

# 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 - Personnel Files

Stack:	Row:	Sect.:	Shelf:	Pos.:	FRC ID:	Location or Hollinger ID:	NARA Number:	OA Number:
W	13	28	10	3	13346	26209	12801	12786

Folder Title:

Valera, Sheri

# Withdrawn/Redacted Material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	10/12/2007	P6/b6;
002	Resume	Resume [Page 1]	1	10/12/2007	P6/b6;
003	Form	PPO Non-Career Appointment Form	1	10/12/2007	P6/b6;
004	Resume	Resume [Page 1]	1	10/25/2007	P6/b6;
005	Form	PPO Non-Career Appointment Form	1	09/28/2007	P6/b6;
006	Resume	Resume	1	10/25/2007	P2; P6/b6;
007	Statement	Voter Registration	1	10/16/2007	P6/b6;

**COLLECTION TITLE:**  
**Presidential Personnel, White House Office of**

**SERIES:**  
**Bullock, Katja - Personnel Files**

**FOLDER TITLE:**  
**Valera, Sheri**

**FRC ID:**  
**13346**

### RESTRICTION CODES

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

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- 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.

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008	Resume	Resume	1	N.D	P6/b6;
009	Form	PPO Non-Career Appointment Form	1	12/21/2006	P6/b6;
010	Form	PPO Non-Career Appointment Form	1	04/24/2006	P6/b6;
011	Resume	Resume [Page 1]	1	04/24/2006	P6/b6;

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PPO AD DMC

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

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

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

GS9/1

NAME: Valera, Sheri

HOME/VOTING ADDRESS:  
Gainesville, FL

POTENTIAL AGENCY/POSITION: DOC/ Confidential Assistant, ITA

PAS  PA  SES  SKC  B/C

PERMANENT  TEMPORARY

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

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

**POLITICAL CHECK:**

VOTE CHECK

FEC

CONFIRM RECOMMENDER

B/C STATE LEADERSHIP

Notes

Previously Approved @ DOC \_\_\_\_\_

FL Students for Bus's Chair

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

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

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

Notes:

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

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

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

Notes:



APPROVE

DENY

A. G. ...  
OFFICE OF POLITICAL AFFAIRS

W  
RANK

10/17/12  
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 \_\_\_\_\_



UNITED STATES DEPARTMENT OF COMMERCE  
Office of the Secretary  
Washington, D.C. 20230

OFFICE OF THE SECRETARY  
OFFICE OF WHITE HOUSE LIAISON

14<sup>th</sup> & Constitution Ave., NW  
Room 5835  
Washington, DC 20230

**FAX TRANSMITTAL SHEET**

202-482-1684 - PHONE

202-482-5924 - FAX

Date: 10/12/07

No. of pages (inc. cover): 4

To: Kevin Buckley / Ashby

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

From: \_\_\_\_\_ Jeff Cavanaugh  Adrienne Cheatham  
\_\_\_\_\_ Ashley Chaves

Message: Sheri Valera for preliminary  
clearance.

If all pages are not received, please call 202-482-1684.

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# Withdrawal Marker

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FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
Form	PPO Non-Career Appointment Form	1	10/12/2007	P6/b6;

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For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### COLLECTION:

Presidential Personnel, White House Office of

### SERIES:

Bullock, Katja - Personnel Files

### FOLDER TITLE:

Valera, Sheri

### FRC ID:

13346

### OA Num.:

12786

### NARA Num.:

12801

### FOIA IDs and Segments:

2016-0068-F

### RESTRICTION CODES

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# Sheri Valera

(b) (6)

(b)(6)

(b) (6)

(b)(6)

## Work and Political Experience

### U.S. Department of Commerce

- **Presidential Political Appointment to Confidential Assistant to Assistant Secretary for Trade Promotion and Director General of the U.S. and Foreign Commercial Service**  
Responsible for managing the Director General's (DG) Schedule, managing the DG's communication and correspondence, facilitating communication between the Commercial Service units and the DG, hosting ministerial guests, directing issues of protocol for the DG, compiling weekly reports, proofing the DG's paperwork and briefing material, participating in strategy meetings to coordinate the DG's outreach opportunities and travel schedule, assisting with office needs and organization, providing short briefings for the DG as needed providing customer service support for the Commercial Service Headquarters Office, coordinating internal DG lead team-building events, and providing the DG with support staff in meetings and on trips.
- **Presidential Political Appointment to Advance Coordinator for Secretary of Commerce**  
Coordinating all preparations for the Secretary's domestic and international travel, participating in the Secretary's Senior Staff meetings with all Office of the Secretary Directors to strategically plan and organize the Secretary's calendar domestically and abroad, advancing in-town events and overseas departures, building close relationships with and facilitating communication between all offices within the Office of the Secretary, creating a new trip planning organizational shorthand sheet ultimately adopted as a model for all offices within the Office of the Secretary, working directly with the Secretarial Protocol and Scheduling Offices on events attended or hosted by the Secretary, facilitating movements of foreign dignitaries and Cabinet level officials, cooperating with and providing the critical information flow needed by the Secretary's Security Detail team, gaining valuable event planning and management experience, developing personal investigation and problem solving skill sets, and working with domestic and overseas International Trade Administration staff on major Secretarial lead trade missions.

### College Republicans of Florida

- **Two-Term Chairman**  
Leading the Bush-Cheney '04 and Republican college youth campaign efforts for the entire State of Florida during the 2004 Election Cycle; representing the College Republicans at the RNC Convention as the youngest elected Congressional Delegate for the State of Florida; managing 10 full time field staff; increasing beyond precedent recruitment and campus chapter levels; primary spokesperson for the College Republicans of Florida; creating and directing the state-wide strategic field plan; facilitating channels of communication and relationships between College Republican chapter chairmen, the College Republican National Committee, the Republican Party of Florida, the Bush-Cheney '04 Campaign, and the Republican National Convention Committee; leading College Republicans of Florida press efforts including a weekly editorial column for the *Florida Independent Alligator* newspaper; providing steady leadership and flexible strategy adaptation through 5 devastating Florida hurricanes; identifying, recruiting, training and mobilizing new College Republicans; planning events and coordinating volunteer efforts including the Bush-Cheney '04 Kick Off rally in Orlando and the 2004 Presidential Debates at the University of Miami.

### Congressman Cliff Stearns (FL-06)

- **Paid Intern Staff**  
Assisting with the Congressman's District activities, news clips, casework and events.

## Education

- **University of Florida:** B.A. Degree Graduate with Honors in December 2005 with Majors in Political Science and Spanish and minoring in Written and Oral Communication Studies
- **Seville, Spain Study Abroad:** Universidad Internacional de Pedro Menéndez
- **The Leadership Institute:** "Youth Leadership School" 2001 and 2003, Student Publications School 2002
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- Congressional District 6 Florida Delegate 2004 Republican National Convention  
Youngest elected Delegate in Florida and 2<sup>nd</sup> youngest in the country  
Republican National Convention Committee and Republican Party of Florida "media delegate" for 2004 RNC National Convention  
Featured by numerous national and international news media outlets.  
"Delegate in Focus" and "Diversity Focus" RNC Convention Delegate
- One of Ten Semi-Finalists in the RNC/MTV Sponsored "Stand Up and Holla!"
- Ronald Reagan Future Leaders Scholarship Recipient for top scholarship award
- Golden Key International Honors Society
- Phi Kappa Phi Honors Society
- Phi Eta Sigma Honors Society
- College Republican National Committee  
Most Improved State Federation 2004 awarded to College Republicans of Florida and State Chairwoman Sheri Valera  
Chapter of the Year 2002 awarded to the University of Florida
- Florida Bright Futures Scholarship Recipient
- National Dean's List Scholar  
Two-time National Dean's List scholar
- College of Liberal Arts and Sciences Study Abroad Scholarship Recipient  
Scholarship to Seville, Spain Summer of 2003

References available upon request

Name, Last	First	Middle	Title	Occupation
VALERA	SHERI	A.	Ms.	Political Operative

Position Sought	Position	Firm / Agency
SKC, DOC - Confidential Assistant, ITA	Confidential Assistant Present	U.S. Department Of Commerce

#### Notables

- **The Sarasota Herald-Tribune Profiled Valera.** (See Attached Below)
- **Valera Was A Delegate To The 2004 Republican National Convention.** “Sheri Valera, 21, Florida’s youngest delegate to the Republican National Convention, came to New York with her mother, but her father, Dennis, stayed at the family’s Port Charlotte home, still picking up after Hurricane Charley. ‘Right up until we left, he was still planning and hoping to go, but he had to cancel because he was still in disaster mode, and now with the other hurricane coming, even more so,’ Valera said. On her first trip to New York, Valera has managed to fit in a little sightseeing and a whirlwind of news media interviews, including a taping for the Style Network’s The Look for Less show. She said she was a top 10 semifinalist in MTV’s Stand up and Holla contest. A political science and Spanish major, Valera said she always had an interest in politics but had no party affiliation until her senior year in high school when she watched the 2000 Republican National Convention. She said she saw another young female delegate on television and was determined to become one herself. Valera, in her second term as state chairwoman for the College Republicans of Florida, is the state chairwoman for the Florida chapter of Students for Bush. She plans to continue voter registration drives, recruiting, educating young people on the issues and organizing rallies until the November election. The University of Florida senior grew up in Ormond Beach; her family moved to Port Charlotte in July.” (*Sun-Sentinel*, 9/3/04)
- **The Fort Myers News-Press Also Profiled Valera.** (See Attached Below)
- **Valera Aided In Voter Registration Efforts.** “Naturally, the ‘Race to Victory’ motor coach located outside the track near Turn 4 was anything but non-partisan, as evidenced by the planned appearance Sunday from U.S. Rep. Tom Feeney, R-Fla. ‘We’re here to register voters and we hope to get them to register as Republicans,’ said Sheri Valera, a University of Florida student from Daytona Beach who chairs Students for Bush in her home state. Drivers, public officials and newly registered voters were invited to sign a ‘I support President Bush’s Positive Agenda for America’ team leader banner.” (*USA Today*, 2/16/04)

- **Unable To Confirm Degree.**
- **Valera Maintains A *Facebook.com* Profile, Although Access Is Restricted For The General Public.**
- **Valera Is A Registered Republican In The District Of Columbia. (See Attached)**

**Flags**

- **No Flags Found.**

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Scholarship to Seville, Spain Summer of 2003

References available upon request

# Request for Schedule C Appointing Authority

Agency Name: DEPARTMENT OF COMMERCE

Print Date: OCT-25-2007

POC: SHERRY COX

Phone: (202) 482-4278

Fax: (202) 501-2641

Request No.: DC080008

Request Type: AMENDMENT

Position:

Candidate SHERI VALERA

Grade/Step: GS-9/1

Salary: \$46041

Position No.: DCGS60395

Title: CONFIDENTIAL ASSISTANT

Series: 00301

Desc: MISCELLANEOUS ADMINISTRATION AND PROGRAM

Date PD certified as Schedule C per 5 CFR 213.3301(a):

GEO Location: WASHINGTON

Organization ID: 6150

Org. Name: INTERNATIONAL TRADE ADMINISTRATION

Supv. Position Type: NONCAREER

Supervisor Name: STACEY B SILVA

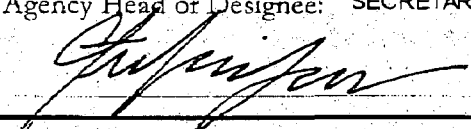
Supervisor No: DCES00994

Supv. Title: EXECUTIVE DIRECTOR FOR TRADE PROMOTION AND OUTREACH

## 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: SECRETARY

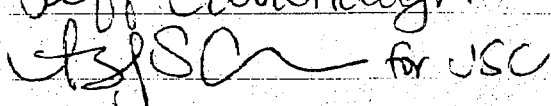
Signature: 

Date Signed: 10/25/07

### Agency White House Liaison

Name: Jeff Cavanaugh

Phone: 482-1684

Signature:  for JSC

Date Signed: 10/25/07

### 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: C. PENN, 6484

Source: Office of Personnel Management

Report 1019, Version 1.0 August 2002

### Confidential Assistant, GS-0301-09

#### Introduction:

This position is located in the Trade Promotion and the U.S. and Foreign Commercial Service, International Trade Administration. The incumbent serves as Confidential Assistant to the Executive Director. The incumbent performs a variety of confidential and sensitive assignments of a confidential nature concerning major Departmental policy and program issues.

The incumbent of this position will not be able to adequately perform her duties without being privy to the political, personal, and management philosophies of the Executive Director. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Executive Director and as such, will be expected to reflect her supervisor's 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 Executive Director in correspondence and other communications with agency managers and program officials.

#### Duties:

The incumbent carries out confidential and specialized research assignments on matters of special concern to the Executive Director that involve major Departmental programs and policy issues.

Conducts special research studies of Departmental programs, policies and initiatives. Develops background materials, gathers information from numerous sources and prepares formal reports for the Executive Director. Participates in the formulation of recommendations when appropriate.

Maintains liaison with various groups and representatives involved with the policies, programs and initiatives under study. These contacts include Departmental program officials of other Federal agencies and their staff, high level representatives of the business community and other concerned persons. Presents the policies, objectives and views of the Executive Director in performing these functions. Receives the views, recommendations or concerns of outside groups and representatives with regard to Commerce policy. Reports to the Executive Director on matters of concern or interest.

Closely reviews incoming materials and publications on subjects of special interest to the Executive Director. Compiles study findings, presenting them to the Executive Director with recommendations on items that concern Department policy or the views of the Secretary.

**Supervision and Guidance Received:**

Work is performed under general supervision of the Executive Director. Incumbent exercises initiative and judgment in completing tasks and projects. Incumbent performs duties independently. Work is reviewed primarily for conformance to policy, soundness of judgment, and accomplishment of objectives.

# Withdrawal Marker

## The George W. Bush Library

FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
Form	PPO Non-Career Appointment Form	1	09/28/2007	P6/b6;

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For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

**COLLECTION:**

Presidential Personnel, White House Office of

**SERIES:**

Bullock, Katja - Personnel Files

**FOLDER TITLE:**

Valera, Sheri

**FRC ID:**

13346

**OA Num.:**

12786

**NARA Num.:**

12801

**FOIA IDs and Segments:**

2016-0068-F

**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]
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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)]**

- b(1) National security classified information [(b)(1) of the FOIA]
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**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.

# Withdrawal Marker

## The George W. Bush Library

FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
Resume	Resume	1	10/25/2007	P2; P6/b6;

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## The George W. Bush Library

FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
Statement	Voter Registration	1	10/16/2007	P6/b6;

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### SERIES:

Bullock, Katja - Personnel Files

### FOLDER TITLE:

Valera, Sheri

### FRC ID:

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Sarasota Herald-Tribune (Florida)

January 18, 2005 Tuesday

CHARLOTTE EDITION

SECTION: B SECTION; Pg. BCE4

LENGTH: 500 words

HEADLINE: Valera translates political beliefs into action

BYLINE: By MARILYN CARPENTER CORRESPONDENT

BODY:

With one more semester to go at the University of Florida, Sheri Valera, 22, was taking a welcome holiday break at home in Port Charlotte with her parents Dennis and Reatha Valera and her sister Lauren, who is a sophomore at UF.

Valera's bedroom spoke clearly of Christmas, with gift boxes and wrappings, and of UF with Gators' memorabilia.

Even more apparent were political posters, banners and T-shirts promoting the Republican Party and the 2004 presidential election.

Valera chose to become a Republican during her senior year at Spruce Creek High School in Port Orange.

Her participation in Girls State the previous summer spurred her interest in politics. With the 2000 presidential campaign in full swing, she compared the candidates and sided with George Bush.

Once at UF, she joined the College Republicans of Florida and started on a journey she will never forget.

As a sophomore she ran for vice chairperson of UF's College Republicans and won. On campus, she worked side by side with the college chairperson and became a liaison between the UF chapter and the state organization and helped create a statewide College Republicans newsletter.

Working with the Florida 2002 elections added fuel and experience to her growing political interests.

From vice chair of UF's chapter she ran for state chairman of the College Republicans of Florida and won the post at the Miami convention. Last year she ran unopposed.

Valera takes her voluntary responsibilities very seriously.

"It's the person that makes the title, not the title that makes the person," she said. "I had a big vision for our state, I wanted Florida to be the best federation in the nation or at least be well on its way to being the best."

She was the impetus behind multiplying the four active state college chapters to about 40.

Other state responsibilities she accepted included attending national board meetings, creating a state plan complete with purposes, goals, a statewide calendar, field plans for Republican field reps and a budget.

Then there was the 2004 national election. Her Port Charlotte bedroom became her summer campaign headquarters where she formed strategy and planned ways to get students to register to vote, become informed, volunteer to help and ultimately vote.

Before the election, she traveled around the state -- practically living out of her car -- while maintaining good grades academically.

As Valera is finishing her final term, she is focusing on training new leadership before passing on the torch at the upcoming state convention.

Last year she was one of 21 candidates running for three Republican delegate spots.

She was elected by her congressional district and was Florida's youngest delegate at the National Convention in New York. There she was chosen to be a spokesperson to the media.

She also was one of the 10 national finalists in MTV's "Stand Up and Holla!" contest for which she wrote a 300-word essay on "Why President Bush's call to volunteering is important and how have you demonstrated it."

The News-Press (Fort Myers, FL)

August 29, 2004 Sunday

SECTION: NATIONAL; Pg. 4A

LENGTH: 483 words

HEADLINE: Forget the stage; essay finalist still to see convention

BYLINE: Alison Kepner, Staff

BODY:

Port Charlotte resident taking mom as guest

BY ALISON KEPNER: akepner@news-press.com

A Port Charlotte woman came close to taking the podium Monday at the Republican National Convention in New York City.

Sheri Valera, 21, was among 10 finalists in MTV's Stand Up and Holla! volunteerism essay contest. A woman from Wayne, Ark., won, but it is not stopping Valera from attending.

She will be there as a Florida delegate.

"I'm excited about being there. That in itself is going to be huge," she said. "A lot of my role models and leaders and people I look up to are going to be there."

The trip north will be a bittersweet distraction for Valera whose home suffered some damage from Hurricane Charley.

"As much as New York will be a welcome break from reality ... At the same time, you almost don't want to leave because you feel like there is so much to do," she said.

Valera, who will be a senior Spanish and political science major at the University of Florida this fall, moved to Southwest Florida from the Daytona area in July.

She admires first lady Laura Bush and National Security Adviser Condoleezza Rice, along with President Bush.

"I would love to shake their hands and say 'thank you,'" she said.

She hopes Gov. Jeb Bush comes, too, so she can thank him for all the help he has sent to her hurricane-tattered community.

"I'll be talking about (the hurricane) a lot when I'm up there," Valera said.

In her MTV essay, Valera wrote of childhood memories of when firefighters from across the country came to the aid of her town when it was surrounded by wildfires. She served them meals, and "as a young girl witnessed first hand the awesome spirit of common unity and selfless generosity."

Valera already beat the odds to be a finalist. More than 1,000 18- to 24-year-olds submitted essays.

It is one more honor to add to her already extensive list of political activities. Valera is state chairwoman for the College Republicans of Florida and Students for Bush. After graduation, she hopes to add a White House job to her resume.

Parents Dennis and Reatha Valera are proud of what their daughter has accomplished.

"She's very passionate about her beliefs and the country," Reatha Valera said. "When she speaks, it comes across."

Some may assume Sheri Valera's young activism is the product of a strong Republican upbringing, but Reatha Valera said she and her husband were lifelong Democrats until a party switch this year.

Did their daughter influence them? "That had a small part in it, but that wasn't the reason for me," Reatha Valera said, adding that if anything she "prickled her conscious" to make the switch.

"I'd been procrastinating for a while anyway and not happy with the party that I had been embracing," she said.

Win or lose, Reatha Valera will accompany Sheri to New York as the delegate's guest.

"It's just a chance of a lifetime," she said.

PPO AD LF

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

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

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

HOME/VOTING ADDRESS:

NAME: Valera, Sheri

Gainesville, FL

POTENTIAL AGENCY/POSITION: DOC / Advance <sup>Conf. Asst for</sup> Representative

PAS  PA  SES  SKC  B/C

GS-~~FDD~~ 7/1

PERMANENT  TEMPORARY

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

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

**POLITICAL CHECK:**

VOTE CHECK

Notes

Students for Bush State Chairman - FL

NA FEC

CONFIRM RECOMMENDER

B/C STATE LEADERSHIP

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

Notes: \_\_\_\_\_

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

Notes: \_\_\_\_\_

APPROVE

DENY

Jan W. Cherry  
OFFICE OF POLITICAL AFFAIRS

W  
RANK

5.9.06  
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 \_\_\_\_\_

PPO AD AP AD

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

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

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

HOME/VOTING ADDRESS: Gainesville, FL

NAME: Valera, Sheri

POTENTIAL AGENCY/POSITION: DOC / Confidential Assistant, ITA

PAS  PA  SES  SKC  B/C

GS - 7/1

PERMANENT  TEMPORARY

REC 1: \_\_\_\_\_

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

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

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

POLITICAL CHECK:

Notes

R VOTE CHECK Port Charlotte  
as of 2006

NA FEC

Previously approved at DOC - lateral move

72 H? No; Several Bus Trips

CONFIRM RECOMMENDER

B/C STATE LEADERSHIP

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

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

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

Notes: \_\_\_\_\_

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

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

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

Notes: \_\_\_\_\_

APPROVE

DENY

Jane W. Cheney  
OFFICE OF POLITICAL AFFAIRS

W  
RANK

1/10/07  
DATE

1 - Known to OPA

2 - Unknown to OPA - full political check completed

3 - Unknown to OPA - abbreviated political check

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**Supervision and Guidance Received:**

Incumbent works under the supervision of the Assistant Secretary for Trade Promotion and Director General of the U. S. and Foreign Commercial Service. Work is reviewed for adherence to procedures and compliance with policy.

# Sheri Valera

(b)(6)

## Education:

### University of Florida

B.A. Degree Graduate with Honors in December 2005

Majors in Political Science and Spanish

Minor in Written and Oral Communication Studies

Concentration in Business Administration

Seville, Spain Study Abroad: Universidad Internacional de Pedro Menéndez

The Leadership Institute Graduate:

"Youth Leadership School" 2001 and 2003, Student Publications School 2002

Graduate of multiple Leadership Training and Field Training Schools through Republican educational organizations

Pro-Life Alliance: Series of Debate Training Seminars

## Work and Political Experience:

- U.S. Department of Commerce
  - Presidential Political Appointment to Advance Coordinator for Secretary of Commerce 2006
  - Trip coordination and event planning; Participating in Department of Commerce Senior Staff strategy meetings; Preparing and performing complex logistical movements; Working closely with Protocol Office and the hosting of dignitaries; Synchronization of office planning and coordination with other Department of Commerce offices; Working closely to the Secretary as Advance Representative; Aiding in coordination and planning of major international trade missions
- College Republicans National Committee
  - National Convention Programs (Committee Chairman 2003)
  - Member of Credentials Committee - elected by Southern Caucus 2003-2004
- College Republicans of Florida
  - State Chairman (Two-Term Chairmanship) and University of Florida Vice Chairman
  - Led the youth campaign in Florida during 2004 Elections
  - Featured on ever major news network as spokesperson for the 46 College Republicans chapters
  - Served as College Republican liaison to Bush-Cheney '04, Mel Martinez for Senate, and the Republican Party of Florida
  - Recruited, trained, and directed College Republicans Get-Out-The-Vote and campus activism
  - Debate participant including College Democrats National Chairman Ashley Bell and Pro-Life Alliance Fall 2005 with *VOX: Voices of Planned Parenthood*;
  - Represented College Republicans on campus at various single issue group events and debates
- Weekly Editorial Columnist for the Florida Independent *Alligator* in 2003.
- Florida Bush-Cheney 2003-2004 "Students For Bush" State Youth Director
- Florida RNC "College Coordinator"
- *The Gator Standard* - founding member, writing contributor, distribution, recruitment
- Congressman Cliff Stearns Florida Congressional District 6 Gainesville Intern
- Daytona Beach Fairfield Ocean Walk - Conclerge and marketing

## Honors/Awards:

- Congressional District 6 Florida Delegate; 2004 Republican National Convention
  - Youngest elected Delegate in Florida and 2<sup>nd</sup> youngest in the country
  - Republican National Convention Committee and Republican Party of Florida "media delegate" for 2004 RNC National Convention
  - Featured by numerous national and international news media outlets.
  - "Delegate in Focus" and "Diversity Focus" RNC Convention Delegate

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UNITED STATES DEPARTMENT OF COMMERCE  
Office of the Secretary  
Washington, D.C. 20230

OFFICE OF THE SECRETARY  
OFFICE OF WHITE HOUSE LIAISON  
14<sup>th</sup> & Constitution Ave., NW  
Room 5835  
Washington, DC 20230

**FAX TRANSMITTAL SHEET**

202-482-1684 - PHONE

202-482-5924 - FAX

Date: 12/21/06

No. of pages (inc. cover): 5

To: Aaron Kevin

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

From:  Christy Simon  
 Tracy Lucas

Adrienne Cheatham  
 Ashley Chaves

Message: Sheri Valera for preliminary clearance.

If all pages are not received, please call 202-482-1684.

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Gainesville, FL

POTENTIAL AGENCY/POSITION: DOC / *Conf. Asst for* ~~Advance~~ *Representative*

PAS  PA  SES  SKC  B/C

GS- ~~FDD~~ *7/1*

PERMANENT  TEMPORARY

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

POLITICAL CHECK:

VOTE CHECK

Notes

Students for Bush State Chairman - FL

NA FEC

CONFIRM RECOMMENDER

B/C STATE LEADERSHIP

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

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

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DENY

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OFFICE OF POLITICAL AFFAIRS

*W*  
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DATE

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UNITED STATES DEPARTMENT OF COMMERCE  
Office of the Secretary  
Washington, D.C. 20230

OFFICE OF THE SECRETARY  
OFFICE OF WHITE HOUSE LIAISON

14<sup>th</sup> & Constitution Ave., NW  
Room 5835  
Washington, DC 20230

**FAX TRANSMITTAL SHEET**

202-482-1684 - PHONE

202-482-5924 - FAX

Date: 6/8/06 No. of pages (inc. cover): 11

To: Luke Frans

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

From:  Christy Simon  Adrienne Cheatham  
 Tracy Lucas  Ashley Chaves

Message: Sheri Valerian + Mike Snyder  
for permanent clearance.

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(b)(6)

# Sheri Valera

(b)(6)

1,00 -

## Education:

### University of Florida

B.A. Degree Graduate with Honors in December 2005

Majors in Political Science and Spanish

Minor in Written and Oral Communication Studies

Concentration in Business Administration

Seville, Spain Study Abroad: Universidad Internacional de Pedro Menéndez

### The Leadership Institute Graduate:

"Youth Leadership School" 2001, Student Publications School 2002, "Youth Leadership School" 2003 - organized and attended

### Field Training Graduate:

State Chairman Training Seminar 2003 and 2004, "Students For Bush" Florida Chapter Chairman Training 2004, 2 "72 hr." Training Seminars, Grassroots and Chapter Building seminar 2003, "Field Training" 2004, 4 Florida College Republicans Training Seminars

Pro-Life Alliance: Debate Training Seminars

## Experience:

- College Republicans National Committee  
2003 National Convention Programs Committee Chairman  
Member of Credentials Committee - elected by Southern Caucus 2003-2004
- College Republicans of Florida State Chairwoman
- Florida Bush-Cheney 2003-2004 "Students For Bush" State Youth Director
- Florida RNC "College Coordinator"
- Weekly Editorial Columnist for the Florida Independent *Alligator* in 2003.
- *The Gator Standard* - founding member, writing contributor, distribution, recruitment
- Debate against National Chairman for College Democrats of America Ashley Bell
- Pro-Life Alliance Fall 2005: debate with *VOX: Voices of Planned Parenthood*
- Congressman Cliff Stearns Florida Congressional District 6 Gainesville Intern
- University of Florida College Republicans - Vice Chairman 2002-2003
- "TEAM HOPLIN" CRNC Campaign
- Jamal Sowel's *Access Party* Student Government Campaign
- Gators for Israel - 2004 and 2005 Policy Conference
- Alachua County Republican Executive Committee - volunteer, attendee
- Non-political Media Features: "The Look for Less" *The Style Network*; *Beautiful Girl* Magazine contributor; featured in wedding magazines, photography portfolios, make up artist portfolios; Florida Blue Key Gator Growl actress; local for malwear and bridal runway fashion shows; hurricane radio interviews; letters to the editor
- Daytona Beach Fairfield Ocean Walk - Concierge and marketing



# Request for Schedule C Appointing Authority

Agency Name: DEPARTMENT OF COMMERCE

Print Date: JUN-08-2006

POC: SHERRY COX

Phone: (202) 482-4278

Fax: (202) 501-2641

Request No.: DC060172

Request Type: APPOINTMENT

Position: REGULAR C

Candidate: SHERI VALERA

Grade/Step: GS-7/1

Salary: \$36671

Position No.: DCGS00492 Title: CONFIDENTIAL ASSISTANT

Series: 00301

Desc: MISCELLANEOUS ADMINISTRATION AND PROGRAM

Date PD certified as Schedule C per 5 CFR 213.3301(a): JUN-08-2006

Organization ID: 100

Org. Name: IMMEDIATE OFFICE

Supervisor No: DCGS00686

Supv. Title: DIRECTOR OF ADVANCE

Supervisor Name: VACANT

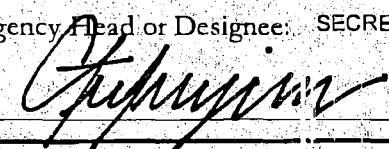
Supv. Position Type: SCHEDULE C

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: SECRETARY


Signature: 

Date Signed: 6/8/06

## Agency White House Liaison

Name:  CHRISTY SIMON

Phone: 402-1604

Signature: 

Date Signed: 6/8/06

## 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

Confidential Assistant  
GS-301-07

INTRODUCTION:

The position is located in the Office of the Secretary (OS), Office of Advance. The incumbent of this position serves as a Confidential Assistant to the Director of Advance, OS, performing a variety of confidential and sensitive duties for the Director of Advance.

The proposed incumbent of this position will not be able to adequately perform her duties without being privy to the political, personal, and management philosophies of the Director of Advance. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Director of Advance and as such, will be expected to reflect her supervisor's 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 of Advance in correspondence and other communications with agency managers and program officials.

DUTIES:

Participates in special assignments of a varied nature for the Director of Advance, many of which are confidential in nature. Assignments include special projects requiring liaison with operating units of the Department, task and work groups, committees, and other government agencies.

Conducts research and liaison to develop background data for correspondence, meetings, and special reports concerning areas of interest to the Director of Advance. Researches literature sources and conducts personal liaison.

Coordinates and monitors special projects of interest to the Director of Advance. Resolves issues that may cause delays or complications with project objectives, alerting the Director of Advance to any problems that may require her attention.

Alerts the Director of Advance to events of special interest based on a knowledge of the policies, preferences and views of the Director of Advance.

Performs other confidential duties as assigned by the Director of Advance.

SUPERVISION AND GUIDANCE RECEIVED:

Incumbent works under the supervision of the Director of Advance. Work is reviewed for adherence to procedures and compliance with policy.