

INACTIVE – ALL ITEMS SUPERSEDED

Form NA-1005

Revised: 07/2021

Verification for the Use of GRS 6.1, Email Managed Under a Capstone Approach

SECTION A: GENERAL BACKGROUND INFORMATION (GRS 6.1, item 010)

This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) selection of which GRS 6.1 items the agency is proposing to use; 4) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

All agency live and archived emails in agency email accounts, including commonly available functions of email programs such as calendars/appointments, tasks, and chat/instant messages will be managed using GRS 6.1, Items 010 and 011.

NOTE: One form is required for each unique implementation plan (for example, if implementation is limited to two program offices, but each program office differs in their implementation, one form for each required) and/or per record group (RG) included (for example, a department implementing Capstone on behalf of their components which have separate record group numbers would need to submit one form per component/record group). This ensures that all positions are appropriately identified and documented. As a general rule, each record group will require a separate form.

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THIS SECTION FOR NARA USE ONLY	
Job Number	GRS-6-1-0462-2022-0001
Received Date	June 7, 2022
Approval Date	October 28, 2022 Laurence Brewer, Chief Records Officer, NARA
BELOW TO BE COMPLETED BY SUBMITTING AGENCY	
Name of Agency	USDA Food and Nutrition Services
Record Group Number	0462
Is there a classified version of this schedule? (select from drop-down menu)	No
Is this form superseding a previous submission? (select from drop-down menu)	Yes
If so, input job number (GRS 6.1:XXXX-)	GRS-6-1-0462-2017-0001
GRS Items Proposed for Use (select from drop-down menu)	010 and 011 only
Additional Scope Comments. If an agency did not check “all” under the “GRS 6.1 item(s) proposed for use” section, please summarize how other email is to be managed. If applicable, please include in this section all other RGs for which your agency is submitting a separate form (for example, “The department will also be submitting forms for the following additional components: [list of components, with their record group number].”	All agency live and archived emails in agency email accounts, including commonly available functions of email programs such as calendars/appointments, tasks, and chat/instant messages will be managed using GRS 6.1, Items 010 and 011.

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Cutoff Instruction (select from drop-down menu)	Cutoff at the end of the fiscal year
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Transfer Instruction (select from drop-down menu)	15 years after cutoff
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Legacy Email Scope. Agencies using this GRS are expected to apply the items being used to all legacy (existing) email. Please provide any general information on legacy email below (for example, “no legacy email exists for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption” or “agency will be including legacy email for all items being used, dating back to approximately 2010.”)	The capstone approach will be applied to legacy email starting in 2011 when USDA and its components implemented Proof point. Prior to 2011, USDA employed a print and file policy to email. Extant legacy email prior to 2011 is scheduled under DAA-0016-2017-0002-0001.
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Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems? (select from drop-down menu)	No
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Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification? (select from drop-down menu)	No
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URL to Agency Organization Chart	https://www.fns.usda.gov/about-fns
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National Office Organization/Capstone positions: <https://www.fns.usda.gov/fns-national-office>.

Regional Office Organization/Capstone positions: <https://www.fns.usda.gov/fns-regional-offices>.

Agency Contact Information	
Name of Person to Contact with form questions	Angela Truax
Phone	703-305-0614
Email	angela.truax@usda.gov

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Agency Records Officer	
Name of Agency Records Officer	Angela Truax
Phone	703-305-0614
Email	angela.truax@usda.gov
By checking this box, you certify that you are submitting this form as the Agency Records Officer	

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THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.

	Total Positions	Total Accounts
Category 1	1	1
Category 2	3	3
Category 3	8	8
Category 4	0	0
Category 5	5	5
Category 6	21	21
Category 7	7	7
Category 8	3	3
Category 9	0	0
Category 10	0	0
TOTALS	48	48

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SECTION B: List of Capstone Accounts (GRS 6.1, item 010)

This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010.

Some agencies may not have any positions for certain categories. Please explain why, under each applicable category. (For example, “We do not have any regional administrators” or “These positions are included under another submission” or “all the positions in this category are already covered in other categories.”) Please refer to GRS 6.1, the FAQs about GRS 6.1, and the definitions provided within each category of this Form for additional information on which positions must be included in a Capstone approach.

This section is required even in instances where only the temporary items (011

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Each category (1 through 10) as defined by GRS 6.1, item 010, has its own tab within this workbook. Each tab has three parts: Part (a) for ACTIVE positions -- those positions that are to remain as permanent; Part (b) LEGACY EMAIL ONLY positions -- those positions which are no longer permanent from a certain point forward (either because they have been eliminated from the organization, or the duties changed making the position inappropriate for inclusion as permanent in any category), but still have permanent legacy email; and Part (c) for REMOVED positions -- those positions previously approved as permanent, but are now are proposed as temporary for both day-forward and legacy email.

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(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY. List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy. The "number of positions" will usually be "1," but may be higher for those positions being condensed / rolled-up, such as "all Under Secretaries," or "all Board Members." The "number of accounts" is a total of all email accounts for the corresponding "number of positions" -- for example, if there are 2 Under-Secretary positions listed, and each has 3 assigned email accounts, the total accounts for this field would be 6.

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NOTATING THE CHANGES: The "Summary of Changes from previous submission" field includes a drop-down list of possible changes that may have occurred since the previous submission. This field helps facilitate review of the new submission by NARA. Please select the scenario that is most appropriate. Most positions being carried forward from a previously approved form can likely be noted as "No change." Other changes may include: number of positions increased / decreased (generally for those position titles that are rolled-up); number of accounts increased / decreased; the title of the position has changed; the position is new to the agency (and thus was not on previously approved forms); the position has been moved from one category to another (for example, a position was approved as Category 2 in a previous submission, but was deemed more appropriate for a different category; or the position has been reappraised as permanent (was not deemed appropriate for inclusion on previously approved forms, but now is). If none of the options apply, please select "other" and be prepared to discuss the changes with your NARA Appraisal Archivist during review of the form.

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(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA. Select the most appropriate option from the drop-down list for "Summary of Changes from previous submission." Notate the calendar year that that permanent email for the related position has ceased. This section documents -- in these cases -- that even though the position has been eliminated from the active permanent list, there will still exist legacy permanent email to be managed.

(c) REMOVED POSITIONS – CHANGE FROM PERMANENT TO TEMPORARY. This list is for those positions that were approved as permanent on a previous form, but are now proposed as temporary. These are positions now deemed inappropriate for inclusion in any category under GRS 6.1, item 010. In these cases all email, both day-forward and any existing legacy email, may be managed as temporary upon approval of this form.

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TOTALS. The second tab of this workbook auto-totals the number of all permanent positions and accounts for each of the 10 category tabs. These numbers must be input into ERA to document the total number of positions and accounts proposed with permanent email for the agency.

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Category 1) The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent. The very top executive of the agency. For cabinet level agencies, this is typically a Secretary. For independent agencies, and components within cabinet level agencies, this may be a Commissioner, Administrator, Director, or a specialized title (such as “Archivist of the United States”). For other agencies, including Commissions and Boards, this may be a Chairman, Executive Director, a group of Commissioners, Council Members, Board Members, or the equivalent. Most agencies will have one position for this category (although the one position may have multiple email accounts); some agencies, such as Commissions and Boards, may have multiple positions in the category. *If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist.”)

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY. List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.			
POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Administrator	1	1	No change.
TOTALS:	1	1	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.				
POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	1	1		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.	
POSITION TITLE / ROLE	

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Category 2) Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable position(s). Generally the second-tier of management within an agency, this may include Under Secretaries, Assistant Secretaries, Assistant Commissioners, Vice Chairmen, etc. Some agencies may use other terminology, such as “Associate.” The number of positions at this level will vary greatly agency to agency. Some may only have one, such as an Assistant Commissioner, while others may have multiple, such as numerous Assistant Secretaries each with oversight of a specific program, bureau, or line of business within the agency. *If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist.”)

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Associate Administrator, Regional Operations and Support	1	1	No change.
Associate Administrator, Supplemental Nutrition Assistance Program	1	1	No change.
TOTALS:	2	2	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
Associate Administrator, Management	1	1	Position removed from organization and legacy email remains permanent.	2021
TOTALS:	1	1		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	3	3		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

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Category 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s). Most of the first- and second-tier executives covered in the first two categories have corresponding deputy position(s) that assist in the daily operations of the agency. This includes Deputy Secretaries, Deputy Commissioners, Deputy Assistant Commissioners, etc. The number of deputy positions will also vary greatly from agency to agency. *If no positions are identified, please briefly explain why (for example, “Not applicable, no positions in this category exist.”)

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Deputy Administrator, Center for Nutrition Policy and Promotion	1	1	Position is new since last submission.
Deputy Administrator, Child Nutrition Programs	1	1	No change.
Deputy Administrator, Office of Policy Support	1	1	No change.
Deputy Administrator, Office of Retailer Operations and Compliance	1	1	Position is new since last submission.
Deputy Administrator, Supplemental Nutrition and Safety Programs	1	1	Position is new since last submission.
Deputy Administrator, Management, Technology, Financial	1	1	Position is new since last submission.
TOTALS:	6	6	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
Deputy Administrator, Management	1	1	Position removed from organization and legacy email remains permanent.	2021
Deputy Associate Administrator, Regional Operations and Support	1	1	Position removed from organization and legacy email remains permanent.	2021
TOTALS:	2	2		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	8	8		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

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Category 4) Staff assistants to all positions in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides. For those senior officials in categories 1 and 2, important work is often carried out by special assistants, confidential assistants, military assistants, aides, executive assistants, etc. They may send email on behalf of senior officials and/or their email account contains email closely related to the responsibilities and actions of the senior officials they support. For example, a “special assistant” to the Secretary of Defense, or a “Counselor” to Secretary of Health and Human Services would fall into this category. *If no positions are identified, please briefly explain why (for example, “Not applicable, no positions in this category exist.”)

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
TOTALS:	0	0	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.				
POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)				
	0	0		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.	
POSITION TITLE / ROLE	

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Category 5) Principal management positions, such as Chief Operating Officer, Chief Information Officer, and Chief Financial Officer, and/or their equivalent(s). These positions tend to be those executives who have operational and management responsibilities within an agency, including Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer. These positions are often required by statute or Executive Order, such as, for example, the Chief Financial Officer Act and the Chief Technology Officer Act. For some agencies, these positions may already be covered by other categories. *If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist” or "Not applicable; All positions accounted for in other categories.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Chief Financial Officer	1	1	Change in category designation.
Chief Information Officer	1	1	No change.
Assistant Administrator & Chief Operating Officer	1	1	Position is new since last submission.
TOTALS:	3	3	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
Chief Communications Officer	1	1	Position removed from organization and legacy email remains permanent.	2021
Chief Financial Officer (FNS response - Official title for this position is the Deputy Administrator, financial Management, Chief Financial	1	1	Position removed from organization and legacy email remains permanent.	2021
TOTALS:	2	2		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	5	5		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

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Category 6) Directors of significant program offices, and/or their equivalent(s). Those Directors (or equivalents, such as Executive Directors, Managers, Directorates, or Chiefs) that oversee and manage major program offices, bureaus, or lines of business that support the agency mission. For example, many agencies will have a Director that oversees Congressional and Legislative affairs, or a Director that oversees one specific mission-related program office. For some agencies, these positions may already be covered by other categories. *If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist.”)

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Director, Communications Division	1	1	No change.
Director, Food Distribution Division	1	1	No change.
Director, Program Accountability and Administrative Division, Supplemental Nutrition Assistance Program	1	1	No change.
Director, Program Development Division, Supplemental Nutrition Assistance Program	1	1	No change.
Director, Retailer Policy Management Division, Supplemental Nutrition Assistance Program	1	1	No change.
Director, Supplemental Food Programs Division	1	1	No change.
Director, Employment and Training Program, Supplemental Nutrition Assistance Program	1	1	No change.
Director, External and Governmental Affairs Division	1	1	No change.
Director, Office of Nutrition Guidance and Analysis, Center for Nutrition Policy and Promotion	1	1	No change.
Director, Office of Nutrition Marketing and Communication, Center for Nutrition Policy and Promotion	1	1	No change.
Director, Office of Strategic Initiatives Partnerships and Outreach	1	1	No change.
Director, Public Affairs, Center for Nutrition Policy and Promotion	1	1	No change.
TOTALS:	12	12	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.				
POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
Director, Employment and Training Program, Supplemental Nutrition Assistance Program	1	1	Position removed from organization and legacy email remains permanent.	2021
Director, External and Governmental Affairs Division	1	1	Position removed from organization and legacy email remains permanent.	2021
Director, Office of Nutrition Guidance and Analysis, Center for Nutrition Policy and Promotion	1	1	Position removed from organization and legacy email remains permanent.	2021
Director, Office of Nutrition Marketing and Communication, Center for Nutrition Policy and Promotion	1	1	Position removed from organization and legacy email remains permanent.	2021
Director, Office of Strategic Initiatives Partnerships and Outreach	1	1	Position removed from organization and legacy email remains permanent.	2021
Director, Public Affairs, Center for Nutrition Policy and Promotion	1	1	Position removed from organization and legacy email remains permanent.	2021
Director, Woman, Infants, and Children Program	1	1	Position removed from organization and legacy email remains permanent.	2021
Executive Director, Center for Nutrition Policy and Promotion	1	1	Position removed from organization and legacy email remains permanent.	2021
National Director, Farm to School Program	1	1	Position removed from organization and legacy email remains permanent.	2021

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TOTALS:	9	9
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	21	21

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

INACTIVE – ALL ITEMS SUPERSEDED

INACTIVE – ALL ITEMS SUPERSEDED

Category 7) Principal regional officials, such as Regional Administrators, and/or their equivalent(s). Those agencies with a regional structure must include the accounts of principal regional officials. For most agencies with a regional presence this will be limited to Regional Administrators, or those officials who are responsible for the management and operations of specific regional areas (e.g., an agency that has 10 regions to carry out mission-critical activities would include those 10 Regional Administrators). It does not pertain to the heads of individual offices within regions, such as, but not limited to, customer service centers, processing centers, or administrative offices that conduct routine activities (e.g., passport offices, or Social Security claims processing offices). *If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist” or "Agency has no regional presence with these types of positions.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY. List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Regional Administrator, Mid-Atlantic Regional Office	1	1	No change.
Regional Administrator, Midwest Regional Office	1	1	No change.
Regional Administrator, Mountain Plains Regional Office	1	1	No change.
Regional Administrator, Northeast Regional Office	1	1	No change.
Regional Administrator, Southeast Regional Office	1	1	No change.
Regional Administrator, Southwest Regional Office	1	1	No change.
Regional Administrator, Western Regional Office	1	1	No change.
TOTALS:	7	7	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	7	7		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

INACTIVE – ALL ITEMS SUPERSEDED

INACTIVE – ALL ITEMS SUPERSEDED

Category 8) Roles or positions that routinely and directly advise the above positions, including special advisers, General Counsels, Chiefs of Staff, Inspectors General, etc. Many management positions routinely provide advice and oversight to the agency in the course of daily business, and are involved in mission related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. For most agencies this will include General Counsels, Chiefs of Staff, Inspectors General and special advisers (such as “Policy Advisors”) within the top tiers of the agency. This does not include those that advise on purely administrative issues. For example, a Chief of Staff within a lower tier of the agency would not be included in this category. *If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist.”)

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Senior Program Advisor, Administrator's Office	1	1	No change.
Senior Policy Advisor, Supplemental Nutrition Assistance Program	1	1	No change.
Chief of Staff	1	1	No change.
TOTALS:	3	3	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	3	3		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

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INACTIVE – ALL ITEMS SUPERSEDED

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Category 9) Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions). This category is a catch all for any position that was filled by Presidential Appointment with Senate Confirmation (PAS) but not represented in any of the other categories. For most agencies the PAS positions will already be captured in categories 1 through 8, and no other PAS positions will need to be identified. *If no positions are identified, please briefly explain why (for example, “Not applicable; all PAS positions accounted for in other categories.”)

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
TOTALS:	0	0	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	0	0		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

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CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
TOTALS:	0	0	

(b) PERMANENT LEGACY EMAIL ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	0	0		

(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY. List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

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