.S. Court of Federal Claims and federal district courts. He has held positions as an Officer in the Court of Federal Claims Bar Association (including as its President in 2007) and in the Federal Circuit Bar Association, and has served on the Court of Federal Claims Advisory Council between 1999 and the present at the request of the current Chief Judge and four predecessor Chief Judges. For his work at the Department of Justice, he was twice the recipient of the Assistant Attorney General's Award for Excellence, and received numerous Outstanding Performance and Special Achievement Awards. Other recognitions include the U.S. Court of Federal Claims Golden Eagle Award for "outstanding service, dedication and Commitment to the United States Court of Federal Claims;" the Georgetown University Environmental Law and Policy Institute Award for "principled professionalism in defending the United States of America;" and the Court of Federal Claims Bar Association Randolph W. Thrower Award for "exceptional service to the Bar." He has been a frequent speaker on a broad range of substantive and practice-related legal topics.

Mark Sogge



Regional Director

Pacific Region

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As Regional Director for the Pacific Region, Mark Sogge oversees USGS centers in California, Nevada, and Hawaii.

Biography

Responsibilities

As Regional Director for the Pacific Region, Mark Sogge oversees USGS centers in California, Nevada, and Hawaii.

Career History and Highlights

Mark began his federal career in 1983 and has held a variety of science and leadership positions with the U.S. Army Corps of Engineers, National Park Service, and USGS. Prior to beginning federal service, Mark worked as a chemist in the Research and Development divisions at the IBM facilities in San Jose, California, and held a variety of other private sector jobs. As a USGS ecologist and research scientist from 1996 - 2008, he led studies that focused on threatened and endangered birds, and Southwest riparian habitats.

Mark has extensive experience in USGS science management and leadership, starting as Station Leader at the Southwest Biological Science Center (2005-2008), as Chief of Staff for the Western Regional Director (2008-2010), as Associate Regional Executive for the former Pacific Southwest Region (2010-2012), and most recently as Associate Regional Director in the Southwest Region (2012-2013).

Over the course of his tenure with USGS, Mark has undertaken numerous temporary assignments including Director of the Columbia River Research Lab (2003), Deputy Western Region Biologist (2006), national Program Coordinator for Wildlife and Terrestrial Resources (2007), Western Region Deputy Director (2008), Chief of the National Climate Change and Wildlife Science Center (2009), and Pacific Southwest Area Senior Science Advisor (2010). In the summer of 2010, he was assigned to the BP Crisis Center in Houston, where he assisted USGS Director Marcia McNutt in coordinating science teams responding to the Deepwater Horizon oil spill. Most recently he has served as Regional Director for the Pacific Region, overseeing USGS centers in California, Nevada, and Hawaii.

Education

Mark received his bachelor's degree in chemistry/biochemistry from San Jose State University, and a master's degree in zoology from the University of California Davis. Although he has spent the past 23 years in Flagstaff, Arizona, Mark grew up in the Sacramento area to which he will be returning for the new Pacific Regional Director role.

Debra E. Sonderman

Debra Sonderman is the Department of the Interior's Director, Office of Acquisition and Property Management, and the Senior Procurement Executive. She oversees and develops policy for Interior's acquisition, financial assistance, facility management, transportation, and property management programs. She also serves as Interior's Suspending and Debarring Official. During her 20-year tenure at Interior, she has led a number of technology initiatives, including being a co-system owner for the Department's Financial and Business Management System. She represents the Department on several interagency committees, and co-chairs the Procurement Committee for eGovernment. Before coming to Interior, Ms. Sonderman held a variety of acquisition and business positions with the Department of the Treasury, the David Taylor Naval Ship Research and Development Center, and the U.S. Small Business Administration.

Paul Souza – Regional Director for the Pacific Southwest

Paul Souza is the Regional Director for U.S. Fish and Wildlife Service in the Pacific Southwest. The Pacific Southwest Region includes California, Nevada, and the Klamath Basin. The Region is responsible for managing 48 National Wildlife Refuges comprising more than 2.8 million acres. It also includes three Wildlife Management Areas in California, encompassing more than 104,000 acres; three National Fish Hatcheries and one Fish Health Center; and 11 Fish and Wildlife Offices. The Pacific Southwest has nearly 300 threatened and endangered species on the road to recovery.

Prior to his current role, Paul served as the Assistant Director for Science Applications. Paul provided leadership on science policy and scientific applications in resource management. This included leading agency efforts shape a science-driven landscape conservation business model; expanding Service capacities to acquire, apply and communicate scientific information; promoting active involvement of the Service and its employees in the larger scientific community; strengthening and expanding partnerships between the Service and other scientific organizations; and cultivating the next generation of Service scientists.

Paul also previously served as the Deputy Assistant Director for the Service's Ecological Services Program in headquarters. In this capacity, he provided national leadership for the Endangered Species Act, Marine Mammal Protection Act, Fish and Wildlife Coordination Act, Clean Water Act, and many other statutes. Paul worked closely with agencies and other partners to leverage resources that benefit wildlife conservation and other important needs such as farming and ranching, military readiness, and energy and infrastructure development.

Before coming to headquarters, Paul was the Field Supervisor for the South Florida Ecological Services Office in Vero Beach, Florida. In this capacity, Paul oversaw actions to conserve and recover 67 species listed under the Endangered Species Act and protect a host of important habitats for migratory birds, fish, and other wildlife. Paul also helped oversee the Service's efforts to restore America's Everglades with many partners, planning and implementing projects to improve the health of the environment and conditions for imperiled species such as the Florida panther, wood stork, and snail kite.

Paul joined the Fish and Wildlife Service in 1997 as a Presidential Management Fellow. He has a bachelor's degree in environmental studies with an emphasis in ecology from the University of California at Santa Barbara and a master's degree in urban and regional planning with an emphasis in environmental planning and natural resources management from Florida State University. (b) (6)



Stanley M. Speaks
Northwest Regional Director
Portland, Oregon



Mr. Stanley M. Speaks was born in the state of Oklahoma and is a member of the Chickasaw Nation. Mr. Speaks graduated from Northeastern State University, Tahlequah, Oklahoma, and is a recipient of a Bachelor of Science and Master's Degree. After graduation from college, he began a career with the Bureau of Indian Affairs. His management and leadership experiences with the Bureau are extensive. He served as an administrator and manager of an Agency Office, Regional Offices and served in Washington D.C. as the Acting Deputy Commissioner for the Bureau of Indian Affairs, October 1991 through May 1992.

Mr. Speaks is a member of a number of local and national organizations and is the recipient of a number of distinguished honor awards for leadership, special work initiatives and dedicated service to the Bureau, Department of Interior, and Tribes.

John Steiger is the Regional Solicitor for the Intermountain Region of the Office of the Solicitor, U.S. Department of the Interior, located in Salt Lake City, Utah. As Regional Solicitor, a position he has held since February 2016, he supervises a staff of career attorneys located in Salt Lake City and Phoenix, Arizona, who provide legal services to many Interior agencies, including the Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, and National Park Service. He manages a large array of legal services, including judicial and administrative litigation, negotiation, client counseling, and transactional work such as government contracts, in a wide variety of legal subjects, including all aspects of public land law; mining and oil and gas law; Reclamation and water law; Indian law; and administrative and personnel law. He has been a supervising attorney in the Office of the Solicitor for 18 years, and joined the office as an Honor's Program Attorney in 1993, after which he worked in Washington, D.C., and Portland, Oregon, before transferring to the Salt Lake City office. His legal experience prior to coming to the Department was with the law firm of Holme, Roberts & Owen and as a judicial clerk for Justice Michael Zimmerman of the Utah Supreme Court. He holds an undergraduate degree in Ecology and Evolutionary Biology from the University of Arizona, and he received his J.D. from the University of Utah.

Bart Stevens Biography

Bartholomew “Bart” Stevens is the Deputy Bureau Director for School Operations, overseeing BIE’s teacher and principal recruitment, acquisitions and grants, school facilities, educational technology, and communications. Prior to his appointment, Mr. Stevens, an enrolled member of the San Carlos Apache Tribe in Arizona, served as the Superintendent of the Bureau of Indian Affairs Uintah and Ouray Agency in Fort Duchesne, UT since 2014.

Stevens career in Indian education spans (years) working in public schools, BIE-funded and tribally controlled schools as a counselor, school administrator, and senior executive within BIE. He joined BIE in 2006 as the Education Line Officer in BIE’s New Mexico South Education Line office in Albuquerque. In 2007, Stevens concurrently held two of three BIE associate deputy directorships – Acting Associate Deputy Director-East and Acting Associate Deputy Director-West – in which he was responsible for the line management, direction, and supervision of 16 Education Line Offices overseeing BIE-funded schools in 25 states. He continued to serve in these posts through his promotion to the Deputy Director School Operations position in 2009. In 2010, Stevens served as Acting BIE Director and Acting Associate Deputy Director Navajo as an additional collateral duty, which added oversight of an additional 64 schools within the Navajo Nation. He was reassigned to the Associate Deputy Director West in April 2011.

Stevens holds a Bachelor’s degree in Family and Human Development and a Master’s degree in School Administration and Supervision from Utah State University. He also holds a Master’s degree in Social Work from the University of Utah. He also holds an administrative/supervisory education license from the Utah Office of Education

The BIE oversees 183 elementary and secondary schools located on 64 reservations in 23 states, serving more than 48,000 students. The BIE also funds or operates off-reservation boarding schools and peripheral dormitories near reservations for students attending public schools and directly oversees two post-secondary schools: Haskell Indian Nations University and Southwestern Indian Polytechnic Institute.

Jim Steward assumed duties as Deputy Director of the Office of Natural Resources Revenue (ONRR) on September 1, 2015.

Mr. Steward has over 30 years of Federal Government experience. He joined ONRR and the U.S. Department of the Interior in 2004, after serving 17 years with the Department of Energy.

Prior to his appointment as Deputy Director, he was the Program Director for Financial and Production Management, overseeing the production verification function and managing the financial organization responsible for collecting, accounting for, and disbursing Federal and American Indian mineral lease revenues to various Federal, state and American Indian accounts. Prior to that, he served as ONRR's Program Director for Asset Management.

Mr. Steward was selected to the DOI's Senior Executive Service (SES) in January 2008.

As ONRR's Deputy Director, Mr. Steward oversees the day-to-day operations of the Denver Office as well as ONRR field offices in Houston and Dallas, Texas, in Oklahoma City and Tulsa, and in Farmington, New Mexico. He also represents ONRR with the Extractive Industries Transparency Initiative (EITI), a voluntary, global effort designed to strengthen accountability and public trust for the revenues paid and received for a country's oil, gas and mineral resources. As ONRR's Deputy Director, Mr. Steward is a member of the USEITI Multi-Stakeholder Group that supports U.S. implementation of the EITI efforts.

A graduate of the University of Nebraska, Mr. Steward earned his Bachelor of Science degree in Chemical Engineering and his Master of Business Administration.

Eddie Streater
Eastern Oklahoma Regional Director
Muskogee, Oklahoma



Mr. Eddie Streater, a member of the Cherokee Nation of Oklahoma, serves as the Regional Director for the Eastern Oklahoma Region. The Region encompasses the Eastern half of the State of Oklahoma and provides service to 20 Tribes and Tribal Towns.

He began his Federal Service with the Bureau of Indian Affairs in 1992 in the Position of Realty Specialist. In the subsequent years of service he has fulfilled a variety of trust and management positions as well as high level implementation projects within the Bureau. This has included the day to day operations of Agency Realty programs, Superintendent at the Wewoka Agency, Acting Deputy Regional Director at the Southern Plains Region, Deputy Regional Director Eastern Oklahoma Region and culminating with the current position of Regional Director.

Mr. Streater is a lifelong resident Oklahoma graduating from Wewoka High School and receiving Bachelor of Arts and Juris Doctorate from the University of Oklahoma in 1992.



RAYMOND SUAZO

BLM Arizona State Director

Ray Suazo is the BLM Arizona State Director, responsible for leading a staff of nearly 500 employees and the management of more than 12 million surface and 17 million subsurface acres of public lands in Arizona. Ray joined the BLM Arizona State Office in 2006. He served as Chief Information Officer, Deputy State Director for Business and Support Services, and Associate State Director before his appointment as the Arizona State Director in 2011.

Ray is a United States Air Force veteran with more than 27 years of public service. Prior to joining the BLM, he worked for U.S. Forest Service for many years, beginning his career as a seasonal range technician and later serving as Deputy Forest Supervisor in Arizona, the Rangeland Information Program Manager in New Mexico, and the National Rangeland Information Coordinator headquartered in Washington D.C.

A native of Santa Fe, N.M., Ray earned a Bachelor of Arts degree in Management Information Systems from New Mexico Highlands University in Las Vegas, N.M. He is recognized for his innovative management skills and his commitment to sustaining the health, diversity, and productivity of America's public lands.

BLM Arizona administers 12.2 million surface acres of public lands, and another 17.5 million subsurface acres within the state. With offices throughout the state providing on-the-ground field management, BLM balances recreational, commercial, scientific and cultural interests; striving for long-term protection of renewable and nonrenewable resources, including range, timber, minerals, recreation, watershed, fish and wildlife, wilderness, wild horses and burros, and natural, scenic, scientific and cultural values.



Robyn Thorson's Biography



Robyn Thorson is Regional Director of the U.S. Fish and Wildlife Service's Pacific Region. The Pacific Region includes Idaho, Oregon, Washington, Hawai'i and the Pacific Islands. Fish and Wildlife Service regional responsibilities include 1.3 million acres on 64 national wildlife refuges; 17 national fish hatcheries plus an additional 7 state and tribal hatcheries managed through the Lower Snake River Compensation Plan; 8 fisheries stations, a Migratory Bird and State Grants program; Science Applications; and 5 ecological services field offices and 6 ecological services sub-offices.

Thorson focuses her conservation leadership on collaboration with others, including Tribes and indigenous island communities, States, agricultural and natural resource dependent communities, private landowners in rural and urban settings, watershed councils, conservation groups, coral reef advisory groups, universities, land trusts, among other valued partners. She advocates for field-based leadership and perspective while contributing to strong national policy development and guidance.

Before becoming Pacific Regional Director in November 2008, Thorson served almost six years as Regional Director of the Service's eight-state Midwest Region, based in Minnesota. Prior to that position she was the agency's Assistant Director for External Affairs in Washington, D.C., from August 2000 until March 2003, where her executive oversight included Public Affairs, Congressional and Legislative Affairs, Native American Liaison, Research Coordination and the National Conservation Training Center. She transferred to that position from two years as Associate Regional Chief Biologist for the U.S. Geological Survey in Seattle, Washington.

Almost a third of Thorson's Fish and Wildlife Service career was in Alaska: from 1995 to January 1999 she was Deputy Regional Director for the Alaska Region, and from 1989 to 1993 she was Associate Regional Director responsible for issues related to the coastal plain of the Arctic National Wildlife Refuge. Between her two Alaska assignments Thorson served as Assistant Regional Director for Budget and Administration for the Service's Southwest Region, headquartered in Albuquerque, New Mexico. She was Special Assistant to the Deputy Director of the Service in 1988 and 1989 and before that she worked in the Regional Office in Portland, Oregon, in the Endangered Species Program and Contracting.

Thorson earned her Juris Doctorate at the University of Oregon School of Law. She was an attorney for the State of Washington before starting her federal career and she maintains her license to practice law in Washington. She intends to see a game in every Major League ballpark in America.

Ray Todd has been the Director of the Denver Service Center since March 2016. This project management office is responsible for the National Park Service's large scale planning, design, and construction projects.

As Director, Todd supervises a staff of more than 250 professionals including architects, engineers, landscape architects, and contracting officers. The service center currently manages approximately 1,000 projects valued at about \$1.4 billion. Todd will continue to oversee DSC's involvement in major projects around the National Park Service including the Lincoln Memorial Restoration Project, CityArchRiver at Jefferson National Expansion Memorial, and the Arlington Memorial Bridge repair in Washington, DC,

In the most recent past, Todd served as the Intermountain Region's Associate Regional Director for Facilities and Lands for four years. In that role, he provided oversight for the region's \$18 billion portfolio of assets, and was responsible for providing facility management, land acquisition, environmental management, and public health services to the region's 85 parks.

Todd started his NPS career in 1982 as an historical architect at the DSC. In 1985 he completed a three-year training course at the Williamsport Preservation Training Center (now the Historic Preservation Training Center) as an exhibit specialist in restoration. He also served as a construction manager, project manager, branch chief, and as the deputy director of DSC. Todd oversaw the DSC's \$700 million American Recovery and Reinvestment Act program, and the \$325 million Elwha River Restoration project at Olympic National Park, the nation's largest dam removal project, and the second largest ecological restoration project in the history of the National Park Service.

Todd is a licensed architect, a Project Management Professional, and a Leadership in Energy and Environmental Design (LEED) Accredited Professional. He earned a master's degree in architecture from the University of Oregon and a bachelor's degree in architecture from the University of Michigan.



Dr. Stephanie Toothman
Associate Director, Cultural Resources, Partnerships, and Science

Dr. Stephanie Toothman is the Associate Director, Cultural Resources, Partnerships and Science. Within her directorate are programs that support park cultural resource management, preservation partnerships, and science and technology. She is also the Keeper of the National Register of Historic Places.

Dr. Toothman is a 38-year veteran of the NPS. Before coming to Washington in July 2010, Dr. Toothman was Chief of Cultural Resource Programs in the Pacific West Region, and Regional Historian for the Pacific Northwest Region, as well as staff in the National Register and State Grants programs under HCRS. Dr. Toothman served as acting Superintendent at Crater Lake Nation Park (2008) and the National Mall and Memorial Parks (2009).

She is a graduate of Smith College (B.A. magna cum laude, American Studies) and the University of Pennsylvania (M.A. and Ph.D, American Civilization), where she held a University Fellowship.

Kaprice L. Tucker
Associate Solicitor for General Law

Kaprice L. Tucker is the Associate Solicitor for General Law. In her role she is responsible for legal matters related to procurement, patents, and tort claims; insular areas; equal employment opportunity, labor law, and other personnel matters; and administrative and other general legal issues, including legislative and appropriations issues not assigned to another division. In addition, the Division provides legal assistance and counsel to the Assistant Secretary, Policy, Management and Budget and to the Endangered Species Committee.

Prior to coming to the Department of Interior, she served as senior attorney in the Office of Chief Counsel at NASA GRC for over 15 years, focusing her practice on the areas of procurement, intellectual property, fiscal law, and Freedom of Information Act (FOIA). She was appointed as the Procurement Officer and Division Chief for the Office of Acquisitions in the Senior Executive Service in 2014. As the Procurement Officer and Division Chief, she advised Senior Management on effective business solutions, while directing the Center's procurement functions and a staff of over 50 Contract Specialists. She provided strategic policy, leadership, and direction focused on technological advancements in aeropropulsion, space propulsion, power systems, nuclear systems, communications, human research, and spaceflight systems development.

Kaprice has also worked as a staff attorney for the General Assembly of Virginia and private practice as a Contract Attorney. Kaprice earned her Juris Doctor from the University of Maryland and is licensed to practice law in Maryland, Virginia and Ohio. She also earned a Bachelor's Degree from the University of Maryland Baltimore County (UMBC).

In addition to her professional career, Kaprice serves as a mentor for high school and college students, young lawyers, working parents, and young business professionals. She is an avid reader of personal development books and frequently hosts book clubs for female entrepreneurs. She is an advocate for special needs children and their parents and a consultant on health and wellness issues.

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Dr. Benjamin Tuggle

Dr. Benjamin N. Tuggle is the Regional Director for the U.S. Fish and Wildlife Service's (Service) Southwest Region. He began his distinguished career with the Service in 1979 at the National Health Research Center in Madison, WI. Since then he has served in key leadership positions throughout the nation, including field experience and time in the agency's Washington, DC headquarters office.

Dr. Tuggle holds a B.S. in Biology from Fort Valley State University, Fort Valley, GA (1975); and advanced degrees in Zoology from The Ohio State University, Columbus, OH (M.S., 1977 and Ph.D., 1982). Dr. Tuggle's academic pursuits and efforts have produced a total of 18 publications in eight referred scientific journals and three chapters in a U.S. Fish and Wildlife Service Resource Publication.



Dr. Benjamin Tuggle, Southwest Regional Director. Photo: USFWS. Kim Jew Studios

Numerous environmental issues of national significance fall under Dr. Tuggle's direction. His responsibilities include: endangered species, migratory birds and fisheries and aquatic resources oversight; National Wildlife Refuge administration; water resource development; applied science decisions; wetland and upland habitat protection and mitigation; habitat conservation, restoration and acquisition; endangered species; energy development; National Wetlands Inventory mapping activities; Coastal Barrier Resources Act; conservation efforts on military installations; marine mammal protection; International wildlife conservation; and other related conservation issues that impact fish and wildlife resources.

Since beginning his tenure as the Service's Southwest Regional Director in 2005, Dr. Tuggle has successfully directed some of the nation's most complex and controversial issues in natural resources management. He has effectively overseen conservation issues along the U.S./Mexico border; created the Wolf-Livestock Interdiction Program for the Mexican gray wolf; and established three new National Wildlife Refuges—including the first urban National Wildlife Refuge in the Southwest. In addition, he has developed and implemented cooperative conservation on public and private lands; worked with wind energy development to promote the Service's conservation mission, and effectively coordinated with the many middle Rio Grande stakeholders to resolve complex water issues.

As Southwest Regional Director, Dr. Tuggle has spear-headed conservation efforts for a variety of controversial species protection initiatives including: the Rio Grande silvery minnow, the Southwest willow flycatcher, the Mexican gray wolf, the dunes sagebrush lizard, the lesser prairie-chicken, and the humpback chub.

Dr. Tuggle works extensively in a collaborative manner with other federal, state and local resource agencies; Native American tribes; the private sector; and non-governmental environmental groups in order to accomplish goals and objectives that promote fish and wildlife conservation. He has maintained this collaborative, productive and positive interaction within FWS, and with its partners, throughout his career with the Service. His precedent-setting partnership efforts have included protecting potentially listed species through conservation agreements with private landowners and industry; establishing tribal eagle aviaries and non-eagle feather repositories to support Native American religious and cultural activities; and working with private land owners to provide wildlife and water conservation on private lands.

Mike Tupper



Regional Director

Northeast Region

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As Regional Director for the U.S. Geological Survey Northeast Region, Michael (Mike) Tupper is located at USGS headquarters and leads 11 USGS science centers in the Mid-Atlantic and New England.

Biography

Responsibilities

As Regional Director for the U.S. Geological Survey Northeast Region, Michael (Mike) Tupper is located at USGS headquarters and leads 11 USGS science centers in the Mid-Atlantic and New England.

Career History and Highlights

Mike Tupper became the Bureau of Land Management's (BLM) Deputy Assistant Director for Resources and Planning in March 2015. He served on a 120-day detail as the Acting USGS Regional Director for the Northwest Region as part of the Senior Executive Service Candidate Development Program. In a Federal career that has spanned three decades, Tupper started as a GS-2 on the fire crew in Las Vegas, Nevada, while going to school for geological engineering. He has held almost every position in the BLM's fire program including being a smokejumper in Fairbanks, Alaska, and Boise, Idaho. He finished his fire career as the Senior Fire Advisor in Washington, D.C. After serving in the role of Deputy Division Chief for Decision Support Planning and National Environmental Policy Act in the nation's capital, Tupper took on an assignment leading the BLM's second largest minerals program as Deputy State Director for Minerals in the New Mexico State Office and then as Deputy State Director for Land and Resources.



Paul Tyler, Program Director, Audit and Compliance Management, Office of Natural Resources Revenue, DOI

Paul Tyler directs the development and implementation of compliance strategies and policies for audit and review activities. He oversees multiple offices in Colorado, Oklahoma, and Texas.

Paul began his federal career as an auditor with the Department of the Interior, Office of Inspector General. He later joined Minerals Management Service, initially working in the royalty accounting area. Paul has since served in various capacities within the agency. He opened and managed the Oklahoma City Indian Outreach office, managed various audit teams, and led the Indian Compliance and Asset Management program office. With the creation of the Office of Natural Resources Revenue, Paul became Program Manager for State and Indian Coordination. He has represented ONRR with its State and Tribal compliance partners and as its Tribal Liaison Officer. Paul is a Certified Public Accountant and graduated from the University of Northern Colorado with a degree in Accounting.

RAYMOND DAVID VELA BIOGRAPHY

A 27-year career veteran of the National Park Service (NPS), David Vela began his tenure as superintendent of Grand Teton National Park and the John D. Rockefeller, Jr. Memorial Parkway in March, 2014. Vela manages more than 310,000 acres of park lands, including the spectacular Teton Range that serve as home to iconic wildlife from bison to grizzly bears as well as 51 miles of the wild and scenic Snake River. In addition, he manages a budget in excess of \$12 million dollars, millions of dollars in construction projects, and a permanent and seasonal workforce exceeding 400 employees.

Prior to assuming his current post, Vela served as associate director for Workforce, Relevancy and Inclusion in the NPS' Washington headquarters where he administered a \$32 million dollar operational budget with 153 employees, and served as a key advisor to the NPS Director and Deputy Director on the full spectrum of strategic Human Capital Management issues, initiatives, and policies. His national program areas included: Human Resources, Learning and Development, Equal Opportunity, Youth, and the Office of Relevancy, Diversity & Inclusion.

Before his time in Washington, Vela served for over four years as director of the NPS' Southeast Region, where he oversaw 66 national park sites in nine states, the U.S. Virgin Islands, and Puerto Rico. Vela administered multi-million dollar projects to include an operational budget in excess of \$230 million dollars. In addition, he provided product and leadership support for the Department/NPS National Latino Heritage Initiative, served as Co-Chair for the NPS Civil War 150th Commemoration National Steering Committee, and served on the NPS Development Advisory Board and NPS National Leadership Council Executive Committee.

Vela began his NPS career in 1981 as a cooperative education student at San Antonio Missions National Historical Park in Texas, and later became a permanent park ranger. From 1987 to 1998, Vela worked in a variety of federal posts outside the NPS. He was a special agent in the U.S. Department of Health & Human Services Inspector General's Office, conducting white-collar criminal investigations in New York and New Jersey. He was also a special assistant for Hispanic affairs to the late U.S. Rep. George Thomas "Mickey" Leland of Texas. He was a federal investigator for the Equal Employment Opportunity Commission. In 1996, the Texas Attorney General appointed Vela director of the Texas Child Support Program, where he supervised more than 70 field offices and 2,400 employees.

Upon his return to the National Park Service, Vela held park superintendent positions at Palo Alto Battlefield National Historic Site (Texas), Lyndon B. Johnson National Historical Park (Texas), and the George Washington Memorial Parkway (Washington, DC and VA/MD Area).

Vela is a graduate of Texas A&M University, with a Bachelor of Science degree in recreation and parks. He graduated from the U.S. Department of the Interior Senior Executive Service Candidate Development Program in May 2006. Vela is the recipient of numerous awards both within and outside of the National Park Service for leadership and performance excellence. (b) (6)



Janine Velasco is the Assistant Director, Business, Fiscal and Information Resource Management for the Bureau of Land Management (BLM). Her responsibilities include overseeing the budget, finance, property and procurement, engineering and asset management, audits and Information Technology for the entire bureau.

Janine's career as a civil servant began as a student intern with the Congressional Research Service's Environment and Natural Resources Division. While she was completing her graduate degree, she worked for Senator Jeff Bingaman, NM as a legislative fellow. She entered Federal service in 1993 as a Presidential Management Fellow (PMF) in the USDA Forest Service where she worked in several organizations including International, National Forest System and Business Operations. She came to the Department of the Interior in 1999 with the Bureau of Reclamation where she led the bureau's strategic planning program. In 2001, she joined the BLM as the Division Chief for Management Services and later served as the Deputy Assistant Director for Business and Fiscal Resources. In 2006, she was selected to serve as BLM's Assistant Director for Human Capital Management, overseeing Human Resource, Training, Safety, and Civil Rights.

She has a Masters degree from the University of Michigan's School of Natural Resources and Environment and received her undergraduate degree from Kalamazoo College in Michigan.

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A 24-year veteran of the National Park Service, Gay E. Vietzke currently serves as Superintendent of the National Mall and Memorial Parks. She assumed this position in the fall of 2015. The National Mall and Memorial Parks includes such congressionally authorized icons as the Washington Monument; Jefferson, FDR, MLK and Lincoln Memorials, as well as the Vietnam Veterans Memorial, East and West Potomac Parks, and the historic national mall, itself. In addition to the memorial core, the park includes an additional 150 reservations, circles, fountains and other open spaces, all of which serve as the nation's front yard. Belmont-Paul Women's Equality National Monument, Ford's Theatre, the House where Lincoln died, and Pennsylvania Avenue National Historic Site are also among the park managed areas that constitute the National Mall and Memorial Parks. Having over 1,000 acres of National Park Service managed land within the Nation's Capital, the National Mall & Memorial Parks provides visitors with abundant opportunities to commemorate presidential legacies; honor the courage, sacrifice and devotion to duty of war veterans; celebrate the United States commitment to freedom, equality and democratic ideals; and enjoy symbolic architecture, historic vistas and renowned natural landscapes.

Previously, Vietzke served as Deputy Regional Director for the Northeast Region of the National Park Service, where she had responsibility for managing the park superintendents in seven states. She also oversaw regional programs in Park Operations, Resource Stewardship and Science, and External Affairs and Partnerships that supported the 85+ parks in the Northeast Region. She held this post from April 2011 to 2015 when she moved to the National Mall.

From 2005 to 2011, Vietzke served as superintendent of Fort McHenry National Monument and Historic Shrine in Baltimore, MD and Hampton National Historic Site in Towson, MD. At Fort McHenry, she managed the design, construction and opening of the Fort McHenry Visitor and Education Center – a \$15 million facility funded through partnership and designed as a hub for learning about the causes and legacies of the War of 1812 and the development of the flag and national anthem as symbols of our national identity. She also oversaw the complete rehabilitation of the Hampton Mansion, its outbuildings, and formal gardens, and overhauled the park's visitor program.

Vietzke has also served as superintendent of Sagamore Hill National Historic Site in Oyster Bay, New York, home of President Theodore Roosevelt, where she spear-headed the park's master plan and completed the rehabilitation and opening of the Old Orchard Museum to fully explore TR's life and legacy. Other posts have included Management Assistant in the NPS Northeast Regional Director's office, Deputy Director of the NPS Northeast Museum Services Center, Curator of Boston National Historical Park, and Chief of Visitor Services at Weir Farm National Historic Site.

Vietzke holds a BA from the University of Connecticut and an MS from the University of Pennsylvania. She also completed the Senior Executive Fellowship at Harvard's Kennedy School of Government.

Robert A. “Bob” Vogel

Bob Vogel is the regional director of the National Park Service’s National Capital Region. He was named to the post in December 2014 after his success as superintendent of National Mall and Memorial Parks.



As regional director, Bob is responsible for 700 park locations in the District of Columbia, Maryland, Virginia, and West Virginia, a \$151 million budget, and 1,300 employees. More than 52 million visitors travel to the region’s national parks for recreation, education, inspiration and relaxation each year. National park tourism in the Greater Washington area generates almost \$1.6 billion in economic benefit and supports 16,917 jobs.

Over his 30-year career, Vogel has served in parks across the country. Prior to taking the helm at National Mall and Memorial Parks, Vogel served as the deputy superintendent of Grand Teton National Park (Wyo.), where he oversaw all park operations. He also served as superintendent at Cape Lookout National Seashore (N.C.) and at Guilford Courthouse National Military Park (N.C.), as chief of visitor services at Allegheny Portage Railroad National Historic Site (Pa.) and Johnstown Flood National Memorial (Pa.), and at Fort Frederica National Monument (Ga.).

Vogel began his NPS career as many NPS employees have – working summers as a ranger leading educational tours.

Vogel is a native of Cape Girardeau, Mo., and has enjoyed the outdoors and history throughout his life. He is passionate about preserving national parks and sharing them with young people. He has seen first-hand the health, wellness and economic benefits national parks provide to people – especially in urban areas.

Barbara Wainman



Associate Director

Office of Communications and
Publishing

Email: bwainman@usgs.gov
Phone: 703-648-5750

Address:

12201 Sunrise Valley DR
Reston, VA 20192

Ms. Wainman oversees the congressional, media relations, internal communications, web, social media and publishing activities at the USGS and is responsible for developing and implementing the Bureau's outreach and communication strategies for a broad range of external and internal audiences, customers and stakeholders.

Biography

Career History and Highlights

She began her career at USGS in 1999. Prior to that she headed up the Bureau of Land Management's Legislative and Congressional Affairs Office. In that position she was responsible for developing the BLM's legislative policy and advocating for its implementation with senior Bureau management and on Capitol Hill

Prior to coming to the Department of the Interior, she spent 19 years on Capitol Hill, 17 working as the senior staffer to Congressman Ralph Regula of Ohio, as his Associate Staff on the Interior Appropriations Subcommittee and as his press secretary. During her tenure on the Hill, she developed and helped enact a number of significant initiatives including integrating the former National Biological Survey into the USGS, closing the Bureau of Mines and moving a number of its functions to the USGS, and establishing the National Park Service's National Heritage Corridor program.

Education

Ms Wainman has a bachelor's in government from Smith College in Northampton, Massachusetts and successfully completed the DOI SES Candidate Development Program in 2001. She has two grown children and is a passionate Nats and Redskins fan.

WILLIAM TANDY (BILL) WALKER
SOUTHWEST REGIONAL DIRECTOR
ALBUQUERQUE, NM



Mr. Bill Walker started his career with the Bureau of Indian Affairs as a soil conservationist at the Fort Apache Agency in 1992 after serving seven years with the USDA Cooperative Extension Service in Oklahoma. In November 1994, he assumed the duties of the environmental protection specialist for the Fort Apache Agency and served in that capacity until he transferred to the Southwest Regional Office in May 2000 as the Regional Environmental Scientist. Four years later, he became the Superintendent of the Mescalero Agency and served in that position until October 2007.

Mr. Walker returned to Western Region to become the Deputy Regional Director-Trust Services where he supervised the Realty, Natural Resources, Probate, Forestry, and Environmental, Safety and Cultural Resource branches. Currently, he is serving as the acting Southwest Regional Director under a detail assignment since September 2008.

Bill was born in Yuma, Arizona but grew up in Toquepala, Peru leaving there in 1969 to attend Peacock Military School in San Antonio, Texas. He has a Bachelor of Science degree in Animal Science and a Masters in Agriculture obtained at Tarleton State University in Stephenville, Texas. He spent four years on active duty with the United States Army and sixteen years in the Army Reserve, completing his 20 years of service as a Major in the Medical Service Corps.

Biographical Summary and Career Accomplishments

Noreen E. Walsh

U.S. Fish and Wildlife Service,

Regional Director, Mountain-Prairie Region (ND, SD, NE, KS, MT, WY, CO, and UT)

Education

- Noreen Walsh began her career with the U. S. Fish and Wildlife Service (Service) after receiving a B.S. in Fisheries and Wildlife Biology from Michigan State University (1987) and an M.S. in Wildlife Biology from Colorado State University (1990).

Employment History

- Her first position with the Service, 1990-95, was as a research biologist for the Alaska Science Center, primarily studying caribou on the Arctic National Wildlife Refuge.
- Walsh moved on to join the staff of the Service's Ecological Services Field Office in Oklahoma from 1995-1998, where she worked on conservation efforts for a variety of birds. She consulted with the U.S. Army Corps of Engineers to help improve the status of least terns on the Arkansas River, and with private landowners to improve the status of black-capped vireos.
- From there, Walsh joined the Service's headquarters office near Washington, DC. From 1998-2000, she assisted the Service's regions on a variety of issues related to Endangered Species Act policy, including listing, critical habitat, and the impacts of ESA-related litigation.
- In 2000, Walsh joined the staff of the Southeast Region of the Service, in Atlanta, serving the operations of the Service in 10 southeastern states and the Caribbean in several different roles. In her first role, she supervised all Ecological Service and Fisheries Offices throughout Florida and Puerto Rico.
- Later, Walsh became the Deputy Assistant Regional Director and eventually the Assistant Regional Director for Ecological Services, leading Ecological Services employees across 10 states and the Caribbean. In light of the significant biodiversity of fish and other aquatic resources in the southeast, Walsh led an effort to better integrate aquatic conservation approaches. She oversaw the Region's Contaminants Program response to the oil and other toxic material spilled in Louisiana as a result of Hurricane Katrina that risked impacts to fish and wildlife resources. During historic drought conditions, Walsh represented the Service's interests regarding states' competing demands for water in multiple river basins that spanned Georgia, Florida, and Alabama in order to find agreeable water allocation solutions that conserved ESA listed fish and mussels in a very highly charged environment.
- Walsh accepted the position of Deputy Regional Director for the Mountain-Prairie Region of the Service in late 2008, providing operational leadership for Service operations in eight Rocky Mountains and Great Plains states. She coordinated activities of the region's senior leadership team to pursue

priority resource conservation goals in partnership with state, federal and private landowner partners. Her responsibilities ranged from overseeing the streamlining of business processes, to furthering a culture of strategic habitat conservation, to planning for the future workforce needs of the agency.

Current Status

- Walsh became Regional Director for the Service's Mountain-Prairie Region and a member of the Senior Executive Service in late 2012.
- In that capacity, Walsh oversees Service activities for eight states in the Mountain-Prairie Region – one of the largest geographic jurisdictions in the Service. She leads employees across the region, in management of 126 National Wildlife Refuges, 12 National Fish Hatcheries, conservation of migratory birds and golden eagles, and conservation of declining species, including ESA evaluations.
- Walsh leads efforts for the conservation of federal trust resources in conjunction with her state partners, with an emphasis on recovering and delisting ESA species (grizzly bear) as well as proactively partnering to keep species from needing ESA protection (sage-grouse, Arctic grayling) to ensure that native wildlife species in the Region, such as native trout, black-footed ferrets, monarch butterflies, and millions of ducks who breed in the Region's Prairie Pothole landscape, remain as a legacy for future generations.
- In leading the region, Walsh emphasizes the importance of building strong partnerships with private landowners, and she oversees one of the most successful Partners for Fish and Wildlife programs in the nation.
- She led the Service's effort not only to assess the need for ESA protection for the greater sage-grouse, leading to a not warranted finding in 2015, but continues to lead the Service's effort to support states and other diverse partners in a continuing west-wide conservation initiative focused on healthy sagebrush habitat for people and wildlife.

Thomas Wayson

Thomas Wayson is the Chief of the Division of Budget Administration and Departmental Management in the Office of Budget. The Division provides the full suite of operational budget services for the Office of the Secretary, manages the principal Departmental funds control activities including apportionment of funding, and oversees compliance with statutory funding requirements. Mr. Wayson also served as the Chief of Budget Administration at the Department of the Interior. Previously, Mr. Wayson was Assistant Director, Executive and Political Personnel in the Department of Justice. Mr. Wayson worked for the Navy and served as both the Assistant for Administration's Head of Resources Management and as the Program Manager for the Secretariat Review Board in the Department of the Navy. Mr. Wayson began his finance and budget career working for the United States Senate before joining the federal government as a Naval Financial Management Intern.

Wendi Weber
U.S. Fish & Wildlife Service

Wendi Weber was appointed as Northeast Regional Director in 2011. As regional director, Weber oversees Service activities in 13 states from Maine to Virginia, and the District of Columbia. She leads more than 1,000 Service employees working in more than 130 field offices, including 73 national wildlife refuges and 11 national fish hatcheries that protect more than 550,000 acres. She also oversees management of the Northeast Canyons and Seamounts Marine National Monument, which encompasses more than 4,900 square miles in the North Atlantic Ocean.

Weber's region has a wide array of habitats including the Northern Forest, Appalachian Mountains, big rivers, freshwater and salt marshes, coastal plains, estuaries, barrier beaches, coastal inlands, and the Great Lakes.

Weber oversees many high priority conservation efforts including projects to help species and local communities be more resilient to a changing climate, restore river systems, conserve species at-risk, connect people with nature with a focus on urban populations, and use science to protect and restore species and habitats at landscapes scales.

Weber joined the Service in 1998, beginning her career in Washington, D.C. in international affairs and serving as chief of endangered species in the Northwest Region and assistant regional director for ecological services in the Midwest Region, coming to the Northeast Region as deputy regional director in 2007.

Prior to working for the Service, Weber worked for the states of Florida and Georgia as a field biologist.

Originally from Rochester, New York, Weber has a bachelor's degree in zoology from the University of Rhode Island and a master's degree in fisheries from the University of Georgia.

Ruth Welch, Director
BLM Colorado State Director

Ruth Welch began her Federal career with the Office of Surface Mining in 1989 and joined the BLM in 1993. Since then, she has served in a variety of positions throughout the Bureau. As a management analyst with the Office of Information Resource Management (IRM)/Modernization and as the special assistant to the first BLM Chief Information Officer, she helped design the Bureau's IRM organizations to meet the changing technology needs during the late 1990s. She moved to the field in 2001 as an Assistant Field Manager for the Milwaukee Field Office and then to the Eastern States Office as the Deputy State Director for Business Services. In 2006, she transferred to the Washington Office as the Division Chief for Business Resources, managing Bureauwide programs for engineering, property, contracting, and grants/agreements, as well as providing human resources, IRM, and business services support to the Washington Office. From 2009 to 2012, she held the position of Associate State Director for Wyoming and Nebraska. During that time, she co-led the Secretary's wild horse and burro initiative and acted as the State Director for Eastern States. Ruth served as the Director of the BLM's National Operations Center from April 2012 to February 2014, when she began acting as BLM Colorado's State Director until her appointment in May 2014.

Ruth graduated with a Bachelor of Arts in sociology and English literature in 1986 from Western State College in Gunnison, Colorado. She earned a Master of Public Administration at the University of Colorado at Denver in 2000. (b) (6)

[REDACTED]

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Biography of Lance Wenger
Office of the Solicitor, Southwest Region

Lance Wenger is the Regional Solicitor for the Southwest Region of the Office of the Solicitor. In this capacity, Lance leads a staff of legal professionals who are responsible for providing legal services to the majority of Department of the Interior bureaus in Oklahoma, New Mexico, and Texas, as well as select bureaus in Arizona.

Before becoming Regional Solicitor, Lance performed a detail as the Acting Associate Solicitor for Administration for the latter half of 2015. Prior to that detail, Lance was the Assistant Regional Solicitor for Federal and Indian Royalties within the Rocky Mountain Region. Lance joined the Office of the Solicitor in 2005, and his legal practice has covered the spectrum of public lands and minerals issues. Lance is also a graduate of the Department's Senior Executive Service Candidate Development Program, where he had the opportunity to learn from leaders in the Office of the Solicitor and other branches of the Department.

Prior to joining the Office of the Solicitor, Lance worked on Capitol Hill in several capacities. He received his Juris Doctorate Degree from Northwestern School of Law of Lewis and Clark College and his Bachelor's Degree from Trinity College. (b) (6)

DAN WENK – *Superintendent, Yellowstone National Park*

Dan Wenk assumed his duties as Superintendent of Yellowstone National Park in February, 2011. He manages more than 2.2 million acres, a staff of 800 and has an annual base budget of more than \$36 million. Dan served as Deputy Director of Operations for the National Park Service in Washington, D.C., from March 2007 through February 2011, which now includes 417 national park sites covering more than 84 million acres.

From November 2014 through May of 2015, Dan served as Interim President of the National Park Foundation in Washington, D.C., at the launch of the successful “Find Your Park” National Park Service Centennial Campaign.

In December 2001, Mr. Wenk was appointed as Director of the Denver Service Center, the National Park Service central office with responsibility for the Planning, Design and Construction programs of the National Park Service. Wenk received the Department of the Interior Meritorious Service Award in 1991, Secretary Executive Leadership Awards in 2008 and 2009, and the Meritorious Presidential Rank Award in 2010.

A graduate of Michigan State University, with a Bachelor of Landscape Architecture, Dan joined the National Park Service in 1975 as a Landscape Architect at the Denver Service Center. Subsequent assignments included park landscape architect for Yellowstone National Park from 1979 to 1984 with responsibilities for planning and development for the park. Dan was named Superintendent of Mount Rushmore National Memorial in 1985. As Superintendent he developed a public/private partnership with the Mount Rushmore National Memorial Society to raise over \$60 million in non-federal funds for preservation of the sculpture and redevelopment and improvement of visitor facilities at the Memorial.

Revised 3/17

William Werkheiser



Director (Acting)

Office of the Director

Email: whwerkhe@usgs.gov

Phone: 703-648-7412

As Deputy Director, Bill Werkheiser is responsible for assisting the Director of the USGS in leading the Nation's largest water, Earth, and biological science, and civilian mapping agency.

Biography

Career History and Highlights:

Mr. Werkheiser has served in numerous positions since joining the USGS in 1986. Prior to his position as Associate Director for Water, he was the Regional Director for the former USGS Eastern Region, where he oversaw activities related to biological, geographical, geological, and hydrological research and assessments.

He also led the Natural Hazards Initiative Team and the long-term Hurricane Katrina Response and Recovery Team for the USGS. He has over 25 years of experience with the USGS and other agencies working on a variety of environmental and scientific issues.

Education:

Mr. Werkheiser received a bachelor's degree in geology from Bloomsburg University and a master's degree in hydrogeology and glacial geology from the University of Massachusetts.

Holly Weyers



Regional Director

Southeast Region

Email: hsweyers@usgs.gov

Phone: 678-924-6609

Holly oversees the scientific and operational leadership of the USGS Science Centers located in the Southeast Region.

Biography

Responsibilities

Holly is responsible for the scientific and operational leadership of the USGS Science Centers located in the Southeast which include Field Centers in the States of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and the Commonwealth of Puerto Rico, and the U.S. Virgin Islands; the Eastern Geographic Science Center in Virginia.

Career History and Highlights

Previously, she served as science liaison for the Southeast Regional Director, with responsibility for coordinating the region's scientific activities and programs by ensuring that team members were working toward common goals and objectives. Among her accomplishments, Holly has led USGS science activities and business models related to Gulf Restoration efforts; she has served as the lead for the Department of the Interior Water working group; and she has helped identify new science directions and priorities for the SE region.

Holly's history with the USGS dates back to 2001, when she joined the Maryland-Delaware-DC Water Science Center as the lead study unit biologist for the National Water Quality Assessment Potomac-Delmarva Study unit. She went on to become office chief for the USGS Delaware office, associate director for Hydrologic Networks and Information, and director for the North Carolina Water Science Center. She also served as acting deputy associate director for Human Capital and then as lead for the USGS Hurricane Sandy Science Coordination Team for the Hazards Mission Area before acting as the Bureau Emergency Management Coordinator.

Education

Holly is the author or co-author of numerous publications and has a master's degree in aquatic ecology from the University of Alabama and a bachelor's degree in marine biology from Auburn University.

Office of the Special Trustee for American Indians (OST)

John E. White
Biography



1. Title: Deputy Special Trustee – Program Management
My position is located in Albuquerque, NM. I provide executive leadership to the Office of Trust Review and Audit, Office of Trust Records, Office of Risk Management, and Office of Appraisal Services.
2. Tribal Affiliation: Sisseton-Wahpeton Oyate / Lake Traverse Indian Reservation
3. Years of Government Service: 27
4. Years with OST: 14½
5. Past Positions: Chief of Staff (OST / Albuquerque, NM)
Trust Reform Officer (OST / Albuquerque, NM)
Superintendent (BIA / Northern Cheyenne Agency)
Accounting Officer (BIA / Rocky Mountain Region)
6. Education: Master of Business Administration (1989) / NDSU in Fargo
Bachelor of Science (Accounting) (1988) / NDSU in Fargo
7. Credentials: Senior Executive Service (SES) (2012 – present)
Department of the Interior / Distinguished Service Award (2017)
SES Candidate Development Program, Class #16 (2010)
8. Family: (b) (6)
9. Interests: (b) (6)



LC Williams is a member of the Senior Executive Service, currently assigned as the Associate Director of the Human Resources Directorate for the **Interior Business Center** which is an agency within the Office of the Secretary under the Department of the Interior.

He has responsibility for the managing the **Interior Business Center's** Federal Personnel and Payroll System, selected by the Office of Personnel Management as one of only four federal payroll providers which currently supports 49 government agencies and approximately 300,000 personnel, disbursing over \$27.5 billion annually. Additionally, he is responsible for expanding the **Interior Business Center's** Human Resources (HR) Line of Business as one of the five Shared Service Centers selected by the Office of Management and Budget.

He has vast experience in financial management, human resources, civilian and military payrolls, organizational leadership and development. He has served in a variety of challenging leadership positions that covered virtually all areas of Human Capital and Financial operations, to include accounting and reporting, vendor payments, financial statements, military pay and allowances, travel reimbursement, etc. He was the Program Manager on a major DoD transformation effort that resulted in the consolidation of 83 Air Force accounting offices with over 3,000 employees, geographically separated across the United States into seven Defense Finance and Accounting Service (DFAS) sites, successfully moving people, systems, and infrastructure ahead of scheduled timeline and under budget.

Additionally, he served as the Director of Air Force Military Pay Operations where he was responsible for a joint military pay operation providing payroll support for approximately 379,000 active duty members and 185,000 Air Force Reserve and Air National Guard members. He spent 28 years as a commissioned officer in the United States Air Force, retiring as a Colonel and worked as a Senior Manager for one of the most prestigious accounting firms in the country, KPMG, LLP doing business development and marketing. He has had affiliation with the National Speakers Association – Colorado and periodically speaks on various leadership topics at local and National governmental conferences and workshops.

Office of the Special Trustee for American Indians (OST)
Margaret Williams
Biography



Title: Regional Trust Administrator, Navajo and Southwest Regions.
My position is located in Albuquerque, NM. I provide executive leadership to the Navajo and Southwest Regions.

Tribal Affiliation: Sisseton-Wahpeton Oyate

Years of Government Service: 25

Years with OST: 21

Past Positions: Deputy Special Trustee, Trust Accountability (OST)
Deputy Special Trustee, Trust Services (OST)
Deputy Director for the Office of Trust Funds Management
Accountant for the Branch of Investment Accounting in (OTFM –BIA)
Accountant with “Big Six” accounting firm

Education: University of New Mexico’s Robert O. Anderson School of Management with concentrations in Accounting and Finance

Credentials: Senior Executive Service (SES) – 16 years
Certified Public Accountant licensed in the State of New Mexico for 16 years

Family: (b) (6)

Interests:

(b) (6)

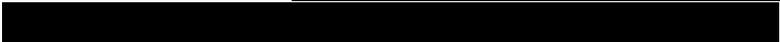
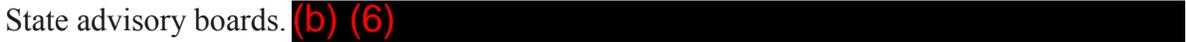
As the Director of Program and Budget, Robert W. Wolf is the Senior Executive responsible for Reclamation's budget formulation, budget execution, and performance. He represents Reclamation in all day-to-day interactions with the Congressional Appropriations Committees (Subcommittees on Energy and Water Development) and the Administration's Office of Management and Budget. Wolf is also the Senior Executive responsible for Government Performance and Results Act (GPRA) requirements, including Reclamation's participation in the Department's Strategic Plan.

Prior to arriving at Reclamation in 1994, Wolf worked from 1987 to 1994 in the Water Resources Branch at the Office of Management and Budget within the Executive Office of the President. Before returning to graduate school in the mid-1980s, Wolf worked for the State of Michigan for more than 9 years with the Michigan State Housing Development Authority and the Department of Social Services.

Wolf earned a B.A. in Psychology from the University of Michigan in Ann Arbor. He also holds a Master of Public Policy from the Gerald R. Ford School of Public Policy and an MBA from the Stephen M. Ross School of Business at the University of Michigan. Wolf is an alumni ambassador for the Ford School where he served two terms as an elected member of the Board.

William C. Woody has been in conservation law enforcement for over 35 years. Since 2011, “Woody” has served as the Chief of the Office of Law Enforcement (OLE) for the U.S. Fish and Wildlife Service (Service). In this position, he directs the work of the Service’s agents, wildlife inspectors, officers, scientists, and personnel stationed domestically and internationally. Woody’s priorities include investigating wildlife crimes; dismantling international and domestic wildlife trafficking rings; regulating wildlife trade; protecting wildlife from environmental contaminants and industrial hazards; preventing the introduction and interstate spread of injurious wildlife; using forensic science to analyze evidence and solve wildlife crimes; and working in partnership with and training other Federal, State, Tribal, and international counterparts to conserve wildlife and plant resources. He is also leading a demand reduction campaign that conducts outreach to industry, trade groups, and the public to promote wildlife conservation.

Woody served as the Director of the Bureau of Land Management Law Enforcement from 2003-2011 supervising the work of rangers and special agents on over 245 million acres of Federally protected lands. Woody worked closely with County Sheriffs and other federal agencies on public land enforcement issues, to include high volume visitor recreation areas, ARPA and NAGPRA investigations and energy industry compliance issues. In 1981 Woody started his law enforcement career serving as a Deputy Sheriff for Rich County in Utah. In 1983, Woody transferred to the Division of Wildlife Resources (DWR) as a Conservation Officer and worked in multiple districts in Utah enforcing wildlife laws. In his DWR state career Woody served as a training supervisor, investigator, Captain and was promoted to the Director of Law Enforcement for the Utah Department of Natural Resources. Woody earned his undergraduate degrees at Utah State University and Weber State University in Utah. He is a graduate of the FBI National Academy. He was appointed by the Utah Governor to serve as a council member on the Utah Police Officers Standards and Training Council and currently serves on several Federal and State advisory boards. (b) (6)



BIO
Theodore Woronka
OSMRE Assistant Director- Finance & Admin

Summary:

Extraordinary record of accomplishment in strengthening the performance, management, and business practices of large, complex, world-class organizations in the private and public sectors.

Highlights of Selected Accomplishments:

- Provided executive leadership in streamlining, consolidating and re-designing financial policies, procedures and processes within DOI during a period of accelerated change.
- Prepared a public policy assessment of the costs and benefits of over-capacity in the U.S. Aerospace industry. (as OMB Budget Examiner).
- Managed the Corporate Operational Planning process for a Fortune 500 company, and implemented a state-of-the-art system for tracking monthly financial and operational results of some 200+business units in ten divisions. (American Hoechst Corp)
- Developed and implemented an award-winning methodology for determining regulatory priorities (Hazard-based Risk Framework) in an agency charged with protecting consumers from unreasonable risks associated with the use of some 700 classes of consumer products (U.S. Consumer Product Safety Commission). Agency became the first ever to publish its regulatory priorities.
- Conceptualized and implemented an operational input-output model of the U.S. Army to rapidly assess timelines, costs and logistical considerations associated with alternative theatre scenarios. (Arthur Young & Co.)
- Developed and put in place an automated world-wide internal control and audit follow-up system for an agency having 350+ overseas posts. (U.S. Department of State).
- Identified the missing critical gap in current Federal benchmarking efforts, along with proposed viable solutions and implementation plan.

Employer History:

**U.S. Dept. of the Interior
Office of Surface Mining, Reclamation & Enforcement - Washington, DC 2004-Present**

Assistant Bureau Director- for Finance & Administration

As a member of OSM's Executive Council, I am responsible for providing leadership for the Human Resources, Financial Management, Administration, and Fee Compliance programs. Significantly strengthened OSM's Human Capital programs by: implementing a workforce planning process linked to the annual operating plan; strengthening the succession planning process; establishing a mentoring program; restructuring the recruitment process to reduce hiring cycle times; implementing a core telework program and creating a paperless auditing process (which received a DOI Conservation Award). Responsible for the billing, collection, accounting, investment and disbursement of a \$2+ billion AML fund, and the distribution of mandatory and discretionary grants to States and tribes. Annually collect over 99+% of fees owed to OSM. Provide leadership on the Executive Steering Committee for the new Enterprise Resource Management System (SAP). Champion the use of activity-based cost information to improve OSM's internal decision making and resource allocation processes.

**U.S. Dept. of the Interior
Office of the Secretary, Office of Financial Management - Washington, DC 1989-2004**

Deputy Director of Financial Management

Provided executive leadership in streamlining and re-designing financial policies, procedures and processes throughout the Department during a period of unparalleled change. Successfully consolidated eight individual bureau financial systems into a single Departmental system (FFS). Consolidated some 2,000 individual Travel Management Center (TMC) contracts into a single DOI-wide contract. Streamlined DOI travel policies and processes to reduce administrative costs by 40%. Benchmarked financial processes and challenged teams to achieve "best in class" results. Led the Department-wide effort to consolidate individual bureau travel, purchase, and fleet charge cards into a single card Department-wide. Created the necessary policies, procedures and organizational framework to have an effectively functioning internal control process covering all organizations, programs, and functions for this 70,000+ employee organization.

**U.S. Department of State
Office of the Comptroller
Washington, DC**

1985-1989

**Special Assistant to the Comptroller; and
Director of Financial Planning & Analysis**

Responsible for managing the day-to-day communication and coordination functions for the budget formulation process

Responsible for establishing a world-wide management control (FMFIA) program covering approx. 20 functions that exist in all overseas posts. Developed an innovative, PC-based (software independent) system that allowed overseas functional managers to conduct self-assessments on location; receive immediate feedback on identified control deficiencies and overall scoring; and to accept proposed corrective action plans. This allowed the Department of State to efficiently manage a worldwide program that had previously evaded solution; and received very favorable acclaim from OMB, GAO, and the financial community at large.

Other Professional Experience

Includes a distinguished record of accomplishment in applying the management sciences to a wide range of complex planning & organizational challenges at:

Office of Management & Budget (OMB)– Budget Examiner, National Security Programs
U.S. Consumer Product Safety Commission- Director of Planning
American Hoechst Corp.- Corporate Manager of Operational Planning
Price Waterhouse & Co. & Arthur Young & Co– Senior Manager (Management Consulting)

Education: **Yale University-Graduate School of Industrial
Administration** New Haven, CT
Master's in Industrial Administration (M.I.A.)

Major: Quantitative Methods in Management Science ;
Minor: Group and Organizational Behavior
Graduate Assistantship (Full Tuition)

N.J. Institute of Technology Newark, NJ
Bachelor's Degree- Industrial Engineering (B.S.I.E.)

Major: Management Science
Full Tuition Scholarship

Reorganization Crosswalk
for Audit Management (02000000)
Effective Date: October 1, 2011

| Current | Current FBMS | Current Comp | Current | Current Org Name | Name | Contractor / | Position Title | Series | Grade | Current PD | Supervisor | New Org Name | New Org # | City Code/Location | New Title | New Comp Level | New Comp Area | New Position Title |
|----------|--------------|--------------|---------|---------------------------------------|-------------------------|--------------|---------------------------------------|---------|-------|------------|------------|--|-----------|--------------------|------------|----------------|---------------|------------------------------------|
| 62000000 | DS63620000 | | | Audit and Compliance Management | TYLER, PAUL G. | Employee | PROGRAM DIRECTOR FOR ACM | ES-0340 | SES | | Supervisor | Audit Management | 62000000 | LAKEWOOD, CO | DS63620000 | | | Program Director, Audit Management |
| 62000000 | DS63620000 | | | Audit and Compliance Management | MEAD, MICHAEL VINIE C. | Employee | SECRETARY (OA) | GS-0318 | 9 | | Supervisor | Audit Management | 62000000 | LAKEWOOD, CO | DS63620000 | | | |
| 62000000 | DS63606000 | | | Directorate Support Office | CLEMENT, JOEL | Employee | SENIOR POLICY ADVISOR | ES-0340 | SES | | Supervisor | Deputy Program Director | 62000000 | WASHINGTON, DC | DS63620000 | | | DEPUTY PROGRAM DIRECTOR |
| 62010000 | DS63620100 | | | ACM - Audit Program Management | GEISSEL, JR., ROMAN A. | Employee | DEPUTY PROGRAM MANAGER | GS-0340 | 15 | | Supervisor | Audit Support | 62010000 | LAKEWOOD, CO | DS63620100 | | | PROGRAM MANAGER |
| 62010000 | DS63620100 | | | ACM - Audit Program Management | WICTOR, BRENDA M. | Employee | SR. STAFF AUDITOR | GS-0311 | 14 | | Supervisor | Audit Support | 62010000 | HOUSTON, TX | DS63620100 | | | |
| 62010000 | DS63620100 | | | ACM - Audit Program Management | FRANCOEUR, ROBERT B. | Employee | AUDITOR | GS-0511 | 13 | | Supervisor | Audit Support | 62010000 | LAKEWOOD, CO | DS63620100 | | | |
| 62010000 | DS63620100 | | | ACM - Audit Program Management | WOLTER, SUZANNE R. | Employee | AUDITOR | GS-0511 | 13 | | Supervisor | Audit Support | 62010000 | LAKEWOOD, CO | DS63620100 | | | |
| 62011000 | DS63620110 | | | APM - Business Systems & Budget | OLSHAW, PATRICIA M. | Employee | PROGRAM ANALYST | GS-0343 | 13 | | Supervisor | Audit Support | 62011000 | LAKEWOOD, CO | DS63620110 | | | |
| 62012000 | DS63620120 | | | APM - Risk and Work Planning | ERNEST, MICHAEL G. | Employee | PROGRAM ANALYST | GS-0343 | 13 | | Supervisor | Audit Support | 62012000 | LAKEWOOD, CO | DS63620120 | | | |
| 62013000 | DS63620130 | | | APM - Business Systems & Budget | SECREST, CRAIG L. | Employee | SUPPLY BUSINESS ANALYST (Acctg. Syst) | GS-1101 | 14 | | Supervisor | Support Services | 62013000 | LAKEWOOD, CO | DS63620130 | | | |
| 62014000 | DS63620140 | | | APM - Business Systems & Budget | DEVRIEZE, WILLIAM C. | Employee | BUSINESS SYSTEMS SPECIALIST | GS-1101 | 13 | | Supervisor | Support Services | 62014000 | LAKEWOOD, CO | DS63620140 | | | |
| 62011000 | DS63620110 | | | APM - Business Systems & Budget | SMITH, TRISH A. | Employee | BUSINESS SYSTEMS ANALYST | GS-1101 | 13 | | Supervisor | Support Services | 62011000 | TULSA, OK | DS63620110 | | | |
| 62011000 | DS63620110 | | | APM - Business Systems & Budget | STEDUHAR, LINDA J. | Employee | BUSINESS SYSTEMS ANALYST | GS-1101 | 13 | | Supervisor | Support Services | 62011000 | LAKEWOOD, CO | DS63620110 | | | |
| 62011000 | DS63620110 | | | APM - Business Systems & Budget | PITTINGREW, DALE T. | Employee | SECRETARY (OA) | GS-0318 | 6 | | Supervisor | Support Services | 62011000 | HOUSTON, TX | DS63620110 | | | |
| 62100000 | DS63621000 | | | Southern Federal Audit and Compliance | CAGE, KATHERINE L. | Employee | BUSINESS SYSTEMS SPECIALIST | GS-1101 | 13 | | Supervisor | Support Services | 62010000 | HOUSTON, TX | DS63621000 | | | |
| 62200000 | DS63622000 | | | Financial Management | LAMBERT, BARBARA | Employee | PROGRAM MANAGER | GS-0340 | 15 | | Supervisor | Southern Federal Audit | 62100000 | LAKEWOOD, CO | DS63621000 | | | |
| 62100000 | DS63621000 | | | Southern Federal Audit and Compliance | GRANT, GARY L. | Employee | SENIOR STAFF ANALYST | GS-1101 | 14 | | Supervisor | Southern Federal Audit | 62100000 | HOUSTON, TX | DS63621000 | | | |
| 62100000 | DS63621000 | | | Southern Federal Audit and Compliance | COMEAU, MICHELE A. | Employee | SECRETARY (OA) | GS-0318 | 7 | | Supervisor | Southern Federal Audit | 62100000 | HOUSTON, TX | DS63621000 | | | |
| 62110000 | DS63621100 | | | Houston A. (A&C) | BOWMAN, SHEILA R. | Employee | SUPPLY AUDITOR | GS-0511 | 14 | | Supervisor | Southern Federal Audit, Office A | 62110000 | HOUSTON, TX | DS63621100 | | | |
| 62110000 | DS63621100 | | | Houston A. (A&C) | GILL, CLOUS W. | Employee | SECRETARY (OA) | GS-0318 | 6 | | Supervisor | Southern Federal Audit, Office A | 62110000 | HOUSTON, TX | DS63621100 | | | |
| 62110000 | DS63621100 | | | Denver A. - Team 3 (A&C) | WILLIAMSON, GEORGE R. | Employee | SUPPLY AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 1 | 62110000 | HOUSTON, TX | DS63621100 | | | |
| 62111000 | DS63621110 | | | Houston A. - Team 1 (A&C) | KEIL, LARRY | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 1 | 62111000 | HOUSTON, TX | DS63621110 | | | |
| 62111000 | DS63621110 | | | Houston A. - Team 1 (A&C) | LAVENTON, T. SHANNA K. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 1 | 62111000 | HOUSTON, TX | DS63621110 | | | |
| 62111000 | DS63621110 | | | Houston A. - Team 1 (A&C) | PATRONELLA, MELISSA M. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 1 | 62111000 | HOUSTON, TX | DS63621110 | | | |
| 62113000 | DS63621130 | | | Denver A. - Team 3 (A&C) | NGUYEN, THUY THI | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62113000 | HOUSTON, TX | DS63621130 | | | |
| 62153000 | DS63621530 | | | Denver A. - Team 3 (A&C) | HENDERSON, EDDIE L. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62153000 | HOUSTON, TX | DS63621530 | | | |
| 62112000 | DS63621120 | | | Houston A. - Team 2 (A&C) | BODDIE, RONALD W. | Employee | SUPPLY AUDITOR | GS-0511 | 13 | | Supervisor | Southern Federal Audit, Office A, Team 2 | 62112000 | HOUSTON, TX | DS63621120 | | | |
| 62112000 | DS63621120 | | | Houston A. - Team 2 (A&C) | CHIRBETH, MBAYA N. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 2 | 62112000 | HOUSTON, TX | DS63621120 | | | |
| 62112000 | DS63621120 | | | Houston A. - Team 2 (A&C) | MELANSON, CLERETTA L. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 2 | 62112000 | HOUSTON, TX | DS63621120 | | | |
| 62112000 | DS63621120 | | | Houston A. - Team 2 (A&C) | NICKERSON, KYLE D. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 2 | 62112000 | HOUSTON, TX | DS63621120 | | | |
| 62132000 | DS63621320 | | | Houston C. - Team 2 (A&C) | OBAYA, LINDA A. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 2 | 62132000 | HOUSTON, TX | DS63621320 | | | |
| 62112000 | DS63621120 | | | Houston A. - Team 2 (A&C) | ROBERTS, PATRICIA A. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 2 | 62112000 | HOUSTON, TX | DS63621120 | | | |
| 62113000 | DS63621130 | | | Houston A. - Team 3 (A&C) | HENRY, YVETTE M. | Employee | SUPPLY AUDITOR | GS-0511 | 13 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62113000 | HOUSTON, TX | DS63621130 | | | |
| 62113000 | DS63621130 | | | Houston A. - Team 3 (A&C) | NEVES, CHARLOTTE L. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62113000 | HOUSTON, TX | DS63621130 | | | |
| 62113000 | DS63621130 | | | Houston A. - Team 3 (A&C) | CRUZ-WEI, MANDIAN | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62113000 | HOUSTON, TX | DS63621130 | | | |
| 62113000 | DS63621130 | | | Houston A. - Team 3 (A&C) | FRAZIER, TRASONDRA L. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62113000 | HOUSTON, TX | DS63621130 | | | |
| 62113000 | DS63621130 | | | Houston A. - Team 3 (A&C) | BAUDA, ROSSEL A. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62113000 | HOUSTON, TX | DS63621130 | | | |
| 62113000 | DS63621130 | | | Houston A. - Team 3 (A&C) | TROUT, KYLE M. | Employee | AUDITOR | GS-0511 | 9 | | Supervisor | Southern Federal Audit, Office A, Team 3 | 62113000 | HOUSTON, TX | DS63621130 | | | |
| 62120000 | DS63621200 | | | Houston B. (A&C) | NGUYEN, CINDY LIEN PHAM | Employee | SUPPLY AUDITOR | GS-0511 | 14 | | Supervisor | Southern Federal Audit, Office B | 62120000 | HOUSTON, TX | DS63621200 | | | |
| 62120000 | DS63621200 | | | Houston B. (A&C) | VENEGAS, TRACEY E. | Employee | SECRETARY (OA) | GS-0318 | 6 | | Supervisor | Southern Federal Audit, Office B | 62120000 | HOUSTON, TX | DS63621200 | | | |
| 62121000 | DS63621210 | | | Houston B. - Team 1 (A&C) | ANBAR, IMAMUL | Employee | SUPPLY AUDITOR | GS-0511 | 13 | | Supervisor | Southern Federal Audit, Office B, Team 1 | 62121000 | HOUSTON, TX | DS63621210 | | | |
| 62121000 | DS63621210 | | | Houston B. - Team 1 (A&C) | BROWN, SERRICK | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 1 | 62121000 | HOUSTON, TX | DS63621210 | | | |
| 62121000 | DS63621210 | | | Houston B. - Team 1 (A&C) | HARRIS, DARRELL L. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 1 | 62121000 | HOUSTON, TX | DS63621210 | | | |
| 62121000 | DS63621210 | | | Houston B. - Team 1 (A&C) | SALINAS, ANNA L. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 1 | 62121000 | HOUSTON, TX | DS63621210 | | | |
| 62123000 | DS63621230 | | | Houston B. - Team 3 (A&C) | CORRALLES, JR., GILBERT | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 3 | 62123000 | HOUSTON, TX | DS63621230 | | | |
| 62124000 | DS63621240 | | | Houston B. - Team 4 (A&C) | SCOR, ANDREW W. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 4 | 62124000 | HOUSTON, TX | DS63621240 | | | |
| 62122000 | DS63621220 | | | Houston B. - Team 2 (A&C) | SEHKIKH, QAISER M. | Employee | SUPPLY AUDITOR | GS-0511 | 13 | | Supervisor | Southern Federal Audit, Office B, Team 2 | 62122000 | HOUSTON, TX | DS63621220 | | | |
| 62122000 | DS63621220 | | | Houston B. - Team 2 (A&C) | BERNAL, JR., JOSE H. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 2 | 62122000 | HOUSTON, TX | DS63621220 | | | |
| 62122000 | DS63621220 | | | Houston B. - Team 2 (A&C) | MERCADO, ROSE W. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 2 | 62122000 | HOUSTON, TX | DS63621220 | | | |
| 62122000 | DS63621220 | | | Houston B. - Team 2 (A&C) | WILLIAMS, NIVARA J. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 2 | 62122000 | HOUSTON, TX | DS63621220 | | | |
| 62124000 | DS63621240 | | | Houston B. - Team 4 (A&C) | ZARAGOZA, ANTHONY R. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 4 | 62124000 | HOUSTON, TX | DS63621240 | | | |
| 62124000 | DS63621240 | | | Houston B. - Team 4 (A&C) | LARA, JOE R. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 4 | 62124000 | HOUSTON, TX | DS63621240 | | | |
| 62124000 | DS63621240 | | | Houston B. - Team 4 (A&C) | MULBERGER, PATRICIA A. | Employee | SUPPLY AUDITOR | GS-0511 | 13 | | Supervisor | Southern Federal Audit, Office B, Team 4 | 62124000 | HOUSTON, TX | DS63621240 | | | |
| 62123000 | DS63621230 | | | Houston B. - Team 3 (A&C) | LAM, BRIAN | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 3 | 62123000 | HOUSTON, TX | DS63621230 | | | |
| 62123000 | DS63621230 | | | Houston B. - Team 3 (A&C) | LONDON, ANDREA M. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 3 | 62123000 | HOUSTON, TX | DS63621230 | | | |
| 62123000 | DS63621230 | | | Houston B. - Team 3 (A&C) | MUSTAFA, ABDUL MALIK | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 3 | 62123000 | HOUSTON, TX | DS63621230 | | | |
| 62123000 | DS63621230 | | | Houston B. - Team 3 (A&C) | RANGASWAMY, NARAYANAN | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office B, Team 3 | 62123000 | HOUSTON, TX | DS63621230 | | | |
| 62140000 | DS63621400 | | | Houston C. - Team 4 (A&C) | CHUALS, RONDA T. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office C, Team 4 | 62140000 | HOUSTON, TX | DS63621400 | | | |
| 62130000 | DS63621300 | | | Houston C. (A&C) | KITCHEN, DEREK | Employee | SUPPLY AUDITOR | GS-0511 | 14 | | Supervisor | Southern Federal Audit, Office C | 62130000 | HOUSTON, TX | DS63621300 | | | |
| 62130000 | DS63621300 | | | Houston C. (A&C) | DEMONS, TONY J. | Employee | SECRETARY (OA) | GS-0318 | 6 | | Supervisor | Southern Federal Audit, Office C | 62130000 | HOUSTON, TX | DS63621300 | | | |
| 62131000 | DS63621310 | | | Houston C. - Team 1 (A&C) | PAPULSKI, EDWARD J. | Employee | SUPPLY AUDITOR | GS-0511 | 13 | | Supervisor | Southern Federal Audit, Office C, Team 1 | 62131000 | HOUSTON, TX | DS63621310 | | | |
| 62131000 | DS63621310 | | | Houston C. - Team 1 (A&C) | HERNANDEZ, INGRID C. | Employee | AUDITOR | GS-0511 | 12 | | Supervisor | Southern Federal Audit, Office C, Team 1 | 62131000 | HOUSTON, TX | DS63621310 | | | |
| 62131000 | DS63621310 | | | Houston C. - Team 1 (A&C) | L.FE, TRICHIELE M. | Employee | AUDITOR | GS-0 | | | | | | | | | | |

