



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

NOV 7 2017

Mr. Austin R. Evers
Executive Director
American Oversight
1030 15th Street NW
Suite B255
Washington, DC 20005

RE: Freedom of Information Act Request
FOIA Control No.: 17-FI-HQ-02080

Dear Mr. Evers:

This letter is in response to your Freedom of Information Act (FOIA) request dated and received on September 12, 2017. You asked for Department of Housing and Urban Development records related to several employees, to include:

1. Resumes submitted by any of the individuals listed below submitted to HUD in connection with obtaining their official positions or determining their salaries or, if that is not available, a recent resume contained within the agency's records:
 - Beth van Duyne
 - John Gibbs
 - Christopher Bourne
2. All SF-50 (Notification of Personnel Action) forms related to any of the individuals listed below:
 - Beth van Duyne
 - John Gibbs
 - Christopher Bourne
3. Records sufficient to show official titles and duties of the individual listed below, including their official position descriptions:
 - John Gibbs
 - Christopher Bourne

In addition to the 3 items requested above, you also asked for records describing the processing of this request, including records sufficient to identify search terms used, locations and custodians searched, and any tracking sheets used to track the processing of this request. You asked that, if the Department uses FOIA questionnaires or certifications completed by individual

custodians or components to determine whether they possess responsive materials or to describe how they conducted searches, that any such records prepared in connection with the processing of this request be included.

Your request is granted in part at no cost to you. In response to item 1 of your request, enclosed are the resumes of the three named employees. In response to item 2 of your request, enclosed are all SF-50 forms generated to-date for the three named employees. In response to item 3 of your request, enclosed are the official position descriptions for the two named employees. I am withholding personal addresses, personal telephone numbers, personal email addresses, Social Security numbers, dates of birth, health and life insurance information, and annuitant indicators under Exemption 6 of the FOIA, because release of such information would constitute an unwarranted invasion of personal privacy. The interest of the general public in reviewing these portions of government documents does not outweigh the individuals' right to privacy. Also enclosed are copies of all internal tracking and clearance forms, sufficient to show the Department's process of generating this final response.

I am the official responsible for this determination based on information provided by the Department's Office of the Chief Human Capital Officer. You may appeal this determination within 90 days from the date of this letter. If you decide to appeal, your appeal should include copies of your original request and this response, as well as a discussion of the reasons supporting the appeal. With regard to Exemption 6, your appeal should address the nature of the overriding public interest in disclosure that outweighs the personal privacy interest protected by the exemption. The envelope should be plainly marked to indicate that it contains a FOIA appeal and addressed to:

U.S. Department of Housing and Urban Development
Attention: FOIA Appeals
Office of Ethics, Appeals and Personnel Law
Ethics and Appeals Division
451 Seventh Street, SW, Suite 2130
Washington, DC 20410

Telephone: (202) 708-3815

You may also submit your appeal online at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/foia/foiaappeals.

In addition, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001

Telephone: 202-741-5770; toll free at 1-877-684-6448

FAX: 202-741-5769

Email: ogis@nara.gov

For your information, your FOIA request, including your identity and any information made available, is releasable to the public under subsequent FOIA requests. In responding to these requests, the Department does not release personal information, such as home address, telephone number, or Social Security number, all of which are protected from disclosure under FOIA Exemption 6.

If you have questions regarding your request, please contact Mr. Ethan Bodell at (202) 402-3450. Thank you for your interest in the Department's programs and policies.

Sincerely,

A handwritten signature in black ink that reads "Deborah R. Snowden". The signature is written in a cursive style with a large, prominent 'D' at the beginning.

Deborah R. Snowden
Deputy Chief FOIA Officer
Office of the Executive Secretariat

Enclosures

PHONE [REDACTED] (b)(6) E-MAIL [REDACTED]@YAHOO.COM

BETH VAN DUYNÉ

SUMMARY OF QUALIFICATIONS

- Marketing and Corporate Communications
- Public Relations and Community Affairs
- Social Media, E-Mail and Collateral Campaigns
- Strategic Partnership Development and Management
- Local, State and Federal Government Relations
- Business and Marketing Plan Development
- Strategic Marketing-Campaign Development, Implementation and Analysis
- Contract Negotiations
- Research, Response Modeling and Program Analysis
- Competitive Information Gathering, Synthesis and Monitoring

WORK EXPERIENCE

- Business to business and corporate communications across multiple LOBs, primary and secondary marketing and competitive research for both the business and consumer markets.
- Long-standing relationships with print, news and broadcast media including CNN, New York Times, Wall Street Journal and Dallas Morning News.
- Eight years as an elected official with experience in testifying and lobbying at local, state and federal levels for energy, transportation and water resources and funds.
- Marketing management experience overseeing process implementation for positioning, pricing, promotion, placement and launch.
- Business case development and implementation experience for new businesses, marketing initiatives, strategic partnerships, tactical marketing plans and acquisitions.
- Demographic, economic, geographic, customer preferences and profitability for marketing and public relations campaigns with companies such as VHA, SAP, AT&T and Verizon.
- Superior presentation, communication and interpersonal skills, as well as excellent problem solving and analytical abilities.
- Managerial experience with salaried employees, consultants and large-scale volunteer groups.

EDUCATION

Cornell University Ithaca, New York
Bachelor of Arts – College Scholar 1995
Magna cum laude with distinction in all subjects, Dean's List

PROFESSIONAL EXPERIENCE

May 2004 – Present

City of Irving

Mayor (2011 – present), Councilwoman, Deputy Mayor Pro Tem (2004-2010)

- Work with city manager and council to oversee a city of 240,000 with a total budget of \$228 million, 2,200 employees and 7,000 companies including 30 Fortune 500 corporations.
- Founded Mayor's Economic Development Advisory Council made up of CEOs from the largest corporations in Irving. Founder and Chairman of the Communications Committee. Member of Finance and Audit, Planning and Development, Legislative, Community Services and Public Works Committees.
- Extensive coalition building among other elected officials and community leaders, not only in Texas but also throughout the United States via membership and participation in U.S. Conference of Mayors, National League of Cities, Texas Municipal League and North Central Texas Council of Governments and lobbying efforts at the state and national levels.
- Published in numerous publications including the Dallas Morning News, New York Times, CNN and USA Today providing thought leadership in regard to both economic, community development and political issues.
- Championed woman-focused entrepreneur center to provide advanced training, create job opportunities and encourage innovation and business creation.
- Created "Share Tank" pairing Irving, Texas business leaders and area philanthropists with emerging non-profits helping those who most need it in our community.

May 2013 – May 2015, March 2008 – May 2009

Akili

Vice President of Marketing, Vice President of Strategic Alliances

- Created all corporate identity packages, press releases and communications to ensure quality and consistency of information both internally and externally while acting as corporate spokesperson handling all media relations.
- Responsible for identifying, evaluating, developing and implementing all marketing and business development programs concentrating on \$300M to \$10B companies in the oil and gas, services, manufacturing and telecommunications industries.
- Responsible for the development, implementation and management of the company's brand, SAP relationship, partner sales channels, product portfolio, integrated marketing campaigns to drive customer growth and revenues reporting directly to the CEO.

March 2010 – May 2011

LSG Sky Chefs

Head of Corporate Communications, North America

- Managed all internal and external communications for North America Region for global market leader.
- Developed and executed crisis communications plans, managed communication strategy for labor relations issues, tailored communications strategies that support company business objectives and consulted leadership on resolving public relations crises, fostered and developed relationships with key national and local media.
- Developed and implemented a sustainable internal communication forum to management and hourly workforce, including Town Hall meetings, corporate message

boards, email blasts, talking points, internal employee website, employee hotline and newsletter.

- Prepared executives for media and investor interviews and speaking engagements. Built rapport and fostered relationships with traditional, online and influential social media outlets.

June 2009 – March 2010

Burson-Marsteller

Director, Public Affairs

- Advised key accounts on issues concerning public education campaigns, crisis communications, labor union negotiations, federal and state legislative policy strategies, community relations and reputation management.
- Developed strategic plans, internal and external correspondence, talking points and speeches, timelines and negotiation strategies. Created community outreach activities such as stakeholder target contact lists, grassroots coalition building, community meetings and public forums.

February 1997 – May 2008

BCI Marketing Group, LLC

President

- Lead marketing and communications firm adept at creating internal communications plans, corporate identity packages, targeted email campaigns and direct marketing presentations. Produced and marketed intellectual capital and communication tools to position clients as thought leaders within their industries.
- Evaluated, guided and compared the effectiveness of communications tools, marketing, email and sales campaigns and strategies by integrating vast quantities of secondary source information, internal information and primary research for clients in the energy, healthcare and telecommunications industries.
- Conducted a wide range of projects including market opportunity assessments, direct mail campaigns, email campaigns, customer preference research, in-depth competitive analyses and acquisition/partner candidate assessments.
- Clients included Verizon, Flowserve, Dell, VHA, and TXU Energy, as well as numerous small businesses.

November 1997 – November 1999

Verizon

Senior Marketing Manager – Strategic Alliances

Responsible for updating, promoting and distributing information related to Verizon's competitors, products, services and sales capabilities. Performed qualitative and quantitative analysis to create both strategic and tactical business plans for data related products, their target markets and distribution channels to achieve revenue, margin and market share goals for Verizon. Conducted both market and competitive research through due diligence, industry research reports and cash flow modeling. Led successful launch of Verizon Competitive Intelligence Database, compiling and producing research reports and market analysis for internal customers.

August 1995 – July 1997

Medical Directions, Inc.

Director of Communications

Responsible for all internal communications, direct mail and email programs, public relations efforts and marketing programs for a health systems management company with 33

independent offices. Designed and produced commercial publications, press releases, competitor analysis reports, corporate identity package, marketing presentations, a weekly regional health care newsletter and organization's web site. Presented company reports and updates to corporate shareholders and physicians regarding opportunities for contracts, investment and recruitment.

OTHER RELATED ACTIVITIES

U.S. Conference of Mayors, Advisory Board
U.S. Conference of Mayors, Work Development and Education Committee
Hatton Summers Foundation Board
Community Leaders of America, Texas Chair
Dallas Fort Worth International Airport Board of Directors
Irving Housing and Finance Corporation, Chair
American Heart Association, Executive Leadership Team
International Women's Forum
National League of Cities, Representative Voting Member
National Association of Regional Councils, Representative Voting Member
U.S. High Speed Rail Association, Vice Chair
TexasONE, Board Member
Texas Municipal League
North Texas Commission Board of Directors
Regional Transportation Council Board
North Central Texas Council of Governments
Dallas Regional Mobility Board of Directors
Greater Irving-Las Colinas Chamber of Commerce
Cornell Alumni Admissions Ambassador Network
Irving Republican Women's Club, President
Greater Irving Republican Club
Carrollton/Farmers Branch PTA – Legislative Chair
Verizon Leadership Program Graduate
Kappa Alpha Theta Sorority Alum
New Tech High, Board Member

Beth Van Duyne

Mayor of Irving, TX (2011 – present)

Executive Summary: Beth Van Duyne's tenure in elected office is best characterized by her consistent and steadfast focus on making government work more effectively and efficiently for the citizens it serves. She has a proven record of taking the priorities of the voters and turning those into action, delivering on campaign promises, lowering tax rates, fighting against waste, fraud, and eliminating programs or spending found to be misguided or abusive. Similarly, she is unapologetic in upholding her solemn oath to protect and preserve the laws of the State of Texas and the Constitution of our country. This has, at times, made her a target for unfair media scrutiny. To combat false narratives in the media, Beth was an early adopter of circumventing traditional media by using the Internet and social media platforms to speak directly with the people.

Leadership that Delivers Growth and Opportunity

- In 2016, Irving had its best job growth year ever with 8,037 total jobs retained and recruited, occupancy of 2.3 million square feet of space which assisted in the growth of Irving's Commercial Tax Base by 10.4%. Since becoming Mayor, Irving has added 39,884 jobs.
- As of August 2016, Irving's unemployment rate was 3.6%, well below the State of Texas unemployment rate of 4.7% and the national rate of 4.9%.
- \$440.9 million in new construction was added to the tax roll.
- Over the next five years, economic development in Irving is expected to increase dramatically with the addition of nearly \$3 billion in new and planned developments; 6 million square feet of additional commercial space; 5,000 new residential units; 2,000 new hotel rooms; 20,000 new residents; and 4 million annual visitors.

Irving, TX – Excelling in Key Metrics

- According to Wallet Hub, Irving has the best job market in the U.S., the best place to find a job, and best place start a career
- Fifth safest city in America
- Twentieth best city for families in America
- Third best city in America for Tech Startups
- Double AAA Bond Rating
- Six Fortune 500 global headquarters including ExxonMobil, Kimberly Clark and Fluor
- 2012 Malcolm Baldrige National Quality Award winner

Initiatives to Make Government More Responsive

- Enacting a historic new Ethics Policy
- "High Five a 5.0" campaign to support law enforcement
- Single family home initiative resulting in the construction of over 2,000 homes
- Women-focused Entrepreneur Center
- 24/7 Criminal Alien Program to apprehend and deport criminal illegal aliens
- Created "Share Tank" program for non-profits and religious based institutions
- Created and Chairs Economic Development Council

Mayor Beth Van Duyne CV Continued

About Beth Van Duyne

Beth Van Duyne was honored to be elected Mayor of the City of Irving in 2011, having served as a city council representative from 2004-2010. Former Deputy Mayor Pro Tem, she established and chaired Irving's Communications Committee and has done extensive coalition building among local, state and federal officials and community leaders throughout the country through her activities with the US Conference of Mayors, National League of Cities, Texas Municipal League and North Central Texas Council of Governments.

Throughout her 25 year career, she has had the opportunity to work with small startup companies, mid-size private companies and Fortune 500 corporations like Verizon, American Airlines and SAP. She also founded and ran her own consulting business, working with executives to develop strategic business plans, negotiation strategies, grassroots coalition building and federal and state legislative policy strategies. A frequently interviewed official, Beth has appeared in The New York Times, CNN, USA Today, Fox News and ESPN.

Concurrent with her municipal responsibilities, Beth is a member of the US Conference of Mayors Advisory Board, Community Leaders of America Texas Chair, the North Central Texas Council of Governments, past member of the Dallas/Fort Worth International Airport Board and is a Hatton Sumners Foundation trustee. She was a board member of the Irving Housing Finance Corporation Board from 2007-10 and Chaired from 2011-15. Beth also chairs the Economic Development Advisory Council and serves on the Executive Boards of both the North Texas Commission and the Irving-Las Colinas Chamber of Commerce and is a member of the Urban Center Task Force.

Beth is a magna cum laude graduate of Cornell University, where she earned a Bachelor of Arts degree with studies in City and Regional Planning, Government and Law. She has two wonderful children, Katie and Pearce, who attend school in Irving. Beth is the recipient of the 2016 National Security Patriot Award, 2016 Alain Bellet Award, 2016 Great Women of Texas Award, 2015 Community Bridge Award and the 2015 Defender of Freedom Award.

Speeches of Note

Mayor Van Duyne discusses actions taken against an Islamic Tribunal during Freedom Flame award dinner speech

<https://m.youtube.com/watch?v=hePRvqXkqGQ>.

Mayor Van Duyne says vigilance is necessary to "protect rights, constitution and laws" at a 2015 tea party meeting - <https://m.youtube.com/watch?v=uKO6eMJltMc>.

Irving mayor urges audience to run for higher office and hold elected officials accountable during leadership forum speech - <https://m.youtube.com/watch?v=9MzvVxiRDtE>.

Articles of Note

Mayor Van Duynes defends American Laws for American Courts (ALAC) bill and identifies incongruities with upholding equal rights for women in Sharia Law

<http://www.dallasnews.com/opinion/commentary/2015/04/16/beth-van-duyne-controversy-generated-by-shariah-law-discussion-is-baffling>

Irving Mayor urges pragmatism and study versus political expediency in recent seismic debate

<https://www.tribtalk.org/2015/01/12/keep-calm-over-irving-earthquakes/>

Mayor Van Duynes discusses compromise and smart planning in economic development projects

<http://www.dallasnews.com/opinion/commentary/2013/06/25/bethvan-duyne-how-we-can-get-it-right-on-hotly-debated-irving-entertainment-center>

Mayor Beth Van Duynes writes about loss of Dallas Cowboys and what the future holds

<http://www.dallasnews.com/news/irving/2013/08/23/irving-mayor-beth-van-duyne-writes-about-irving-dart-and-the-cowboys>



Receiving the 2016 National Security Patriot Award from ACT for America

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) VAN DUYN, ELIZABETH A					2. Social Security Number (b)(6)			3. Date of Birth (b)(6)		4. Effective Date 04-30-2017							
FIRST ACTION						SECOND ACTION											
5-A. Code 002		5-B. Nature of Action CORRECTION				6-A. Code 881		6-B. Nature of Action FEGLI CHG									
5-C. Code		5-D. Legal Authority				6-C. Code DPM		6-D. Legal Authority 5 U.S.C. CHAPTER 87									
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority									
7. FROM: Position Title and Number						15. TO: Position Title and Number REGIONAL ADMINISTRATOR (FT. WORTH) 66077357 ES0044											
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary .00	13. Pay Basis	16. Pay Plan ES	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary \$160,000.00	21. Pay Basis PA						
12A. Basic Pay .00		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay \$160,000.00		20B. Locality Adj. .00							
								20C. Adj. Basic Pay \$160,000.00		20D. Other Pay .00							
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT OPFM HU 831129010000000000 PP 10 2017											
EMPLOYEE DATA																	
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF						
1 - None		3 - 10 Point/Disability		5 - 10 Point/Other		0 - None		2 - Conditional				YES		X		NO	
2 - 5 Point		4 - 10 Point/Compensable		6 - 10 Point/Compensable/30%		1 - Permanent		3 - Indefinite									
27. FEGLI (b)(6)						28. Annuitant Indicator (b)(6)			29. Pay Rate Determinant 0								
30. Retirement Plan KF FERS (FRAE)				31. Service Comp. Date (Leave) 04-24-2017				32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA																	
34. Position Occupied				35. FLSA Category				36. Appropriation Code				37. Bargaining Unit Status					
1 - Competitive Service		3 - SES General		E		E - Exempt						8888					
2 - Excepted Service		4 - SES Career Reserved		N - Nonexempt													
38. Duty Station Code 48-2450-439				39. Duty Station (City-County-State or Overseas Location) FORT WORTH TARRANT TX													
40. Agency Data				41.		42.		43.		44.							
45. Remarks																	
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT						50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES											
47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 04-30-2017													

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) VAN DUYNE, ELIZABETH A					2. Social Security Number (b)(6)			3. Date of Birth (b)(6)		4. Effective Date 04-30-2017				
FIRST ACTION						SECOND ACTION								
5-A. Code 881		5-B. Nature of Action FEGLI CHG				6-A. Code		6-B. Nature of Action						
5-C. Code DPM		5-D. Legal Authority 5 U.S.C.CHAPTER 87				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						15. TO: Position Title and Number SENIOR ADVISOR 66077357 ES0004								
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary .00	13. Pay Basis	16. Pay Plan ES	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary \$160,000.00	21. Pay Basis PA			
12A. Basic Pay .00		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay \$160,000.00		20B. Locality Adj. .00				
								20C. Adj. Basic Pay \$160,000.00		20D. Other Pay .00				
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT OPFM HU 831129010000000000 PP 09 2017								
EMPLOYEE DATA														
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF			
1 - None		3 - 10 Point/Disability		5 - 10 Point/Other		0	0 - None		2 - Conditional			YES	X	NO
2 - 5 Point		4 - 10 Point/Compensable		6 - 10 Point/Compensable/30%		1	1 - Permanent		3 - Indefinite					
27. FEGLI (b)(6)						28. Annuitant Indicator (b)(6)			29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS (FRAE)			31. Service Comp. Date (Leave) 04-24-2017			32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA														
34. Position Occupied				35. FLSA Category				36. Appropriation Code				37. Bargaining Unit Status		
1 - Competitive Service		3 - SES General		E		E - Exempt						8888		
2 - Excepted Service		4 - SES Career Reserved		N - Nonexempt										
38. Duty Station Code 48-2450-439				39. Duty Station (City-County-State or Overseas Location) FORT WORTH TARRANT TX										
40. Agency Data		41.		42.		43.		44.						
45. Remarks														
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47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 04-30-2017										

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1. Name (Last, First, Middle) VAN DUYNE, ELIZABETH A					2. Social Security Number (b)(6)					3. Date of Birth (b)(6)					4. Effective Date 04-24-2017								
FIRST ACTION										SECOND ACTION													
5-A. Code 002					5-B. Nature of Action CORRECTION					6-A. Code 146					6-B. Nature of Action SES NONCAREER APPT								
5-C. Code					5-D. Legal Authority					6-C. Code V4L					6-D. Legal Authority 5 USC 3394 A NONCAR								
5-E. Code					5-F. Legal Authority					6-E. Code AWM					6-F. Legal Authority								
7. FROM: Position Title and Number SENIOR ADVISOR 66077357 ES0004										15. TO: Position Title and Number REGIONAL ADMINISTRATOR (FT. WORTH) 66077357 ES0044													
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary .00		13. Pay Basis		16. Pay Plan ES		17. Occ. Code 0301		18. Grade or Level 00		19. Step or Rate 00		20. Total Salary \$160,000.00		21. Pay Basis PA	
12A. Basic Pay .00			12B. Locality Adj. .00			12C. Adj. Basic Pay .00			12D. Other Pay .00			20A. Basic Pay \$160,000.00			20B. Locality Adj. .00			20C. Adj. Basic Pay \$160,000.00			20D. Other Pay .00		
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1 - None		3 - 10 Point/Disability			5 - 10 Point/Other					0 - None		2 - Conditional					YES		X		NO		
2 - 5 Point		4 - 10 Point/Compensable			6 - 10 Point/Compensable/30%					1 - Permanent		3 - Indefinite											
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45. Remarks CORRECTS ITEM 15 FROM SENIOR ADVISOR																							
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5-A. Code 146		5-B. Nature of Action SES NONCAREER APPT				6-A. Code		6-B. Nature of Action									
5-C. Code V4L		5-D. Legal Authority 5 USC 3394(A)				6-C. Code		6-D. Legal Authority									
5-E. Code AWM		5-F. Legal Authority OPM FORM 1652				6-E. Code		6-F. Legal Authority									
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38. Duty Station Code 48-2450-439				39. Duty Station (City-County-State or Overseas Location) FORT WORTH TARRANT TX													
40. Agency Data		41.		42.		43.		44.									
45. Remarks YOUR ANNUAL LEAVE CEILING IS 720 HOURS BEGINNING 04/24/2017. PROBATIONARY PERIOD FOR SES POSITION IS NOT REQUIRED. APPOINTMENT AFFIDAVIT EXECUTED APRIL 24, 2017. OPF MAINTAINED BY DEPARTMENT OF HUD, OFFICE OF EXECUTIVE RESOURCES DIVISIO CREDITABLE MILITARY SERVICE: 00 YRS. 00 MOS. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.																	
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT						50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES											
47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 04-24-2017													

POSITION DESCRIPTION (Please Read Instructions on the Back)

6

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location HUD		5. Duty Station Washington, DC		1. Agency Position No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest			6. OPM Certification No. ES044				
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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 3--Critical <input checked="" 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	Regional Administrator	ES	301			
b. Department, Agency or Establishment	Office of Field Policy and Management					
c. Second Level Review	Fort Worth Regional Office					
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
 Department of Housing and Urban Development

17. Name of Employee (if vacant, specify)
 Elizabeth Van Duyne

18. Department, Agency, or Establishment

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

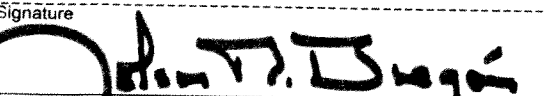
e. Fifth Subdivision

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
 NELSON R. BREGON
 ASSOCIATE ASSISTANT DEPUTY SECRETARY

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

Signature:  Date: 17/04/2017

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
 Bessie L. Williams, HR Specialist

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

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)

Regional Director
ES-301

Introduction

The incumbent serves as the Regional Director for an assigned geographic area and is responsible for the coordination of all HUD programs and services assigned to the State Office within the jurisdictional area. In this capacity, the incumbent represents the Secretary with governors, mayors, State and local officials, and customer groups; serves as the primary focal point of contact for coordination of HUD programs with those of other Federal agencies; develops and implements Customer Service Plans; provides management oversight and evaluation of Field Office Directors; and coordinates disaster response efforts. The incumbent advises the Secretary/Deputy Secretary and other Departmental officials on major policies and issues within the geographic area. The incumbent must be thoroughly familiar with the Secretarial priorities and Departmental Management Plan goals and serves as an advocate for them in contacts with external and internal customers and groups.

Duties and Responsibilities

Serves as the Secretary's "eyes and ears" for an assigned geographic area through program coordination, evaluation and monitoring. Serves as the Field Office Director for the State in which he/she is physically located. Advises and assists the Secretary, Deputy Secretary, Assistant to the Deputy Secretary for Field Policy and Management (ADSFPM), and Program Assistant Secretaries in the resolution of major policy issues and problems affecting the delivery of HUD programs and services to the communities within the geographic jurisdiction.

Takes the lead responsibility for the implementation of the Customer Service Plan. Convenes the "Focus" Committee for input into the Plan. Ensures that collaborative efforts are carried out with community organizations, State/local agencies, nonprofit and business groups in addressing the needs and concerns of the communities within the jurisdiction. Coordinates and develops initiatives to improve client service to housing organizations and communities for all HUD programs.

Serves as an active partner with local planning entities, i.e., Councils of Governments, Federal Resources Councils, etc. and keeps abreast of major program initiatives, pertinent legislation, and socioeconomic conditions and developments at the Federal, State and local levels as they relate to programs and needs in the assigned geographic area.

Personally represents the Secretary in liaison with State/local officials, private sector representatives, community officials, and public interest groups. Articulates and promotes the Department's goals, priorities, and strategies to these groups. Participates and collaborates with and supports Field Office Directors in representational meetings. Acts as the representative of the Secretary on matters of conflict resolution or in negotiations with these groups.

Acts as "team leader", providing a coordinative link between the Field Office Directors and the ADSFPM. Is responsible, along with the Field Office Directors, for conducting mandatory weekly meetings with all program directors within the State Office.

Assumes a variety of special projects on behalf of the Secretary, such as coordinating with other Federal, State and local agencies to ensure that HUD effectively and quickly respond to emergency and disaster activities within the geographic jurisdiction.

Monitors and evaluates the effectiveness and efficiency of HUD program delivery within the geographic jurisdiction, both externally and internally. Assists the ADSFPM in evaluating the performance of the Field Office Directors within his/her jurisdiction. Participates with Headquarters in assessing the performance of program managers within the State Office jurisdiction and assists Program Assistant Secretaries with the resolution of various administrative matters.

Serves as the point of contact for Congressional/Intergovernmental Relations, press relations, FOIAs and related activities and makes the determination regarding the appropriate response/signature level.

Manages non-program functions and staff responsible for supporting the program staff of the State Office, i.e., Public Affairs, Labor Relations, and EMAS. Utilizes salaries and expenses fund assignments for non-personal services made by Assistant Secretary for Administration in accordance with stated goals. Takes final action with respect to approving office space, travel allocations, and related administrative expenses.

Coordinates with Field Office Directors within his/her jurisdiction to assure compliance with all EEO/AAP and MBE concerns; and coordinates with Field Office Directors, local program directors, and local officials within the jurisdiction to assure compliance with all applicable civil rights requirements.

The incumbent will also be responsible for making administrative decisions that necessitate an office-wide approach, such emergency office closing and space, and for coordinating office-wide special events and initiatives, such as CFC/bond drives and special emphasis ceremonies.

Supervision Received

The incumbent reports directly to the Deputy Secretary. Carries out assigned duties/responsibilities independently and in accordance with the Secretary's overall policies.

Position Designation

Given the incumbent's accountability for the management of Departmental goals and initiatives, this position is designated as a General Senior Executive Service position since it is not necessary to ensure impartiality, or the public's confidence in the impartiality of the Government.

JOHN GIBBS

(b)(6)

hks | 6.harvard.edu | cell:

SUMMARY

My unique journey weaves together international philanthropy, intergovernmental and congressional relations, and media. I am interested in leveraging my background by serving in the Trump administration as the Deputy Assistant Secretary for International and Philanthropic Innovation, or the Deputy Assistant Secretary for Congressional Relations, in the Department of Housing and Urban Development.

Notable Achievements Include

- Leveraged international philanthropic partnerships in Japan by equipping the Christian church community with better ROI through deeper engagement with communities, in collaboration with American NPOs.
- Promoted to manager of an international philanthropic team in a cross-cultural environment after just one year.
- As a precinct delegate in the Eaton County (MI) GOP, interface with elected officials, including congressional relations with Rep. Tim Walberg, relaying latest policies and the concerns of constituents, mediating between the people and public officials.

Key Competencies

- | | | |
|------------------------------|-------------------|-------------------------------------|
| ✓ Technology and innovation | ✓ Team leadership | ✓ International philanthropy |
| ✓ Congressional relations | ✓ Policy writing | ✓ East Asian economies and cultures |
| ✓ Writing press releases | ✓ Public speaking | ✓ Televised media appearances |
| ✓ Analytical problem solving | ✓ Cybersecurity | ✓ Complete Japanese fluency |

ELECTED POSITIONS

GOP Precinct Delegate

Delta Township Precinct 8

- Represent the interests of citizens of Delta Township (Michigan) Precinct 8 as precinct delegate to the Michigan Republican Party. Report and keep in contact with elected officials, including state and national congressional relations, all the way down to county commissioners, informing constituents of policy and legislative action, and vice versa.

EXPERIENCE

Writer and commentator
Lansing, MI and various

Independently employed

5/2016 - Present

Desiring to have a positive impact on the national public discourse, I chose to employ my written and oral communication skills as a writer and radio/TV commentator. I've written numerous columns advocating for Donald Trump for President, as well as analyzing racial issues, international affairs, and trending social issues, all from an America First perspective. I continually leverage my strength as a networker to build relationships in the industry and gain visibility for myself.

- Collaborating with an editorial team for guidance on content and subject matter, write articles for various publications as a contributing author, analyzing politics, international affairs, and social issues.
- Appear as a frequent guest on TV and radio programs around the US. (See Televised Appearances below)

Story Cities & Comm

Key Accomplishments:

- Influenced the national conversation by reaching millions through being regularly featured on Real Clear Politics and Drudge Report. (Complete portfolio of publications and television appearances follows below. Radio appearances are too numerous to list)
- Appeared as a guest panelist on Fox News, reaching a nationwide audience on the importance of election integrity, using comprehensive data to support Mr. Trump's valid concerns on the issue.

<5/2015 – 5/2016 Gap: Pursued Masters degree. See Education below>

**Missionary team leader in tech strategy WorldVenture
Tokyo, Japan**

7/2008 – 5/2015

Due to a strong desire to use my talents to serve the greater good, I left Silicon Valley and took a significant salary decrease in order to serve in Christian philanthropy in Japan. While leading our mission's Innovative Ministries Team, I continually used my strength in adaptability to adjust to a dynamic cross-cultural environment. And being a member of a Christian mission meant that personal integrity was highly valued by our organization and practiced by myself.

- Equipped Japanese churches with training and support in using social media and internet technologies to reach their society with a message of hope.
- Led team meetings, evaluated team member performance, and took leadership in the recruitment of new team members, as leader of the Innovative Ministries team. Our team consisted of Americans, British, Filipinos, and Japanese.
- Together with a team of three Japanese co-hosts, appeared as a panelist and commentator on the Japanese Internet TV platform "NicoNico Video", giving expert analysis and commentary on the latest tech trends (entirely in Japanese).
- Performed Japanese-English interpretation for non-Japanese visitors and translated official documents for constituents.
- Ran ongoing philanthropic fundraising campaigns for projects and initiatives, maintaining close relationships with donors.

Key Accomplishments:

- Promoted to leader of our Innovative Ministries Team after just one year.
- Increased all-hands team meetings from quarterly to monthly, and instituted monthly one-on-one meetings with each team member, to increase accountability and team ethos.
- Promoted international partnerships by coordinating between American teams and host Japanese teams doing philanthropic work in Japan. Supported 3 American teams doing relief work in areas affected by March 2011 tsunami disaster areas.
- Set up mobile-formatted website systems for 22 different Japanese churches.
- Using the PHP programming language, I built a customized website that our mission's 70+ Japanese gospel music choirs can use to order rehearsal materials. This saved our office staff many hours per week.
- As a technology commentator, achieved near-record viewership of 250,000 for popular programs on the NicoNico platform, due to my unique appeal of being a Japanese-speaking technology expert with a Silicon Valley background.
- Consistently exceeded fundraising goals for my budget and projects, being approx. 110% funded at all times.

**Software Development Engineer
Cupertino, CA**

Apple, Inc.

5/2007 – 4/2008

As the release of the very first version of the iPhone approached, Apple needed to thoroughly test the iPhone's compatibility with Microsoft Windows, since half of all iPhone users would be on Windows. Thus, my role was to create software to test the syncing iPhones to Windows computers. I used my strong problem solving skills to discover the nature and cause of numerous difficult-to-replicate defects.

- Created and executed test plans to verify the syncing of structured data (contacts, calendars, bookmarks, mail accounts) between Windows computers (iTunes, Outlook, Windows Contacts, Yahoo Contacts) and the first generation iPhone and iPod Touch, including non-English configurations.
- Supported international test efforts by reporting issues found with Japanese and other non-English versions of the iPhone software during Windows compatibility testing.

Key Accomplishments:

- Adhered to a demanding work schedule to ensure the on-time release of the historic first-generation iPhone, working late nights and most weekends.
- Personally resolved a critical defect found when syncing MS Outlook on Danish and Japanese versions of Windows with an iPhone. This saved the company costly customer support man-hours that would have been spent if this defect had not been discovered before shipping.
- Personally impacted the iPhone user experience by finding and reporting at least 10 key bugs found during testing that were fixed for final release.

Software Engineer
Sunnyvale, CA

Palm, Inc.

9/2004 – 5/2007

As Palm decided to begin offering smartphones featuring Microsoft Windows Mobile to its product lineup, I worked within a four-person team to design and implement the phone application on that new product line.

- Designed and implemented the UI layer of the phone application on Palm's Windows Mobile smartphones.
- Interfaced closely with Product Marketing and Carrier Relationship Managers to make sure carrier-specific required features were properly implemented.
- Created a system to modularize program code based on features and minimize code changes when building products for different cell phone carriers.

Key Accomplishments:

- Worked with a cross-cultural, multi-generational development team to successfully bring Palm's Windows Mobile smartphones to market, allowing us to penetrate the corporate smartphone market and making Palm a serious competitor to BlackBerry's dominance for the first time.
- Reduced the amount of time taken to release new smartphone variants for new cell phone carriers, by implementing carrier-based code modularization. This saved man-hours by allowing the same build to be used for multiple carriers, instead of having to use a new code base and a new build for each carrier.

Intern / Software Engineer
Redwood City, CA

Symantec (formerly Recourse Technologies)

6/2001 – 9/2004

Symantec desired to increase its market share by selling its flagship ManHunt cybersecurity product to customers already using other cybersecurity products. This meant the company needed a way for our software to talk to competitor products, to ensure interoperability between our solution and theirs. Thus working as part of a three-person team, I created add-on software for our ManHunt solution that implemented this functionality. I spearheaded development of the product while closely coordinating with other team members to ensure smooth interfacing between our product and competitor cybersecurity software.

- Designed and implemented ManHunt Smart Agents, which received, processed and relayed security alerts from third-party cybersecurity products into our ManHunt intrusion detection system software. Implemented in C.
- Created an automated build test and reporting utility that downloaded and tested the latest builds of the ManHunt product and reported the results to a web page for engineers to view. Created in Perl and shell script.
- Created visualization tools for the ManHunt product, allowing customers to view security alert data and statistics graphically. Created in Java.
- Ensured products met cybersecurity requirements of US Government customers, including NMCI (Navy-Marine Corps Internet) Common Core certification.

Key Accomplishments:

- Increased sales revenue on our flagship ManHunt product, by building ManHunt Smart Agents to integrate competitor data into our system. This allowed our salesmen to sell to customers who already had competing products installed - a market segment that had not previously been penetrated.
- Reduced product development time by giving our engineers a tool to quickly visualize the performance impact of their code changes without having to wait for quality assurance staff to begin their testing. This was accomplished through the automated build test and reporting utility that I created.

EDUCATION

Harvard University, John F. Kennedy School of Government
Master in Public Administration, 2016

Cambridge, MA
7/2015 – 5/2016

Topics Studied:

- | | |
|--|--|
| ✓ Privacy, technology, and national security | ✓ Advanced public relations & media training |
| ✓ International trade & US political economy | ✓ Policy writing for decision makers |
| ✓ Leading and improving organizations | ✓ Finance, startups and entrepreneurial ventures |
| ✓ Negotiations | ✓ Behavioral economics and public policy |

Urban Innovation Trek: Spring study trip, 3/2016

- Visited Cleveland, Detroit, and Chicago with classmates and met with mayors, city councils, police leaders, and other senior officials, to get hands on exposure to government management at the local level.

Stanford University
Bachelor of Science, Computer Science, 2001

Stanford, CA
9/1997 – 6/2001

Topics Studied:

- | | |
|---|---|
| ✓ Technology, ethics, and public policy | ✓ Cryptography & cybersecurity |
| ✓ Logic & automated reasoning | ✓ Artificial intelligence |
| ✓ Human-computer interface design | ✓ Complexity theory in computational problems |
| ✓ Japanese language & East Asian cultures | ✓ Political Economy of Japan |

Study abroad, 4/2000 – 9/2000

- Spent 5 months (one academic quarter and a summer) studying abroad in Japan. Highlights:
 - Lived with a homestay family while taking classes, honing my Japanese fluency and cross-cultural communication skills.
 - Did an internship at a Japanese company for the summer. During my internship, I was the only Westerner in my group, and the only English speaker, which gave me significant training in cross-cultural adaptability.

MEDIA APPEARANCES & PUBLISHED PORTFOLIO

Television

- Fox & Friends, Fox News Channel, Oct. 22nd, 2016. Topic: Integrity of the election system
- Tomi Lahren Show, TheBlaze TV, Oct 5th, 2016. Topic: UN report on the state of Black Americans
- Keller at Large, WBZ-TV Boston, Aug 28th, 2016. Topic: Why Black voters should consider Trump

Radio

- Complete radio appearance portfolio is too long to list. Available upon request.

Published Columns

- Complete published portfolio follows below.
- My articles featured on the front page of Real Clear Politics can be found at:
 - http://www.realclearpolitics.com/authors/john_gibbs.
 - A subset of these articles was also featured on the front page of the Drudge Report.

CERTIFICATIONS

Japanese Language Proficiency Test, Passed Level N1 (Highest Level)

December 2009

- This certifies that I have complete fluency in Japanese, including (but not limited to) reading advanced trade & government publications, and conducting full presentations in Japanese.

MEMBERSHIPS

- ▶ Harvard Kennedy School Black Policy Conference
- ▶ Harvard Kennedy School GOP Caucus
- ▶ Eaton County GOP (Michigan)

Key Accomplishments:

- As a planning member of the Black Policy Conference, I planned and facilitated a plenary panel themed "The Polarization of the Black Electorate". The mission of the plenary was to foster bi-partisan dialog within the black community. It was the most attended plenary of the conference.
- As a participant in the Eaton County GOP, I help local elected officials and candidates develop strategies for communicating issues to the community, especially using technology (social media). I also help candidates and officials understand the impact of policy changes at the major social media providers on their campaigns and outreach.

PUBLICATIONS

Healthcare Policy and Healthcare Economics for Neurosurgeons (tentative title)

2017

- I am authoring a chapter on Behavioral Economics in a forthcoming textbook for Neurosurgeons.

Publications	<i>The Federalist (The Federalist Author Page for John Gibbs)</i>
	<ul style="list-style-type: none"> • Sage Steele, the GOP, and Black Voters • Voter Fraud Is Real. Here's The Proof • The United Nations Call For U.S. Reparations Is Absurd • If He Really Wants To Help Blacks, Colin Kaepernick Needs To Put Up Or Shut Up • I'm Black and I'm Voting Trump • Why I'm The Only Non-Democrat In My Family • How To Fight Black Lives Matter Harassment In Houston • The Democrats' Convention Is The Victim Group Olympics • 5 Reasons Donald Trump Should Focus On The White Vote

- [5 Things President Obama Needs To Say About Black Crime But Won't](#)
- [How Obama Left Us More Racially Divided Than Ever](#)
- [If You Don't Want Police To Shoot You, Don't Resist Arrest](#)
- [Aziz Ansari Should Protest Sharia, Not Donald Trump](#)
- [Brexit Signifies The Downfall Of The Experts](#)
- [After Firing Corey Lewandowski, Trump Should Keep His Tactics](#)
- [5 Takeaways From Trump's Response To the Orlando terrorist attack](#)
- [The Black Case for Donald Trump \(June 2, 2016\)](#)

Bold

- [Ada Fisher: An Inspiring Black Republican Leader](#)
- [Mr. President, Don't Apologize for U.S. Nuclear Bombing of Hiroshima](#)

Opportunity Lives

[Former Apple Engineer Empowers African-Americans in Tech and Public Service](#)

(Note: Final editing done by Bold founder Carrie Sheffield)

RealClearPolitics Author Page for John Gibbs

Television Portfolio	<p>Fox & Friends</p> <ul style="list-style-type: none"> · Station: Fox News (National) · Date: Sat. Oct 22nd 2016, 7:50 AM · Topic: Voter Fraud and Election 2016 · Video of my appearance: http://bit.ly/2eH2Ju8 <p>Keller @ Large</p> <ul style="list-style-type: none"> · Station: WBZ-TV, Boston · Date: Sun. Aug 28th 2016, 10 AM · Topic: The Black Case for Donald Trump · Video of my appearance: http://cbslocal.com/2eSWtS · Show website: http://boston.cbslocal.com/category/keller-large
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NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) GIBBS, JOHN NMN					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 Y7M		5-D. Legal Authority SCH C 213 3384				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 FOR STRONG CITIES AND STRONG 66084240 GS0604						15. TO: Position Title and Number SENIOR ADVISOR 66096798 GS0558						
8. Pay Plan GS		9. Occ. Code 0301		10. Grade or Level 15		11. Step or Rate 01		12. Total Salary \$131,767.00		13. Pay Basis PA		
12A. Basic Pay .00		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay \$103,672.00		20B. Locality Adj. \$28,095.00		
								20C. Adj. Basic Pay \$131,767.00		20D. Other Pay .00		
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT CPD, IO HU 831104001000000000 PP 18 2017						
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 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI (b)(6)						28. Annuitant Indicator (b)(6)			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS (FRAE)			31. Service Comp. Date (Leave) 05-30-2017			32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA												
34. Position Occupied 2 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 DIST OF COLUMBIA DC								
40. Agency Data		41.		42.		43.		44.				
45. Remarks												
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT						50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES						
47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 08-20-2017								

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) GIBBS, JOHN NMN					2. Social Security Number (b)(6)			3. Date of Birth (b)(6)		4. Effective Date 05-30-2017						
FIRST ACTION						SECOND ACTION										
5-A. Code 170			5-B. Nature of Action EXC APPT			6-A. Code			6-B. Nature of Action							
5-C. Code Y7M			5-D. Legal Authority SCH C 213 3384			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						15. TO: Position Title and Number DIRECTOR FOR STRONG CITIES AND STRONG 66084240 GS0604										
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary .00		13. Pay Basis						
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 15		19. Step or Rate 01		20. Total Salary \$131,767.00		21. Pay Basis PA						
12A. Basic Pay .00			12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay \$103,672.00		20B. Locality Adj. \$28,095.00					
									20C. Adj. Basic Pay \$131,767.00		20D. Other Pay .00					
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT CPD, IO HU 831104001000000000 PP 11 2017										
EMPLOYEE DATA																
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF					
1	1 - None		3 - 10 Point/Disability		5 - 10 Point/Other			0 - None		2 - Conditional		YES				
	2 - 5 Point		4 - 10 Point/Compensable		6 - 10 Point/Compensable/30%			3		1 - Permanent		3 - Indefinite		X NO		
27. FEGLI (b)(6)						28. Annuitant Indicator (b)(6)			29. Pay Rate Determinant 0							
30. Retirement Plan KF FERS (FRAE)			31. Service Comp. Date (Leave) 05-30-2017			32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period							
POSITION DATA																
34. Position Occupied				35. FLSA Category				36. Appropriation Code				37. Bargaining Unit Status				
2		1 - Competitive Service		3 - SES General		E		E - Exempt		8888						
		2 - Excepted Service		4 - SES Career Reserved		N - Nonexempt										
38. Duty Station Code 11-0010-001				39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC												
40. Agency Data		41.		42.		43.		44.								
45. Remarks APPOINTMENT IS INDEFINITE. APPOINTMENT AFFIDAVIT EXECUTED MAY 30, 2017. OPF MAINTAINED BY DEPT OF HUD, OFFICE OF EXECUTIVE RESOURCES DIVISION. FROZEN SERVICE: 00 YRS. 00 MOS. CREDITABLE MILITARY SERVICE: 00 YRS. 00 MOS. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.																
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT						50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES										
47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 05-30-2017												

*Senior Advisor
to the Principal Deputy Assistant Secretary
GS-0301-15*

INTRODUCTION

This position is located in the immediate office of the Office of the Assistant Secretary for Community Planning and Development (CPD). CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income persons. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations.

The incumbent will serve as the Senior Advisor to the Principal Deputy Assistant Secretary (PDAS) of CPD. He/She will provide advice and assistance to the PDAS on a variety of matters affecting CPD programs.

DUTIES AND RESPONSIBILITIES

Serves as Senior Advisor, responsible for keeping abreast of policies and procedures on activities affecting CPD programs. The incumbent monitors such activities in which the PDAS for CPD has a special interest, and keeps him/her informed of developments which may have a major impact on the Office.

Provides senior level advice, guidance and leadership in the activities of CPD programs. In coordination with CPD staff, the incumbent undertakes, assigns, and/or directs special projects or studies to develop improved procedures, establishes goals, determine policy positions, and refines and simplifies management practices, policies, and procedures.

Maintains continuing contacts with the PDAS and other top-level HUD staff, and has frequent contacts with top-level staff in CPD, when coordinating program policies and developing joint program policies/initiatives. The incumbent has contacts with city officials, private interest groups, officials of local public agencies, and officials of other Federal agencies.

Collaborates with other offices within CPD on a range of issues and assists in the development of recommendations for improvement and consistency in the Department's overall approach to various management activities. Provides advice and assistance to the PDAS concerning the impact of any proposed legislative or regulatory changes that may affect CPD programs.

Performs a broad range of special assignments encompassing the entire spectrum of the PDAS responsibilities. Responsible for keeping abreast of developments within the Office of CDP, monitoring activities in which the PDAS has a special interest, and providing sound advice and guidance.

Upon request by the Assistant Secretary and/or the PDAS of CPD, represents the Assistant

Secretary/PDAS at designated conferences or meetings on HUD matters, before professional or industry groups, and/or visits to HUD field offices. Responsible for expressing and interpreting, as necessary, the views and policies of the Assistant Secretary and the PDAS.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the Fair Housing Act and relevant laws and legal principles, sociological implications, and history of the field, and of laws affecting HUD programs including an understanding of the underlying principles related to their enforcement.

Mastery of the principles, methods, practices, and techniques of communication and public affairs that enables the incumbent to function as the technical authority within CPD, for the development and execution of plans for dissemination of written, electronic, and oral information to inform various audiences on programs and activities, within and outside CPD, to gain their understanding and acceptance of those programs and activities; and, to transmit feedback to management so that programs may be changed or modified, if needed, to be more responsive.

Skill in establishing and maintaining effective working relationships with a variety of individuals and groups interested in CPD programs, some of whom have opposing views from the organization, and where the incumbent must defend the developed policy or point of view in the face of heavy criticism in unstructured settings.

Skill in developing written materials designed to convey information concerning complex programs and functions, to publics having diverse levels of understanding of the organization's programs and activities.

Mastery knowledge of advanced management and organizational functions, processes, principles, methods and procedures used to gather, analyze, and evaluate information concerning management program organizational operations.

Ability to conduct studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignment delegations of authority, management controls, information and documentation systems, and similar functions.

Expert skill in fact finding, analysis, research, problem solving, writing, and consulting to identify problems and recommend new and creative solutions.

A high level of analytical skill in order to recognize and define complex problems and generate innovative alternatives.

SUPERVISORY CONTROLS

The Senior Advisor reports directly to the PDAS for CPD who provides broad policy guidance. The incumbent works independently in carrying out assignments. Assignments are received in terms of very broad program objectives, supplemented by discussions with the supervisor on

changes in objectives affecting the overall mission of CPD. Incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Incumbent is independently responsible for planning and organizing engagements, and has wide latitude for exercising independent action and judgment within the framework of broad policy guides. Work is primarily reviewed for effectiveness in meeting program objectives, and in terms of the overall success in accomplishing assigned functions.

GUIDELINES

Administrative policies and precedents are applicable, but are stated only in very general terms. Guidelines for performing the work are scarce or of limited use. Available guidelines set broad administrative policies, and identify general mission requirements and primary areas of interest of Afghanistan. These guidelines have limited application to many of the problems or situations experienced. Incumbent is called upon to draw from previously encountered issues and situations, and personal knowledge of HUD policies and programs. Must exercise resourcefulness and initiative in using different strategies in handling new issues or situations requiring variations of standard communication methods, or new policies to deal with changing situations.

COMPLEXITY

The incumbent, has oversight and technical responsibility for a highly complex array of functions in CPD. The Office advises on and promulgates policies and procedures for economic development programs that address the economic needs of low- and moderate-income persons, and provides a unified approach to assist communities in addressing their economic development issues. Because of the unique nature of this mission, the incumbent will perform this function with little direct guidance and an extraordinary degree of independence. Work performed at this level involves major decisions and actions which have a direct and substantial effect on HUD and its programs. The incumbent will be expected to develop Office policy, will recommend changes to the plans, programs, functions, goals, and plans of the Office and will also identify required changes in the structure, including changing the organizational structure and workforce requirements.

SCOPE AND EFFECT

The primary purpose of the work is to advise, develop, and implement plans, processes, and strategies necessary to successfully increase economic development programs that address the economic needs of low- and moderate-income persons. The incumbent manages a nationwide program responsible for building partnerships and serving as a liaison between the grassroots and federal government, ensuring that groups have the latest information about HUD opportunities and programs as well as other federal resources available to their communities. The program is subject to continual congressional and media scrutiny or controversy, and has universal impact on the general public. The incumbent develops, issues, and implements policies, regulations, and other guidance which have agency-wide usage, and affect the general public.

PERSONAL/PURPOSE OF CONTACTS

The incumbent routinely interfaces with high-ranking influential individuals throughout HUD, the federal government, congressional staff and committees, elected or appointed representatives of State and local governments, organized groups, and private sector executives, to benchmark and provide advice on both policy and operational matters and recommendations. Contacts also include influential members of major metropolitan areas, and regional and national news organizations, including print, radio, and television.

The purpose of these contacts is to inform, influence, motivate, or persuade internal and external leaders, stakeholders and/or groups to accept guidance, and take actions related to advancing the fundamental goals and objectives of HUD. The incumbent will routinely be faced with the requirement to persuade senior leaders or other officials who may be highly skeptical and resistant to the recommendations presented. The incumbent will also need to motivate, persuade and inform industry experts who will likely have little relevant experience and often have inaccurate biases. To be successful, the incumbent must possess highly developed communication, negotiation, and conflict resolution and leadership skills.

PHYSICAL DEMANDS

The work is primarily sedentary, although some slight physical effort may be required.

WORK ENVIRONMENT

The work is primarily sedentary, although some slight physical effort may be required.

Christopher M. Bourne

(b)(6) • Mobile: (b)(6)
cmbourne@bournestrategy.com • www.linkedin.com/in/christophermbourne

Accomplished leader, manager, strategic planner with extensive operations experience in a wide variety of settings. Over 25 years proven experience developing and implementing dynamic strategies. Experience includes a distinguished U.S. Marine Corps career, attaining the rank of Colonel, augmented by six years of business strategy, business development and project management consulting as well work in the non-profit sector. Widely recognized for strategic vision and operational execution. Mission oriented with strong initiative; accomplishes complex tasks with minimal supervision. Analytical mindset. Skillful multi-tasker; at home in fluid, high stress environments.

National security experience includes leadership of Joint Staff planning in the interagency process, leadership of planning teams for a Presidential Initiative on Peace Operations and a Joint Staff initiative on the War on Terror and extensive travel to and interaction with regional forces in the Middle East and Gulf Region. Led first conventional unit into Afghanistan after 9/11. Communication and presentation expertise honed over many assignments requiring high level analysis and policy writing, including development of papers and presentations at Secretary of Defense, Chairman of the Joint Chiefs of Staff, National Security Council and Service Component levels.

TS/SCI Clearance; periodic reinvestigation completed 2015. Expertise includes:

- Strategic Planning
- Operations
- Project Management
- Leadership
- Innovation
- National Security

Professional Experience

Prince of Peace Catholic Parish, Taylors, SC Aug 2014 – Present (leave of absence Jan-Mar 2016)

Director of Finance and Administration

Direct the administration, finance, and facilities maintenance of a parish with \$1.3 million annual revenue, a 28 acre campus and 1200 member families. Campus includes an elementary and middle school with 268 enrolled students. Assumed responsibilities after position had been vacant for 4 months, tasked with turning around organizational performance and energizing the long range planning process.

Accomplishments

- Project management responsibilities include developing and executing a master plan to expand the school, construct a new office facility and renovate two other buildings.
 - Expanded school capacity by adding a middle school building.
 - Installed a facility to expand the capacity of a key ministry.
 - Nearing completion of a second school construction project that includes a library and computer classroom.
- Planned and supervised the completion of over \$350,000 in facilities maintenance and land improvement projects.
- Developed budget, instituted formal planning, budgeting and execution process.
- Revamped accounting processes and implemented new accounting software.
- Reduced costs 30% by implementing savings initiatives in utilities, communications, supplies and services.

Presidential Campaign of Dr. Benjamin Carson, Alexandria, VA, Dec 2015 – Mar 2016

National Director of Policy

Direct the formulation and communication of domestic, foreign and national security policy. Coordinate and lead diverse teams of subject matter experts in the areas of national security, education, energy and environment, healthcare, and the economy to develop policy positions and respond to queries. Prepare the candidate for debates and interviews. Analyze current events and the information of competing campaigns.

Accomplishments

- Wrote key policy documents on national security, defeating the Islamic State and reforming the Department of Veterans Affairs.
- Led the development and publication of a total of nine major policy papers in less than two months.
- Devised and implemented a rapid response process to generate policy responses to breaking events.

Bourne Executive Strategies, LLC, Greenville, SC 2011 – Present

President

Business development, strategic planning and project management consulting for small and mid-sized businesses.

Accomplishments

- Devised and implemented a comprehensive development strategy for an emerging company with a new patent pending manufacturing technology. Company achieved \$600,000 in seed funding, received a process patent in late 2014, anticipates issuance of a product patent in 2016, and is currently pursuing first round funding.
 - Wrote business and commercialization plans, federal grant applications, technical papers and marketing materials.
 - Established relationships with and made presentations to VP level business line and engineering leaders at 8 major defense manufacturing firms – all are awaiting delivery of prototypes to make final decisions.
- Led a project for a multinational defense industry client to establish, organize and staff a headquarters in the Washington, DC area including site selection, organizational and business process design, and executive search.

VS Consulting, Inc., Washington, DC 2010 – 2011

Vice President

Strategic hire for experience with and connections to defense research and development community to launch new consulting practice providing business development, federal marketing and government relations services. Identified opportunities and initiated projects to help prospects capture government contracts. Experimental practice was eliminated on short notice when parent company downsized.

I Marine Expeditionary Force, Camp Pendleton, CA 2009 – 2010

Chief Technology Officer and Chief Training Officer

Directed a 210 person training and experimentation staff with \$18.9 million budget. Principal advisor to Commanding General on science and technology, expeditionary unit training and simulations. Interfaced with service and department research and development agencies. Identified materiel solutions and supported timely transition of new equipment to the field. Managed training of over 8,000 personnel. Provided classroom and field training, simulations and computer war games to prepare staffs, special units and advisor teams for overseas operations.

Accomplishments

- Led a staff of civilian contractors and active duty personnel in the identification, evaluation, testing and fielding of new technologies for the operating forces. Overhauled the equipment modernization strategy and revamped the science, technology and experimentation process. Initiatives adopted Marine Corps wide.
- Improved training of military and police advisor teams by developing and implementing an innovative immersive training program incorporating lessons learned in Iraq. Program adopted across the Marine Corps. Trained 16 teams to advise, train and assist Iraqi and Afghan military, police and border enforcement units.
- Directed a series of exercises to certify the readiness for world wide deployment of a 3,000 person expeditionary unit. Exercise area encompassed San Diego, San Francisco, Yuma, AZ and offshore southern California.

Multi-National Forces West, Iraq 2008-2009

Senior Advisor to Provincial Chief of Police

Selected by Commanding General to assume this critical role when incumbent failed to meet objectives. Turned around failing effort to professionalize the police force in western Iraq. Mentored Provincial Chief of Police managing 28,000 Iraqi Police. Led cross-functional team at Provincial Headquarters and embedded advisor teams throughout the force to improve police business processes and performance.

Accomplishments

- Led 23 advisor teams coordinating operations with and improving the performance, effectiveness and professional conduct of a 28,000 person Iraqi Police force operating in an area the size of North Carolina. Established procedures to enhance coordination between the Iraqi Police, Iraqi Army, and coalition forces.
- Reorganized police headquarters functions, improved supply discipline, financial accounting and logistics; revamped personnel practices and administration; improved training, operations management and communications.

- Established the first modern forensics laboratory in the province and conceived and initiated a strategy to improve investigations and the interaction between investigators and prosecutors.
- Revamped the \$50 million international police advisor program in Western Iraq. Reorganized advisor teams and reduced personnel requirements. Saved \$14 million by improving accountability and efficiency.

Multi-National Forces West, Camp Pendleton and Iraq 2007-2008

Chief Strategy Officer

Translated Commanding General's broad guidance and objectives into concrete tasks, resource plans and sequenced, measurable actions. Supervised full time staff of 14 operational planning specialists and support personnel. Directed cross-functional planning teams developing comprehensive operational plans to accomplish organizational objectives.

Accomplishments

- Guided development and implementation of long range plans for operations, force restructuring and base closure.
- Directed planning of three major combat operations involving US and Iraqi forces.
- Developed a plan to improve the performance, effectiveness and professional conduct of the Iraqi Police.
- Led the planning for the transfer of responsibility for security in western Iraq to the Government of Iraq.

Training Battalion, Marine Corps Recruit Depot, Parris Island, SC 2005-2007

Commanding Officer

Led 350 instructors, trainers, coaches and support staff in the execution of one third of the 12 week recruit training curriculum. Provided entry level skill training to 40,000 trainees and intermediate level refresher training to 10,000 experienced personnel in a two year period. Directed the training of 450 instructors.

Accomplishments

- Conceived, designed and implemented a two year project to modernize recruit training facilities, instruction and methodology to improve training and increase capacity. Directed the revision of two major elements of the recruit training curriculum and redesigned the capstone evaluation exercise.
- Conceived and implemented a long term master plan to renovate, upgrade and expand training facilities. Directed the design and funding of 24 modernization and expansion projects; completed 17 during tenure, all under budget.

Directorate for Strategic Plans and Policy, the Joint Staff, Washington, DC 2002-2004

Strategic Planner

Provided strategic analysis and advice to the Chairman of the Joint Chiefs of Staff on matters pertaining to the UN, peace operations and the War on Terror. Provided input to UN Security Council resolutions on peacekeeping and Iraq.

Accomplishments

- Lead military representative on an interagency team developing the Global Peace Operations Initiative, a Presidential initiative to increase the capacity of Third World armies to participate in peacekeeping missions.
- Conceived an initiative to redefine the coalition construct for the War on Terror; briefed the Chairman and Under Secretary of Defense for Policy. Initiative ultimately influenced coalition management policy.

Infantry Battalion, 1st Marine Division, Camp Pendleton, CA 2000-2002

Commanding Officer

Prepared unit for overseas deployment. Developed and implemented an 18 month training plan advancing from basic individual skills to advanced combat operations. Managed \$310K budget and \$69.7M in combat equipment.

Accomplishments

- Planned and led dynamic, high risk security and combat operations in Pakistan and Afghanistan in response to the terrorist attacks of September 11, 2001.
- Maintained high equipment, personnel and training readiness despite high operational tempo and tight budget.

Previous Experience

Central Region Operations and Exercise Planner, Marine Forces Pacific, Camp Smith, HI (1997-1999)

Aide-de-Camp to the Commandant of the Marine Corps, Washington, DC (1992-1995)

Education

- National War College – MS National Security Strategy, Distinguished Graduate (2005)
- U.S. Marine Corps School of Advanced Warfighting – Operational Planning Certification (1997)
- U.S. Marine Corps Command and Staff College – MA Military Studies, Distinguished Graduate (1996)
- Boston University – BS Business Administration (1982)

Publications

- Old Joint Team Needs a New Approach, U.S. Naval Institute Proceedings, Vol. 124, No. 4, Apr 98
- Unintended Consequences of Goldwater-Nichols: The Effect on Civilian Control of the Military; Essays on Strategy XIV, NDU Press 1997

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) BOURNE, CHRISTOPHER M					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 915		5-B. Nature of Action HEALTH BENEFITS COVERAGE				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						15. TO: Position Title and Number SENIOR ADVISOR 66087019 GS0102						
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary .00		13. Pay Basis		
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 15		19. Step or Rate 01		20. Total Salary \$131,767.00		21. Pay Basis PA		
12A. Basic Pay .00		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay \$103,672.00		20B. Locality Adj. \$28,095.00		
								20C. Adj. Basic Pay \$131,767.00		20D. Other Pay .00		
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT PDR, IO HU 831118001000000000 PP 17 2017						
EMPLOYEE DATA												
23. Veterans Preference 6 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%						24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF X YES NO	
27. FEGLI (b)(6)						28. Annuitant Indicator (b)(6)			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS (FRAE)			31. Service Comp. Date (Leave) 06-12-2017			32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA												
34. Position Occupied 2 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 DIST OF COLUMBIA DC								
40. Agency Data		41.		42.		43.		44.				
45. Remarks (b)(6)												
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT						50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES						
47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 08-20-2017								

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) BOURNE, CHRISTOPHER M					2. Social Security Number (b)(6)			3. Date of Birth (b)(6)		4. Effective Date 06-26-2017	
FIRST ACTION					SECOND ACTION						
5-A. Code 883		5-B. Nature of Action CHG IN VET PREF-RIF			6-A. Code		6-B. Nature of Action				
5-C. Code CCM		5-D. Legal Authority 5 U.S.C. 2108			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					15. TO: Position Title and Number SENIOR ADVISOR 66087019 GS0102						
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary .00	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 15	19. Step or Rate 01	20. Total Salary \$131,767.00	21. Pay Basis PA
12A. Basic Pay .00		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay \$103,672.00		20B. Locality Adj. \$28,095.00	
								20C. Adj. Basic Pay \$131,767.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT PDR, IO HU 831118001000000000 PP 13 2017						
EMPLOYEE DATA											
23. Veterans Preference					24. Tenure			25. Agency Use		26. Veterans Preference for RIF	
<input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10 Point/Disability <input type="checkbox"/> 5 - 10 Point/Other <input checked="" type="checkbox"/> 2 - 5 Point <input type="checkbox"/> 4 - 10 Point/Compensable <input type="checkbox"/> 6 - 10 Point/Compensable/30%					<input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite					<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
27. FEGLI (b)(6)					28. Annuitant Indicator (b)(6)			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS (FRAE)			31. Service Comp. Date (Leave) 06-12-2017		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA											
34. Position Occupied				35. FLSA Category		36. Appropriation Code			37. Bargaining Unit Status		
<input checked="" type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career Reserved				<input checked="" type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt					8888		
38. Duty Station Code 11-0010-001				39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks											
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT					50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES						
47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 06-26-2017							

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) BOURNE, CHRISTOPHER M				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 06-12-2017			
FIRST ACTION											
5-A. Code 170					5-B. Nature of Action EXC APPT						
5-C. Code Y7M					5-D. Legal Authority SCH C 213 3384						
5-E. Code					5-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number SENIOR ADVISOR 66087019 GS0102						
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
GS		0301		15		01		\$131,767.00		PA	
12A. Basic Pay .00		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay \$103,672.00		20B. Locality Adj. \$28,095.00	
								20C. Adj. Basic Pay \$131,767.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT PDR, IO HU 831118001000000000 PP 12 2017						
EMPLOYEE DATA											
23. Veterans Preference				24. Tenure				25. Agency Use		26. Veterans Preference for RIF	
1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%				0 - None 1 - Permanent 2 - Conditional 3 - Indefinite						YES <input type="checkbox"/> X <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
27. FEGLI (b)(6)				28. Annuitant Indicator (b)(6)				29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS (FRAE)			31. Service Comp. Date (Leave) 06-12-2017			32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period		
POSITION DATA											
34. Position Occupied				35. FLSA Category				36. Appropriation Code		37. Bargaining Unit Status	
1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				E - Exempt N - Nonexempt E						8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks APPOINTMENT IS INDEFINITE. APPOINTMENT AFFIDAVIT EXECUTED JUNE 12, 2017 OPF MAINTAINED BY DEPT OF HUD, OFFICE OF EXECUTIVE RESOURCES DIVISION FROZEN SERVICE: 00 YRS. 00 MOS. CREDITABLE MILITARY SERVICE: 00 RS. 00 MOS. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT						50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES					
47. Agency Code HU 83		48. Personnel Office ID 4454		49. Approval Date 06-12-2017							

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

Explanation (Show any positions replaced)

3. Service

- Hdqtrs Field

4. Employing Office Location

HUD

5. Duty Station

Washington, DC

6. OPM Certification No.

GS0102

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	Senior Advisor	GS	301	15		
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 Housing and Urban Development

17. Name of Employee (if vacant, specify)

Christopher Bourne

18. Department, Agency, or Establishment

Office of Policy Development and Research

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

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

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

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

a. Typed Name and Title of Immediate Supervisor

Mathew Anthony Shoda Brucena

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

Signature: *[Signature]* Date: *9/1/17*

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

Typed Name and Title of Official Taking Action

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	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 Advisor to the
Deputy Assistant Secretary for Policy Development and Research
GS-0301-15**

Introduction

The Office of the Assistant Secretary for Policy Development and Research is responsible to the Secretary for overall Department policy, program evaluation, economic analysis and research. This responsibility includes: analyzing and recommending new and revised policies and programs; developing and administering a program evaluation system; providing economic information and analyses for HUD; developing and implementing research demonstration efforts; directing and administering technical and experimental studies; and serving as the focal point within the Department for coordination of research and program evaluation with other Departments, public and private organizations, housing industry and financial markets, as well as international organizations and countries.

The incumbent of this position will serve as a Senior Advisor to the Deputy Assistant Secretary for PD&R. The Senior Advisor will be privy to a wide variety of sensitive information and will be expected to preserve strict confidentiality.

Duties and Responsibilities

The Senior Advisor to the Deputy Assistant Secretary for PD&R performs a wide variety of complex assignments, trouble-shooting tasks and provides advice and assistance on matters of special interest or concern to the Deputy Assistant Secretary and the Assistant Secretary. Such assignments may involve conducting research, preparing strategy, policy messages, option papers, preparing and presenting briefing papers and providing staff support to the Deputy Assistant Secretary in his/her role as chairperson or member of the interagency task forces and committees, or representing and speaking for the Deputy Assistant Secretary in a liaison capacity with level officials, groups, etc. Assignments may be on-going or ad-hoc and may involve programs and policy matters, frequently crossing functional and organizational lines. In many instances, the Senior Advisor is expected to anticipate the need for work to be done and carry out the assignment with little or no direction or guidelines, creating innovative approaches and alternatives to complex problems and issues.

On-going assignments include such tasks as:

1. Strategically integrating HUD's innovative ideas, programs, policies and research into the Deputy Assistant Secretary's and the Assistant Secretary's opportunities for communicating about HUD to internal and external audiences.

2. Working with the appropriate HUD staff to further assemble background facts, identify and interview experts, and prepare "idea concept" outlines.
3. Developing and administering a system for preparing and reaching consensus on "idea concepts" with appropriate staff and for delivering final concept outlines to the Deputy Assistant Secretary or Assistant Secretary's office.
4. Providing background information and other support as needed during the preparation of the Deputy Assistant Secretary's policy messages and ensuring that all information submitted for use by the Assistant Secretary is complete, current and accurate.
5. Undertakes fact-finding missions and develops procedural or substantive solutions and/or remedial actions to resolve policy issues; taking appropriate actions on the basis of personal observations and conclusions and advice or guidance from the Deputy Assistant Secretary for Policy Development and Research.
6. Prepares policy papers, and other correspondence for the Deputy Assistant Secretary for Policy Development and Research with responsibility for ensuring timely responses to incoming inquiries or correspondence.
7. Performs all other special assignments at the request of the Deputy Assistant Secretary for Policy Development and Research.

Knowledge/Skills Required

The ability to carry out projects with minimum supervision and with discretion. The ability to manage other staff and build consensus among senior staff members. Judgment to identify appropriate "idea concepts" and assess their appeal to appropriate audiences. Attention to detail and strong ability to organize and catalog research. Ability to analyze and synthesize complex information, including numbers and other data. Strong writing, ample flexibility and the willingness to respond quickly to changing priorities. Discretion, tact, diplomacy and the ability to preserve confidentiality. The incumbent will be expected to remain informed about current events, identifying opportunities to explain and emphasize HUD's role and responsibilities to external audiences. Facility with computer-based research and knowledge of communication techniques.

Supervision

The incumbent of this position reports directly to the Deputy Assistant Secretary. The incumbent is expected to exercise independent judgment and initiative, relying upon Deputy Assistant Secretary for consultation. The work of the incumbent is presented directly to the Deputy Assistant Secretary without further review and is generally accepted as authoritative by the Deputy Assistant Secretary. The work will be reviewed in terms of the effectiveness with which desired objectives are attained.

Record of Clearances

MEDIA

U.S. Department of Housing and Urban Development
Executive Secretariat

Type or print clearly.		ACORN Control Number: 17-FI-HQ-02080	
Originator: (Last Name & Correspondence Code) BODELL, AHFDA	Initials: <i>EB</i>	Date: 10/24/2017	Comments: FINAL RESPONSE - GRANT IN PART - EX 6
Primary Program Office Assistant Secretary or Equivalent: (Last Name & Correspondence Code) 1. FOSTER, AHFD		in: out:	
Correspondence Unit Chief or Point of Contact for Correspondence: (Last Name & Correspondence Code) 2.		in: out:	
3.		in: out:	
4. SNOWDEN, AHFDA	<i>des</i>	in: <i>11/1/17</i> out:	
5. WRIGHT, AHFDA		in: out:	
6. JIH, CAGDB	<i>[Signature]</i>	in: out: <i>10/25/17</i>	
7. BROWN, W	<i>[Signature]</i>	in: out: <i>11/6/17</i>	
8.		in: out:	
9.		in: out:	
10.		in: out:	

Comments and/or Special Dispatch Instructions:

Program Person to Contact for Questions: Ethan Bodell	Phone No: x3450	Room No: 10139
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For your information, your FOIA request, including your identity and any information made available, is releasable to the public under subsequent FOIA requests. In responding to these requests, the Department does not release personal information, such as home address, telephone number, or Social Security number, all of which are protected from disclosure under FOIA Exemption 6.

If you have questions regarding your request, please contact Mr. Ethan Bodell at (202) 402-3450. Thank you for your interest in the Department's programs and policies.

Sincerely,

Deborah R. Snowden
Deputy Chief FOIA Officer
Office of the Executive Secretariat

Enclosures

Internal HUD Distribution:							
Identification Lines:							
17-FI-HQ-02080							
Correspondence Code	Originator AHFDA	Concurrence AHFDA	Concurrence AHFDA	Concurrence AHFDB	Concurrence W	Concurrence AHFD	Concurrence
Name	BODELL <i>EB</i>	WRIGHT	SNOWDEN	JIH	<i>10/24/17</i> BROWN	FOSTER	
Date	<i>10/24/17</i>						

OCT 20 2017

TO: FOIA Branch

FROM: Lynette Warren, Director, Office of Executive Resources

SUBJECT: FOIA RECOMMENDATIONS
Control No. 17-FI-HQ-02080

REQUESTER NAME: Austin Evers

REQUESTER ORGANIZATION:

If clarification is required, please do not contact the requester directly without consultation with the FOIA Specialist assigned to this request. If you need to speak with the requester, please inform the FOIA Specialist that is assigned to the FOIA request, so a conference call can be set up with the requester, SME and the FOIA Specialist. Under the Open Government Act, there are limitations as to the number of times the request can be tolled and clarification is included in that count.

If estimated costs will exceed \$25.00, please do not begin processing. Complete the cost estimate on page 3 of this recommendations sheet as soon as possible and return it to the FOIA Branch with the required signatures. The FOIA Branch will contact the requester and advise him/her of the estimated cost to process the request and obtain approval to proceed.

 No documents (Describe your search-effort. Please provide a detailed explanation of why records could not be located and if possible where they may exist. This is equivalent to a denial, requiring appeal.)

 Attached are 2 copies of the requested documentation. (No Exemptions cited.)

 X Attached is 1 copy of the **releasable portions** of the **responsive** documents (*with redactions*) **AND (1 clean copy without redactions)**; the redacted portions are not releasable because of the exemption(s) identified below:

 Attached is 1 copy of **nonreleasable, unredacted** documents that are **responsive** to this request. (*Exemptions are cited below with an explanation of nonrelease. IT IS IMPERATIVE THAT THE FOIA OFFICE HAVE A CLEAN COPY OF THE NONRELEASABLE RECORDS.*)

*ITEM(S)	EXEMPTION(S) USED
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*Additional items may be listed at comments with clarification can be provided on a separate sheet.

Description of Search Efforts (Must be completed for all FOIA requests)

Reviewed employee personnel file, EOPF and HUD shared drive

___ No requested documents should be provided to the requester because of the following:

Exemption Basis:

___ 5 USC 552(b)(1) - Allows withholding information specifically authorized under criteria established by an Executive Order to be kept secret in the interest of national defense of foreign policy and which is in fact properly classified pursuant to such an Executive Order.

___ 5 USC 552(b)(2) - Allows withholding information related solely to the internal personnel rules and practices of an agency.

___ 5 USC 552(b)(3) - Allows withholding of information prohibited from disclosure by another statute. (FOIA Exemption 3 can not stand alone. Please identify, in the "other" category below, the legal cite for the correlating statutory authority that prohibits disclosure).

___ 5 USC 552(b)(4) - Trade secrets and commercial or financial information obtained from a person and privileged or confidential.

___ 5 USC 552(b)(5) - Inter-agency or intra-agency memos or letters ...deliberative material...attorney work product...attorney-client material. (**Explain what harm would be caused by disclosure**).

___ 5 USC 552(b)(6) - Personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

___ 5 USC 552(b)(7) - Records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information: (circle as appropriate) A B C D E F.

___ 5 USC 552(b)(8) - information contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions.

___ 5 USC 552(b)(9) - Geological and geophysical information and data, including maps, concerning wells.

___ Other: Cite statutory authority to be given in correlation with FOIA Exemption 3 (e.g., HUD Reform Act).

___ The requestor should be advised that a final determination cannot be made until _____ because _____

If estimated costs exceed \$25.00, please do not begin processing. Please complete the cost estimate portion below and return it as soon as possible to the FOIA Branch. It also must contain signatures of the individuals conducting the search, FOIA Liaison and the Approving/Denying Official. The FOIA Branch will contact the requester and advise him/her of the estimated cost to process the request and obtain approval to proceed.

Cost Estimate:

1 hrs of Professional Search at \$52.00/hr = \$ 52.00
 ___ hrs of Professional Review at \$52.00/hr = \$ _____
 ___ hrs of Clerical Search at \$24.00/hr = \$ _____
 ___ hrs of Clerical Review at \$24.00/hr = \$ _____

**Programming Services ___ Hours at \$35.00/hr = \$ _____

***Computer Run Time – Direct Cost of Conducting Search = \$ _____
 (Print Time-only if information taken from a mainframe not a Laser Printer)

Direct Contracting Cost \$ _____ (provide description of contractor's work on page 2)

Number of photocopies 37 Pages at \$0.10/page = \$ 3.70

Other Costs (Explain/Be specific) \$ _____

Total Cost \$ 55.70

MEDIA - Charged Amount

\$0.00

Comments:

[Signature]

Sandra V. Bratton 10/6/2017
 Program Analyst Conducting Search Date
 (Please sign and print your name)

202 402-6456
 Telephone Number

Lynette Warren Director, Office of Executive Resources
 Approving/Denying Official Title
 (Please sign and print your name)

10/16/17
 Date

Rose Butler Rose Butler 10-19-17
 FOIA Liaison Concurrence Date
 (Please sign and print your name)

202-402-7428
 Telephone Number

FOIA Liaison Concurrence Date
 (Please sign and print your name)

10/19/17
 Date

Towanda A. Brooks, Chief Human Capital Officer

Date

**FOIA REQUEST ITEMIZED
RESPONSIVE DOCUMENT(S) LIST**

(To be Completed by Program Office Staff)

FOIA Request Number: 17-FI-HQ-02080

Requester Name: Austin Evers

Please provide an explanation for each item that is requested and be sure to complete all of the columns for each record.

Request Item	Determination	Exemption(s) Recommended (Provide all applicable exemptions)	If no documents are found, please provide where they can be located and where in the office the search was performed.
Resumes submitted for Beth Van Duyne John Gibbs Christopher Bourne	Resume included in package		
SF-50 for Beth Van Duyne John Gibbs Christopher Bourne	SF-50 included in package		
Officials titles and duties John Gibbs Christopher	PD'S Included		