

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National AIDS Policy Office
Series/Staff Member: Patsy Fleming
Subseries: National AIDS Strategy

OA/ID Number: 10183
FolderID:

Folder Title:
Gus Ventura

Stack:	Row:	Section:	Shelf:	Position:
S	66	5	10	3

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Patricia Fleming to Gus Ventura (1 page)	02/08/1995	b(6)
002. memo	Fleming to Ventura (1 page)	02/09/1995	b(6)
003. memo	From Acting Director to Ventura (2 pages)	02/00/1995	b(6)
004. form	[Personally Identifiable Information] [partial] (1 page)	05/23/1994	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Patsy Fleming (National AIDS Strategy)
OA/Box Number: 10183

FOLDER TITLE:

Gus Ventura

2018-0755-F

rs3187

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]

C. Closed in accordance with restrictions contained in donor's deed of gift.

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

RR. Document will be reviewed upon request.

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

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- 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]

February 27, 1995

George Waldrop
Assistant District Director
INS - Miami
7880 Biscayne Blvd
Miami, FL 33138

VIA FAX

Dear Mr. Waldrop:

As we discussed on the phone, the need to expedite the applications for immigration have become very clear. The threat of forced military service of the applicant's family in Cuba is unacceptable.

The following individuals are listed under the two separate applications and are identified by their relationship to their American applicant:

	Application #1	Application #2
Case #:	SRC-95-005-51104	SRC-95-005-50550
Daughter:	Nora M. Lopez	Eva M. Lopez-Riera
Son-in-Law:	Rodolfo Mayor Rodriguez	Raul Suarez Junco
Grandchild:	Anais Mayor Lopez	Raul Suarez Rodriguez
	Ana Isabel Mayor Lopez	Eric R. Suarez Lopez
		Elizabeth Suarez Lopez

I am personally grateful for your cooperation and counsel during this very challenging time. If I can ever be of any assistance, you need only ask.

Sincerely,

Gustavo M. Ventura
Executive Assistant for the
Director of National AIDS Policy

February 27, 1995

George Waldrop
Assistant District Director
INS - Miami
7880 Biscayne Blvd
Miami, FL 33138

VIA FAX

Dear Mr. Waldrop:

At your request I am sending you the telephone numbers/points of contact and addresses for the applicant's family in Cuba:

Nora M. Lopez
SRC-95-005-51104
Enrique Echevarria #34
Pinar del Rio, Cuba
011-53-82-2508

Eva M. Lopez-Riera
SRC-95-005-50550
Grabiell Lache #206
Pinar del Rio, Cuba
011-53-82-5880

I am very pleased to hear that their applications have been approved. I look forward to helping you expedite the processing of these applications with the National Visa Center.

Sincerely,

Gustavo M. Ventura
Executive Assistant for the
Director of National AIDS Policy

8:00a

8:30a

9:00a Answer phones
↓ ↓

9:30a call Sally about TV/cable
call Don Coleman - TV/cable

10:00a Process out Box
called Alex

10:30a scheduling (HHS/Alex miss)

11:00a CABLE/TV*

11:30a A19. Mem memo
Online setup - Patry ↓

12:00p

12:30p Lunch / TV

1:00p ↓ ↓
Westwing, walk-

1:30p ↓ ↓

2:00p ↓ ~~AGNAUX~~ ↓

2:30p Lunch ↓

3:00p Called Roz - WH TV/TAPES
checked out Box

3:30p Checked MAIL

4:00p scheduled TV repair
Finished MAIL

4:30p Referral with TV to Consumer Affairs
reorg. conference room

5:00p developed Patry's sched. Box 2/13
renewed office equipment / Filled PAPER TRAYS

5:30p

6:00p

6:30p

7:00p

7:30p

8:00p

TO <u>G.V.</u>		TELEPHONED ☒	PLEASE CALL ☒
DATE <u>2-10</u> TIME <u>10:10</u>		CALLED TO SEE YOU	RETURNED CALL
PHONE CALLS "WHILE OUT" RECORD <u>Alex</u>		WILL CALL AGAIN	URGENT
M. _____		MESSAGE <u>About</u>	
OF _____		<u>10:15 Fullilove</u>	
PHONE <u>690-5400</u>		<u>10:40 mtg</u>	
AREA CODE	NUMBER	EXTENSION	
TAKEN BY: _____		<u>10:10 Participants</u>	

TO <u>G.V.</u>		TELEPHONED ☒	PLEASE CALL ☒
DATE <u>2-10</u> TIME <u>10:30</u>		CALLED TO SEE YOU	RETURNED CALL
PHONE CALLS "WHILE OUT" RECORD <u>Marty Davis</u>		WILL CALL AGAIN	URGENT
M. _____		MESSAGE <u>10:50</u>	
OF _____		<u>said call that</u>	
PHONE <u>690-6076</u>		<u>#</u>	
AREA CODE	NUMBER	EXTENSION	
TAKEN BY: _____		<u>cable problems</u>	
		<u>HH H 1076</u>	
		<u>TV -</u>	

TO <u>G.V.</u>		TELEPHONED ☒	PLEASE CALL ☒
DATE <u>2-10</u> TIME <u>10:30</u>		CALLED TO SEE YOU	RETURNED CALL
PHONE CALLS "WHILE OUT" RECORD <u>W.H.T.V. calle</u>		WILL CALL AGAIN	URGENT
M. _____		MESSAGE <u>3:20</u>	
OF _____		<u>to be picked up</u>	
PHONE <u>606 Rm 553</u>			
AREA CODE	NUMBER	EXTENSION	
TAKEN BY: _____			

**Gus M. Ventura
Executive Assistant for the
Director of National AIDS Policy**

Daily Routine

- Review of office physical requirements (furniture, computers, telephones, and general supplies)**
- Liaison with building representatives on office requirements.**
- General office management issues (correspondence control, project management, reference library, kitchen/vending machine requirements, etc)**
- Software analysis of computer capabilities and potential hardware problems.**
- Support of Patsy Fleming's HHS office on coordinating schedules and other scheduling requirements. (Confirm scheduled meetings, setup staff cars, contact other agencies, etc..)**
- Travel claim for Patsy Fleming (Paris)**
- Arizona Quilt**
- Follow up on Travel issues sent to Humphrey Building**
- Follow up on Television problem/Cable connection issue**
-

8:00a
 8:30a
 9:00a Pick-up out-boxes / process correspondence
 9:30a ↓
 melt with Jeff Levi
 10:00a ↓
 check email / respond to email
 10:30a call Alexandra Milonas
 call Keith Cylar
 11:00a Confirm schedule / reschedule tomorrow
 11:30a Call on speech for Feb 22.
 Called Sally Jones (Travel, ops)
 12:00p called Mike James
 Discussed Pd / Reconf.
 12:30p ↓
 wrote memo on Pd.
 1:00p called Karen (HHS)
 called Meghan (ASD Action)
 1:30p called Kimberly Miles
 2:00p lunch
 2:30p ↓
 help set up video / keys / room
 3:00p called Sally
 Pick-up out-boxes -
 called courier
 3:30p spoke Louise M. Lee
 4:00p letters — (requests)
 4:30p ↓
 5:00p Prep Daily Folder
 5:30p
 6:00p
 6:30p
 7:00p
 7:30p
 8:00p

Gus — 2/8 6:10
 call Alex abt.
 2/17 meeting
 on youth summit
 10:15AM

Gus 2/8 6:10
 Keith Cylar
 212/966-0466
 ex. 275

*HARRING

Don
 (804)
 479-1163
 641-6788

ALCO

TO <u>G-V</u> DATE <u>2-9</u> TIME <u>12:15</u> PHONE CALLS "WHILE OUT" RECORD M. <u>Sally Jones</u> OF _____ PHONE _____ AREA CODE NUMBER EXTENSION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TELEPHONED</td> <td style="width: 50%;">PLEASE CALL ☒</td> </tr> <tr> <td>CALLED TO SEE YOU</td> <td>RETURNED CALL</td> </tr> <tr> <td>WILL CALL AGAIN</td> <td>URGENT</td> </tr> </table> MESSAGE _____ _____ _____ _____ _____ _____ TAKEN BY: _____	TELEPHONED	PLEASE CALL ☒	CALLED TO SEE YOU	RETURNED CALL	WILL CALL AGAIN	URGENT
TELEPHONED	PLEASE CALL ☒						
CALLED TO SEE YOU	RETURNED CALL						
WILL CALL AGAIN	URGENT						

TO <u>G-V</u> DATE <u>2-9</u> TIME <u>12:45</u> PHONE CALLS "WHILE OUT" RECORD M. <u>Karen</u> OF _____ 690-6248 AREA CODE NUMBER EXTENSION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TELEPHONED</td> <td style="width: 50%;">PLEASE CALL ☒</td> </tr> <tr> <td>CALLED TO SEE YOU</td> <td>RETURNED CALL</td> </tr> <tr> <td>WILL CALL AGAIN</td> <td>URGENT</td> </tr> </table> MESSAGE _____ 1:05 PM _____ _____ _____ _____ _____ TAKEN BY: _____	TELEPHONED	PLEASE CALL ☒	CALLED TO SEE YOU	RETURNED CALL	WILL CALL AGAIN	URGENT
TELEPHONED	PLEASE CALL ☒						
CALLED TO SEE YOU	RETURNED CALL						
WILL CALL AGAIN	URGENT						

TO <u>G-V</u> DATE <u>2-9</u> TIME <u>12:40</u> PHONE CALLS "WHILE OUT" RECORD M. <u>Kimberly Miles</u> OF _____ PHONE _____ AREA CODE NUMBER EXTENSION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TELEPHONED</td> <td style="width: 50%;">PLEASE CALL ☒</td> </tr> <tr> <td>CALLED TO SEE YOU</td> <td>RETURNED CALL</td> </tr> <tr> <td>WILL CALL AGAIN</td> <td>URGENT</td> </tr> </table> MESSAGE _____ _____ _____ _____ _____ _____ TAKEN BY: _____	TELEPHONED	PLEASE CALL ☒	CALLED TO SEE YOU	RETURNED CALL	WILL CALL AGAIN	URGENT
TELEPHONED	PLEASE CALL ☒						
CALLED TO SEE YOU	RETURNED CALL						
WILL CALL AGAIN	URGENT						

TO <u>Jeff</u> DATE <u>2-9</u> TIME <u>3:10</u> PHONE CALLS "WHILE OUT" RECORD M. <u>Karen Pally Jones' office</u> OF _____ PHONE _____ AREA CODE NUMBER EXTENSION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TELEPHONED</td> <td style="width: 50%;">PLEASE CALL</td> </tr> <tr> <td>CALLED TO SEE YOU</td> <td>RETURNED CALL</td> </tr> <tr> <td>WILL CALL AGAIN</td> <td>URGENT ☒</td> </tr> </table> MESSAGE <u>Please</u> <u>Sign Paper</u> <u>Today</u> <u>Send it back.</u> <u>ASAP</u>	TELEPHONED	PLEASE CALL	CALLED TO SEE YOU	RETURNED CALL	WILL CALL AGAIN	URGENT ☒
TELEPHONED	PLEASE CALL						
CALLED TO SEE YOU	RETURNED CALL						
WILL CALL AGAIN	URGENT ☒						

TO <u>G. V.</u> DATE <u>2-8</u> TIME <u>11:15</u> PHONE CALLS "WHILE OUT" RECORD M. <u>Kate Hill</u> OF <u>Vermont Cares</u> PHONE <u>802-863-2437</u> AREA CODE NUMBER EXTENSION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TELEPHONED</td> <td style="width: 50%;">PLEASE CALL ☒</td> </tr> <tr> <td>CALLED TO SEE YOU</td> <td>RETURNED CALL</td> </tr> <tr> <td>WILL CALL AGAIN</td> <td>URGENT</td> </tr> </table> MESSAGE <u>11:15 AM</u> <u>11:15 AM</u> TAKEN BY: _____	TELEPHONED	PLEASE CALL ☒	CALLED TO SEE YOU	RETURNED CALL	WILL CALL AGAIN	URGENT
TELEPHONED	PLEASE CALL ☒						
CALLED TO SEE YOU	RETURNED CALL						
WILL CALL AGAIN	URGENT						

Gus M. Ventura
Executive Assistant for the
Director of National AIDS Policy

Daily Routine

- Review of office physical requirements (furniture, computers, telephones, and general supplies)
- Liaison with building representatives on office requirements.
- General office management issues (correspondence control, project management, reference library, kitchen/vending machine requirements, etc)
- Software analysis of computer capabilities and potential hardware problems.
- Support of Patsy Fleming's HHS office on coordinating schedules and other scheduling requirements. (Confirm scheduled meetings, setup staff cars, contact other agencies, etc..)
- Travel claim for Patsy Fleming (Paris)
- Arizona Quilt
- Follow up on Travel issues sent to Humphrey Building
- Get Mary McGonigel's home phone number
- Follow up on National Hemophilia Foundation Ltr
- Follow up with Kimberly Miles on Task Force phone call
- Follow up on Television problem/Cable connection issue
- Help with Television interview setup
-

2/9

Gus 2/7

Travel Brenda's travel voucher

Feiden travel orders

PF travel claims already submitted

mail

Az guest (gave to Mike - said he would do it)

- Cowley appt.
- phones?
- McGonigal

- no car for taping
- sign out
- DPC 2/13 530

Gus M. Ventura
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Daily Routine

- Review of office physical requirements (furniture, computers, telephones, and general supplies)
 - Liaison with building representatives on office requirements.
 - General office management issues (correspondence control, project management, reference library, kitchen/vending machine requirements, etc)
 - Software analysis of computer capabilities and potential hardware problems.
 - Support of Patsy Fleming's HHS office on coordinating schedules and other scheduling requirements. (Confirm scheduled meetings, setup staff cars, contact other agencies, etc..)
- 2/8
- ✓ Travel orders for Karyn Feiden
 - ✓ Travel voucher for Brenda Kunkel
 - Travel claim for Patsy Fleming (Paris)
 - Arizona Quilt

8:00a —
8:30a —
9:00a —
9:30a MTG - Jeff
↓
10:00a Phone Call /- Ant Lawrence
10:30a ↓ 10:45 /ccmail
11:00a Called Gayle Kaufman
11:15 escorted Jonathan Wright (Intro's)
11:30a 11:45 called Kate Hill (return call)
12:00p Type letters on request / confirm
12:30p ↓ ↓
1:00p lunch
1:30p ↓ ↓
2:00p Help - TV interview Setup
2:30p Help - Cable connections
Process outbox.
3:00p cable problem
3:30p ↓ ↓
4:00p Teach Ken how to do Travel Claims/Vouchers
✓ Confirm events for tomorrow
4:30p ✓ set STAFF CARS
✓ make schedule packs
5:00p
5:30p
6:00p
6:30p
7:00p
7:30p
8:00p

TO <u>G.V.</u>	TELEPHONED ☒	PLEASE CALL ☒
DATE <u>2-8</u> TIME <u>9:30</u>	CALLED TO SEE YOU ☐	RETURNED CALL ☐
	WILL CALL AGAIN ☐	URGENT ☐

PHONE CALLS
"WHILE OUT" RECORD

M. Gayle Kaufman

OF (410) 265-5225

PHONE (410) 265-5225
AREA CODE NUMBER EXTENSION

MESSAGE has not received an answer from a letter she sent

TAKEN BY: _____

TO <u>G.V.</u>	TELEPHONED ☒	PLEASE CALL ☒
DATE <u>2-8</u> TIME <u>2:00</u>	CALLED TO SEE YOU ☐	RETURNED CALL ☐
	WILL CALL AGAIN ☐	URGENT ☐

PHONE CALLS
"WHILE OUT" RECORD

M. Hal Thompson

OF _____

PHONE 690-5558
AREA CODE NUMBER EXTENSION

MESSAGE 2:30 PM

TAKEN BY: _____

TO <u>727/Gus V.</u>	TELEPHONED ☒	PLEASE CALL ☒
DATE <u>2-7</u> TIME <u>11:20</u>	CALLED TO SEE YOU ☐	RETURNED CALL ☐
	WILL CALL AGAIN ☐	URGENT ☐

PHONE CALLS
"WHILE OUT" RECORD

M. Keith Cylar

OF _____

PHONE 212 966-0466
AREA CODE NUMBER EXTENSION

MESSAGE ext 275

TAKEN BY: _____

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001. memo	Patricia Fleming to Gus Ventura (1 page)	02/08/1995	b(6)

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FOLDER TITLE:

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2018-0755-F

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Author: Arthur Lawrence at ~ONAPC
Date: 2/9/95 2:09 PM
Priority: Normal
CC: Jeff Levi
CC: Richard Sorian
TO: Sally Jones
TO: Gus Ventura
Subject: Re: Job description

----- Message Contents -----

Gus -

All position descriptions contain the "other duties" caveat, not just yours. I cannot think of a single duty which you are performing or have been asked to perform which is not included in your existing position description.

You are 100% correct that there are some things which cannot be asked of a federal employee. For example, you cannot be asked to conduct personal business in behalf of your supervisor. Or, you cannot be asked to conduct government business from the personal residence of a supervisor, except for what can be construed as "short meetings", i.e. one or two day retreats or the like) strictly for business purposes where the personal residence is offered for hospitality purposes only.

It is legitimate for you to be asked to lift a "heavy box", provided that you are physically capable of doing so and that the box must be moved in the discharge of government business. You cannot be asked to lift boxes and conduct manual labor except as it is incidental to your principal job description.

Reply Separator

Subject: Job description
Author: Gus Ventura at ~ONAPC
Date: 2/9/95 11:04 AM

Jeff has quite accurately noted that the job description for my position is not current with the needs of the office. I would like to ask how a job description goes about being redone and how it impacts the individual currently filling the position.

Jeff also noted that the current job description states "and duties as assigned" as a closing statement. Can the scope of these possible duties be generally identified? I know there are some things that cannot be tasked to a civil service employee regardless of this phrase. An extreme example would be moving heavy objects or the like, but what about other general restrictions or guidelines for this "other duties assigned"?

Author: Gus Ventura at ~ONAPC
Date: 2/9/95 1:09 PM
Priority: Normal
Receipt Requested
TO: Arthur Lawrence
CC: Jeff Levi
CC: Sally Jones
CC: Richard Sorian
Subject: Desk Audit

----- Message Contents -----

Mike James of HHS has recommended that I request a desk audit of my position to accurately reflect the needs of this office.

It has become clear that the original position description does not accurately reflect the new priorities and needs of this office. What was once viewed as a temporary situation and staffing lapse has become institutional with little hope of change in the near future. My position has become a unique blend of Executive Assistant and Administrative Officer with Sally's signature authority one of the few things I lack. With temp contracts coming to a close it is becoming more apparent that I will be the only stable staff support for three staff officers and the occasional handful of interns (Brenda Kunkel can really count as a fourth staff person). A new pd would help define the scope of this support, office management and the responsibilities for the Director's schedule as well. And, most importantly, prioritize these responsibilities.

As such, to ensure that duties are clearly defined and the appropriate skills required of any person expected to fill this position in the future, Mr. James has determined a desk audit to be the most effective personnel tool to achieve this.

I, therefor, request a desk audit of my position. Thank you.

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003. memo	From Acting Director to Ventura (2 pages)	02/00/1995	b(6)

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- 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]

C. Closed in accordance with restrictions contained in donor's deed of gift.

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

RR. Document will be reviewed upon request.

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

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- 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]

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) **VENTURA, GUSTAVO M.** 2. Social Security Number **(b)(6)** 3. Date of Birth **05-23-94** 4. Effective Date **05-23-94**

FIRST ACTION

5-A. Code **171** 5-B. Nature of Action **EXC APPT NTE** 5-C. Code **JBV** 5-D. Legal Authority **REG 307.103(D)** 5-E. Code **01** 5-F. Legal Authority **01** 6-A. Code **05-22-96** 6-B. Nature of Action **05-22-96** 6-C. Code **05-22-96** 6-D. Legal Authority **05-22-96** 6-E. Code **05-22-96** 6-F. Legal Authority **05-22-96**

7. FROM: Position Title and Number **STAFF ASSISTANT** 15. TO: Position Title and Number **STAFF ASSISTANT** 94H110

8. Pay Plan **GS** 9. Occ. Code **0301** 10. Grade/Level **11** 11. Step/Rate **01** 12. Total Salary **\$35,045.00** 13. Pay Basis **PA** 14. Basic Pay **\$23,623.00** 15. Locality Adj. **\$1,422** 16. Adj. Basic Pay **\$25,045.00** 17. Other Pay **\$0**

14. Name and Location of Position's Organization **PHS, OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH, NATL AIDS PRGM OFC** 22. Name and Location of Position's Organization **HAA**

EMPLOYEE DATA

23. Veterans Preference **2** 24. Tenure **2** 25. Agency Use **X** 26. Veterans Preference for RIF **YES** 27. FEGLI **C** 28. Annuitant Indicator **9** 29. Pay Rate Determinant **0** 30. Retirement Plan **F** 31. Service Comp. Date (Leave) **11-11-86** 32. Work Schedule **F** 33. Part-Time Hours Per Biweekly Pay Period **0**

POSITION DATA

34. Position Occupied **2** 35. FLSA Category **E** 36. Appropriation Code **4A730170 00407** 37. Bargaining Unit Status **0561** 38. Duty Station Code **110010001** 39. Duty Station (City - County - State or Overseas Location) **WASHINGTON, DC DISTRICT OF COLUMBIA**

40. AGENCY DATA **0000** 41. **05-23-94** 42. **17 93 521203**

45. Remarks **REASON FOR TEMPORARY APPOINTMENT: VETERANS READJUSTMENT APPOINTMENT**

**SALARY INCLUDES A LOCALITY-BASED PAYMENT OF 4.23%
FROZEN CERS SERVICE "NONE"
CREDITABLE MILITARY SERVICE 070612.
300 FOR RIF PURPOSE 111186.
POINTMENT AFFIDAVIT EXECUTED 052394**

46. Employing Department or Agency **DEPARTMENT OF HEALTH AND HUMAN SERVICES** 47. Agency Code **4E31** 48. Personnel Office ID **4186** 49. Approval Date **05-23-94** 50. Signature/Authentication and Title of Approving Official **ALFRED L. SHIELDS** 51. Signature/Authentication and Title of Approving Official **01/11/94 PERSONNEL OPN**

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency/Position No.

944110

2. Reason for Submission ☐ Redescription ☐ Reestablishment		3. Service ☐ New ☐ Other		4. Employing Office Location Rockville, MD		5. Duty Station Washington, D.C.		6. OPM Certification No.	
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) ☐ SES (Gen.) ☐ SES (CR)		11. Position Is: ☐ Supervisory ☐ Managerial ☐ Neither	
12. Sensitivity ☐ 1-Non-Sensitive ☐ 2-Noncritical Sensitive ☐ 3-Critical Sensitive ☐ 4-Special Sensitive		13. Competitive Level Code 301-11-00		14. Agency Use		15. Classified/Graded by		16. Organizational Title of Position (if different from official title)	

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment Staff Assistant	GS	0301	11	cl	5-19-94
c. Second Level Review					
d. First Level Review					
e. Recommended by Supervisor or Initiating Office Staff Assistant	GS	0301	11		

17. Name of Employee (if vacant, specify) GUSTAVO M. VENTURA	
18. Department, Agency, or Establishment Department of Health and Human Services	c. Third Subdivision Office of National AIDS Policy
a. First Subdivision Public Health Service	d. Fourth Subdivision
b. Second Subdivision Office of the Assistant Secretary for Health	e. Fifth Subdivision

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

Signature of Employee (optional)

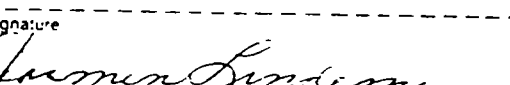
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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 Arthur J. Lawrence, Ph.D. Acting Director, National AIDS Program Office		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature 	Date 5/6/94	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.

Signature 	Date 5-19-94
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Statement of Difference is attached.

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

STATEMENT OF DIFFERENCE

This position is the same as the Staff Assistant, GS/0301/12 except that this position will receive more supervision.

STAFF ASSISTANT
GS-301-12

I. INTRODUCTION

The incumbent serves as the Staff Assistant for scheduling, and as the Executive Assistant to the National AIDS Policy Coordinator (NAPC), Office of National AIDS Policy (ONAP). Under the direction of the Assistant Secretary for Health (ASH), the Director of ONAP shall serve as the Deputy National AIDS Policy Coordinator in addition to the Director of the ONAP which:

- o Serves as the principal HIV/AIDS staff to the ASH and the National AIDS Policy Coordinator;
- o Directs and/or coordinates HIV/AIDS policy planning processes and monitors progress toward achieving established goals;
- o Provides Public Health Service (PHS) liaison with and support to the National AIDS Policy Coordinator, Executive Office of the President;
- o Identifies critical HIV/AIDS national and PHS policy issues, including inter- and intra-agency coordination needs, and advises on how to resolve the issues;
- o Provides liaison with other Federal organizations, State and local entities, and non-governmental organizations involved in AIDS activities;
- o Assists in the preparation of responses to inquiries related to PHS AIDS activities as appropriate;
- o Provides analytic and administrative support to national HIV/AIDS advisory bodies, cross-Departmental coordinating groups, and other subsidiary or independent task forces, work groups, or subgroups;
- o Maintains direct relationships with State and local agencies involved with HIV/AIDS activities;
- o Provides guidance on the cooperative dissemination and exchange of accurate scientific, prevention, and educational information and clinical guidelines with and between public health interest groups and professional and private sector organizations;
- o Guides and promotes methods of dissemination and exchange of information to and among the public; and,

- o Reviews and makes recommendations on budget requests and on research, prevention and services' priorities as incorporated in planning or budget proposals.

II. DUTIES AND RESPONSIBILITIES

Serves as the Staff Assistant for scheduling, and as the Executive Assistant to the NAPC, ONAP. In this capacity, the incumbent performs a variety of assignments or special projects in connection with various scheduling matters with which the Coordinator is personally concerned. The performance of the assignments require a knowledge of the views, plans, priorities, and interests of the Coordinator.

Coordinates efforts with the Coordinator's secretary to ensure that the practices and procedures used by the professional and support staff in the office are consistent with those of the NAPC and responsive to those in the Executive Office of the President.

Researches files and gathers background material on events and invitations in preparing personal schedules for the Coordinator, ONAP. Establishes and maintains comprehensive meeting and briefing files required by the White House. Reviews of the files are conducted in concert with the Office of the Chief of the Support Operations Group on a regular basis to determine records disposition requirements.

Schedules all meetings with visitors from top-ranking departmental officials, PHS staff, high-level Federal, State and local officials, members of Congress and their staff, the White House, private and public organizations, universities, members of the press and the public. Ascertains nature of call and, exercising considerable tact, judgment, and knowledge, determines which should be handled personally and which may be referred to immediate staff members, depending upon importance and/or nature of inquiry and urgency of situation.

Incumbent maintains the NAPC's personal electronic appointment calendar; establishing priorities at own discretion and sets up, shifts or refuses appointments. Routine appointments are automatically put on the scheduler. Electronic calendar is always current and made available three (3) months in advance, and provides a copy to the NAPC on a daily basis. Reminds the NAPC via CC:Mail or personal contact of any meetings three (3) days in advance. Makes all necessary arrangements for attendance at meetings within and out of the country. Sees that the Coordinator is fully briefed on matters to be considered before a scheduled meeting. Provides all background material,

sometimes on a moment's notice, to include preparing and readying the Coordinator or staff member. Maintains in concert with the Coordinator's secretary active phone and address listings of personnel and organizations frequently contacted.

In coordination with the Coordinator's secretary, in addition to arranging meetings, issues invitations, ensures location and seating, and ensures that all details are covered, (e.g., that guest speakers are invited sufficiently in advance, and adequate provisions are made for protocol requirements).

Receives incoming correspondence, inquiries, etc, from the Coordinator's secretary. Forwards correspondence, inquiries, etc., to the appropriate staff member depending upon their field of competence. Composes and prepares in final form replies to correspondence of a non-policy nature for signature of the Coordinator, if requested, which requires an understanding of the personal views, policies, and schedules of the Coordinator, ONAP.

Attends meetings and conferences with senior staff members to discuss major operational and program implementation problems. Assists higher level assistants in developing new management systems to correct deficient situations and assists in the implementation of the new systems covering the full ranges of the Coordinator's schedule and program responsibility.

In the absence of the Coordinator's secretary, effectively uses the electronic database (controlled tracking and filing retrieval system) and other network applications used in the office. Is capable of training other staff in the immediate office on the use of above computer applications.

Receives and handles inquiries and invitations from key Administration officials, other Federal Departments and Agencies, non-governmental organizations, congressional staff, and State and local agencies. Assures that answers to questions and inquiries convey the views and concerns of the Coordinator.

Writes, develops and implements the NAPC protocol for arranging appointments and meetings and setting up conference calls.

The incumbent demonstrates proficiency in all microcomputer software packages available in ONAP.

A substantive proportion of work is completed in a team work environment; therefore, the incumbent works effectively in a collaborative environment to ensure that the mission of the office is achieved.

Performs other duties as assigned.

III. FACTORS

FACTOR 1 - KNOWLEDGE REQUIRED IN THIS POSITION

In completing the duties and responsibilities of this position, the incumbent is required to have the following knowledge and skills:

Knowledge of the duties, priorities, commitments and programs' activities of the ONAP, the Executive Office of the President (EOP), as well as the Department of Health and Human Services' (HHS) organizational structure and program.

Skill in scheduling NAPC's appointments, establishing priorities, and contacting individuals when appointments must be changed.

Skill in screening all calls and visitors in order to answer most questions and complete most business involving established policy or routine matters without referring to the Coordinator.

Skill in dealing with, advising, and handling people of all levels and backgrounds. This requires a great deal of tact, sensitivity, and diplomacy.

Skill in gathering information for the NAPC to assist him/her in preparing speeches to be presented at numerous meetings, conferences, and seminars.

Skill in effective use of electronic databases and other network applications used in the office. This requires the capability of being able to train other staff in the immediate office on the use of above computer applications.

Superior ability to perform, often simultaneously, a wide variety of assignments under extremely short time constraints, and to shift from one assignment to another on own initiative as priorities require.

Superior ability to establish and maintain good working relationships and work in teams. Skills in eliciting the cooperation of others, particularly in situations involving time pressures and stress.

FACTOR 2 - SUPERVISORY CONTROLS

The NAPC establishes the overall objectives of the work and sets deadlines for their accomplishment. The incumbent is required to exercise a good deal of independent judgment and initiative. The incumbent has extensive latitude in managing the office in any way deemed appropriate by rearranging meetings to conform to

emergencies; acknowledging correspondence, researching for background information, and involving the NAPC only in matters which should be brought to high personal attention. Completed work is reviewed for overall effectiveness and efficiency of accomplishment of assigned tasks.

FACTOR 3 - GUIDELINES

Guidelines include goals, policies, priorities, and commitments of ONAP, the Executive Office of the President, and HHS/PHS. Incumbent has latitude in personally interpreting these guidelines in various work situations and in individual cases.

Incumbent must use discretion in interpreting and adapting the established guidelines and policies in deviating from or interpreting the guidelines and in adapting or developing new guidelines.

Guides also used are desk manuals, White House Staff Manual, HHS/PHS manuals, reference material, medical dictionary, and standard policies and office procedures in forms of memoranda from HHS/PHS noting changes in preparing letters for the signature of the Secretary, ASH, or other officials of HHS/PHS.

Other guidelines used are Federal laws, rules and regulations, EOP, HHS, and PHS policies, procedures and instructions, precedent cases, etc.

FACTOR 4 - COMPLEXITY

The work includes various duties requiring difficult and complex processes and methods. Many of the tasks require a knowledge of medical terminology. The incumbent must decide on tasks to be performed, the method of performance, and when the tasks should be accomplished, based on an understanding of the goals, commitments, priorities, and program goals. The incumbent chooses the best course of action and informs the NAPC as needed.

Decisions concerning what needs to be done and how it should be done are based on an understanding of the interrelationship between organizations, people, and issues involved. Incumbent is frequently required to assist in resolving unique situations requiring initiative in determining methods to use and the approach to be taken based on established effectiveness.

Incumbent has responsibility for extensive Federal coordination, including intra-PHS and inter-PHS coordination, as well as coordination at the Assistant Secretary for Health and Secretary of the Department levels.

FACTOR 5 - SCOPE AND EFFECT

The ultimate goal of the incumbent's position is to provide accurate scheduling on a quick reaction basis, serve as the executive assistant to the NAPC, and to eliminate communication problems involved with the highly complex work associated with HIV/AIDS-related activities. The impact of the service provided by the incumbent contributes to the efficiency of the work flow for the NAPC. The timeliness and accuracy of the work performed affects the progress and effectiveness of the operation of ONAP.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with ONAP staff at all levels, staff of the PHS, Office of the Secretary and other components of HHS, other Federal Departments and Agencies, the EOP, Congressional staff, State and local officials, non-governmental organizations, institutions, universities, members of the press, and the public.

FACTOR 7 - PURPOSE OF CONTACTS

The purpose of the contacts is to plan and coordinate the activities of the NAPC so that the office will fulfill its functions, including exchanging information, setting up meetings, arranging travel, and performing other duties as assigned.

FACTOR 8 - PHYSICAL DEMANDS

The work is essentially sedentary.

FACTOR 9 - WORK ENVIRONMENT

The work is performed in an office setting.

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GS-301-12

I. INTRODUCTION

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Gus's P.O.

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sometimes on a moment's notice, to include preparing and readying the Coordinator or staff member. Maintains in concert with the Coordinator's secretary active phone and address listings of personnel and organizations frequently contacted.

In coordination with the Coordinator's secretary, in addition to arranging meetings, issues invitations, ensures location and seating, and ensures that all details are covered, (e.g., that guest speakers are invited sufficiently in advance, and adequate provisions are made for protocol requirements).

Receives incoming correspondence, inquiries, etc, from the Coordinator's secretary. Forwards correspondence, inquiries, etc., to the appropriate staff member depending upon their field of competence. Composes and prepares in final form replies to correspondence of a non-policy nature for signature of the Coordinator, if requested, which requires an understanding of the personal views, policies, and schedules of the Coordinator, ONAP.

Attends meetings and conferences with senior staff members to discuss major operational and program implementation problems. Assists higher level assistants in developing new management systems to correct deficient situations and assists in the implementation of the new systems covering the full ranges of the Coordinator's schedule and program responsibility.

In the absence of the Coordinator's secretary, effectively uses the electronic database (controlled tracking and filing retrieval system) and other network applications used in the office. Is capable of training other staff in the immediate office on the use of above computer applications.

Receives and handles inquiries and invitations from key Administration officials, other Federal Departments and Agencies, non-governmental organizations, congressional staff, and State and local agencies. Assures that answers to questions and inquiries convey the views and concerns of the Coordinator.

Writes, develops and implements the NAPC protocol for arranging appointments and meetings and setting up conference calls.

The incumbent demonstrates proficiency in all microcomputer software packages available in ONAP.

A substantive proportion of work is completed in a team work environment; therefore, the incumbent works effectively in a collaborative environment to ensure that the mission of the office is achieved.

Performs other duties as assigned.

III. FACTORS

FACTOR 1 - KNOWLEDGE REQUIRED IN THIS POSITION

In completing the duties and responsibilities of this position, the incumbent is required to have the following knowledge and skills:

Knowledge of the duties, priorities, commitments and programs' activities of the ONAP, the Executive Office of the President (EOP), as well as the Department of Health and Human Services' (HHS) organizational structure and program.

Skill in scheduling NAPC's appointments, establishing priorities, and contacting individuals when appointments must be changed.

Skill in screening all calls and visitors in order to answer most questions and complete most business involving established policy or routine matters without referring to the Coordinator.

Skill in dealing with, advising, and handling people of all levels and backgrounds. This requires a great deal of tact, sensitivity, and diplomacy.

Skill in gathering information for the NAPC to assist him/her in preparing speeches to be presented at numerous meetings, conferences, and seminars.

Skill in effective use of electronic databases and other network applications used in the office. This requires the capability of being able to train other staff in the immediate office on the use of above computer applications.

Superior ability to perform, often simultaneously, a wide variety of assignments under extremely short time constraints, and to shift from one assignment to another on own initiative as priorities require.

Superior ability to establish and maintain good working relationships and work in teams. Skills in eliciting the cooperation of others, particularly in situations involving time pressures and stress.

FACTOR 2 - SUPERVISORY CONTROLS

The NAPC establishes the overall objectives of the work and sets deadlines for their accomplishment. The incumbent is required to exercise a good deal of independent judgment and initiative. The incumbent has extensive latitude in managing the office in any way deemed appropriate by rearranging meetings to conform to

emergencies; acknowledging correspondence, researching for background information, and involving the NAPC only in matters which should be brought to Hill personal attention. Completed work is reviewed for overall effectiveness and efficiency of accomplishment of assigned tasks.

FACTOR 3 - GUIDELINES

Guidelines include goals, policies, priorities, and commitments of ONAP, the Executive Office of the President, and HHS/PHS. Incumbent has latitude in personally interpreting these guidelines in various work situations and in individual cases.

Incumbent must use discretion in interpreting and adapting the established guidelines and policies in deviating from or interpreting the guidelines and in adapting or developing new guidelines.

Guides also used are desk manuals, White House Staff Manual, HHS/PHS manuals, reference material, medical dictionary, and standard policies and office procedures in forms of memoranda from HHS/PHS noting changes in preparing letters for the signature of the Secretary, ASH, or other officials of HHS/PHS.

Other guidelines used are Federal laws, rules and regulations, EOP, HHS, and PHS policies, procedures and instructions, precedent cases, etc.

FACTOR 4 - COMPLEXITY

The work includes various duties requiring difficult and complex processes and methods. Many of the tasks require a knowledge of medical terminology. The incumbent must decide on tasks to be performed, the method of performance, and when the tasks should be accomplished, based on an understanding of the goals, commitments, priorities, and program goals. The incumbent chooses the best course of action and informs the NAPC as needed.

Decisions concerning what needs to be done and how it should be done are based on an understanding of the interrelationship between organizations, people, and issues involved. Incumbent is frequently required to assist in resolving unique situations requiring initiative in determining methods to use and the approach to be taken based on established effectiveness.

Incumbent has responsibility for extensive Federal coordination, including intra-PHS and inter-PHS coordination, as well as coordination at the Assistant Secretary for Health and Secretary of the Department levels.

FACTOR 5 - SCOPE AND EFFECT

The ultimate goal of the incumbent's position is to provide accurate scheduling on a quick reaction basis, serve as the executive assistant to the NAPC, and to eliminate communication problems involved with the highly complex work associated with HIV/AIDS-related activities. The impact of the service provided by the incumbent contributes to the efficiency of the work flow for the NAPC. The timeliness and accuracy of the work performed affects the progress and effectiveness of the operation of ONAP.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with ONAP staff at all levels, staff of the PHS, Office of the Secretary and other components of HHS, other Federal Departments and Agencies, the EOP, Congressional staff, State and local officials, non-governmental organizations, institutions, universities, members of the press, and the public.

FACTOR 7 - PURPOSE OF CONTACTS

The purpose of the contacts is to plan and coordinate the activities of the NAPC so that the office will fulfill its functions, including exchanging information, setting up meetings, arranging travel, and performing other duties as assigned.

FACTOR 8 - PHYSICAL DEMANDS

The work is essentially sedentary.

FACTOR 9 - WORK ENVIRONMENT

The work is performed in an office setting.