

# FOIA Marker

This is not a textual record. This FOIA Marker indicates that material has been removed during FOIA processing by George W. Bush Presidential Library staff.

## Presidential Personnel, White House Office of

### Bullock, Katja - Agency Files - Candidates

Stack:	Row:	Sect.:	Shelf:	Pos.:	FRC ID:	Location or Hollinger ID:	NARA Number:	OA Number:
W	13	16	3	1	4955	17890	7716	7817

Folder Title:

Gitsham, Denise [Folder 1]

# Withdrawn/Redacted Material

## The George W. Bush Library

DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
001	Form	PPO Non-Career Appointment Form	1	04/01/2004	P6/b6;
002	Resume	Denise Grace Gitsham [page 1]	1	04/01/2004	P6/b6;

### COLLECTION TITLE:

Presidential Personnel, White House Office of

### SERIES:

Bullock, Katja - Agency Files - Candidates

### FOLDER TITLE:

Gitsham, Denise [Folder 1]

### FRC ID:

4955

### RESTRICTION CODES

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

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

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### Deed of Gift Restrictions

- A. Closed by Executive Order 13526 governing access to national security information.
- B. Closed by statute or by the agency which originated the document.
- C. Closed in accordance with restrictions contained in donor's deed of gift.

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

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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

#### Records Not Subject to FOIA

Court Sealed - The document is withheld under a court seal and is not subject to the Freedom of Information Act.

Gitsham, Denise

DOT  
AB

SKC  
4/11/04

APR 6 2004

PPO AD AB

DATE RECEIVED BY OPA: \_\_\_\_\_

DATE DUE TO PPO: \_\_\_\_\_

POTUS Mtg. Date (if applicable): \_\_\_\_\_

HOME/VOTING ADDRESS: \_\_\_\_\_

NAME: Gitsham, Denise

Austin, TX

POTENTIAL AGENCY/POSITION: DOJ/Associate Director, OIPL

PAS  PA  SES  SKC  B/C

GS-12

PERMANENT  TEMPORARY

REC 1: Leonard, BC2K

POSITION OF REC 1: \_\_\_\_\_

REC 2: \_\_\_\_\_

POSITION OF REC 2: \_\_\_\_\_

**POLITICAL CHECK:**

NA VOTE CHECK 00g

NA FEC

CONFIRM RECOMMENDER

B/C STATE LEADERSHIP

Notes

Previously Approved at DOJ-9/5/02

Title Change

Community Relations -> Interagency  
same salary

Talked to: \_\_\_\_\_

Position: \_\_\_\_\_

Approve (Y/N): \_\_\_\_\_

Notes:

Talked to: \_\_\_\_\_

Position: \_\_\_\_\_

Approve (Y/N): \_\_\_\_\_

Notes:

APPROVE  DENY

Angela Flood  
OFFICE OF POLITICAL AFFAIRS

W  
RANK

4/8/04  
DATE

1 - Known to OPA

2 - Unknown to OPA - full political check completed

3 - Unknown to OPA - abbreviated political check

4 - unknown to OPA - no political check completed because \_\_\_\_\_

Name, Last	First	Middle	Title	Occupation
GITSHAM	DENISE	Grace		Political Appointee

Position Sought	Position	Firm / Agency
Schedule C, DOJ	Assistant to the Attorney General for Scheduling and Advance 2002- Present	U.S. Department of Justice

Notables
<ul style="list-style-type: none"> <li>- <b>In 2002, <i>Newsday</i> (New York) Reported Gitsham's Comments On Eric Hothan Who Was Chosen To Be A White House Fellow.</b> "We try to take the agency's top choice and match it with the Fellow's top choice [of assignments]," said Denise Gitsham, a spokeswoman for the Fellows program. Hothan's area of concentration in the Office of Management and Budget will be homeland security, according to Gitsham.</li> <li>- <b>In 2002, <i>The Sun Sentinel</i> (Ft. Lauderdale, FL) Reported Gitsham's Comments On James Muro Who Was Competing To Be A White House Fellow.</b> "He is such a unique candidate," Denise Gitsham, spokeswoman for the White House Fellows program, said of Muro.</li> </ul>

Flags
<ul style="list-style-type: none"> <li>- No flags found.</li> </ul>

PPO A.D. EH DATE RECEIVED BY OPA: \_\_\_\_\_ DATE DUE TO PPO: \_\_\_\_\_ POTUS Mtg. Date (if applicable) N/A

NAME: Denise Gitzham HOME/VOTING ADDRESS: \_\_\_\_\_

POTENTIAL AGENCY/POSITION: DOJ / Spec Asst - Community Relations  
 PAS  PA  SES  SKC  B/C  PERMANENT  TEMPORARY

REC 1: BCZK POSITION OF REC 1: \_\_\_\_\_

REC 2: Leonard POSITION OF REC 2: \_\_\_\_\_

**POLITICAL CHECK:** \_\_\_\_\_

- VOTE CHECK
- N/A  FEC
- CONFIRM RECOMMENDER
- B/C STATE LEADERSHIP

Notes eh + Leonard had conversation

Talked to: \_\_\_\_\_ Position: \_\_\_\_\_ Approve (Y/N): \_\_\_\_\_  
Notes: \_\_\_\_\_

Talked to: \_\_\_\_\_ Position: \_\_\_\_\_ Approve (Y/N): \_\_\_\_\_  
Notes: \_\_\_\_\_

APPROVE  DENY

[Signature]  
OFFICE OF POLITICAL AFFAIRS

W  
RANK

9/5/02  
DATE

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# Withdrawal Marker

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**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

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### FRC ID:

4955

### OA Num.:

7817

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7716

### FOIA ID and Segment:

2016-0058-F

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**DENISE GRACE GITSHAM**

(b)(6)

**Experience**

**September 2002- Present**      **UNITED STATES DEPARTMENT OF JUSTICE**      Washington, D.C.  
*Assistant to the Attorney General for Scheduling and Advance*

- Maintain and update the Attorney General's daily schedule.
- Coordinate details of the Attorney General's domestic trips, speaking engagements, and media events with internal (DOJ) and external federal, state and local components.

*Special Assistant to the Director of the Community Relations Service (CRS)*

- Represent the Director in meetings with federal, state and local governmental and law enforcement leaders.
- Write and deliver speeches on CRS services at conferences hosted by national minority and law enforcement organizations.
- Serve as the Congressional liaison representing CRS before the appropriations and judiciary committees of the U.S. House and Senate.
- Advise the Director in formulating CRS program initiatives and policies.
- Assist in the management of ten regional offices, four field offices and Headquarters personnel.

*White House Initiative on Asian Americans and Pacific Islanders*

- Serve as the DOJ Coordinating Committee Member representing former Assistant Attorney General Viet Dinh at intragency working group meetings.
- Assist the DOJ in its efforts to accomplish the goals outlined in Executive Order 13216, aimed at improving the quality of Asian American and Pacific Islanders' lives.

**February 2001- September 2002**      **THE EXECUTIVE OFFICE OF THE PRESIDENT**      Washington, D.C.  
*Public Relations Coordinator & Spokeswoman, The White House Fellows Program*

- Created and implemented a strategic public relations plan that heightened awareness and elevated the national stature of the White House Fellows Program.
- Authored White House press releases, Fellowship publications, and quarterly newsletters.
- Acted as the Fellowship's spokeswoman at press conferences and in response to media inquiries.
- Participated in policy roundtable discussions with national political, governmental, academic, and business leaders.

*Senior Caseworker, Office of Agency Liaison*

- Acted as a liaison between the White House and Federal agencies in answering requests for help directed to the President and First Lady by constituents facing financial, physical, and emotional hardships.

**December 2000- January 2001**      **PRESIDENTIAL INAUGURAL COMMITTEE**      Washington, D.C.  
*Director, Hispanic Public Liaison Office*

- Devised and implemented a Hispanic public relations campaign for Inaugural festivities.
- Served as the Committee's primary contact for 300+ A-list Hispanic invitees.

**August 1999- December 2000**      **BUSH-CHENEY 2000, INC.**      Austin, TX  
*Florida Recount Staff*

- Coordinated logistical support for rallies and on-site operations in Miami-Dade County.
- Trained GOP volunteers to count ballots in preparation for the second Florida Recount.

*Hispanic Coalitions Coordinator, Office of Political Affairs*

- Developed and managed a national Latino grassroots campaign that earned then-Governor Bush 39% of the Latino vote.
- Developed bilingual direct mail pieces soliciting the Latino vote.
- Recruited, trained, and mobilized state Hispanic chairmen/women in 28 states.
- Organized President-elect Bush's first official meeting with 35 of the nation's most influential Hispanic leaders.

GS-11/3

*Intern and Assistant to Karl Rove*

- Authored campaign updates for and conducted fundraising activities among A-list constituents, including IT executives, educators, and social conservatives.
- Performed administrative duties for and acted as a confidential assistant to Karl Rove.

June 1998-  
August 1998

**THE LAW OFFICES OF DEAN R. BROYLES & PETER D. LEPISCOPO** San Diego, CA  
*Legal Assistant*

- Conducted extensive legal research.
- Managed office filing systems and computer databases.

October 1997 -  
November 1997

**BRITISH EMBASSY** Beijing, PRC  
*Commerce Associate*

- Authored a detailed status report on sources of foreign direct investment in China.
- Accompanied the Embassy's delegations to meetings with Chinese trade representatives at the Ministry of Foreign Trade and Economic Cooperation (MOFTEC).

January 1997 &  
January 1998

**SOLANO COUNTY OFFICE OF EDUCATION** Fairfield, CA  
*Researcher/Consultant*

- Assessed Solano County's public school system and authored a comprehensive report for the County Superintendent that proposed solutions to district funding challenges.
- Updated the same report a year later, which the Solano County Office of Education published and distributed to local businesses, educators and elected officials.

### Education

1995-1999

**BOWDOIN COLLEGE** Brunswick, ME

- B.A. in Government & Legal Studies, Minor in American History
- Sarah & James Bowdoin Scholar for academic achievement
- Freshman Class President and Student Government Committee Member
- Founding member of the Young Alumni Leadership Program

Fall 1997

**UNIVERSITY OF INTERNATIONAL BUSINESS AND ECONOMICS** Beijing, PRC

- Coursework in Chinese Language, Culture, History and Economics

Summer 1997

**FUDAN UNIVERSITY** Shanghai, PRC

- Enrolled in advanced Chinese language courses conducted in Mandarin.

Spring 1997

**WELLESLEY COLLEGE** Wellesley, MA

- Coursework in Economics, Political Science and Chinese Studies.
- Member of the Wellesley Widows traveling a cappella group
- Member of Campus Crusade for Christ

### Volunteer & Community Activities

September 2003-present

Washington, D.C.  
Math and English tutor for the Maya Angelou Public Charter School, an inner-city high school serving 70 African-American students.

September 2002-December 2003

Washington, D.C.  
Member of a volunteer-staffed subcommittee of the U.S. DOJ's Civil Rights Division, the National Origins Working Group, which conducts outreach to immigrant communities on fair housing, voting rights, and other legal matters.

March 2001-June 2002

McLean, VA  
Community Bible study leader for Frontline, a young adult ministry of McLean Bible Church.

*June-August 1996*

Vacaville, CA

Summer school teacher's aide for severely mentally and physically handicapped students.

***Skills and Interests***

---

- Fluent in Mandarin Chinese
- California Music Teacher's Association certified classical pianist
- Jazz singer
- Avid runner/road racer, San Diego Rock 'n' Roll Marathon finisher



# OFFICE OF THE ATTORNEY GENERAL

## TO

FAX Number 202 - 456-6615

Name: Amanda Becker

Telephone Number: 202-456-7103

Organization: \_\_\_\_\_

Building, Room Number, etc. \_\_\_\_\_

Number of Pages Transmitted (including cover sheet)

## FROM

FAX Number: 202 - 616-7290

Name: Sujean Lee

Telephone Number: 202-514-5611

Date: \_\_\_\_\_

Building, Room Number, etc. MAIN JUSTICE

## COMMENTS

(NOTE: If the receiver did not receive the correct number of pages, please call the transmitter and request retransmission.)

# Request for Schedule C Appointing Authority

**Agency Name:** DEPARTMENT OF JUSTICE

**Print Date:** APR-01-2004

**POC:** SHERRY A. MAHONEY

**Phone:** (202) 514-6794

**Fax:** (202) 514-0673

**Request No.:** DJ040100

**Type:** APPOINTMENT

**Position:** REGULAR C

**Candidate:** DENISE GITSHAM

**Grade/Step:** GS12/1

**Salary:** \$60638

**Position No.:** DJGS00304 **Title:** ASSOCIATE DIRECTOR

**Series:** 00301

**Desc:** MISCELLANEOUS ADMINISTRATION AND PROGRAM

**Date PD certified as Schedule C per 5 CFR 213.3301(a):** APR-01-2004

**Organization ID:** 20500

**Org. Name:** OFFICE OF INTERGOVERNMENTAL AND PUBLIC LIAISON

**Supervisor No.:** DJES01163

**Supv. Title:** DIRECTOR

**Supervisor Name:** VACANT

**Supv. Position Type:** NONCAREER

**GEO Location:** WASHINGTON

## Schedule C Certification Statement

I certify the Schedule C position above, that we request the Office of Personnel Management to except from the competitive service because of the confidential or policy-determining character, was not created solely or primarily in order to detail the employee to the White House.

Department/ Agency Head or Designee: ATTORNEY GENERAL

Signature:



Date Signed:

4/2/04

## Agency White House Liaison

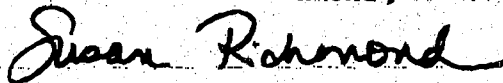
Name:

Susan M. Richmond, Acting

Phone:

(202) 514-2927

Signature:



Date Signed:

4/2/04

## OPM USE ONLY

Approved

Disapproved

Returned without Action

OPM W/H Liaison:

Date Signed:

OPM Approving Official:

Date Signed:

Chief of Staff, OPM

**FAX: 202-606-3603**

**ATTENTION: David Guilford, Room 6500**

Source: Office of Personnel Management

Report 1019, Version 1.0 August 2002

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

1. Agency Position No. \_\_\_\_\_

2. Reason for Submission:  Redescription  Reestablishment  New  Other

3. Service:  Hdqtrs.  Field

4. Employing Office Location: **Washington, DC**

5. Duty Station: **Washington, DC**

6. OPM Certification No.: **DJGS00303**

7. Fair Labor Standards Act:  Exempt  Nonexempt

8. Financial Statements Required:  Executive Personnel Financial Disclosure  Employment and Financial Interests

9. Subject to IA Action:  Yes  No

10. Position Status:  Competitive  Excepted (Specify in Remarks)

11. Position is:  Supervisory  Managerial  Neither

12. Sensitivity:  1-Non Sensitive  2-Noncritical Sensitive  3-Critical Sensitive  4-Special Sensitive

13. Competitive Level Code \_\_\_\_\_

14. Agency Use \_\_\_\_\_

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	<b>Associate Director</b>	<b>GS</b>	<b>301</b>	<b>12</b>		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) \_\_\_\_\_

17. Name of Employee (if vacant, specify): **Denise Gitsham**

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

a. First Subdivision: **Office of Intergovernmental and Public Liaison**

b. Second Subdivision \_\_\_\_\_

c. Third Subdivision \_\_\_\_\_

d. Fourth Subdivision \_\_\_\_\_


e. Fifth Subdivision \_\_\_\_\_

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

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: **Greg Harris, Acting Director**

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

Signature:  Date: **4-2-04**

Signature \_\_\_\_\_ Date \_\_\_\_\_

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

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

Typed Name and Title of Official Taking Action: **Valerie M. Willis, Assistant Director, Leadership Effectiveness Group**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

24. Remarks: **Schedule C**

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

ASSOCIATE DIRECTOR  
GS-301-12  
DJGS00304

**INTRODUCTION:**

The incumbent serves as Associate Director to the Director, Office of Intergovernmental and Public Liaison (OIPL). The OIPL staff manages and coordinates the Department of Justice's (DOJ) efforts to inform and engage state and local government, law enforcement, and many other groups and organizations, acting as their liaison with DOJ. OIPL ensures that the Department's policies and positions on a variety of complex issues are clearly communicated to these groups as well as making certain that the state and local perspective is taken into account as DOJ policies and programs are discussed and implemented.

The OIPL prepares briefings and speeches for the Attorney General and other senior DOJ officials. OIPL also handles the Department's compliance with the Executive Order on Federalism (No.13132), which requires regulatory policies to consider any state and local impact.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform assigned duties without being privy to the political, personal, and management philosophies of the Director. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Director and as such, will be expected to reflect his/her philosophies in conversations with leading figures of the government, business, and other groups. The incumbent will also be obliged to present the views of the Director in correspondence and other communications with agency managers and program officials.

**DUTIES AND RESPONSIBILITIES:**

Responsible for a wide variety of special and confidential assignments relating to policy and program issues. These assignment require contact with senior officials in the Department, the White House, Congress, other Federal agencies, state and local governments, law enforcement, and many other groups and organizations.

Responsible for staff work on current intergovernmental issues. Facilitates meetings and conducts briefings. Develops reports and ensures that the issues on are track.

Assists the Director with policy decisions. Contacts various officials within and outside the Department regarding the

Page 2

Office's policies and positions on intergovernmental matters.

Prepares Departmental replies to correspondence relating to intergovernmental matters.

Represents the Director on Department-wide working groups and task forces involving assigned responsibilities.

Performs other duties as assigned.

**CONTROLS OVER WORK:**

Under the general supervision of the Director, the Associate Director is expected to exercise discretion in performing assignments in accordance with established policies, or policies expressed by the Director. Work is reviewed for completeness, for adequacy of accomplishment, and for soundness of recommendations.