



**U.S. Citizenship  
and Immigration  
Services**

**Control Number: COW2019501374**

May 22, 2024

Dear

This is in response to your Freedom of Information Act/Privacy Act (FOIA/PA) request received in this office on October 1st, 2019, you requested:

Records sufficient to identify all employees who entered into a position at USCIS as "political appointees" since June 1, 2019, and the title or position of each employee (to the extent such individuals have held multiple titles or positions since June 1, 2019, identify each title and position).

For purposes of this request, please consider any employee in a PAS position, a presidentially-appointed position, a noncareer SES position, or a Schedule C position a "political appointee."

This request includes any individual who had been a political appointee." This request includes any individual who had been a political appointee prior to June 1, 2019, but changed positions following that time.

Records sufficient to identify all career employees who have been detailed into the Office of the Director since June 1, 2019; the title or position of each employee while on detail; and each employee's originating agency or component, and prior title (to the extent that such individuals have held multiple titles or positions since June 1, 2019, identify each title or position).

For each individual identified in response to Parts 1 and 2 of this request:

The resume provided by the individual to the agency in connection with determining the appropriate salary for the individual, or, if that is not available, a recent resume contained within the agency's records. I have no objection to the redaction of contact information (addresses, telephone numbers, e-mail addresses) for the employees or references, or to the redaction of past salary information. Employee education, and professional association information is not exempt, and I object to any redactions of such information.

Any conflicts or ethics waivers issued for the individual, including authorizations pursuant to 5 C.F.R. 2635.502

Records reflecting any recusal determination made or issued for the individual.

Copies of any SF-50 forms for the individual reflecting any change in position or title, including when the employee enters or leaves a position. I have no objection to the redaction of home addresses, telephone numbers, or social security numbers from the SF-50s.

Records sufficient to show any changes in USCIS leadership since June 1, 2019, including, but not limited to any new or updated USCIS organizational charts.

We have considered the foreseeable harm standard when reviewing the record set and have applied the FOIA exemptions as required by the statute and the Attorney General's Guidance. We have completed the

review of all documents and have identified 41 pages that are responsive to your request. Enclosed are 15 pages released in their entirety and 26 pages released in part. We have reviewed and have determined to release all information except those portions that are exempt pursuant to 5 U.S.C. § 552 (b)(6) of the FOIA.

We did not locate records regarding ethics waivers or recusal determinations.

The following exemptions are applicable:

Exemption (b)(6) permits the government to withhold all information about individuals in personnel, medical and similar files where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy. The types of documents and/or information that we have withheld may consist of birth certificates, naturalization certificates, drivers' licenses, social security numbers, home addresses, dates of birth, or various other documents and/or information belonging to a third party that are considered personal.

There may be additional documents that contain discretionary releases of exempt information. If made, these releases are specifically identified in the responsive record. These discretionary releases do not waive our ability to invoke applicable FOIA exemptions for similar or related information in the future.

The enclosed record consists of the best reproducible copies available. Certain pages contain marks that appear to be blacked-out information. The black marks were made prior to our receipt of the file and are not information we have withheld under the provisions of the FOIA or PA.

You have the right to file an administrative appeal within 90 days of the date of this letter. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. You may file an administrative FOIA appeal by mail to USCIS FOIA/PA Appeals Office, 150 Space Center Loop, Suite 500, Lee's Summit, MO 64064-2139. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our USCIS FOIA Public Liaison at U.S. Citizenship and Immigration Services, National Records Center, FOIA/PA Office, P.O. Box 648010, Lee's Summit, MO 64064-8010, or by email at FOIAPAQuestions@uscis.dhs.gov.

A USCIS FOIA Public Liaison is an agency official to whom FOIA requesters can raise concerns about the service the requester has received from the agency's FOIA Office. USCIS FOIA Public Liaisons are responsible for assisting in reducing delays, increasing transparency, and understanding of the status of requests, and assisting in the resolution of disputes.

If you are unable to resolve your FOIA dispute through our USCIS FOIA Public Liaison, 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 Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001; email ogis@nara.gov; telephone 202-741-5770; toll free 877-684-6448; or facsimile 202-741-5769.

The National Records Center does not process petitions, applications, or any other type of benefit under the Immigration and Nationality Act. If you have questions or wish to submit documentation relating to a matter pending with USCIS, please visit the Contact Us page at [www.uscis.gov](http://www.uscis.gov) or call the USCIS Contact Center at 800-375-5283 (TTY 800-767-1833).

[How to Submit Questions or Changes](#)

Questions concerning this FOIA/PA request may be mailed to U.S. Citizenship and Immigration Services, National Records Center, FOIA/PA Office, P.O. Box 648010, Lee's Summit, MO 64064-8010 or emailed to FOIAPAQuestions@uscis.dhs.gov. All FOIA/PA related requests, including address changes must be submitted in writing, and signed by the requester. Please include the control number listed above on all correspondence. For more information regarding the USCIS FOIA Program, please visit the USCIS website at [www.uscis.gov/FOIA](http://www.uscis.gov/FOIA).

Sincerely,

A handwritten signature in blue ink that reads "Jarrod Panter". The signature is written in a cursive style with a large initial "J".

Jarrod T Panter  
Acting Chief FOIA Officer  
Freedom of Information Act & Privacy Act Unit

Enclosure(s)

This document is made available through the declassification efforts  
and research of John Greenewald, Jr., creator of:

# The Black Vault

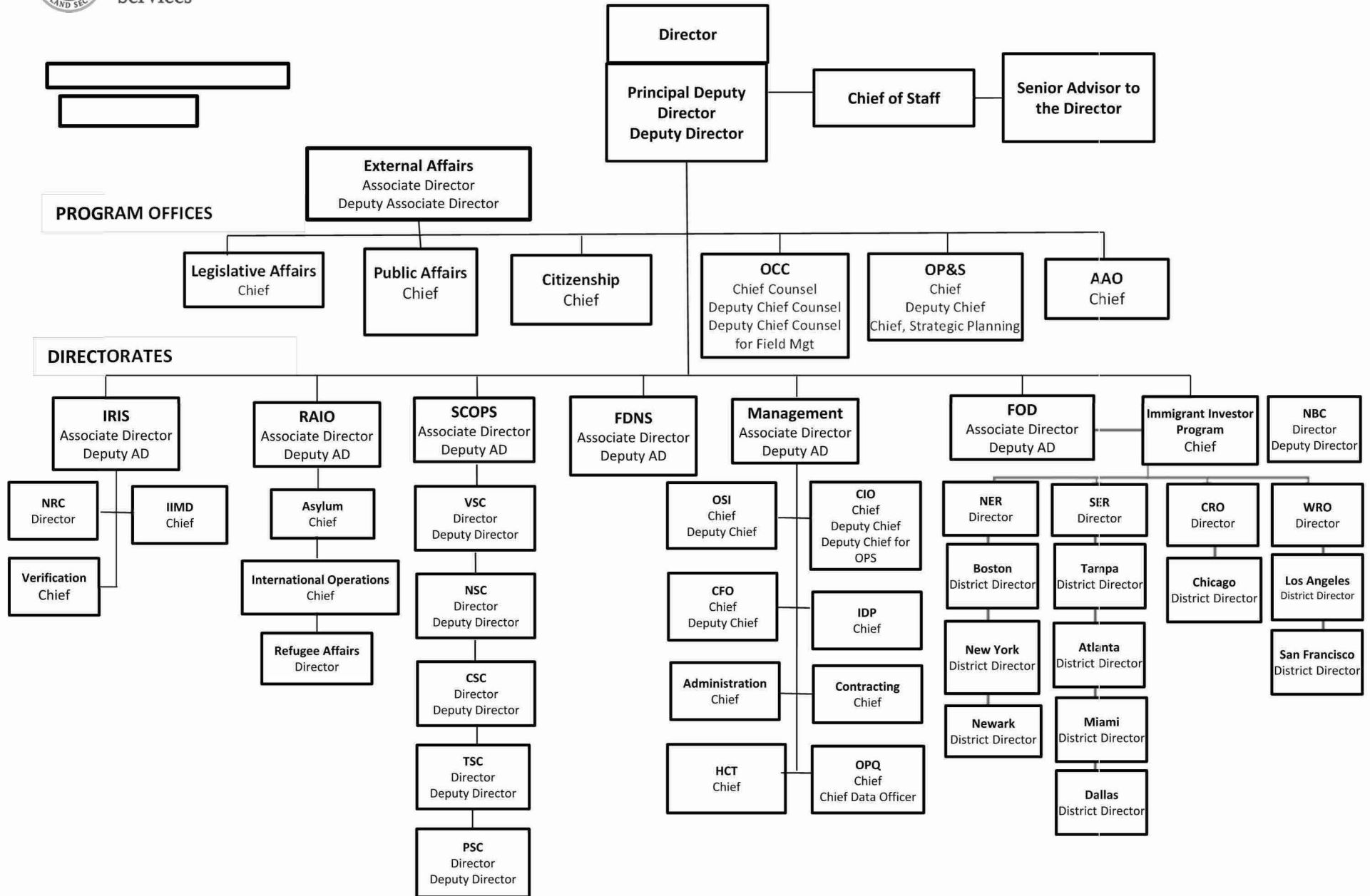


The Black Vault is the largest online Freedom of Information Act (FOIA)  
document clearinghouse in the world. The research efforts here are  
responsible for the declassification of hundreds of thousands of pages  
released by the U.S. Government & Military.

**Discover the Truth** at: <http://www.theblackvault.com>



# Executive Organizational Chart



1	<b>PAS</b>						
2	<b>Office</b>	<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Other Positions/Titles</b>	<b>SF-52</b>	<b>Resume</b>
3	N/A						
4	<b>Noncareer SES</b>						
5	Office of the Director	Cuccinelli	Kenneth	Principal Deputy Director	N/A	Y	Y
6	Office of the Director	Banister	Diana	Senior Counselor to the Director	N/A	Y	Y
7	Office of the Director	Edlow	Joseph	Deputy Director for Policy	N/A	Y	Y
8	Office of the Director	Nuebel-Kovarik	Kathy	Chief of Staff	Senior Advisor to CIS DIR	Y	Y
9	Office of Legislative Affairs	Koncar	Steven	Chief, Office of Legislative Affairs	N/A	Y	Y
10	Office of Policy and Strategy	Law	Robert	Chief of Policy and Strategy	N/A	Y	Y
11	<b>Schedule C</b>						
12	Office of the Director	Zadrozny	John	Deputy Chief of Staff	N/A	Y	Y
13	Office of the Director	Rascher	Mallory	Special Assistant to the Principal Deputy Director	N/A	Y	Y
14	Office of Policy and Strategy	Lapp	Meredith	Advisor	N/A	Y	Y
15	Office of Public Affairs	Collins	Jessica	Senior Advisor for Public Affairs	Senior Advisor	Y	Y
16	Office of Policy and Strategy	Culver	Anthony	Senior Advisor	N/A	Y	Y



**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>BANISTER, DIANA L</b>				2. Social Security Number		3. Date of Birth		4. Effective Date <b>07/15/19</b>															
FIRST ACTION						SECOND ACTION																	
5-A. Code <b>146</b>		5-B. Nature of Action <b>SES NONCAREER APPT</b>				6-A. Code		6-B. Nature of Action															
5-C. Code <b>V4L</b>		5-D. Legal Authority <b>5 USC 3394(A)</b>				6-C. Code		6-D. Legal Authority															
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>OPM FORM 1652</b>				6-E. Code		6-F. Legal Authority															
7. FROM: Position Title and Number						15. TO: Position Title and Number <b>SENIOR ADVSR 19007570 ES0301</b>																	
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan <b>ES</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>		20. Total Salary/Award <b>179,000.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>179,000.00</b>		20B. Locality Adj. <b>.00</b>		20C. Adj. Basic Pay <b>179,000.00</b>		20D. Other Pay <b>.00</b>									
14. Name and Location of Position's Organization  <b>(b)(6)</b>						22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF DIR CIS</b>  <b>HS CI0100000000000000 PP 14 2019</b>																	
<b>EMPLOYEE DATA</b>																							
23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%						24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF											
27. FEGLI <b>BASIC</b>						28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>													
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period													
<b>POSITION DATA</b>																							
34. Position Occupied <b>3</b> <small>1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career Reserv'd</small>				35. FLSA Category <b>E</b> <small>E - Exempt N - Nonexempt</small>				36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>											
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>																			
40. Agency Data		41.		42.		43.		44.															
45. Remarks <b>APPOINTMENT AFFIDAVIT EXECUTED ON 7/15/2019.</b>  <b>(b)(6)</b>																							
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>																	
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>07/17/19</b>																			



**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>COLLINS, JESSICA B</b>				2. Social Security Number		3. Date of Birth		4. Effective Date <b>07/07/19</b>																					
FIRST ACTION						SECOND ACTION																							
5-A. Code <b>570</b>		5-B. Nature of Action <b>CONV TO EXC APPT</b>				6-A. Code		6-B. Nature of Action																					
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3317</b>				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 <b>ADVSR 18000818 N19041</b>						15. TO: Position Title and Number <b>SENIOR ADVSR 18000818 N19277</b>																							
8. Pay Plan		9. Occ. Code		10. Grade or Level <b>14</b>		11. Step or Rate <b>02</b>		12. Total Salary <b>121,098.00</b>		13. Pay Basis <b>PA</b>		16. Pay Plan		17. Occ. Code <b>0301</b>		18. Grade or Level <b>15</b>		19. Step or Rate <b>01</b>		20. Total Salary/Award <b>137,849.00</b>		21. Pay Basis <b>PA</b>							
12A. Basic Pay <b>93,642.00</b>			12B. Locality Adj. <b>27,456.00</b>			12C. Adj. Basic Pay <b>121,098.00</b>			12D. Other Pay <b>.00</b>			20A. Basic Pay <b>106,595.00</b>			20B. Locality Adj. <b>31,254.00</b>			20C. Adj. Basic Pay <b>137,849.00</b>			20D. Other Pay <b>.00</b>								
14. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES EXTERNAL AFFAIRS DIRECTORATE</b>												22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES EXTERNAL AFFAIRS DIRECTORATE OFFICE OF PUBLIC AFFAIRS (OPA)</b>																	
<b>(b)(6)</b>												<b>HS CI2910000000000000 PP 14 2019</b>																	
<b>EMPLOYEE DATA</b>																													
23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%												24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite				25. Agency Use <input type="checkbox"/>				26. Veterans Preference for RIF <input type="checkbox"/>									
27. FEGLI <input type="checkbox"/>												28. Annuitant Indicator <input type="checkbox"/>						29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>											
30. Retirement Plan <input type="checkbox"/>												31. Service Comp. Date (Leave) <input type="checkbox"/>						32. Work Schedule <b>F FULL TIME</b>											
33. Part-Time Hours Per Biweekly Pay Period <input type="checkbox"/>																													
<b>POSITION DATA</b>																													
34. Position Occupied <b>2</b> <small>1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career Reserv'd</small>												35. FLSA Category <b>E</b> <small>F - Exempt N - Nonexempt</small>						36. Appropriation Code						37. Bargaining Unit Status <b>8888</b>					
38. Duty Station Code <b>11-0010-001</b>												39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>																	
40. Agency Data				41.				42.				43.				44.													
45. Remarks <b>APPOINTMENT IS INDEFINITE.</b>  <div style="border: 1px solid black; height: 40px; width: 60%; margin: 10px auto;"></div> <b>(b)(6)</b>																													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>												50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>																	
47. Agency Code <b>HS CI</b>				48. Personnel Office ID <b>1699</b>				49. Approval Date <b>07/17/19</b>																					

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>EDLOW, JOSEPH BENJAMIN</b>					2. Social Security Number		3. Date of Birth		4. Effective Date <b>02/19/20</b>				
<b>FIRST ACTION</b>						<b>SECOND ACTION</b>							
5-A. Code <b>721</b>		5-B. Nature of Action <b>REASSIGNMENT</b>				6-A. Code		6-B. Nature of Action					
5-C. Code <b>V9M</b>		5-D. Legal Authority <b>5 USC 3395(D)(1)</b>				6-C. Code		6-D. Legal Authority					
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>OPM FORM 1652</b>				6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number <b>CHIEF COUNSEL 02000108 ES0354</b>						15. TO: Position Title and Number <b>DEPUTY DIRECTOR - POLICY 92011780 ES1001</b>							
8. Pay Plan <b>0905</b>		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis			
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		16. Pay Plan <b>ES</b>		17. Occ. Code <b>0301</b>			
								18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>			
								20. Total Salary/Award <b>177,300.00</b>		21. Pay Basis <b>PA</b>			
14. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF CHIEF COUNSEL</b>						22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF DIR CIS</b>							
<b>(b)(6)</b>						HS CI0100000000000000 PP 06 2020							
<b>EMPLOYEE DATA</b>													
23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%						24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF		
27. FEGLI <input type="checkbox"/>						28. Annuitant Indicator <input type="checkbox"/>			29. Pay Rate Determinant <b>0</b> NOT APPLICABLE				
30. Retirement Plan <input type="checkbox"/>				31. Service Comp. Date (Leave) <input type="checkbox"/>		32. Work Schedule <b>F</b> FULL TIME			33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>													
34. Position Occupied <b>3</b> 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>				
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>									
40. Agency Data		41.		42.		43.		44.					
45. Remarks													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>							
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>02/18/20</b>									

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>ZADROZNY, JOHN A</b>					2. Social Security Number		3. Date of Birth		4. Effective Date <b>09/01/19</b>				
FIRST ACTION						SECOND ACTION							
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>				6-A. Code		6-B. Nature of Action					
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>				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 <b>DEP CH OF STAFF 19008836 SC9351</b>							
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis			
16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>15</b>		19. Step or Rate <b>02</b>		20. Total Salary/Award <b>142,443.00</b>		21. Pay Basis <b>PA</b>			
12A. Basic Pay			12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>						
20A. Basic Pay <b>110,148.00</b>			20B. Locality Adj. <b>32,295.00</b>		20C. Adj. Basic Pay <b>142,443.00</b>		20D. Other Pay <b>.00</b>						
14. Name and Location of Position's Organization  <b>(b)(6)</b>						22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF DIR CIS</b>  <b>HS CI0100000000000000 PP 19 2019</b>							
<b>EMPLOYEE DATA</b>													
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 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 type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite			<input type="checkbox"/>		<input type="checkbox"/>		
27. FEGLI						28. Annuitant Indicator			29. Pay Rate Determinant				
<input type="checkbox"/>						<input type="checkbox"/>			<b>0 NOT APPLICABLE</b>				
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule			33. Part-Time Hours Per				
<input type="checkbox"/>				<input type="checkbox"/>		<b>F FULL TIME</b>			Biweekly Pay Period				
<b>POSITION DATA</b>													
34. Position Occupied				35. FLSA Category		36. Appropriation Code			37. Bargaining Unit Status				
<input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career Reserv'd				<input type="checkbox"/> E    F - Exempt <input type="checkbox"/> N - Nonexempt					<b>8888</b>				
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>									
40. Agency Data		41.		42.		43.		44.					
45. Remarks APPOINTMENT IS INDEFINITE. APPOINTMENT AFFIDAVIT EXECUTED 9/3/2019.  <input type="checkbox"/> <b>(b)(6)</b>													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>							
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>09/12/19</b>									

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>CUCCINELLI II, KENNETH THOMAS</b>					2. Social Security Number		3. Date of Birth		4. Effective Date <b>06/10/19</b>				
FIRST ACTION						SECOND ACTION							
5-A. Code <b>146</b>		5-B. Nature of Action <b>SES NONCAREER APPT</b>				6-A. Code		6-B. Nature of Action					
5-C. Code <b>V4L</b>		5-D. Legal Authority <b>5 USC 3394(A)</b>				6-C. Code		6-D. Legal Authority					
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>OPM FORM 1652</b>				6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number						15. TO: Position Title and Number <b>PRINC DEP DIR 19006906 ES0264</b>							
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis			
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		16. Pay Plan <b>ES</b>		17. Occ. Code <b>0301</b>			
								18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>			
								20. Total Salary/Award <b>183,100.00</b>		21. Pay Basis <b>PA</b>			
20A. Basic Pay <b>183,100.00</b>		20B. Locality Adj. <b>.00</b>		20C. Adj. Basic Pay <b>183,100.00</b>		20D. Other Pay <b>.00</b>							
14. Name and Location of Position's Organization  <b>(b)(6)</b>						22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF DIR CIS</b>  <b>HS CI0100000000000000 PP 12 2019</b>							
<b>EMPLOYEE DATA</b>													
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF		
<input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 6 - 10-Point/Compensable/30%						<input type="checkbox"/> 0 - None <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 3 - Indefinite			<input type="checkbox"/>		<input type="checkbox"/>		
27. FEGLI <input type="checkbox"/>						28. Annuitant Indicator <input type="checkbox"/>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>				
30. Retirement Plan <input type="checkbox"/>				31. Service Comp. Date (Leave) <input type="checkbox"/>		32. Work Schedule <b>F FULL TIME</b>			33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>													
34. Position Occupied				35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status			
<input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 4 - SES Career Reserv'd				<input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt						<b>8888</b>			
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>									
40. Agency Data		41.		42.		43.		44.					
45. Remarks <b>APPOINTMENT AFFIDAVIT EXECUTED ON 6/10/2019.</b>  <b>(b)(6)</b>													
*** REMARKS CONTINUED ON THE NEXT PAGE ***													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>							
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>06/19/19</b>									

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>NUEBEL KOVARIK, KATHY</b>				2. Social Security Number		3. Date of Birth		4. Effective Date <b>02/02/20</b>			
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code <b>721</b>		5-B. Nature of Action <b>REASSIGNMENT</b>			6-A. Code		6-B. Nature of Action				
5-C. Code <b>V9M</b>		5-D. Legal Authority <b>5 USC 3395(D)(1)</b>			6-C. Code		6-D. Legal Authority				
5-E. Code <b>AWM</b>		5-F. Legal Authority			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number <b>CHIEF, POLICY &amp; STRATEGY 15008831 E15229</b>					15. TO: Position Title and Number <b>CHIEF OF STAFF (SR ADVISOR TO CIS DIR) 20001576 E17019</b>						
8. Pay Plan <b>0340</b>		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		16. Pay Plan <b>ES</b>		17. Occ. Code <b>0301</b>	
12A. Basic Pay <b>.00</b>		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay <b>.00</b>		12D. Other Pay <b>.00</b>		18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>	
12A. Basic Pay <b>166,500.00</b>		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay <b>166,500.00</b>		12D. Other Pay <b>.00</b>		20. Total Salary/Award <b>166,500.00</b>		21. Pay Basis <b>PA</b>	
14. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF POLICY &amp; STRATEGY</b>					22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF DIR CIS</b>						
<b>(b)(6)</b>					HS CI0100000000000000 PP 04 2020						
<b>EMPLOYEE DATA</b>											
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			
2 - 5-Point		4 - 10-Point/Compensable		6 - 10-Point/Compensable/30%		1 - Permanent		3 - Indefinite			
27. FEGLI						28. Annuitant Indicator			29. Pay Rate Determinant		
									0 NOT APPLICABLE		
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period		
						F FULL TIME					
<b>POSITION DATA</b>											
34. Position Occupied				35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status	
3		1 - Competitive Service 3 - SES General		E		E - Exempt				8888	
		2 - Excepted Service 4 - SES Career Reserved		N - Nonexempt		N - Nonexempt					
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>					
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>01/27/20</b>							

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>LAPP, MEREDITH M</b>				2. Social Security Number		3. Date of Birth		4. Effective Date <b>09/30/19</b>			
FIRST ACTION						SECOND ACTION					
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>				6-A. Code		6-B. Nature of Action			
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3317</b>				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 <b>ADVISOR 19009750 SC1001</b>					
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>12</b>		19. Step or Rate <b>01</b>		20. Total Salary/Award <b>83,398.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>64,490.00</b>		20B. Locality Adj. <b>18,908.00</b>	
								20C. Adj. Basic Pay <b>83,398.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization  <b>(b)(6)</b>						22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF POLICY &amp; STRATEGY POLICY DIVISION  HS CI0610000000000000 PP 20 2019</b>					
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%						24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF	
27. FEGLI <input type="checkbox"/>						28. Annuitant Indicator <input type="checkbox"/>		29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <input type="checkbox"/>				31. Service Comp. Date (Leave) <input type="checkbox"/>		32. Work Schedule <b>F FULL TIME</b>		33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>											
34. Position Occupied <b>2</b> 1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career Reserv'd				35. FLSA Category <b>E</b> E - Exempt    N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>	
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks <b>APPOINTMENT IS INDEFINITE.</b>  <b>(b)(6)</b>											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>					
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>09/27/19</b>							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>RASCHER, MALLORY</b>				2. Social Security Number		3. Date of Birth		4. Effective Date <b>07/22/19</b>					
FIRST ACTION					SECOND ACTION								
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3317</b>			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 <b>SPEC ASST 19007501 SC9283</b>								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>11</b>	19. Step or Rate <b>01</b>	20. Total Salary/Award <b>69,581.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>53,805.00</b>		20B. Locality Adj. <b>15,776.00</b>	20C. Adj. Basic Pay <b>69,581.00</b>	20D. Other Pay <b>.00</b>		
14. Name and Location of Position's Organization  <b>(b)(6)</b>					22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF DIR CIS</b>  <b>HS CI0100000000000000 PP 15 2019</b>								
<b>EMPLOYEE DATA</b>													
23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%				24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF				
27. FEGLI <input type="checkbox"/>				28. Annuitant Indicator <input type="checkbox"/>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>						
30. Retirement Plan <input type="checkbox"/>			31. Service Comp. Date (Leave) <input type="checkbox"/>		32. Work Schedule <b>F FULL TIME</b>		33. Part-Time Hours Per Biweekly Pay Period						
<b>POSITION DATA</b>													
34. Position Occupied <b>2</b> 1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career Reserved			35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>					
38. Duty Station Code <b>11-0010-001</b>			39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>										
40. Agency Data		41.		42.		43.		44.					
45. Remarks <b>APPOINTMENT IS INDEFINITE.</b>  <b>(b)(6)</b>													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>							50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>						
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>07/30/19</b>									

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>LAW, ROBERT T</b>				2. Social Security Number		3. Date of Birth		4. Effective Date <b>02/02/20</b>							
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code <b>546</b>		5-B. Nature of Action <b>CONV TO SES NONCAREER APPT</b>			6-A. Code		6-B. Nature of Action								
5-C. Code <b>V4L</b>		5-D. Legal Authority <b>5 USC 3394(A) NONCAR</b>			6-C. Code		6-D. Legal Authority								
5-E. Code <b>AWM</b>		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number <b>SENIOR POLICY ADVISOR 17005594 N19111</b>					15. TO: Position Title and Number <b>CHIEF, POLICY &amp; STRATEGY 15008831 E15229</b>										
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>	10. Grade or Level <b>15</b>	11. Step or Rate <b>02</b>	12. Total Salary <b>147,458.00</b>		13. Pay Basis <b>PA</b>		16. Pay Plan <b>ES</b>		17. Occ. Code <b>0340</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Award <b>156,971.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay <b>113,012.00</b>		12B. Locality Adj. <b>34,446.00</b>		12C. Adj. Basic Pay <b>147,458.00</b>		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>156,971.00</b>		20B. Locality Adj. <b>.00</b>		20C. Adj. Basic Pay <b>156,971.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization  <b>(b)(6)</b>					22. Name and Location of Position's Organization <b>CITIZENSHIP AND IMMIGRATION SERVICES OFC OF POLICY &amp; STRATEGY</b>  <b>HS CI0600000000000000 PP 04 2020</b>										
<b>EMPLOYEE DATA</b>															
23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%					24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF						
27. FEGLI <input type="checkbox"/>					28. Annuitant Indicator <input type="checkbox"/>		29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>								
30. Retirement Plan <input type="checkbox"/>			31. Service Comp. Date (Leave) <b>10/13/17</b>		32. Work Schedule <b>F FULL TIME</b>		33. Part-Time Hours Per Biweekly Pay Period								
<b>POSITION DATA</b>															
34. Position Occupied <b>3</b> <small>1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved</small>			35. FLSA Category <b>E</b> <small>E - Exempt N - Nonexempt</small>		36. Appropriation Code		37. Bargaining Unit Status <b>8888</b>								
38. Duty Station Code <b>11-0010-001</b>			39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>												
40. Agency Data		41.		42.		43.		44.							
<b>(b)(6)</b>															
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: STEVEN J. DYKEMAN CHIEF, HR OPERATIONS CENTER</b>										
47. Agency Code <b>HS CI</b>		48. Personnel Office ID <b>1699</b>		49. Approval Date <b>02/02/20</b>											



## REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested RECRUIT - APPOINTMENT/EXTENSION/REINST		2. Request Number CIS-CIS-2020-0041	
3. For Additional Information Call (Name and Telephone Number) WILLIAM, KIMBERLY Human Resources Specialist 05/28/2020		4. Proposed Effective Date 05/25/2020	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) WILLIAM, KIMBERLY Human Resources Specialist 05/28/2020		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) HEINTZ, CRAIG CHIEF OF STAFF 05/28/2020	

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

1. Name (Last, First, Middle) KONCAR, STEVEN A		2. Social Security Number		3. Date of Birth		4. Effective Date 05/25/2020	
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>			
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) NONCAR		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 CHIEF, OFFICE OF LEGISLATIVE AFFAIRS  E16199 1997007429													
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate		20. Total Salary/Award		21. Pay Basis	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay									
14. Name and Location of Position's Organization										22. Name and Location of Position's Organization EXTERNAL AFFAIRS DIRECTORATE OFF LEG AND INTERGOV AFFAIRS  <b>(b)(6)</b>													

### EMPLOYEE DATA

23. Veterans Preference 1 - None      3 - 10-Point/Disability      5 - 10-Point/Other 2 - 5-Point      4 - 10-Point/Compensable      6 - 10-Point/Compensable/30%						24. Tenure 0 - None      2 - Conditional 1 - Permanent      3 - Indefinite						25. Agency Use		26. Veterans Preference for <input type="checkbox"/> YES <input type="checkbox"/> NO	
27. FEGLI						28. Annuitant Indicator 9						29. Pay Rate Determinant			
30. Retirement Plan						31. Service Comp. Date						32. Work Schedule F		33. Part-Time Hours Per Biweekly Pay Period 0	

### POSITION DATA

34. Position Occupied 3      1 - Competitive Service      3 - SES General 2 - Excepted Service      4 - SES Career Reserved				35. FLSA Category E-Exempt N-Nonexempt		36. Appropriation Code EX 5001 X01 OLA F				37. Bargaining Unit Status	
38. Duty Station Code 110010001						39. Duty Station (City-County-State or Overseas Location) WASHINGTON, DIST OF COLUMBIA, DC					

40. Agency Data		41.		42.		43.		44.					
45. Educational Level 21		46. Year Degree Attained		47. Academic Discipline		48. Functional Class		49. Citizenship 1 1 - USA 8 - Other		50. Veterans Status		51. Supervisory Status	

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

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

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
(If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

I certify that processing this action will not exceed my annual FTE/PML/Fund Expenditure Rates.

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

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

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

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

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

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

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street,City,State, ZIPCode)
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**PART F - Remarks for SF 50**

E01 APPOINTMENT IS INDEFINITE.

(b)(6)

## **JARED CULVER**

### **EXPERIENCE**

#### **Representative Scott Perry**

Legislative Director May 2017-July 2017

Washington D.C.

Legislative Director August 2018-Present

- Develop the legislative strategy for the Member.
- Advise the Member on voting decisions for legislation across the policy spectrum.
- Draft legislation and amendments to implement the Member's policy goals.
- Manage office staff to ensure cohesive, safe and cooperative working environment.
- Write policy memos on upcoming legislation proposals to inform the Member of potential costs and benefits.
- Provide advice and counsel regarding legislative strategy to push the Member's agenda through Congress.
- Inform the Member of parliamentary prerogatives and maneuvers available at both the floor and committee level.
- Assist in creating the Member's schedule and ensure that he meets his scheduling commitments.
- Take meetings with constituents and legislation stakeholders to gain their insight to relay to the Member.
- Outreach to outside groups to inform them of the Member's legislative agenda to garner support for his proposals.
- Help constituents navigate the federal bureaucracy and assist in drafting constituent correspondence.
- Maintain communication with federal agencies on issues important to constituents and the Member's policy goals.
- Help draft and edit floor speeches, committee questions for witnesses, questions for the record at committees, and press releases.

#### **Georgetown University**

Washington D.C.

Adjunct Lecturer, August 2016-Present

- Teach Parliamentary Procedure and Legislative Drafting
- Mentor students on how the legislative process operates in Congress.
- Grade tests, papers, and other work product.
- Write letters of recommendation for students that require help in the job market.
- Research the topics I teach to stay up-to-date on the latest developments students need to know to be successful.
- Provide a safe and fair teaching environment for all students.

## **Department of Homeland Security**

Washington D.C.

Policy Analyst, DHS HQ, July 2017-June 2018

Special Advisor, ICE, June 2018-August 2018

- Coordinate Department components in the creation of policy.
- Led team in charge of drafting B-Visa regulation reform.
- Assist Congress and Department with technical assistance on legislation and regulation creation.
- Assisted in review of Temporary Protected Status designations for several countries.
- Worked on review of Optional Practical Training regulations for possible needed reforms.
- Involved in working group to encourage expansion of E-Verify.
- Involved in working group analyzing H-2A visas for potential reasonable reforms.
- Drafted briefing memos for the Secretary of Homeland Security and other high-ranking officials in the Department concerning key immigration issues for meetings and speeches.
- Wrote policy memos synthesizing comments and edits from relevant subcomponents of the agency.
- Participated in Policy Coordination Committee meetings with interagency partners to coordinate regulatory efforts.

## **Representative Steve King**

Washington D.C.

Legislative Director, March 2015-May 2017

Legislative Counsel, December 2014-February 2015

Legislative Assistant, April 2014-December 2014

- Coordinated the legislative strategy for Member.
- Managed and counseled legislative staff on issues they cover.
- Managed office staff to ensure cohesive, safe and cooperative working environment.
- Wrote policy memos on upcoming legislation proposals to inform the Member of potential costs and benefits.
- Provided advice and counsel regarding legislative strategy to push the Member's agenda through Congress.
- Informed the Member of parliamentary prerogatives and maneuvers available at both the floor and committee level.
- Assisted in creating the Member's schedule and ensure that he meets his scheduling commitments.
- Held meetings with constituents and legislation stakeholders to gain their insight to relay to the Member.

- Outreach to outside groups to inform them of the Member's legislative agenda to garner support for his proposals.
- Helped constituents navigate the federal bureaucracy and assist in drafting constituent correspondence.
- Maintained communication with federal agencies on issues important to constituents and the Member's policy goals.
- Helped draft and edit floor speeches, committee questions for witnesses, questions for the record at committees, and press releases.

**Senator Jeff Sessions, Judiciary Committee**

Washington

D.C.

Legislative Counsel, August 2013-April 2014

Law Clerk, January 2012-June 2012

- Briefed Senator and created work product concerning markups and hearings.
- Vetted executive and judicial nominees for the Senator.
- Drafted legislation and amendments on key Judiciary Committee issues.
- Wrote questions for committee witnesses and floor speeches.
- Set up meetings with interested constituents and legislation stakeholders to provide insight on activity in the Senate.
- Edited draft constituent correspondence and federal agency letters.
- Provided parliamentary procedure analysis to inform the Senator of options to move his policy agenda forward.

**EDUCATION**

**University of Alabama School of Law**

Tuscaloosa,

AL

*Juris Doctor*, May 2013

**University of Alabama**

Tuscaloosa,

AL

Bachelor of Arts, *cum laude*, in Philosophy and History, May 2010

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# Diana L. Banister

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## Professional Summary

Successful policy and political communications executive with more than twenty years of experience managing a proactive, service-oriented public affairs firm. Strong leadership skills in message development, crisis communications, media relations strategies and consensus building for public opinion initiatives. Demonstrated expertise working with legislators, policy leaders, corporations, and non-profit organizations.

## Skills

- Strong communicator with ability to persuade in written and spoken word
- Confident, quick learner, creative and resourceful thinker
- Ability to describe and translate complex information into compelling messages
- Goal-oriented team player, encourage debate, discussion, and collaboration
- Keen judgment, discernment and decision making
- Influential interpersonal skills and strong attention to detail
- Proven proficiency in identifying problems and developing solutions
- Administrative expertise and ability to manage working teams

## Areas of Expertise

- Media Relations
- Message Development
- Crisis Communications
- Project & Brand Management
- Strategic Partnerships
- Coalition Building
- Writing Speeches, Op-Eds
- Media Training
- Corporate Civic Engagement
- Opinion Leader Influencer

## Career Highlights

Launched and managed entire public affairs campaign to pass security and safety legislation. Developed the media, messaging and legislative strategy that persuaded seventy-six percent of the American people and overwhelming majorities in both the House and the Senate to support the initiative. Directly worked to influence both Democrats and Republicans of the merits of the program. This effort resulted in the president signing the legislation into law.

Developed and handled public affairs strategies for two major successful Supreme Court cases. Assisted in media training of lead attorneys in the cases with highly sensitive, complex, and persuasive arguments on the merits of the case. Worked with a highly effective team to create the best possible public image of the client and created opportunities to position spokespersons as expert resources for the news media during and following the victory in the both cases.

## Professional Experience

Alexandria, VA (b)(6) 1997-Present

### **President & Managing Partner**

Manage daily operations of respected public relations and government affairs firm, working directly with its diverse clientele to develop and implement effective political, media relations

and public policy strategies. Areas of focus have been homeland security, criminal justice reform, First Amendment issues, religious liberty, higher education, property rights, and cultural issues. Deal directly with prominent journalists, television personalities, radio hosts and opinion leaders daily to communicate the client's messages and persuade both media and policy leaders.

As the managing partner of the firm, daily tasks include developing and meeting with clients and project partners, drafting proposals, strategy memos and daily reports. Supervisory activities include maintaining, planning, implementing, and evaluating employee relations and the firm's policies, programs, and practices. Prepare employees for assignments by establishing and conducting orientation and training programs as well as daily instruction and guidance.

Oversee the financial operations of the firm, negotiating business agreements with clients and vendors. Implement best practices for small businesses and consistently evaluate new and efficient approaches to make the firm more successful.

McLean, VA (b)(6) 1995-1996  
**Deputy Political Director**

Working with the candidate and national team, developed, and implemented grassroots strategies and directed field operations in key primary states. Interpersonal and organizational skills helped set the course for the first primary victory. Served as deputy press secretary during the Republican National Convention in San Diego and for the Orange County (California) Republican Party for the remainder of the '96 election cycle.

, Los Angeles, CA (b)(6) 1994-1995  
**Executive Director**

Spearheaded daily policy and fundraising operations for the nonprofit organization and developed activities promoting its president. Arranged meetings, speaking engagements, and assisted as producer for three-hour daily radio talk show assisting in booking guests and developing story ideas for the program.

### Education

Master of Arts, Notre Dame Graduate School, Christendom College (Magna Cum Laude)  
Bachelor of Arts, Oral Roberts University (Magna Cum Laude)

### Interests

Appointed member of the State Central Committee serving as Budget Director to serve in capacity of oversight and strategic planning for party operations.

Board of Directors - Dominican Foundation and March for Life Education and Defense Fund

Guest lecturer, teaching courses on communications, culture, religion, and political issues of the day. Pianist and vocalist, directing music for 2 DC area churches and special events.

# Joseph Benjamin Edlow

## EDUCATION

Case Western Reserve University School of Law, Cleveland, OH  
JD, May 2006

Brandeis University, Waltham, MA  
BA with Honors in Politics, May 2003  
Majors – Politics and History, completed Legal Studies Interdisciplinary program

## WORK EXPERIENCE

Executive Office of the President

Office of American Innovation

Policy Advisor (Detailee), April 2019 – current

Craft policy and draft legislation on border security, immigration enforcement, and humanitarian and legal immigration matters. Provide strategic counsel to the Office of American Innovation and senior advisors to the President on building congressional coalitions in both the House of Representatives and Senate. Meet with Members of Congress and staff to present the immigration agenda and obtain input in the drafting process. Brief media outlets and other stakeholders.

U.S. Department of Justice, Washington, DC

Office of Legal Policy (OLP)

Deputy Assistant Attorney General, May 2019 - current

Acting Deputy Assistant Attorney General/Senior Counsel, June 2018 – May 2019

Provide policy guidance and support on all immigration related matters to OLP as well as the Office of Attorney General (OAG), Office of Deputy Attorney General (ODAG), and the Office of Legal Counsel (OLC). Regularly brief the Attorney General and Deputy Attorney General on these policies areas including matters pertaining to Departmental regulatory initiatives. Work closely with the Executive Office for Immigration Review (EOIR) on policy and regulatory matters. Interview Immigration Judge candidates as part of the second round DAAG panel. Regularly work with the Department of Homeland Security on joint initiatives pertaining to immigration and border security activity. Participate in sub-PCC and other White House meetings at the direction of OAG and ODAG. Designated the DOJ lead briefer for all Congressional briefing requests regarding the Zero Tolerance Prosecution Initiative and testified for the Department before the Senate Homeland Security and Governmental Affairs Committee regarding the Flores Settlement Agreement and detention of minors. Counsel of record for appellate matters assigned by the Office of Immigration Litigation. Brief and submit appellate briefs to Circuit Courts of Appeal as needed.

House Judiciary Committee, Washington, DC

Counsel, Subcommittee on Immigration and Border Security, February 2017- June 2018

Advise the Chairman and other committee members on immigration enforcement matters. Draft legislation focused on immigration enforcement. Draft statements and talking points for the Chairman as needed. Organize hearings before the subcommittee



including coordinating with witnesses, drafting opening statements for both the Subcommittee Chair and the Chairman, drafting memoranda for members, and preparing lines of questioning for majority members. Serve as lead counsel during Judiciary Committee markups on topics within area of expertise. Staff the Chairman during floor debates on legislations within area of expertise. Area of Expertise: Matters pertaining to U.S. Immigration and Customs Enforcement, Criminal immigration law, Deportation and removal, Detainer policy, Immigration Detention matters, Practice matters before Executive Office for Immigration Review, Unaccompanied Alien Minors, Asylum/Credible Fear law, J-visa program, and the 287(g) program.

#### Significant Accomplishments

##### House Passed Bills – Lead Counsel

- H.R. 3003, the No Sanctuary for Criminals Act (June 29, 2017)
- H.R. 3004, Kate’s Law (June 29, 2017)
- H.R. 3697, Criminal Alien Gang Member Removal Act (Sept. 14, 2017)

##### Committee Mark-up – Lead Counsel

- H.R. 2431, Michael Davis, Jr. and Danny Oliver in Honor of State and Local Law Enforcement (co-drafted legislation)
- H.R. 2406, Immigration and Customs Enforcement Authorization Act of 2017 (co-drafted legislation)
- H.R. 495, Protection of Children Act of 2017
- H.R. 391, Asylum Reform and Border Protection Act of 2017 (co-drafted Amendment in the Nature of a Substitute)

##### Hearings – Lead Counsel

- Restoring Enforcement of our Nation’s Immigration Laws (Mar. 28, 2017)
- Oversight of the Executive Office for Immigration Review (Nov. 1, 2017)
- The Effect of Sanctuary City Policies on the Ability to Combat the Opioid Epidemic (Feb. 15, 2018)

President-Elect Transition Team, Washington, DC

Professional Volunteer, Immigration Policy Team, November 2017 – January 2018

Office of Rep. Raúl R. Labrador (ID-1), Washington, DC

Chief Legal Counsel, May 2015-February 2017

Analyzed legislation and provided recommendations to the Congressman. Provided legal analysis of legislation pending before the Committee on the Judiciary and staffed the Congressman at committee hearings and markups including drafting statements and questions for witnesses. Regularly worked with committee staff to advance the Congressman’s agenda on immigration reform. Drafted legislation focusing primarily on various facets of immigration law. Met with lobbyists and interest groups and acted as a liaison between these groups and the Congressman. Drafted statements, press releases and newsletters. Issue areas included: Immigration, Judiciary Committee portfolio, Federal Court matters, National Security and Terrorism, Homeland Security, Intelligence, Cybersecurity, Oversight and Government Reform Committee portfolio, and relevant appropriations bills.

U.S. Immigration and Customs Enforcement (ICE), Baltimore, MD

Assistant Chief Counsel, November 2008-May 2015

Represented the Department of Homeland Security in court proceedings before the Immigration Court in Baltimore. Handled appeals pending before the Board of Immigration Appeals. Provided legal advice and consultation to agents and officers with the ICE Baltimore Field Office as well as assisted other federal and state law enforcement agencies with immigration related matters. Designated the Baltimore Office of Chief

Counsel's point of contact for public safety and gang related matters and specifically provided legal guidance and assistance to the public safety unit of Homeland Security Investigations in Maryland. Designated the point of contact for national security and worksite enforcement matters within the office's area of responsibility. Worked with the ERO Field Office Director and management on policy matters directly affecting local enforcement operations.

[REDACTED] Frederick, MD (b)(6)

Associate, January 2007-November 2008

Practiced in the areas of criminal defense, family law including divorce and custody, and general civil litigation. Gained significant trial experience in both criminal and civil realm. Successfully litigated approximately seventy-five criminal and civil matters in both District and Circuit Courts throughout Maryland. Specifically, sat second chair on an armed robbery and first degree murder trial and first chair on commercial contracts litigation.

[REDACTED] Annapolis, MD (b)(6)

Law Clerk, Summer 2005

Researched a variety of legal issues with policy implications and drafted legal memoranda for the chief counsel and deputy counsels to the Governor. Drafted responses to constituents expressing both opinions and concerns.

## LICENSES

Court of Appeals of Maryland  
December 12, 2006

Supreme Court of New Jersey  
June 3, 2014

New York Appellate Division, Third Judicial Department  
June 25, 2014

United States District Court for the District of Maryland (inactive)  
May 20, 2011

United States District Court for the District of New Jersey  
June 3, 2014

United States Court of Appeals for the Second Circuit  
December, 2018

United States Court of Appeals for the Ninth Circuit  
March, 2019

# JESSICA B. COLLINS

## EXPERIENCE

### HOUSE JUDICIARY COMMITTEE | Washington, DC

Deputy Communications Director, Majority Staff (January 2015-present)

Press Secretary, Majority Staff (January 2011 – December 2014)

- Manage national and Capitol Hill press coverage and serve as spokeswoman for the Committee in matters pertaining to immigration, border security, crime, terrorism, homeland security, oversight and others
- Drive daily and long-term messages through press releases, op-eds, letters to the editor, speeches, and other communications materials and maintain strong relationships with key reporters
- Implement strategic communications plan and facilitate news coverage of Committee hearings, investigative reports, and Committee and House consideration of important legislation in support of the policy objectives of the Chairman
- Successfully earn positive press coverage of Committee legislation, including the historic enactment of the *USA Freedom Act*, *Comprehensive Addiction and Recovery Act*, and anti-human trafficking legislation
- Advise former House Judiciary Committee Chairman Lamar Smith (R-TX) and current Chairman Bob Goodlatte (R-VA) on messaging and prepare the Chairman for media interviews
- Plan, coordinate, and execute press events

[Redacted] | Tampa, FL (b)(6)

Surrogate Scheduling Operations (August 2012)

- Implemented aggressive surrogate media operation by booking media hits for state elected officials and congressional and senatorial candidates
- Assisted in scheduling 2,800 national earned media hits and over 1,500 regional earned media hits in three days

### CONGRESSMAN GARY G. MILLER (R-CA) | Washington, DC

Press Secretary / Legislative Assistant (August 2008 – January 2011)

Legislative Correspondent (September 2007 – August 2008)

- Engaged local and national news media as primary spokeswoman for the Congressman
- Drafted press releases, statements, op-eds, speeches, and weekly/quarterly newsletters to advance the Congressman's agenda
- Oversaw robust constituent correspondence system and targeted mailing campaigns reaching hundreds of thousands of constituents
- Maintained the Congressman's website and utilized social media platforms to provide constituents access to the Congressman online
- Followed and advised the Congressman on issues pertaining to agriculture, commerce, defense, foreign relations, immigration, telecom, trade, and veterans

[Redacted] (b)(6)

## EDUCATION

UNIVERSITY OF CALIFORNIA  
SAN DIEGO | La Jolla, CA

B.A.: Political Science, Minor: Communication, December 2005  
GPA: 3.7; Cum Laude, Phi Beta Kappa

**KATHY NUEBEL KOVARIK**

**GOVERNMENT CAREER EXPERIENCE**

***Senate Committee on the Judiciary (2 years)***

- *Professional Staff, January 2015 – present*
- *Lead Staff on Finance Committee Issues Pertaining to Child Welfare, January 2011-present*
- *Liaison to Appropriations Committee for issues under Judiciary jurisdiction*

(3 years and 4 months) (b)(6)

- *Staff Director, July 2013 – present*

***Senator Charles E. Grassley (17 years)***

- *Legislative Assistant, April 2001 – January 2015*
- *Legislative Correspondent, April 1999 – March 2000*
- *Staff Assistant & Tour Coordinator, July 1998 - April 1999*
- *Intern for Administrative and Scheduling Departments, May – July 1996*

**DAILY RESPONSIBILITIES AS COMMITTEE PROFESSIONAL STAFF AND LEGISLATIVE ASSISTANT TO SENATOR GRASSLEY**

- Advise the Senator on various policy issues, including immigration, appropriations, public health, abortion/life issues, foster care, adoption, welfare, financial services
- Identify and evaluate the advantages and disadvantages, risks and benefits, or strengths and weaknesses of particular policy proposals
- Write, analyze, track and negotiate legislation in issue areas
- Write speeches to give on the Senate floor, during committee hearings, markups, and public engagements
- Write memos, taking points, and press releases
- Participate in meetings with cabinet members, dignitaries, industry representatives and constituents
- Oversee executive branch activities, rules and regulations
- Meet, listen, respond, and discuss issues with constituents and interest groups
- Make routine visits to companies and organizations in Iowa that are impacted by federal legislation
- Consult with colleagues on funding issues that impact the State of Iowa, cities, businesses, non-profits, and educational institutions
- Manage and train legislative interns

**LEGISLATIVE HIGHLIGHTS**

**Homeland Security and Immigration**

- Point person for the Chairman of the Senate Committee on the Judiciary which is responsible for all immigration policies; author, track, and approve legislation that involves immigration, border security, visa and refugees policies; work with Committee on Appropriations regarding funding levels; coordinate with various committees to clear provisions in the Judiciary Committee jurisdiction; communicate and collaborate with all offices to ensure consistent caucus positions; work with whistleblowers, constituents and federal agencies on a daily basis.
- Led the committee mark-up and floor debate on the immigration bill of 2013; instrumental in committee mark-up and floor debate on comprehensive immigration reform in 2006 and 2007; involved in post-9/11 oversight and reforms, including the creation of the Department of Homeland Security.
- Authored legislation brought to the floor for vote dealing with sanctuary cities and mandatory minimums for illegal reentry; helped author legislation dealing with temporary entry provisions in trade agreements, border security, gangs, student visas, visa revocations, immigrant investors, high skilled workforce, unaccompanied alien children, trafficking and violence against women.
- Expert in E-Verify; EB-5 immigrant investor program; guestworker programs; immigration benefits; international adoptions; and refugee resettlement; active on legislation in all visa programs, particularly for highly-skilled, agricultural, seasonal, inter-company transfers, students and exchange visitors.
- Conduct rigorous oversight; develop Republican caucus strategies; manage committee hearings; initiate letters to Executive Branch officials about policies and practices; work with the Government Accountability Office on audits and reviews; lead investigations on fraud and abuse in various programs.

**Banking and Financial Services** – extremely knowledgeable about banking, housing, insurance, securities and consumer issues, including interchange and credit card regulations, small business lending, credit unions, auto financing, the Federal Reserve, Fannie Mae, and the Consumer Financial Protection Agency; advised the Senator on the Dodd-Frank Wall Street Reform Act of 2010; the Credit Card Reform Act of 2009; the Troubled Asset Relief Program in 2008, the Housing and Economic Recovery Act of 2008; influenced auto dealership closings in 2008; led the Senator’s foreclosure prevention summit in 2008; authored commemorative coin bill for the Future Farmers of America and America’s Agricultural Heritage Area.

**Finance Committee and Child Welfare**– manage the [REDACTED]; lead caucus events and briefings on a variety of topics all year long; responsible for welfare, TANF, foster care and adoption issues; knowledgeable about child support enforcement, child welfare financing, and child care legislation; led panel briefings on finance reform, trafficking of foster youth, educational stability, substance abuse, trauma informed care, licensing standards, and transition to adulthood; twice authored Senator’s bill to reauthorize grants to improve the safety, permanency and well-being of children who are likely to be removed from their homes because of parental substance abuse; authored legislation dealing with aging-out youth and placement of youth across State lines; assist in casework that requires cooperation of Iowa’s state government or HHS. (b)(6)

**Appropriations**– point person for office on annual spending bills; responsible for tracking amendments and coordinating with appropriate staff; annually process over 350 requests for earmarks; responsible for increased transparency requirements and compliance with evolving ethics rules; worked on high profile projects including construction of the Cedar Rapids Courthouse, Earthpark, National Guard readiness centers, economic development projects in various cities, and defense-related initiatives.

**Public Health** – advised on policies and funding levels for all health programs, particularly heart disease, breast cancer, ALS, diabetes, prostate cancer, and community health centers; assisted with legislation dealing with FDA regulation over tobacco, Older Americans Act, National Institutes of Health, disease prevention, abortion, human cloning and stem cell research policies.

## **OTHER PROFESSIONAL EXPERIENCE**

***Accenture, Government Relations, Executive Assistant, March 2000 - April 2001***

- Tracked legislation that affected the company and the consulting industry
- Assisted in scheduling meetings on Capitol Hill for company executives
- Helped administer the company's Political Action Committee, including campaign events in 2000
- Created newsletters on internal transition issues from Anderson Consulting to Accenture
- Managed, organized, and submitted invoices for office activities
- Arranged domestic and international travel and appointments for executives

## **PERSONAL HIGHLIGHTS**

- Worked on Senator Grassley's bi-annual Ambassador's Tour of Iowa in 2003, 2005 and 2007
- Volunteered during Iowa Caucuses and New Hampshire Primary, 1998; volunteered in Iowa for George W. Bush for President and Jim Nussle for Governor, 2004
- Led Republican Hispanic Task Force efforts
- Traveled on official staff trips to Japan, the United Kingdom, the U.S.-Mexican border, and Tanzania
- Fluent in Spanish
- Member of Board of Directors for the Senate Employee Child Care Center

## **EDUCATION**

- Denison University, Granville, Ohio, Bachelor of Arts in Spanish and Political Science, 1994 - 1998
- University of Valencia, Spain, via University of Virginia's Hispanic Studies Program, 1996 -1997

# HON. KENNETH T. “KEN” CUCCINELLI II

## SUMMARY OF QUALIFICATIONS

Demonstrated ability to lead strategic planning and successful execution of organization-wide mission in a law enforcement environment under significant budgetary and legal constraints.

## EXPERIENCE

### 46<sup>th</sup> Attorney General of Virginia, 2010 to 2014

- ♦ Led comprehensive national effort by state Attorneys General to serve as the ‘last line of defense’ against illegal overreach by the federal government, including successful efforts against the EPA, FCC, NLRB and the Office of Surface Mining. Authored book on this topic.
- ♦ Shattered national records for state investigation and prosecution of Medicaid fraud, including largest state case, most money recovered in one year, and most money recovered in one term.
- ♦ Increased convictions of child predators and pornographers by 77%.
- ♦ Initiated and led comprehensive efforts to combat human trafficking, including both local and federal partnerships across Virginia. One such partnership resulted in 50 convictions and the identification of more than 375 victims.
- ♦ First state to partner with I.C.E. in their “Secure Communities” program to commence deportation proceedings against illegal aliens while they were still held in local jails.
- ♦ Created award-winning gang prevention resources while also expanding prosecutions of gang members to the highest levels in Virginia history.
- ♦ Managed an office of over 400 employees and nearly \$40 million annual budget.
- ♦ Advised Governor and all state agency heads on all aspects of government operations for agencies employing over 100,000 employees with total budgets in excess of \$40 billion annually.
- ♦ Overhauled management, professional development, evaluation and salary structure thereby improving both performance and morale, and reducing inappropriate salary disparities.
- ♦ Successfully ended term with general fund allocation smaller than at the beginning of term.

### Attorney & Counselor at Law, 2014 to Present

- ♦ Litigate at both trial and appellate levels in federal and state courts.
- ♦ Plan, coordinate and execute Constitutional and federalism litigation.
- ♦ Advise non-profit how to target civil liability for sanctuary cities.

### United Self Defense Law; Co-founder & Partner, February 2014 to April 2019

- ♦ Advise and defend law-abiding gun owners regarding the ownership and use of their guns.

### Senate Conservatives Fund/Senate Conservatives Action; President, June 2014 to Present

- ♦ Recruit and support conservative candidates to run for the U.S. Senate.
- ♦ Manage largest bundling PAC for conservative candidates for U.S. Senate.
- ♦ Address major issues to conservatives in order to effect policy decisions, including repealing Obamacare, fighting illegal immigration, growing debt and taxpayer funding of abortion.
- ♦ Lead organization of other conservative groups to coordinate efforts on issues and campaigns.
- ♦ Successful SCF-supported Senators include: Sen. Johnson (WI), Sen. Lee (UT), Sen. Rubio (FL), Sen. Toomey (PA), Sen. Paul (KY), Sen. Cruz (TX), Sen. Fischer (NE), Sen. Cotton (AR), Sen. Ernst (IA), Sen. Blackburn (TN), Sen. Braun (IN), Sen. Hawley (MO).

**CNN; *Legal & Political Commentator*, 2017 to May 2019**

- ◆ Participate as legal, policy and political commentator in both panel and debate formats.
- ◆ Defend conservative policy positions against assault and ridicule on national cable network.

**FreedomWorks Foundation; *Director, Regulatory Action Center*, 2016 to Present**

- ◆ Direct legal and grassroots efforts of 501(c)(3) project to slow, shrink or stop regulatory growth.
- ◆ Work with CEO to begin entry into 5G and cybersecurity policy arenas.
- ◆ Recruit potential legal challengers as partners to litigate against regulatory overreach and conduct legal analysis in support of potential challenges.

**Virginia State Senate, 2002 to 2010**

- ◆ Represented 200,000 constituents in the Virginia State Senate.
- ◆ After three elections, was the only Republican State Senator out of ten Senators in Northern Virginia.
- ◆ Successfully passed legislation expanding 2<sup>nd</sup> amendment rights, property rights, protections for life, and repeatedly thwarted tax increases.

**Cuccinelli & Day; *Co-founder & Partner*, 2003 to 2010**

- ◆ Litigated at both trial and appellate levels in federal and state courts.
- ◆ Performed business formation, branding, financing, intellectual property and M&A counseling.
- ◆ Prevailed in constitutional election-law litigation with Virginia and successfully obtained unique recoveries for families of police officers killed in the line of duty from family of killer.

**[REDACTED]; *Senior Associate*, 1999 to 2003**

- ◆ Litigated patent, anti-trust and trademark disputes in federal district and appellate courts.
- ◆ Provided legal counseling on intellectual property matters to businesses.

(b)(6)

**[REDACTED]; *Clerk and Associate*, 1995 to 1999**

- ◆ Litigated a variety of cases involving over 100 hearings and trials in state and federal courts, including defense of courts martial and pro-bono work on behalf of veterans and mentally ill clients.

**[REDACTED]; *Engineering Paralegal*, 1991 to 1992**

- ◆ Conducted product analysis and served as trial paralegal in patent infringement cases.

**EDUCATION**

- ◆ *Master of Arts*, International Transactions, George Mason University, 2000
- ◆ *Juris Doctor*, Antonin Scalia Law School, George Mason University, 1995
- ◆ *Bachelor of Science*, Mechanical Engineering, with Minor in Foreign Affairs, University of Virginia, 1991

**BAR ADMISSIONS**

- ◆ U.S. Supreme Court
- ◆ Supreme Court of Virginia
- ◆ U.S. Court of Appeals for Veterans Claims
- ◆ 4<sup>th</sup> Circuit Court of Appeals
- ◆ Eastern District of Virginia
- ◆ D.C. Circuit Court of Appeals
- ◆ U.S. Court of International Trade

**PUBLICATIONS & MEDIA**



- ♦ ***The Last Line of Defense: The New Fight for American Liberty***, with B. Gottstein, Crown Forum, February, 2013.
- ♦ ***State Sovereign Standing: Often Overlooked But Not Forgotten***, Stanford Law Review; with E.D. Getchell, Jr. & W.G. Russell, Jr., January, 2012.
- ♦ ***Why the Debate Over the Constitutionality of the Federal Healthcare Law is About Much More than Healthcare***, Texas Review of Law & Politics, with E.D. Getchell, Jr. & W.G. Russell, Jr., Spring 2011.
- ♦ ***Judicial Compulsion and the Public Fisc - A Historical Overview***, Harvard Journal of Law and Public Policy, with E.D. Getchell, Jr. & W.G. Russell, Jr., Spring 2012.
- ♦ Signatory and national spokesperson for Right on Crime, a coalition of conservatives supporting criminal justice reform.
- ♦ Author of Op-eds in a variety of publications, including *The Washington Post*, *The Washington Times*, *Richmond Times Dispatch*, *Baltimore Sun* and many others.
- ♦ Numerous television appearances on NBC, Fox, MSNBC, Bloomberg, EWTN and many others.
- ♦ Numerous national and local radio station interviews on a variety of topics.

## **CURRENT COMMUNITY BOARDS**

- ♦ **Law Enforcement Legal Defense Fund**, Director of multi-million dollar 501(c)(3) organization that raises money to defend law enforcement officers who are wrongly charged with criminal offenses for conduct in the line of duty. 100% win rate on cases taken during my tenure.
- ♦ **Chelsea Academy**, Front Royal, Virginia. Director of 10-year old Catholic school for 4<sup>th</sup>-12<sup>th</sup> grade children. Led efforts to achieve long-term financial stability, evolve leadership of the school and conduct first-ever objective evaluation of all aspects of the school for strategic planning purposes.

**Mallory Rascher**

**EXPERIENCE**

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**July 2017 – Present** **Rep. Mark Meadows, U.S. House of Representatives**  
*Scheduler*

**February 2015 – July 2017** **The Honorable Ken Cuccinelli, II / Liberty Now PAC**  
*Political Director*

- Scheduling; drafting correspondence/quotes/e-newsletters/etc.; email management; manage social media; media liaison / booking radio, TV, print interviews, etc.

**October 2014 – Present** **Fairfax County Circuit Court – Fairfax, Virginia**  
*Administrative Assistant III to Judges* [redacted] – *Political Appointee Position*

- Office/administrative management/reception; manage multi-line phone system; assist with daily attorney/judge scheduling; field questions re procedures, case details, etc.; process document intake/subpoena returns

**November 2006-September 2014** [redacted], PLLC – **Fairfax, Virginia**  
*Legal Assistant/Office Administrator*

- Legal support to multiple attorneys; office administration; scheduling; case/client management; accounts payable/receivable; billing/collections/payroll (b)(6)

**March 2010-September 2014** [redacted] **Chairman – PWC School Board**  
*Scheduling Assistant*

- Coordination of events/school board calendar

**August 2012-November 2013** **Cuccinelli for Governor – Fairfax, Virginia**  
*Administrative/Finance Assistant*

- Donor/database management; accounts receivable/payable; payroll; administrative/volunteer support

**April 2008-March 2012** **Cuccinelli for Attorney General – Fairfax, Virginia**  
*Administrative/Finance Assistant*

- Donor/database management; administrative/volunteer support; accounts receivable/payable; payroll

**January 2006-November 2007** **State Sen. Ken Cuccinelli, II (VA-37) – Virginia**  
*Legislative Intern*

- Donor/database management; constituent services; draft/manage correspondence; assist with scheduling

**2003-2005** [redacted] **for Delegate – Fairfax, Virginia**  
*Intern & Field Staffer*

**EDUCATION**

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2002 Home school high school graduate

**VOLUNTEER EXPERIENCE**

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**June 2016 – Present**  
*First Vice-Chair*

**August – November 2016**  
*Campaign Volunteer*

**June – November 2015**  
*Campaign Volunteer*

**June – November 2015**  
*Campaign Volunteer*

**May 2015 – November 2015**  
*Campaign Volunteer*

**June – November 2014**  
*Campaign Volunteer*

**June – November 2014**  
*Campaign Volunteer*

**March – November 2014**  
*Campaign Volunteer*



(b)(6)

# MEREDITH M. LAPP

## ADMISSIONS

- **Illinois Bar**, Admitted November 2018; **DC Bar** (pending authorization)

## EDUCATION

### **George Washington University Law School**

J.D., May 2018

- GW Law Federalist Society
- International Law Society
- Selected to appear in the 2018-19 J.D. Admissions Brochure

August 2015 – May 2018

GPA: 3.027

August 2015 – May 2018

January 2017 – May 2018

### **University of Illinois Urbana-Champaign**

B.A. Teaching of French

- Advanced American Council on the Teaching of Foreign Languages (“ACTFL”) Proficiency
- Pi Delta Phi, National French Honor Society
- Epsilon Delta Professional Teaching Organization
- Summer Study of Intensive French Language in Arles, France

August 2009 – May 2013

August 2011 – May 2013

August 2009 – May 2013

May – August 2010

### **Institut Catholique de Paris**

Study of French Language, Literature and Civilization

December 2011 – June 2012

## WORK EXPERIENCE

### **[REDACTED] Research Counsel**

Work with Resident Fellow in Law and Policy on matters concerning national security and immigration | Legal research and writing, including assisting in drafting legal updates and summaries, and case reviews and analyses.

May – June 2019

Washington, DC

### **[REDACTED] Attorney**

Work with a team of lawyers on federal lawsuits involving constitutional law, federal statutory, and regulatory issues | Legal research and writing, including assisting in drafting appellate briefs and motions, and document review and analysis.

September 2018 – April 2019

Washington, DC

### **[REDACTED] Law Clerk**

Work closely with the Legal Department on federal lawsuits brought under the Freedom of Information Act and the National Voter Registration Act | Legal research and writing, including written analyses and assisting with briefs, document review and analysis, and litigation support.

January 2017 – April 2018

Washington, DC

### **[REDACTED], Acting Associate Producer**

(b)(6)

Conducted independent research into, analyzed, and interpreted domestic and world affairs to develop and pitch segments to host and senior show staff | Developed segment talking points | Created and drove content to [Laura Ingraham Show](#) platforms, including the website.

May – August 2016

Washington, DC

### **[REDACTED] Student Teacher**

Developed, implemented and assessed culturally responsive and relevant lesson plans | Differentiated instruction to adapt to students’ individual needs | Motivated students to speak and write in French | Communicated effectively with students, parents and the community | Worked cooperatively with other teachers in developing and sharing curriculum strategies | Assessed student performance through oral and written exams | Prepared and utilized audio and visual aids | Created an effective and enthusiastic learning environment through readings, student presentations and hands-on activities.

February – May 2013

Naperville, IL

## SKILLS

- Languages – French (Full Professional Proficiency), Spanish (Limited Working)

## ORGANIZATIONS

- The Federalist Society
- Alliance Française of Washington, DC

May 2018 – Present

December 2018 – Present

**EXPERIENCE**

**Federation for American Immigration Reform**

Washington, D.C.

*Director of Government Relations*

August 2014 to Present

(formerly *Government Relations Counsel/Senior Government Relations Counsel*)

January 2013 to July 2014

- Develop and implement organization's federal legislative and regulatory strategy; serve as main liaison with federal lawmakers, staff, and government officials; manage government relations staff; edit weekly publication.
- Provide subject matter expertise on federal immigration legislation and regulations, appropriations, and the legislative process; coordinate organization's communications strategy with the media and membership.
- Proven track record of expanding the organization's influence by developing new strategic relationships with federal lawmakers, advocacy groups, and activists to accomplish organization's mission and policy goals; implemented social media tools to expand reach; prepare legal and policy analysis, and other materials to influence legislative debate.
- Manage organization's 501(c)(4); ensure compliance with lobbying rules for nonprofit organizations; coordinate with organization's litigation division for FOIA requests and potential legal challenges under immigration law.

[Redacted]

(b)(6)

*Project Attorney*

Washington, D.C.

July 2012 to December 2012

Detroit Metro Area, Michigan

November 2010 to June 2012

- Produced substantive legal analysis of each state's mortgage laws for a compliance project; performed legal review of electronically stored information in intellectual property, antitrust, and Foreign Corrupt Practices Act matters. Conducted quality control, privilege review, and privilege logging of other project attorneys' work product.

[Redacted]

, Washington, D.C. (b)(6)

*Government Relations Intern*

June 2009 to May 2010

- Identified, tracked, and analyzed Federal and state legislation on hydraulic fracturing, CO<sub>2</sub> regulation, oil and natural gas taxes, and over-the-counter derivatives regulation; produced policy materials for government relations department use in meetings with lawmakers; assisted on PAC issues.
- Drafted monthly EPA health, safety, and environmental summaries for corporate headquarters analyzing EPA positions on relevant energy issues; primarily off-shore exploration and drilling.
- Authored comments to EPA regarding proposed energy rules and regulations under Clean Air Act authority; authored memorandum analyzing the Supreme Court's *Citizens United* ruling reforming campaign finance.

**EDUCATION**

**The Catholic University of America, Columbus School of Law**, Washington, D.C.

Juris Doctor, May 2010

- *Catholic University Law Review*, Associate Editor, 2009-2010; Staff Member, 2008-2009.
- Article analyzing disclosure requirements for sophisticated derivatives published at 59 CATH. U. L. REV. 259 (2010).
- Research Assistant for Professor Andrea Boyack's article, *Lessons in Price Stability from the U.S. Real Estate Market Collapse*, 2010 MICH. ST. L. REV. 925.
- Law Clerk, The Catholic University of America, Office of General Counsel, May 2008 to August 2008.
- The Council on Professional Conduct, Honor Board, Member, 2008-2009; Representative, 2007-2008.

**University of Virginia**, Charlottesville, Virginia

Bachelor of Arts, History, May 2007

**PROFESSIONAL AFFILIATIONS**

Virginia State Bar (2010); District of Columbia Bar (2013)

# Steven A. Koncar

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## WORK EXPERIENCE

Congressman Tom McClintock (CA-04), Washington, D.C. •Deputy Chief of Staff  
Feb. 2019-present

- Advise Congressman with vote recommendations; advise on prospective legislation to introduce and prospective amendments to offer in committee markup or on House floor
- Manage legislative team; oversee all policy matters in CA-04; factcheck, edit and approve all office correspondence and press statements
- Draft, edit and analyze legislative text and legislative amendments
- Write and edit speeches, op-eds and all other statements for Congressman
- Draft, edit and analyze letters to federal agencies regarding legislative or regulatory issues
- Policy portfolio: Judiciary Committee (impeachment, immigration, Second Amendment, civil liberties, marijuana, defense/homeland security), Natural Resources Committee (water, wildfire, land management)

Congressman Daniel Webster (FL-11), Washington, D.C. •Legislative Director  
Feb. 2017-Feb. 2019

- Advise Congressman with vote recommendations; advise on prospective legislation to introduce and prospective amendments to offer in committee markup or on House floor
- Manage legislative team; oversee all policy matters in FL-11; factcheck, edit and approve all office correspondence and press statements
- Draft, edit and analyze legislative text and legislative amendments
- Write and edit speeches, op-eds and all other statements for Congressman
- Draft, edit and analyze letters to federal agencies regarding legislative or regulatory issues
- Policy portfolio: Transportation and Infrastructure Committee, Natural Resources Committee (water, fishing, coastal management), healthcare, budget/appropriations/entitlements, immigration, Second Amendment, civil liberties, agriculture, defense/homeland security

Congressman Tom McClintock (CA-04), Washington, D.C. •Legislative Assistant  
May 2014-Feb. 2017

- Draft, edit and analyze legislative text and legislative amendments
- Research and prepare amendments for Appropriations legislation
- Write and edit speeches and other statements for the Congressman about legislation and local issues
- Draft, edit and analyze letters to federal agencies regarding legislative or regulatory issues
- Policy portfolio: Natural Resources Committee (water, wildfire, land management), healthcare, transportation, labor, energy, trade, immigration, second amendment, civil liberties, veterans, foreign affairs and appropriations

Congressman Tom McClintock (CA-04), Washington, D.C. •Legislative Correspondent  
Sept. 2013-May 2014

- Managed office correspondence; wrote all constituent mail for the office
- Policy portfolio: healthcare, education, agriculture, science/NASA and values portfolio

Congressman Duncan Hunter (CA-50), Washington, D.C. •Intern  
Feb. 2013-Sept. 2013

- Draft issue-oriented constituent correspondence; Wrote op-ed pieces for the Congressman
- Input constituent mail into IQ; Answered phone calls from constituents

[redacted] Washington, D.C. ▪Clerk

June 2012-Feb. 2013

- Drafted research memos and policy reports on legislation and specific client interests

[redacted] Menomonee Falls, WI ▪Law Clerk

(b)(6)

May 2011-May 2012

- Appeared in Municipal Court under Student Practice Rule
- Argued motions, conducted pretrial conferences and prosecuted trials for municipal violations
- Conducted statutory and caselaw research and writing in regard to numerous issues faced by the Village

[redacted] Brookfield, WI ▪Law Clerk

May 2010-Aug. 2011

- Researched and drafted wide range of legal documents, including all pleadings
- Negotiated with creditors and debtors to settle small claims lawsuits

#### BAR ADMISSION

State Bar of Wisconsin

May 2012

#### EDUCATION

Marquette University Law School, Milwaukee, WI

Aug. 2009-May 2012

- Juris Doctor
- Federalist Society

Drake University, Des Moines, IA

Aug. 2005-May 2009

- Bachelor of Science in Biochemistry, Cell, and Molecular Biology
- Phi Delta Theta Fraternity

[redacted]

(b)(6)

# **JOHN A. ZADROZNY, ESQ.**

**SECURITY CLEARANCE** (b)(6)

## **WORK EXPERIENCE**

**United States Department of State**, Washington, D.C.

Member, Policy Planning Staff, Office of the Secretary of State, 2018 – Present

- Propose, coordinate, and draft policy and action proposals for the Secretary of State
- Coordinate implementation of approved policy and action proposals with internal and interagency personnel

**Executive Office of the President, Domestic Policy Council**, Washington, D.C.

Special Assistant to the President, 2017 – 2018

- Served as the Domestic Policy Council lead for the Departments of Justice and Homeland Security
- Proposed, coordinated, and drafted executive orders, presidential memoranda, and policy initiatives addressing federal law enforcement and homeland security issues
- Coordinated with the National Security Council, the Office of Management and Budget, and other Executive Office of the President components on portfolio issues

**President-Elect Transition Team**, Washington, D.C.

Transition Team Member, 2016 – 2017

- Served as lead of the policy implementation team for the Department of Justice and federal law enforcement
- Authored both the Department of Justice's policy roadmap and a federal government-wide drug policy roadmap
- Coordinated with other transition team members and external parties to develop these policy roadmaps and prepare for the implementation of the President-Elect's criminal justice and law enforcement agenda

**United States Senate, Office of Senator Ted Cruz (R-Texas)**, Washington, D.C.

Counsel, 2015 – 2017

- Authored the American Jobs First Act (S. 2394), the Immigration Slush Fund Elimination Act (S. 1593), the ICE Agent Support Act (S. 2538), and other similar legislation
- Organize and supervise oversight hearings for Senator Cruz's Subcommittee on Oversight, Agency Action, Federal Rights, and Federal Courts of the Senate Committee on the Judiciary
- Lead investigations on behalf of Senator Cruz into the unaccompanied alien children housing situation, Planned Parenthood's fetal trafficking efforts, the Obama Administration's cash payments to Iran, Federal agency resource abuse, and other whistleblower-generated complaints
- Coordinate constituent engagements that are affected by Judiciary Committee-related initiatives

**United States Senate, Committee on Foreign Relations**, Washington, D.C.

Investigative Counsel, 2013 – 2015

- Authored legislation affecting, and conducted oversight and investigations of, the United States Department of State, United States Agency for International Development, and United States Peace Corps
- Enhanced worldwide embassy security by placing renewed emphasis on onsite diplomatic post inspections and coordination with overseas executive branch personnel to ensure concerns or threats are addressed
- Conducted ongoing review of unratified treaties and compliance-related due diligence for bilateral and multilateral agreements to which the United States is a party
- Drafted Department of State reauthorization, International parental abduction prevention, and United States international broadcasting reform legislation during the 113th Congress

**United States House of Representatives, Committee on Oversight and Government Reform**, Washington, D.C.

Counsel, 2011 – 2013

- Served as lead of Committee investigations into State and Federal drug enforcement efforts and the United

States Food and Drug Administration's use of its advisory committee system (among other investigations)

- Proposed a strategic roadmap for drug policy- and drug safety-related hearings and related legislation
- Drafted legislation during the 112th Congress, which was subsequently approved by the Committee for full House consideration, that sought to reform the Presidential Records Act and Federal Records Act (H.R. 3071)

[REDACTED] Washington, D.C. Metro Area

Legal Consultant, 2009 – 2010

- Conducted subject matter and privilege searches of scanned discovery documents and summarized review results for use by firm attorneys on behalf of clients under Federal investigation

[REDACTED] Washington, D.C. (b)(6)

Legislative Counsel, Government Relations Division, 2009

- Authored legal memoranda and policy position papers on current Federal law, proposed Federal and State legislation, Federal administrative rulemaking, and recommended organizational courses of action
- Drafted immigration-related legislation and strategies for promoting enforcement measures in States that utilize ballot initiative and referendum processes

**United States Department of State**, Washington, D.C.

Deputy Director, Office of Public Liaison, Bureau of Public Affairs, 2008 – 2009

- Led, in conjunction with the Director, all domestic public and intergovernmental outreach on behalf of the United States Department of State, which called for proposing, developing, and executing events that promoted the Department of State and American foreign policy
- Organized high-profile private and public events in connection with the United States-India Civilian Nuclear Treaty of 2008 and the White House Summit on International Development

**Executive Office of the President, Office of National Drug Control Policy**, Washington, D.C.

Policy Analyst, Office of State, Local, and Tribal Affairs, 2008

- Coordinated executive, interagency, and intergovernmental efforts to combat the production, distribution, and abuse of both synthetic and non-synthetic drugs
- Directed the organization and execution of the Interagency Working Group on Synthetic Drug Control Policy, which coordinated executive branch efforts to prevent the production and distribution of synthetic drugs
- Collaborated with the High Intensity Drug Trafficking Area (HIDTA) Program-funded National Methamphetamine and Chemicals Initiative, as well as with other law enforcement officials, to have pseudoephedrine, a vital ingredient in the manufacture of methamphetamine, listed as a Schedule III drug
- Enhanced the Office's Federal Drug Endangered Children (DEC) policy, with an eye toward improving direct services to drug-exposed minors by investigating grant distribution and streamlining program size and cost

[REDACTED] Washington, D.C. (b)(6)

Legal Consultant, 2007 – 2008

- Conducted subject matter and privilege searches of scanned discovery documents pursuant to a United States Securities and Exchange Commission investigation into alleged violations of the Foreign Corrupt Practices Act

**New York County District Attorney's Office**, New York, New York

Assistant District Attorney, Trial Division, 2005 – 2007

- Controlled caseload of felony and misdemeanor criminal cases, which required presentation of felony cases to presiding grand juries and managing all aspects of discovery, pre-trial motions, hearings, and trials

Assistant District Attorney, Appeals Bureau, 2003 – 2005

- Authored appellate response briefs addressing legal sufficiency of trial evidence, effective assistance of counsel, constitutionality of sentencing, and other issues

## **BAR ADMISSIONS**

- District of Columbia, 2008
- State of New York, 2004



## **EDUCATION**

**The Catholic University of America, Columbus School of Law, Washington, D.C.**

- Juris Doctor, 2003
- Publication, *The Myth of Discretion: Why Presidential Electors Do Not Receive First Amendment Protection* (11 COMMLAW CONSPECTUS 165)

**Fordham University, Bronx, New York**

- Bachelor of Arts in History, 1999
- Graduated Magna Cum Laude (Cumulative GPA: 3.78; Major GPA: 3.91)
- Member, Phi Beta Kappa (National Collegiate Honor Society)

## **OTHER QUALIFICATIONS**

- Proficiency in computer-aided legal research, e-discovery, and computer word-processing
- Italian (Novice to Intermediate) and Arabic (Novice) language skills

## Shirk, Georgette L

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**From:** Bell, Stephen P  
**Sent:** Tuesday, March 10, 2020 3:48 PM  
**To:** Jacobs, Latanya R  
**Subject:** FW: MOA for Jenny Piatieski  
**Attachments:** 2020\_03\_10\_16\_30\_36.pdf

Hi Latanya.

FYI. Please coordinate with Morgan Bailey and the Front Office to ensure they get the 52 processed for Jenny's detail to them.

Thanks

- Steve Bell  
*Chief of Staff*  
*USCIS Office of the Chief Counsel*  
*US Department of Homeland Security*

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**From:** Bailey, Morgan <[redacted]>  
**Sent:** Tuesday, March 10, 2020 4:40 PM  
**To:** Bell, Stephen P <[redacted]>  
**Cc:** Groom, Molly M <[redacted]>  
**Subject:** RE: MOA for Jenny Piatieski

Hi Steve,

Here is the signed MOA for Jenny Piatieski.

Best,  
Morgan

**Morgan Bailey, Deputy Chief of Staff**  
**Department of Homeland Security | USCIS | Office of the Director**

[redacted]

(b)(6)

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE DEPARTMENT OF HOMELAND SECURITY**  
**U.S. CITIZENSHIP AND IMMIGRATION SERVICES**  
**OFFICE OF THE DIRECTOR**  
**AND**  
**OFFICE OF THE CHIEF COUNSEL**

1. **PARTIES.** The parties to this memorandum of agreement (MOA) are the U.S. Citizenship and Immigration Services (USCIS) Office of the Director (OD) and the USCIS Office of the Chief Counsel (OCC).
2. **AUTHORITIES.** This MOA is entered into under the authority of 5 U.S.C. 3341, which authorizes details of personnel within an Executive Branch agency in increments of 120-day periods.
3. **PURPOSE.** The purpose of this MOA is to document approval of, and terms and conditions for, the full-time, non-reimbursable detail of personnel from the USCIS OCC to OD. This MOA addresses the relationship between operational (i.e., daily) direction and administrative and management control concerning the detail of **Jennifer Piateski**.
4. **TERMS AND CONDITIONS.**
  - a. **Staff:** OCC agrees to detail Jennifer Piateski to the OD.
  - b. **Length of Detail:** Ms. Piateski will serve in the OD for a 120-day period beginning March 2, 2020. Upon the mutual agreement of both parties, the detail may be extended for additional 120-day periods. Each extension under this agreement will be documented in writing.
  - c. **Duties:** Per this agreement, Ms. Piateski will serve as a Senior Advisor to the OD performing a variety of assignments, including but not limited to:
    - o Providing counsel to the Office of the Director on activities and matters involving citizenship and immigration services initiatives, operations, and programs.
    - o Ensuring that senior leadership in the Office of the Director maintains their situational awareness into potential strategic and operational problems and opportunities.
    - o Facilitating the Office of the Director's strategy on internal operations, immigration laws and regulations, where nuanced weaknesses and opportunities exist, offering neutral insight into situations, or handling special sensitive matters that ideally require the Office of the Director's senior leadership presence, but for which she/he are unavailable.

- o Executing complex special projects and assignments relating to the management and operations of USCIS.
  - o Actively supporting the Office of the Director's business processes for the agency, including the design, development, programming, testing, implementation, and maintenance of programs and services.
  - o Conducting specialized research in various areas within USCIS, working with a wide variety of internal and external staff members to facilitate the work.
  - o Assisting in promoting and enabling strategic leadership with regard to the various programs and projects initiated within the agency, as well as interagency coordination.
  - o Performing other duties as assigned by the Office of the Director's senior leadership.
- d. Personnel and Administrative Responsibility: OCC and OD will share administrative control and responsibility for the detailee. Administrative responsibility will be divided as follows:
- i. Time and Attendance. Time and attendance responsibilities will be transferred to the OD.
  - ii. Supervision. Ms. Piatetski will report to the supervisory chain within OD. OCC will remain the detailee's supervisor of record.
  - iii. Evaluation. OD will develop performance plan objectives for the detailee within 30 days of the execution of this MOA. Additionally, a descriptive evaluation of the employee's performance based on the performance plan objectives for the period of the entire detail will be submitted to OCC no later than 30 days following the termination of the detail. OCC will maintain and coordinate the mid- year review and rating of record.
  - iv. Security Clearances. Ms. Piatetski currently has a Secret Clearance, which will be maintained for the duration of her detail with OD.
  - v. Performance Awards and Pay Increases. OCC will remain the approving and funding authority for performance awards, including quality step increases and promotions. OD will provide OCC justifications and recommendations for any performance awards.
- e. Funding.
- o OCC will continue to pay the salary, benefits, and awards.
  - o OCC will provide funding for travel on duty (TDY) in coordination with the OD until this MOA is terminated.
  - o This MOA does not constitute an obligation of funds.

- f. Fallback Rights. Upon successful completion of the detail, OCC will coordinate the detailee's return to the same or a similar position as Ms. Piatieski held prior to the detail.
- g. Documenting the Detail.
  - o As the gaining program, and in compliance with agency policy, OD will prepare the Standard Form (SF) 52, Request for Personnel Action, for Ms. Piatieski's detail.
  - o When the detail ends, and in compliance with agency policy, OCC will prepare the SF-52 terminating the detail.
- h. Amendments. The Parties may propose amendments to this agreement as needed, including changes to the annexes, if any. The proposed amendments must be in writing and forwarded to the other Party for consideration. Amendments to this MOA will become effective by mutual written consent of the Parties.
- i. Review. The Parties agree that this MOA will be reviewed periodically to evaluate its effectiveness and to make any necessary changes.
- j. Effective Date. This MOA is effective upon the signature of all Parties.
- k. Points of Contact.
  - o USCIS OD: Morgan Bailey, Deputy Chief of Staff, (202) 272-9522
  - o USCIS OCC: Stephen P. Bell, Jr., Chief of Staff, (202) 272-1442

**5. SIGNATURES / APPROVAL.**


3/20/2020  
 \_\_\_\_\_  
 Kathy Nuebel Kovarik Date  
 Chief of Staff  
 Office of the Director  
 U.S. Citizenship and Immigration Services

Digitally signed by STEPHEN P BELL JR  
**STEPHEN P BELL JR**  
 Date: 2020.03.06 15:18:11 -05'00'  
 \_\_\_\_\_  
 Stephen P. Bell, Jr. Date  
 Chief of Staff  
 Office of the Chief Counsel  
 U.S. Citizenship and Immigration Services