

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Americorps
Series/Staff Member: General Files
Subseries:

OA/ID Number: 24236
FolderID:

Folder Title:
USDA [Department of Agriculture]/AmeriCorps-Positions

Stack:	Row:	Section:	Shelf:	Position:
S	66	1	7	1

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	[Personally Identifiable Information] [partial] (4 pages)	01/00/1995	b(6)

COLLECTION:

Clinton Presidential Records
AmeriCorps
General Files
OA/Box Number: 24236

FOLDER TITLE:

USDA [Department of Agriculture]/AmeriCorps Positions

2013-0661-F
rs3810

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
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b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).
RR. Document will be reviewed upon request.



USDA/AmeriCorps

Natural Resources Conservation Service
760 South Broadway
Salina, KS 67401-4642
(913) 823-4500
FAX (913) 823-4540

August 12, 1996

Mr. Joel Berg
USDA/Office of Communications
National Service Division
AG Box 1301, Room 536-A
14th & Independence SW
Washington, D.C. 20251

Dear Joel:

While I was using my day off on August 9, 1996 to help the Kansas Health and Safety Extension Corps Larry Miles found the accompanying letter in his secretary's box. The letter is contrary to what Jim Habiger, Kansas NRCS State Conservationist, was told. If I want to stay with USDA/FSA I must return to a job I hate. Adrian Polanksy's letter does not surprise me after the information Charles Sims gave Roger Lemmons about FSA and AmeriCorps. Larry Miles is as upset as I am about the course of events. Larry wants me to stay with Kansas USDA/AmeriCorps.

I did interview for a job as a Training Coordinator, NY-2 Southern Service Center on August 8. I am to know this week or next if I was selected. The job would be excellent if not for a \$8,000 pay reduction.

Today I am to speak to a Lou Trapani, MPA, Consultant to the Public, Private, and Not-for-Profit Sectors, 18 East Cedar Lane, Rhinebeck, New York 12572, telephone (914) 876 7410. He is a friend of Pat Kells and he may have a position open. I am not holding my breath.

Are there any AmeriCorps positions that you can help me with? Time is now very short. Within a few days I will have to start looking for housing in the Osborne area.

A disconsolate USDA AmeriCorps advocate.

Respectfully,


Jim Meisenheimer
Kansas AmeriCorps/USDA

Attachment

8-16-96

TO: G. Richard Wetherill

FROM: Jim Coyle, National Coordinator
Rural Development/AmeriCorps

SUBJECT: Request for Clarification of Status

This is to respond to your 8-15-96 memo to me (attached) regarding the status of my official duty station and to initiate discussion on the nature of my relationship with the Office of Community Development while serving as National Coordinator for the Rural Development/ AmeriCorps program.

I must first apologize for any ill will for which I am responsible that might have occurred regarding the disagreement described in your memo. However, my primary concern has been, and continues to be, to perform as effectively as I possibly can as National Coordinator for the Rural Development/AmeriCorps program. Since your memo does not address any deficiencies in my performance in this capacity, the deficiency of concern appears to be related solely to my geographic location.

For the record, I have no problem whatsoever with occupying an office on the 7th floor of the Reporters Bldg., and in fact am looking forward to working with you and the rest of the Office of Community Development. However, I would very much like this to occur at such time and place that would **not cause disruption to my continuing to effectively assist the Office of Community Development as AmeriCorps National Coordinator.** As I have explained time and again during our numerous conversations on this matter, I would find a move between now and the last day of FY96 severely disruptive and counterproductive.

NATURE OF DETAIL TO AMERICORPS

My understanding has always been that I am unofficially serving as AmeriCorps National Coordinator at the request of the Office of Community Development, and am officially a staff member of the Office of Policy and Planning under Art Campbell. In this capacity I was until recently working at my official duty station at Park Center under Ted Butler. Earlier this year, Policy and Planning was reorganized, with the result that my official position is now within the Division of Rural Initiatives and Partnerships, and my supervisor of record is Wayne Fawbush.

As part of that reorganization, my former office space at Park Center was vacated, and I was moved on June 13. Satisfactory office space was not made available to me in the Reporters Bldg. at that time, nor was any designated in writing. I therefore asked for, and received, office space in the suite of offices made available for the USDA National Coordinators by the Director of National Service, Joel Berg. I want to emphasize that this is not permanent space, nor is it specifically designated for me. Rather, it is for whoever is serving as an AmeriCorps National Coordinator, and I am able to use this space at the discretion of the Director of National Service and only while serving in this capacity. It is, however, very convenient because I work very closely, on a daily basis, with the Director and my fellow Coordinators.

Initially, I was requested to serve on unofficial detail to the AmeriCorps project as the FmHA representative working for John Pentecost. This position eventually became unofficially institutionalized as Rural Development/AmeriCorps National Coordinator, later under RHS. Eventually, per the memo from Jill Long-Thompson (attached), the overall guidance and responsibility for the Rural Development/AmeriCorps program was placed under the Office of Community Development under Victor Vasquez.

To the best of my knowledge however, I personally have never been transferred to the Office of Community Development in any way. That is, no personnel action via an SF-52 has ever made my detail official. It would therefore be my understanding that I continue to serve in an advisory capacity and would not therefore come under the supervisory jurisdiction of any person in that Office, including you.

SUPERVISORY RESPONSIBILITY

I am therefore uncertain what demands the Office of Community Development has the authority to make on me regarding duty station, where to report, etc. For instance, you are not my timekeeper, nor are you my supervisor of record. I therefore am uncertain that I can legally comply with your stated demand, even if I chose to do so. I am sure that you, as well as I, would prefer to clarify the situation before proceeding further so that neither of us does anything amiss.

REQUEST FOR CLARIFICATION

Because of these issues, I would like a clarification of my current arrangement before I make any move. To this end, I have

apprised Wayne and Art of this and suggest that you, Wayne, and myself, along with any other appropriate individuals, confer on this and at the same time discuss nature of my future interactions with the Office of Community Development before proceeding further.

POST-AMERICORPS STATUS

A minor issue at this point, but one which may become larger in the near future, is what is to be my status if the USDA and Rural Development do not operate an AmeriCorps program in FY97. As I'm sure you are aware, the USDA AmeriCorps program has not received approval for FY97 from the Corporation for National Service, and may not. It is only reasonable, that, prior to undertaking yet another disruptive move, I would like to know where I will reside physically and bureaucratically in FY97.

Is the Office of Community Development prepared to find other tasks for me in lieu of AmeriCorps either on an official or unofficial basis? Would the Director of Policy & Planning and the Director of the Rural Initiatives & Partnerships Division be in agreement with such plans? Do I return to Wayne's direct supervision for other assignments?

Although these questions/issues are beyond the point and current issue of contention, I am sure you can understand how I would want any serious discussion of my future status to address them.

COMMENT

In the course of over 2 years service as joint National Coordinator for the Rural Development/AmeriCorps program, it has never come to my attention that my performance has been deficient. I strongly believe in the program, and its continuing success is my primary objective, admittedly perhaps sometimes to the disregard of other concerns. Along the way, I like to think that I have done some good work in the process, as I was a 1996 recipient of the Secretary's Group Honor Award, as well as 2 cash awards from Rural Development and a certificate of appreciation from my fellow National Coordinators.

I might suggest that some of the insistence to-date has been based on an ignorance of the work that I know is to come between now and September 30. This will be my third "recruitment season" for AmeriCorps, so I feel that I have right to make what might otherwise appear to be an arbitrary decision as to how I should proceed on the basis of that experience.

Also, to be blunt, I think this is a classic case of making a mountain out of a molehill. I wish all involved would carefully consider what I have said here when considering further actions.

CONCLUSION

If you have any questions on this or any other aspect of AmeriCorps, please call me at either (202) 720-9434 or -9435 (fax: 202-720-4614). Wayne Fawbush can be reached at 205-2860 and Joel Berg can be reached at 720-5746.

Attachments (2)

cc: Joel Berg
Art Campbell
Wayne Fawbush

Joel Bug

(File)

Details

1/27/95

Due to workload considerations in CFSA, this request is being returned to you without further action.

If you have any questions, you may contact the Acting Director, Human Resources Division, CFSA or the Acting Chief, Employment Services Branch.

Withdrawal/Redaction Sheet

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RR. Document will be reviewed upon request.

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested DETAIL- NOT TO EXCEED 120 DAYS		2. Request Number 95-13-037
3. For Additional Information Call (Name and Telephone Number) JOEL BERG - 720-6350		4. Proposed Effective Date 01-22-95
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOEL BERG, DIRECTOR NATIONAL SERVICE <i>Joel Berg 1/20/95</i>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) K. RASHID NURI, ACTING DEPUTY ADMIN., MGMT CFSA

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) ROTHWELL, CONNIE V.		2. Social Security Number (b)(6)	3. Date of Birth	4. Effective Date 01-22-95							
First Action		Second Action									
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action								
5-C. Code	5-D. Legal Authority	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 SECRETARY (OA)		15. TO: Position Title and Number SECRETARY (OA)									
8. Pay Plan GS	9. Occ. Code 0318	10. Grade or Level 06	11. Step or Rate 05	12. Salary 25,022	13. Pay Basis PA	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Salary/Award	21. Pay Basis
14. Name and Location of Position's Organization CFSA/DAM HUMAN RESOURCES DIVISION EMPLOYMENT SERVICES BRANCH						22. Name and Location of Position's Organization OFFICE OF COMMUNICATIONS NATIONAL SERVICE					

Employee Data

23. Veterans Preference 1- None 3- 10 Pt. Disab. 2- 5 Pt. 4- 10 Pt. Comp. 5- 10 Pt. Other 6- 10 Pt. / 30% Comp.		24. Tenure 0- None 2- Conditional 1- Permanent 3- Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO
27. FEGLI		28. Annuitant Indicator 1- Reempl. Ann-CS 3- RETM 5- RETM & CS 2- RETO 4- RETO & CS 9- Not Applicable		29. Pay Rate Determinant
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule F- Full-time G- FT Seasonal P- Part-time Q- PT Seasonal	J- INT Seasonal H- FT On Call R- PT On Call	33. Part-Time Hours Per Biweekly Pay Period

Position Data

34. Position Occupied 1- Competitive Service 3- SES General 2- Excepted Service 4- SES Career Reserved		35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status		
38. Duty Station Code 11-0010-001		39. Duty Station (City-County-State or Overseas Location) WASHINGTON, D.C.				
40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1-USA 8-Other	50. Vietnam Era Vet V-Yes N-No	51. Supervisory Status

PART C - Reviews and Approval (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF52-B.)

☐ YES

☐ NO
PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park Center Drive
Alexandria, VA 22302

Personnel

MAY 23 1994

SUBJECT: Detail of Donna Hines

FROM: William Ludwig, Administrator *Bill*
Food and Nutrition Service

TO: Joel Berg, Director of National Service

— This is in reference to your memo of May 3, 1994, requesting the continuation of Donna Hines' detail to your office to assist the Department on the anti-hunger programs.

We are pleased to inform you that we will be detailing Ms. Hines to your office for 6 months starting June 13, 1994, and at the end of the 6-month period we will reassess the situation and the possibility of extending the detail for the additional time requested.

If you have any questions on logistics, etc., please contact Barbara Keene at 305-2056. I hope this arrangement will assist in meeting the Department's needs.

cc: Bill Wasserman

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested NON-REIMBURSABLE DETAIL EXTENDED FOR 120 DAYS		2. Request Number 95-13-33
3. For Additional Information Call (Name and Telephone Number) Samuel Thornton (720-5881)		4. Proposed Effective Date 01-23-95
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Joel Berg, Director of National Service		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Ali Webb, Director of Communications

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Bennett, Denise L.		2. Social Security Number (b)(6)	3. Date of Birth	4. Effective Date 01-23-95							
First Action		Second Action									
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action								
5-C. Code	5-D. Legal Authority	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 Secretary 318-06		15. TO: Position Title and Number Secretary 318-06									
8. Pay Plan GS	9. Occ. Code 0318	10. Grade/Level 06	11. Step/Rate 05	12. Salary	13. Pay Basis PA	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis
14. Name and Location of Position's Organization Consolidated Farm Service Agency Information Division Washington, DC						22. Name and Location of Position's Organization Office of Communications Director of National Service Washington, DC					

Employee Data

23. Veteran Preference 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 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO			
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant			
30. Retirement Plan		31. Service Comp. Date (Leave)	32. Work Schedule F - Full-time P - Part-Time I - Intermittent G - FT Seasonal Q - PT Seasonal	33. Part-Time Hours Per Biweekly Pay Period			
Position Data		35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code			
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		37. Bargaining Unit Status		39. Duty Station (City - County - State or Overseas Location) Washington, DC			
38. Duty Station Code 11-0010-001							
40. Agency Data		41.	42.	43.	44.		
45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1-USA 8-Other	50. Vietnam Era Vet V-Yes N-No	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 38 and 39.)

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PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Bennett, Denise L.		2. Social Security Number (b)(6)	3. Date of Birth	4. Effective Date 01-23-95
First Action		Second Action		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	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

Secretary 318-06

15. TO: Position Title and Number

Secretary 318-06

8. Pay Plan GS	9. Occ. Code 0318	10. Grade/Level 06	11. Step/Rate 05	12. Salary	13. Pay Basis PA	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis
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14. Name and Location of Position's Organization
Consolidated Farm Service Agency
Information Division
Washington, DC

22. Name and Location of Position's Organization
Office of Communications
Director of National Service
Washington, DC

Employee Data

23. Veteran Preference 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 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant
30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule F - Full-time P - Part-time I - Intermittent G - FT Seasonal O - PT Seasonal J - INT Seasonal H - FT On-Call R - PT On-Call
33. Part-Time Hours Per Biweekly Pay Period				

Position Data

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code 11-0010-001		39. Duty Station (City - County - State or Overseas Location) Washington, DC		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1-USA 8-Other
50. Vietnam Era Vet V-Yes N-No		51. Supervisory Status		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested EXTEND NON-REIMBURSABLE DETAIL 120-DAYS		2. Request Number 95-13-057
3. For Additional Information Call (Name and Telephone Number) SAMUEL E. THORNTON, (720-5881)		4. Proposed Effective Date 04-23-95
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOEL BERG, DIRECTOR <i>[Signature]</i> 4/26/95 NATIONAL SERVICE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) K. RASHID NURI, DEPUTY ADMINISTRATOR MGMT CFAS <i>[Signature]</i> APR 26 1995	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) BENNETT, DENISE		2. Social Security Number (b)(6)	3. Date of Birth	4. Effective Date 04-23-95
First Action		Second Action		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	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 SECRETARY		15. TO: Position Title and Number SECRETARY		
8. Pay Plan GS	9. Occ. Code 0318	10. Grade or Level 6	11. Step or Rate	12. Salary
13. Pay Basis PA		16. Pay Plan GS	17. Occ. Code 0318	18. Grade or Level 6
19. Step or Rate		20. Salary/Award		21. Pay Basis PA
14. Name and Location of Position's Organization CFSA/INFO DIV		22. Name and Location of Position's Organization OFFICE OF COMMUNICATIONS OFF OF PUBLIC AFFS DIR PRS SEC NATIONAL SERVICE		

Employee Data

23. Veterans Preference 1- None 3- 10 Pt. Disab. 5- 10 Pt. Other 2- 5 Pt. 4- 10 Pt. Comp. 6- 10 Pt. / 30% Comp.		24. Tenure 0- None 1- Permanent 2- Conditional 3- Indefinite	25. Agency Use	26. Veterans Preference for RIF YES ☐ NO ☐
27. FEGLI		28. Annuitant Indicator 1- Reempl. Ann-CS 3- RETM 5- RETM & CS 2- RETO 4- RETO & CS 9- Not Applicable		29. Pay Rate Determinant
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B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

PROGRAM SUPPORT ASSISTANT (O/A)

4/5/95

DUTIES:

Duties and Responsibilities include, but not limited to, the following: 1) Serves as central point of contact regarding the AmeriCorps program. 2) Receive and process applications for recruitment; and forward to appropriate hiring officials. 3) Assist with development of brochures and informational literature for program recruitment. 4) Assist Coordinator of Communications in editing and approving press releases from the field. 5) Assist with serving as liaison to public affairs specialists across the country in educating them about the AmeriCorps program and coordinating with headquarters office. 6) Process incoming non-technical correspondence. 7) Work with Regional Facilitators and Coordinator of Communications in scheduling media coverage when AmeriCorps officials travel to sites. 8) Assist CFSA Coordinator with all AmeriCorps activities concerning Regional Facilitators including resolving questions related to member pay, benefits, service obligation, loan deferments, training, etc.

Don

Pls create budget position
for lateral transfer of

Denise for work w/ AmeriCorps

R

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R

POSITION-CLASSIFICATION STANDARDS

OPM Benchmark Description

Series	Grade	BMK#
GS-1035	09	01

PUBLIC AFFAIRS SPECIALIST

Duties

Conducts the installation's internal information program with responsibility for informing all employees about departmental, facility and community activities and news.

- Makes news and feature article assignments to writers and reviews and edits copy upon completion;
- Reviews photographs and artwork for quality and composition and selects the most newsworthy for inclusion in the installation's newspaper;
- Reviews page layouts for weekly editions of the paper assuring that copy is prepared properly for type of composition required by the printer;
- Works cooperatively with contracted printer, overseeing layout and approving final copy prior to printing;
- Directs and instructs personnel assigned to the newspaper as reporters, writers, editors, photographers and illustrators.

Factor 1, Knowledge Required by the Position—Level 1-6—950 points

Knowledge of the principles and methods of mass communication media and skill in applying principles and using methods in conducting an internal information program providing all employees with relevant news and necessary information. This includes:

- Knowledge of the practices and techniques in planning and developing news stories and feature articles in laying out a newspaper;
- Skill in evaluating the news value or communication potential of visual material including photographs and illustrations;
- Skill in writing and editing news and feature articles;

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—Skill in interviewing a variety of people and gathering information from many different sources.

Factor 2, Supervisory Controls—Level 2-3—275 points

The supervisor establishes objectives and priorities of the internal information program. Deadlines are imposed by the nature of the newspaper printing schedule. The supervisor assists the public affairs specialist in dealing with sensitive or controversial stories or events.

The public affairs specialist independently plans and develops the stories and features for the edition as well as the layout of the paper. Problems in these activities are resolved according to established policies, previous instructions or standard print media practices.

Prior to publication, the supervisor reviews the newspaper to assure that it conforms to the objectives of the internal information program.

Factor 3, Guidelines—Level 3-3—275 points

Guidelines consist of departmental publications manual; departmental recommendations on features to be covered, topics to be avoided, or points to be emphasized in certain news stories; and installation director's policy statements or interests. While these guidelines are generally applicable, they often are modified to satisfy local or other special considerations. The public affairs specialist exercises judgment in interpreting and adapting guidelines to the specific local or installation and activity conditions.

Factor 4, Complexity—Level 4-3—150 points

Assignments involve use of a variety of standard print media communication techniques in developing and conducting an internal information program conveying news and information to keep employees informed concerning departmental programs or installation activities and events.

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The public affairs specialist determines which news stories or feature articles are to be covered, the visual materials to be used and the information of benefit to employees to incorporate in the program in achieving objectives. In addition, the specialist also assures that material developed is factually and technically accurate.

Analyzes feedback from readers, either through unsolicited comments or conduct of formal readership surveys, and recommends or initiates changes in the internal information program's direction or emphasis by, for example, eliminating or adding certain types of reporting or feature articles.

Factor 5, Scope and Effect—Level 5-3—150 points

The purpose of the work is to develop, within all the employees of the facility, a sense of participation in and identification with the agency's and installation's programs and activities; in addition, work efforts provide employees with information beneficial to them personally.

The internal information program contributes to the employees' understanding of their work thereby furthering the accomplishment of organizational objectives and attainment of employees' career goals.

Factor 6, Personal Contacts—Level 6-2—25 points

Contacts are primarily with installation employees involved in a variety of activities on which the specialist reports news stories or plans feature articles. The public affairs specialist also works closely with a contract printer as well as groups and individuals within the community whose activities are reported in the installation's newspaper.

Factor 7, Purpose of Contacts—Level 7-2—50 points

Contacts are to interview and gather information from installation employees who are generally cooperative and share the public affairs specialist's goals and objectives. Other contacts with commu-

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nity groups and individuals are to gather information on community events or explain installation activities.

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

Work is primarily sedentary with some minor physical activity during information gathering visits.

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

Work is performed in an office setting except for occasional visits to protected areas on the installation involving ordinary risks and discomforts requiring normal safety precautions.

TOTAL POINTS—1885

OPM Benchmark Description

Series	Grade	BMK#
GS-1035	09	02

PUBLIC AFFAIRS SPECIALIST

Duties

Develops, for dissemination through the print and broadcast media, information concerning the mission, programs and accomplishments of a headquarters organization within a Federal department.

- Plans, develops, and executes a variety of radio and television programs for use on national, regional or local basis;
- Prepares and disseminates news releases and feature articles to the print media; also selects photographs to accompany releases;
- Briefs news media representatives on organization's programs and activities and their impact on various public and private activities;
- Interviews and confers with program specialists to obtain latest information for use in news releases, films and radio programs, articles, and meetings with media representatives;
- Assists field personnel in preparing for media coverage of a special event in local area by arranging for advance preparation and direct contact with media representatives.

Factor 1, Knowledge Required by the Position—Level 1-6—950 points

Knowledge of the principles and methods of written and oral communication and skill in applying principles and using methods in developing and disseminating information about the organization's programs and activities to the general public through the print and broadcast media. This includes:

- Knowledge of the practices and techniques of oral communication in developing and presenting briefings to print and broadcast media representatives;
- Knowledge of broadcast media production;

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- Skill in writing news releases and feature articles for dissemination through print media;
- Skill in effectively interacting with news media representatives;
- Skill in gathering and evaluating the appropriateness of information communicated through media.

Factor 2, Supervisory Controls—Level 2-3—275 points

The supervisor determines the objectives, priorities and deadlines of assignments and assists the public affairs specialist with unusual or controversial problems or issues.

The public affairs specialist independently carries out the development and dissemination of information materials. Problems arising in these areas are resolved according to established policies and procedures, previous instructions or standard communication techniques and practices.

Assignments, including feature articles, news releases, and radio and television presentations are reviewed for technical accuracy, appropriateness, and conformance to program objectives.

Factor 3, Guidelines—Level 3-3—275 points

Guidelines consist of the organization's policies, directives and procedures, previously developed materials, and answers to inquiries, public affairs and publications manuals.

The public affairs specialist exercises judgment in interpreting and adapting guidelines in developing materials to meet individual situations.

Factor 4, Complexity—Level 4-3—150 points

Assignments involve developing information materials and disseminating them using standard written and interpersonal communication practices and techniques, analyzing needs and

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determining most appropriate approach to use and advising program specialists on media relations issues.

The public affairs specialist determines the most appropriate communication methods and techniques to employ in achieving maximum effectiveness in written and oral presentations by determining the information needs of the public.

Based on analysis of information needs, determined through an analysis of public and media feedback, recommends that changes be made in the design or dissemination of informational materials.

Factor 5, Scope and Effect—Level 5-3—150 points

The purpose of the work is to inform the public on a variety of services and programs offered by the organization and obtain public support of agency programs.

The organization's program contributes to the social and recreational needs of a large number of people in the general population.

Factor 6, Personal Contacts—Level 6-3—60 points

Contacts are with representatives of the print and broadcast media, program managers within the organization, and State, local and private agencies in related fields.

Factor 7, Purpose of Contacts—Level 7-2—50 points

Contacts with media representatives are for the purpose of answering questions, providing information, and arranging filming and recording sessions. Contacts with program officials, Federal agency and other private and governmental organizations are for exchanging information or arranging interviews, obtaining, and verifying facts and arranging for review of press releases and schedules for releases.

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

Work is primarily sedentary with minor physical activity while traveling to on-site locations to arrange for special event media coverage.

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

Work is performed in an office setting or studio setting, although field trips sometimes expose employee to inclement weather.

TOTAL POINTS—1920

POSITION-CLASSIFICATION STANDARDS

OPM Benchmark Description

Series	Grade	BMK#
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PUBLIC AFFAIRS SPECIALIST

Duties

Serves as a public affairs specialist in a headquarters organization responsible for administering a functional program within a Federal department, with primary responsibility for collecting, assembling, preparing and disseminating information concerning the various programs of the organization.

- ✓ — Responds, in oral and written form, to requests for information by determining the nature of the data required and collecting and assembling the material using the appropriate format and style based on needs and organization practices;
- Plans and executes information campaigns that disseminate results of successful projects in stimulating adoption of their results by State and local governments as well as private and special interest groups;
- Develops written materials which transmit information concerning the nature and purpose of the organization's programs, projects, items of concern to the general public or more specialized publics;
- Identifies areas to be addressed in the campaign, characteristics and needs of the target audience, and communication techniques most appropriate; develops recommended approaches and drafts of material for supervisor's approval;
- Advises program officials regarding the content and presentation of information materials submitted for dissemination or other information purposes.

Factor 1, Knowledge Required by the Position—Level 1-6—950 points

Knowledge of communication principles, methods and techniques and skill in applying this knowledge to the development of public affairs campaigns conveying information to selected audiences interested in or affected by the organization's programs. This includes:

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- Skill in developing written communication materials that convey information concerning a range of subjects related to the organization's programs;
- Skill in effectively interacting and dealing with a variety of publics including news media representatives, State and local government officials and the organization's program officials;
- Skill in analyzing programs and identifying the characteristics of target audiences and determining the most effective communication techniques to use in reaching these publics;
- Skill in presenting information orally in a logical and clear manner to explain programs, projects or activities to both internal and external audiences.

Factor 2, Supervisory Controls—Level 2-3—275 points

Recurring assignments are carried out independently in accordance with established procedures, policies and previous experience. New or special projects are discussed in terms of objectives to be reached, resources available and anticipated problems.

The public affairs specialist plans and carries out the various stages of a project selecting and using methods and techniques as appropriate. Problems encountered with members of the news media or government officials or requests for questionable information are discussed with the supervisor.

Final drafts of most assignments are reviewed for quality and compliance with established policies and procedures. Liaison activities are evaluated for effectiveness and initiative in promoting program objectives and cooperation with target audiences.

Factor 3, Guidelines—Level 3-3—275 points

Guidelines are general in nature and include Federal, departmental and organizational policies and regulations concerning the publication and dissemination of material. Such guidelines are not always applicable to the various projects undertaken.

POSITION-CLASSIFICATION STANDARDS

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The public affairs specialist operates generally within the boundaries of the guidelines but must use judgment in making interpretations of organizational regulations in specific cases. Major substantive deviations are referred to the supervisor for approval.

Factor 4, Complexity—Level 4-3—150 points

Assignments involve producing written materials that effectively communicate programs, policies and results of projects to a variety of specialized publics served or affected by the organization. Duties performed include defining the target groups, analyzing the kinds of information required and the most appropriate format and means of dissemination.

Decisions regarding what needs to be done depend upon an analysis of the project, its purpose, the most appropriate groups to communicate with, the characteristics of such audiences, the most effective communication methods and techniques to use in reaching these publics, and ways of evaluating the impact of the information disseminated.

Projects require the application of standard communication techniques requiring the solution of problems or resolution of issues similar to ones encountered previously with some slight modification of techniques or strategies to accommodate new aspects of an issue.

Factor 5, Scope and Effect—Level 5-3—150 points

The purpose of the work is to transmit information concerning programs to encourage adoption of innovations realized in organization-sponsored projects and inform the general public of organization's contributions to their safety.

The work affects the operation of the criminal justice system by encouraging the use of innovative techniques by State and local governments.

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Factor 6, Personal Contacts—Level 6-3—60 points

Contacts are with program officials, news media representatives, criminal justice community, State/local government officials, private organizations and citizens' groups.

Factor 7, Purpose of Contacts—Level 7-2—50 points

Contacts are for collecting and disseminating information, advising target groups of organization's programs, objectives and project accomplishments, determining information interests of target publics and maintaining effective work relationships with affected or interested groups.

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

No unusual physical demands are required.

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

Work is performed in a typical office setting.

TOTAL POINTS—1920