



**Department of Energy**  
Richland Operations Office  
P.O. Box 550  
Richland, Washington 99352

Certified Mail

JUL 29 2009

Ms. Marian Wilcox

Dear Ms. Wilcox:

FREEDOM OF INFORMATION ACT REQUEST (FOI 2009-0061)

Your Freedom of Information Act (FOIA) request dated July 14, 2009, sent to the U.S. Department of Energy (DOE) Headquarters FOIA Office has been sent to this office for response. In that letter you requested a copy of the position description, to include grade, of all current DOE FOI and/or FOIA/Privacy Act Officers.

Your request is granted and the requested document is enclosed. As provided by the FOIA, you fall under a fee category which entitles you to two hours of search time and 100 pages of photocopies at no charge. There will be no charge for this response as search time fell under two hours.

Should you have any questions regarding your request, please contact me on (509) 376-6288.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dorothy Riehle".

Dorothy Riehle  
Freedom of Information Act Officer  
Office of Communications  
and External Affairs

OCE:DCR

Enclosure

**Freedom of Information Specialist**  
**GS-0301-12**

**Purpose of Position:**

This position fulfills DOE obligation to administer the Freedom of Information Act (FOIA) and Privacy Act (PA), fulfills RL obligations to provide current, accurate, timely information to the public through the Reading Room and electronically on the Internet, meets other openness obligations as required by the Department or RL, and fulfills the DOE Order requiring a Technical Information Officer to oversee the dissemination of scientific and technical information.

**Major Duties and Responsibilities:**

Responsible for implementation of the Freedom of Information Act and Privacy Act at RL and serves as the FOIA and PA Officers. Is the team lead for the staff which process FOIA and PA requests.

- Assigns FOIA and PA requests to team support, provides guidance during processing, and makes final release determination.
- Determines parameters for search, negotiates terms of the request, conducts clearance for Privacy Act issues, and coordinates classification, patent and External Affairs clearances.
- Determines when legal advice is required, examines each document for any applicable exemptions, and makes determinations regarding discretionary releases.
- Advises RL management and staff on FOIA/PA matters and implications relating to RL records and activities.
- Oversees and provides guidance to contractors to insure compliance with FOIA/PA.
- Assures final determination is in compliance with applicable laws, regulation and guidance.
- Serves as RL representative to DOE-HQ to develop FOIA/PA guides, and make changes in or add new Privacy Act record systems.
- Processes the most difficult or sensitive FOIA/PA requests.
- Assures all Hanford Site PA record systems are properly identified and included in DOE's contracts and reported to HQ.
- Represents RL in development of FOIA/PA policy and changes or additions to the Code of Federal Regulations.
- Works with the Office of Hearings and Appeals when a requester has exercised the administrative appeal procedure.

Responsible for the RL Scientific and Technical Information (STI) Program and serves as RL Technical Information Officer as required by DOE Order, representing RL to the Office of Scientific and Technical Information on DOE-wide issues related to the program at Hanford.

- Provides direction and guidance to RL contractors, approving procedures for STI programs, and audits contractor and RL STI activities to ensure compliance with DOE regulations and programmatic requirements.
- Reviews and certifies RL contracting actions with offsite contractors to insure that technical information requirements are consistent with DOE Technical Information Management System requirements.
- Provides policy and programmatic guidance and direction for Pacific Northwest National Laboratory (PNNL) management of the Hanford Technical Library and the legal library.
- Oversees budget preparation for these libraries and justifies the budget to RL management. Evaluates and approves adequacy and effectiveness of service, compliance with agency and program needs and budget.
- Provides guidance and programmatic direction to RL program offices and contractors for the establishment of specialized technical information collections to meet programmatic and statutory requirements.
- Represents RL on STI activities of national scope.

Responsible and primary contact for RL for issues related to openness, excluding the public participation and program. Responsibilities include the Richland Reading Room, the Hanford Home Page on the Internet, and other openness related activities required by DOE-HQ (Human Test Subjects project) or RL (Hanford Openness Panel).

- Oversight of Richland Reading Room, including policy, direction, and recommendations for additions to its collection.
- Acts as liaison between programs and information sources at Hanford to determine the most effective means of information dissemination.
- Establishes and maintains working relationships with major Northwest Stakeholder organizations which have interests and concerns related to Openness at Hanford.
- Fulfills Department openness commitments as assigned.
- Responsible for the coordination and management of information dissemination on the Internet through the Hanford Home Page.
- Approves new information, establishes standards on the use of the Home Page including style and format.

Factor 1, Knowledge Required by the Position, Level 1-7, 1250 points

**General Technical**

Knowledge of the practices and terminology of science, business, and administration, to enable the incumbent to analyze and evaluate FOI requested documents, PA requests, and technical information.

Knowledge of RL and contractor major programs and administrative practices sufficient to effectively integrate their information requirements with each other, HQ, Stakeholders, and the media.

Knowledge of DOE, RL, and contractor STI programs.

Knowledge of information management as well as administrative requirements and practices sufficient to coordinate all aspects of the STI, FOIA, PA, Internet and Reading Room responsibilities.

Knowledge of budget preparation and administration.

**Regulatory**

Thorough knowledge of statutes and regulations, Federal Court decisions, Department of Justice guidance, and DOE regulations and directives related to FOIA/PA.

Knowledge of DOE Orders administered by the Office of Scientific and Technical Information; contractor policies and procedures regarding STI programs.

**Administrative**

Knowledge and ability to identify and articulate sensitive and legal issues; to represent RL with diplomacy and tact when dealing with HQ, stakeholders, the public and the media.

Ability to present recommendations and conclusions based on analysis and evaluation in such form and manner as are most useful to counsel, management, and the public.

**Management, Assessment and Oversight**

Ability to oversee contractor information access programs; to effectively negotiate and direct trends in contractor programs through partnering and communications.

Knowledge of information programs to enable incumbent to provide policy direction sufficient to integrate the needs of information providers with information users.

Knowledge of stakeholder organizations and their issues, and ability to deal with them effectively.

## Factor 2, Supervisory Controls, Level 2-4, 450 points

Work is assigned in terms of overall objectives, priorities, and funding limitations. Work is reviewed from the standpoint of effectiveness, consistency with policy and program objectives and overall applicability. Consults with supervisor on especially complex or controversial issues involving program scope or schedule. Apprises supervisor of progress in key areas or of problems potentially affecting resource allocation to program milestones.

## Factor 3, Guidelines, Level 3-4, 450 points

The employee must interpret or adapt available guidelines because they lack specificity for many applications (e.g., agency policies, Federal and other government laws and regulations, and administrative policies and precedents). The employee must modify and extend accepted principles and practices in the development of solutions to problems where available precedents are not directly applicable. The employee exercises judgment in analyzing and extrapolating from the guidelines to arrive at a finding or decide on a particular course of action. Employee may develop and recommend new or substantially modify methods, criteria or policies.

## Factor 4, Complexity, Level 4-4, 225 points

The employee typically has full responsibility for all aspects of one or more programs. The work covers a wide range of FOIA, PA and openness activities and work operations involving a substantial number and diversity of problems and/or concerns. Assignments require analysis of problems or circumstances, inconclusive facts or data. Generally, no single approach is adequate to complete a task or eliminate a given problem; proven techniques must be adapted to eliminate or minimize problematic situations.

## Factor 5, Scope and Effect, Level 5-4, 225 points

The employee assesses the effectiveness of specific programs, projects or functions, and plans alternative courses of action that impact operations at RL. Assignments typically involve problems that are particularly difficult, widespread or persistent, or that are systemic to major systems or processes. The work products influence the effectiveness and acceptability of the program affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operations of other agencies.

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

Incumbent represents RL nationally in assigned program areas. Contacts are with DOE staff and management personnel of all levels in RL, HQ, and other offices with DOE contractor staff and top management; various elements of the public, including federal, state, and local governments, local and national Stakeholder organizations, other institutions, business, private individuals and their legal counsel. Contacts include RL and HQ organizations, including other DOE FOIA, PA, and STI Officers and staff.

Factor 7, Purpose of Contacts, Level 7-3, 120 points

Purpose of contacts is to justify, defend, negotiate, or settle matters involving significant and controversial issues with national impact. Work involves active participation in and contribution to decision-making. Persons contacted frequently have diverse viewpoints, requiring employee to negotiate and settle significant issues. Management contacts at HQ, RL and its contractors, as well as business representatives and other government officials are for the purposes of making proposals and recommendations, contributing to DOE policy, and resolution of issues.

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

The work is primarily sedentary. There is some standing, walking, carrying of light items. The work involves some physical exertion, principally involved with investigating technical activities at contractor locations. There is some commercial travel.

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

The work environment involves normal everyday risks and discomforts typical of such places as offices and meeting rooms. The work area is adequately lighted, heated, and ventilated.