

FOIA Marker

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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 2]

Withdrawn/Redacted Material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	09/09/2002	P6/b6;
002	Resume	Denise Gitsham	1	09/09/2002	P6/b6;
003	Form	Request for Schedule C Appointment Authority	1	09/09/2002	P6/b6;
004	Form	PPO Non-Career Appointment Form	1	11/14/2001	P6/b6;
005	Resume	Denise Gitsham	1	N.D.	P6/b6;

COLLECTION TITLE:

Presidential Personnel, White House Office of

SERIES:

Bullock, Katja - Agency Files - Candidates

FOLDER TITLE:

Gitsham, Denise [Folder 2]

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]
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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(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.

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

NAME: Denise Gitsham 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

- 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			White House Staff

Position Sought	Position	Firm / Agency
Schedule C, White House Fellows	Sr. Caseworker February 2001 - Present	Executive Office of the President, Office of Agency Liaison

Notables
- No public record.

Flags
- No flags found.

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FOIA IDs and Segments:

2016-0058-F

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DENISE GITSHAM

(b)(6)

denise_g_gitsham@whf.eop.gov

Work Experience

- February 2001- Present* **EXECUTIVE OFFICE OF THE PRESIDENT** *Washington, DC*
Public Relations Coordinator, White House Fellows Program: Developed and implemented a comprehensive Public Relations strategy to elevate the national stature of the White House Fellows program. Authored press releases and edited/produced quarterly newsletter.
Senior Caseworker, Office of Agency Liaison: Assisted constituents with hardship cases as a public liaison to federal/state agencies on behalf of the President, First Lady, and Senior Staff.
- December 2000- January 2001* **PRESIDENTIAL INAUGURAL COMMITTEE** *Washington, DC*
Hispanic Public Liaison: Managed and directed the implementation of a Hispanic public relations and media strategy for Inaugural week. Communicated with and allotted ticket requests for A-list invitees. Introduced cultural themes and coordinated Latino talent for sanctioned Inaugural events.
- August 1999 - December 2000* **BUSH-CHENEY 2000, INC.** *Austin, TX*
Hispanic Coalitions Coordinator, Political Department: Assisted in the development of a national Latino grassroots campaign, which earned Governor Bush a record 38% of the Hispanic vote. Trained, appointed and supported Latino Steering Committee leaders in 27 target states. Coordinated surrogate participation in Hispanic events nationwide and acted as a liaison between the Bush campaign and the RNC's development of a complementary national Hispanic outreach effort.
Intern to Karl Rove/Strategy Department: Assisted in the recruitment of High Tech National Steering Committee Members, Educators, and Social Conservatives for Bush. Authored weekly campaign updates to High Tech executives and planned/hosted fundraising events at campaign headquarters.
- 1997-1998* **SOLANO COUNTY OFFICE OF EDUCATION** *Fairfield, CA*
Researcher: Assessed Solano County's public school system and proposed solutions for raising standardized testing scores, lowering drop out rates, and maximizing district funding. Authored a comprehensive report on the state of education in Solano County for the County Superintendent of schools.
- Fall 1997* **BRITISH EMBASSY, COMMERCE DEPARTMENT** *Beijing, PRC*
Commerce Associate: Researched sources of foreign direct investment into China and international recipients of Chinese outward investment. Authored a detailed investment status report. Accompanied the Secretary of Commerce in representing Britain before MOFTEC and in meetings with the China-Britain Trade Group.

Education

- 1995-1999* **BOWDOIN COLLEGE** *Brunswick, ME*
 Bachelor of Arts in Government and Legal Studies
- Spring 1997* **WELLESLEY COLLEGE** *Wellesley, MA*
 Coursework in Econometrics/Statistics, Political Science, and Chinese
- Fall 1997* **UNIVERSITY OF INTERNATIONAL BUSINESS AND ECONOMICS** *Beijing, PRC*
 Coursework in Chinese Language, History, and Economic Development

Skills

Proficient in written and spoken Mandarin Chinese. Basic French language skills.

Request for Schedule C Appointment Authority

1. Agency name Department of Justice		2. Date of request (mm,dd,yyyy) 09/05/2002		3. Date received at OPM (mm,dd,yyyy) (OPM use only)	
4. Agency point of contact Valerie M. Willis		Telephone number (202) 514-6794	FAX number (202) 514-0873		E-mail Valerie.M.Willis@usdoj.gov
5. U.S. Office of Personnel Management Washington Service Center 1900 E Street NW, Room 2469 Washington, DC 20415-9930 Attention <u>Robert Grady</u> FAX number: (202)606-3603			8. Reason(s) for submission: <input type="checkbox"/> New authority <input checked="" type="checkbox"/> Reestablishment of authority <input checked="" type="checkbox"/> Upgrade or downgrade from <u>14</u> to <u>11</u> <input type="checkbox"/> Change in title <input type="checkbox"/> Change in immediate supervisor <input type="checkbox"/> Change in organizational location or name <input type="checkbox"/> Notice of entry on duty <input type="checkbox"/> Notice of position vacated <input type="checkbox"/> Notice of TTC appointment <input type="checkbox"/> Effective date of action, EOD, vacate or amendment _____		
7. Position title Special Assistant		8. Pay plan, series, grade or salary GS-301-11			
9. Position number (OPM assigned) JUS#0445		10. Duty station (city and state code) Washington, DC			
11. Name of candidate Danise Gitsam (b)(6)		12. Position description certification (Official's type of appointment) <input type="checkbox"/> PAS <input type="checkbox"/> PA <input checked="" type="checkbox"/> SES - General			
13a. Supervisor's title Director, Community Relations Service (DJEX01007)					
13b. Appointment type <input checked="" type="checkbox"/> PAS <input type="checkbox"/> PA <input type="checkbox"/> SES - General <input type="checkbox"/> Schedule C - provide grade →					

Certification Statement

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

14. Department/Agency head name John Ashcroft		15. Department/Agency head signature (or designee)		16. Date signed	
--	--	--	--	-----------------	--

1. Agency White House Liaison name David A. Higbee		2. Telephone number (202) 616-0906			
3. Agency White House Liaison signature <i>David A. Higbee</i>		4. Date signed 9/5/02			

1. Your request for a Schedule C exception, reestablishment or amendment is: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Returned without action					
2. If this action is approved, the Department/Agency's number of Schedule C positions will <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Remain the same					
3. OPM White House Liaison signature				4. Date signed	
5. Signature of OPM approving official		6. Title of OPM approving official		7. Date signed	

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Other	4. Employing Office Location Washington, DC	5. Duty Station Washington, DC	6. OPM Certification No. JUS#0445
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Elements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Incentive		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Govt.) <input type="checkbox"/> SES (CR)		11. Position for <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Matter	12. Sensitivity <input type="checkbox"/> 1-Not Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 14. Agency Use

15. Classified/graded by	Official Title of Position	Fay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Special Assistant	GS	301	11		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Infilling Officer						

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

17. Name of Employee (if vacant, specify)
Danise Gisham

18. Department, Agency, or Establishment
 Department of Justice
 a. First Subdivision
Community Relations Service
 b. Second 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
Sharee M. Freeman
Director

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

Signature of Employee (optional)

Signature of Immediate Supervisor: *Sharee M. Freeman* Date: 9/6/02

Signature of Higher Level Supervisor: _____ Date: _____

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

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action
Valeria M. Willis, Assistant Director
Executive Resources Group

Signature: _____ Date: _____

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

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

24. Remarks
Schedule C

**SPECIAL ASSISTANT
GS-301-11**

JUS #0445

INTRODUCTION:

The incumbent serves as Special Assistant to the Director, Community Relations Service (CRS). CRS is the Department's "peacemaker" for community conflicts and tensions arising from differences of race, color, and national origin. Created by the Civil Rights Act of 1964, CRS is dedicated to assisting State and local units of government, private and public organizations, and community groups with preventing and resolving racial and ethnic tensions, incidents, and civil disorders, and in restoring racial stability and harmony. CRS facilitates the development of viable, mutual understandings and agreements as alternatives to coercion, violence, or litigation. It also assists communities in developing local mechanisms, conducting training, and other proactive measures to prevent or reduce racial/ethnic tension.

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:

Assists the Director in the completion of projects which may sometimes be highly sensitive and confidential. Such projects are usually of vital concern to State and local governments, private and public organizations, and/or community groups.

Informs staff members of supervisor's instructions on matters, particularly in situations requiring quick resolution. A knowledge of the policies, current issues, and proper procedures is required to interact with various officials and staff in a tactful manner, using good judgment and accurate exposition of facts.

Page 2

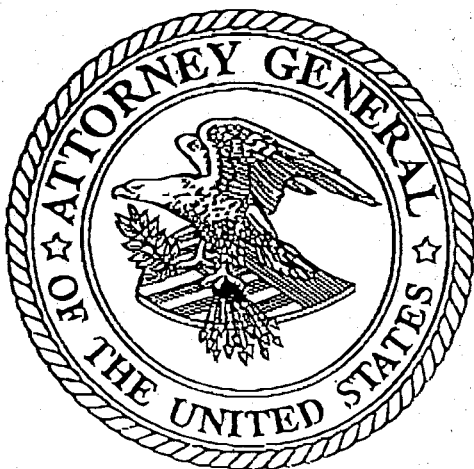
Deals directly officials who desire information from the Director. Either replies to inquiries personally or refers them to appropriate staff members for action.

Receives incoming correspondence and inquiries to the Director, determines that which can be handled personally, and refers the remainder with relevant background information to the Director or the appropriate staff members for reply. Follows up on actions to ensure prompt replies. Incumbent is afforded substantial discretion to act on matters that can be handled personally. Reviews proposed replies for content and form to determine if they are in accordance with the requirements and views of the supervisor.

Prepares special reports or correspondence to senior officials within and outside the Department on confidential and sensitive matters of immediate concern to the Director.

CONTROLS OVER WORK:

Work is performed under the general guidance of the Director. Work is reviewed primarily for accomplishments and concurrence with office policy. Recommendations and proposed solutions are given great weight in resolving problems, otherwise guided by the policy and regulations of the Office and the Department.



OFFICE OF THE ATTORNEY GENERAL

TO

FAX Number 456-6615

Name: Jennifer Minton

Telephone Number: _____

Organization: WH PPU

Building, Room Number, etc. _____

Number of Pages Transmitted (including cover sheet)

FROM

FAX Number: 616-7290

Name: Elizabeth Kim

Telephone Number: 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)

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Public Relations Coordinator, White House Fellows Program: Developed and implemented a comprehensive Public Relations strategy to elevate the national stature of the White House Fellows program. Authored press releases and edited/produced quarterly newsletter.
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