Verification for the Use of GRS 6.1, Email and other Electronic Messages 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) documentation on whether the agency will also be applying this GRS to the other types of electronic messages covered in the scope of the GRS; 4) selection of which GRS 6.1 items the agency is proposing to use; and 5) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

X

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 position are appropriately identified and documented. As a general rule, each record group will require a separate form.

Completed forms may be submitted to GRS_Team@nara.gov.

THIS SECTION FOR NARA USE ONLY	
Job Number	GRS-6-1-0059-2023-0001
Received Date	06/06/2023
Approval Date (date, name, title)	11/21/2023 Laurence Brewer, Chief Records Officer, NARA

BELOW TO BE COMPLETED BY SUBMITTING AGENCY	
Name of Agency	DEPARTMENT OF STATE
Record Group Number	0059
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-6-1-0059-2016-0001
GRS Implementation Scope. Will the agency also be applying this GRS to other types of electronic messages as defined in the GRS scope? NOTE: See the GRS scope for electronic message inclusions and exclusions. (select from drop-down menu)	Yes
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 records are 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]."	Email and eMessages not covered under GRS 6.1, Items 010 and 011 are subject to other records disposition schedules. The Department has codified policy and routinely communicates to employees concerning records management responsibilities and the need to export any email and eMessaging records applicable to other agency-approved disposition authorities. (Resubmitted by agency on 10/24/2023)
Cutoff Instruction (select from drop-down menu)	Cutoff at the end of the employee tenure
Transfer Instruction (select from drop-down menu) NOTE: All transfer instructions are based on the selected cutoff. For each, the option for transferring email after declassification review (for classified email) is included; for example, an agency that wishes to transfer their unclassified email at 15 years, but their classified email at 25 years (after declassification review), would select "15 yrs or after declass review."	25 yrs or after review
Legacy Scope. Agencies using this GRS are expected to apply the items being used to all legacy (existing) records. Please provide any general information on legacy records below (for example, "no legacy records exist 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 records for all items being used, dating back to approximately 2010.")	The Department has applied GRS 6.1 Item 010 and Item 011 since January 1, 2017. GRS 6.1, Item 010 is applied to all Senior Officials' emails. Additionally, legacy emails maintained electronically at the time of initial GRS 6.1 approval were ingested into the Department's official records-keeping system, called the eRecords Archive. This reflects the Department's effort to ensure permanent emails are transferred to NARA. Since January 1, 2017, emails covered under GRS 6.1, Items 010 and 011 are automatically ingested into the eRecords archive and identifed as permanent or temporary based on the sender/recipient's position, respectively.

Agency Records Officer

Name of Agency Records Officer	TIMOTHY J. KOOTZ
Phone	2023045979
Email	KOOTZTJ@STATE.GOV
By checking this box, you certify that you are submitting this form as the Agency Records Officer	☑ Certification

Agency Contact Information

Name of Person to Contact with form questions	KHALID GOLDEN
Phone	
Email	GOLDENK@STATE.GOV

URL to Agency Organization Chart	https://www.state.gov/department-of-state-organization-chart/
Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification? (select from drop-down menu)	Yes
Do any of the Capstone officials proposed on this list have accounts on security classified networks or systems? (select from drop-down menu)	Yes

THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.

	Total Positions	Total Accounts
Category 1	1	3
Category 2	120	243
Category 3	203	406
Category 4	9	18
Category 5	0	0
Category 6	2	4
Category 7	0	0
Category 8	34	68
Category 9	0	0
Category 10	0	0
TOTALS	**369**	**742**

Form NA-1005

Verification for the Use of GRS 6.1, Email and other Electronic Messages Managed Under a Capstone Approach

SECTION B: Electronic Messages
Those agencies that are also using this GRS for other types of electronic messages must also complete the "Electronic Messages" tab. Specifically, those agencies that selected "yes" for "GRS Implementation Scope" on the "General Information" tab are required to complete that section. If an agency answered "no," then this tab may be skipped.

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 and/or 012) are being used, in which case it acts as an exception list. NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names, email addresses, or other idenfiers (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

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 RECORDS 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 / electronic messages; 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 records.

(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 / electronic messages, 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 / messages, 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 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. NOTE: in cases where the agency is also applying the GRS to the other types of electronic messages included in the scope of the GRS, the agency is not required to reflect such in the number of accounts field; NARA acknowledges that this information would be difficult to ascertain for the purposes of this form. This information is more appropriate for inclusion within the transfer paperwork (documentation) required at the time records are transferred to the legal custody of NARA.

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.

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 records for the related position have 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 records 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 records covered by the GRS, both day-forward and any existing legacy records, may be managed as temporary upon approval of this form.

TOTALS. The "totals" tab of this workbook auto-totals the number of all permanent positions and accounts for each of the 10 category tabs.

ELECTRONIC MESSAGES: THIS SECTION IS ONLY REQUIRED FOR THOSE AGENCIES USING GRS 6.1 FOR OTHER TYPES OF ELEC
MESSAGES: SPECIFICALLY, THOSE AGENCIES THAT SELECTED "YES" FOR "GRS IMPLEMENTATION SCOPE" ON THE "GENERAL
INFORMATION" TAB.

Below are the three categories of electronic messages included in the scope of GRS 6.1. Please select "yes" if your agency c
any of the message types below. Please consult FAQ #11 for information on what types of messages are covered under eac
category. **REMINDER: agencies choosing to use this GRS for electronic messages must apply it to all messages the agency
that are included within the scope of the GRS. The list below is used to indicate which message types the agency creates.**

A: Messages affiliated with email system chat or messaging functions, and where the messages are managed
independently from the email. (select "yes" or "no" in the box to the right)

B: Messages from messaging services provided on mobile devices. (select "yes" or "no" in the box to the right)

C: Messages from messaging services on third-party applications. (select "yes" or "no" in the box to the right)

REQUIRED. Please provide additional scope comments below. This may include, for example, whether any of the ten catego
not creating any of these records at all; and / or list some examples of the types of records being created. If any of the ten c
are unique in the creation / management of these records, you may notate it here. *Sample statement* : "All positions repres
this form are using general chat / text features affilated with our email platform; all positions in categories 1 through 4 are u
features on personal devices; and only those positions in category 10 are using third-party application (SIGNAL)."

All positions represented on this form have access to and may use, as needed, chat features available across the Microsoft C
platforms such as MS Teams Chats. Additionally, all positions represented may have access to third party eMessaging applic
"apps") on their government-issued mobile or personal devices. Third party apps include but are not limited to: WhatsApp, S
Messenger, Viber, Telegram, and Line. The Department has codified policy (see 5 FAM 435) and routinely communicates to
employees concerning records management responsibilities regarding the use of third party eMessaging apps. The Departm
not require the export and archiving of chat and eMessaging communications that are non-substantive such as transitory,
administrative, or logistical in nature.

CTRONIC

creates
n
creates

| Yes |
| Yes |
| Yes |

ories are
ategories
sented on
ising chat

)365
ations (or
Signal, FB

nent does

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 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 / messages, 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 / messages, 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)
SECRETARY OF STATE	1	3	No change
TOTALS:	**1**	**3**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**1**	**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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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

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.")

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 / messages, 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 / messages, 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)
DEPUTY SECRETARY OF STATE (D)	2	6	No change
UNDER SECRETARY OF STATE	6	12	# of accts/positions decreased
AMBASSADORS AT LARGE [AMBL] (CT, CDP, GCJ, GHSD, GWI, IRF, AND TIP)	7	14	# of accts/positions increased
ASSISTANT SECRETARY	24	48	# of accts/positions decreased
LEGAL ADVISER (L)	1	2	No change
COMPTROLLER (CGFS)	1	2	No change
ALL SPECIAL ENVOYS AND SPECIAL REPRESENTATIVES	38	76	# of accts/positions increased
CHIEF OF STAFF - OFFICE OF THE SECRETARY (S)	1	3	No change
COUNSELOR TO THE DEPARTMENT (C)	1	2	No change
SPECIAL ASSISTANT TO THE SECRETARY AND EXECUTIVE SECRETARY OF THE DEPARTMENT (S/ES)	1	2	# of accts/positions decreased
CHIEF INFORMATION OFFICER (CIO)	1	2	No change
CHIEF OF PROTOCOL (S/CPR)	1	2	No change
CHIEF ECONOMIST (E/OCE)	1	2	No change
CHIEF MEDICAL OFFICER AND DESIGNATED SAFETY AND HEALTH OFFICIAL (MED)	1	2	No change
INSPECTOR GENERAL (IG)	1	2	No change
SPECIAL COORDINATOR FOR SANCTIONS (S/SC)	1	2	Title change
U.S. SECURITY COORDINATOR, ISRAEL AND THE PALESTINE AUTHORITY (DOD/NSSC)	1	2	No change
DIRECTOR, MANAGEMENT, STRATEGY, AND SOLUTIONS (M/SS)	1	2	Title change
DIRECTOR, FOREIGN SERVICE INSTITUTE (FSI)	1	2	No change
DIRECTOR, OFFICE OF CIVIL RIGHTS (OCR)	1	2	No change
DIRECTOR, FOREIGN ASSISTANCE (F)	1	2	No change
DIRECTOR, OFFICE OF FOREIGN MISSIONS (M/OFM)	1	2	No change
DIRECTOR, BUDGET AND PLANNING (BP)	1	2	No change
DIRECTOR, OVERSEAS BUILDING OPERATIONS (OBO)	1	2	No change
DIRECTOR, POLICY PLANNING (S/P)	1	2	No change
DIRECTOR GENERAL OF THE FOREIGN SERVICE AND GLOBAL TALENT MANAGEMENT (DGTM)	1	2	No change
DIRECTOR, DIPLOMATIC OUTREACH, OFFICE OF GLOBAL FOOD SECURITY (E/GFS)	1	2	No change
DIRECTOR OF ECONOMIC POLICY, ANALYSIS, and PUBLIC DIPLIMACY (EB/EPPD)	1	2	No change
DIRECTOR, OFFICE TO MONITOR AND COMBAT TRAFFICKING IN PERSONS (J/TIP) - ALSO INCLUDED IN AMBASSADORS AT LARGE	1	2	No change
COORDINATOR FOR COUNTERTERRORISM (CT) - ALSO INCLUDED IN AMBASSADORS AT LARGE			
CHIEF, DIVERSITY AND INCLUSION OFFICE (S/ODI)	1	2	Position is new since last submission
DEPARTMENT SPOKESPERSON (GPA/SPOX)	1	2	No change
COORDINATOR, GLOBAL ENGAGEMENT CENTER (R/GEC)	1	2	Position is new since last submission
COORDINATOR, OFFICE OF THE COORDINATOR FOR AFGHAN RELOCATION EFFORTS (SCA/CARE)	1	2	Position is new since last submission
SENIOR COORDINATOR FOR ATLANTIC COOPERATION (OES)	1	2	Position is new since last submission
SPECIAL COORDINATOR FOR TIBETAN ISSUES (DUAL-HATTED--SAME AS U/S FOR J)	1	2	No change
SENIOR COORDINATOR FOR GLOBAL CRIMINAL JUSTICE (SAME AS AMBL FOR J/GCJ)	1	2	No change
COORDINATOR FOR GLOBAL HEALTH SECUIRTY AND DIPLOMACY (also captured in the AMBL Count)	1	2	Position is new since last submission
COORDINATOR ON GLOBAL ANTI-CORRUPTION (INL/CGAC)	1	2	Position is new since last submission

U.S. COORDINATOR FOR THE ARCTIC REGION (S/AR)	1	2	Position is new since last submission
TOTALS:	**111**	**225**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
U.S. COORDINATOR FOR INTERNATIONAL COMMUNICATIONS AND INFORMATION POLICY	1	2	Position duties changed; email for a certain date forward is temporary; legacy email remains permanent.	2017
FISSILE MATERIAL NEGOTIATOR AND SENIOR CUTOFF COORDINATOR	1	2	Position removed from organization and legacy email remains permanent.	2019
INTERNATIONAL INFORMATION PROGRAMS COORDINATOR	1	2	Position removed from organization and legacy email remains permanent.	2018
COORDINATOR FOR THE CENTER FOR STRATEGIC COUNTERTERRORISM COMMUNICATIONS (Global Engagement Center)	1	2	Position duties have changed and email for a certain date forward is temporary while legacy email remains permanent.	2017
COORDINATOR FOR CYBER ISSUES	1	2	Position duties have changed and email for a certain date forward is temporary while legacy email remains permanent.	2019
DIRECTOR FOR MAJOR EVENTS AND CONFERENCES	1	2	Position duties have changed and email for a certain date forward is temporary	2018
SENIOR COORDINATOR FOR INTERNATIONAL INFORMATION TECHNOLOGY DIPLOMACY	1	2	Other. (explain during review process with NARA).	2017
Director of the Afghanistan and Pakistan Strategic Partnership Office	1	2	Position removed from organization and legacy email remains permanent.	2018
LEAD COORDINATOR FOR IRAN NUCLEAR IMPLEMENTATION (S/INI)	1	2	Position removed from organization and legacy email remains permanent.	2017
TOTALS:	**9**	**18**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**120**	**243**		

(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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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
COORDINATOR FOR THREAT REDUCTION PROGRAMS (ISN/TR)
SENIOR COORDINATOR FOR SECURITY INFRASTRUCTURE (DS/SI)

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.")

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 / messages, 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 / messages, 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)
DEPUTY CHIEF OF STAFF (S)	2	4	No change
COORDINATOR FOR U.S. ASSISTANCE TO EUROPE AND EURASIA (EUR/ACE)	1	2	No change
PRINCIPAL DEPUTY ASSISTANT SECRETARY	25	50	# of accts/positions increased
ALL DEPUTY ASSISTANT SECRETARIES	97	194	# of accts/positions increased
EXECUTIVE ASSISTANTS TO THE SECRETARY, DEPUTY SECRETARY, AND UNDER SECRETARY	9	18	# of accts/positions increased
DEPUTY EXECUTIVE SECRETARY (S/ES)	5	10	No change
DEPUTY INSPECTOR GENERAL (IG)	1	2	No change
PRINCIPAL DEPUTY LEGAL ADVISER (L)	1	2	No change
DEPUTY LEGAL ADVISER (L)	3	6	No change
DEPUTY CHIEF OF PROTOCOL (S/CPR)	2	4	No change
PRINCIPAL DEPUTY CHIEF INFORMATION OFFICER (CIO)	1	2	No change
DEPUTY CHIEF INFORMATION OFFICER (CIO)	4	8	# of accts/positions decreased
DEPUTY DIRECTOR, MANAGEMENT, STRATEGY, AND SOLUTIONS (M/SS)	1	2	Title change
SENIOR PROCUREMENT EXECUTIVE (A/OPE) (DUAL-HATTED DAS POSITION)	1	2	No change
PRINCIPAL DEPUTY CHIEF MEDICAL OFFICER (MED)	1	2	Title change
DEPUTY CHIEF MEDICAL OFFICER FOR OPERATIONS (MED/DO)	1	2	Position is new since last submission
DEPUTY CHIEF MEDICAL OFFICER FOR CLINICAL PROGRAMS (MED/CP)	1	2	Position is new since last submission
DEPUTY CHIEF MEDICAL OFFICER FOR MENTAL HEALTH PROGRAMS (MED/MH)	1	2	Position is new since last submission
PRINICIPAL DEPUTY COORDINATOR FOR COUNTERTERRORISM (CT)	1	2	No change
DEPUTY COORDINATOR FOR COUNTERTERRORISM FOR HOMELAND SECURITY, SCREENING, and DESIGNATIONS (CT)	1	2	No change
DEPUTY COORDINATOR FOR COUNTERTERRORISM FOR REGIONAL AND MULTILATERAL AFFAIRS (CT)	1	2	No change
DEPUTY COORDINATOR FOR COUNTERTERRORISM FOR CRISIS RESPONSE AND TECHNOLOGY (CT)	1	2	Position is new since last submission
DEPUTY COORDINATOR FOR COUNTERTERRORISM FOR TERRORISM PREVENTION AND DETENTION (CT)	1	2	Position is new since last submission
DEPUTY SPECIAL ENVOY FOR COALITION TO DEFEAT ISIS (CT)	1	2	Position is new since last submission
DEPUTY COMPTROLLER (CGFS)	2	4	No change
ASSOCIATE COMPTROLLER (CGFS)	1	2	No change
DEPUTY DIRECTOR, OFFICE OF FOREIGN ASSISTANCE (F)	1	2	No change
PRINCIPAL DEPUTY DIRECTOR, OFFICE OF FOREIGN MISSIONS (M/OFM)	1	2	Position is new since last submission
SENIOR ADVISOR TO CAUCASUS NEGOTIATIONS (EUR)	1	2	Title change
DIRECTOR OF POLICY, PLANNING, AND RESOURCES (R/PPR)	1	2	No change
PRINCIPAL DEPUTY COORDINATOR, GLOBAL ENGAGEMENT CENTER (R/GEC)	1	2	Position is new since last submission
DEPUTY COORDINATOR FOR POLICY, PLANS, AND OPERATIONS (R/GEC)	1	2	Position is new since last submission
DEPUTY COORDINATOR FOR SUPPORT (R/GEC)	1	2	Position is new since last submission
U.S. SENIOR OFFICIAL FOR ASIA-PACIFIC ECONOMIC COOPERATION (EAP/APEC) (DUAL-HATTED DAS POSITION)	1	2	No change
PRINICPAL DEPUTY DIRECTOR, OVERSEAS BUILDING OPERATIONS (OBO)	1	2	No change
PRINCIPAL DEPUTY COORDINATOR FOR PEPFAR (GHSD)	1	2	Position is new since last submission
PRINCIPAL DEPUTY COORDINATOR FOR GLOBAL HEALTH SECURITY AND DIPLOMACY (GHSD)	1	2	Position is new since last submission
DEPUTY COORDINATOR FOR HEALTH SECURITY (GHSD)	1	2	Position is new since last submission

POSITION TITLE / ROLE	Positions	Accounts	Summary	
DEPUTY COORDINATOR FOR HEALTH DIPLOMACY (GHSD)	1	2	Position is new since last submission	
DEPUTY DIRECTOR, BUDGET ANALYSIS, BUDGET AND PLANNING (BP/OBA)	1	2	No change	
DEPUTY DIRECTOR FOR PERFORMANCE AND PLANNING, BUDGET AND PLANNING (BP/OPP)	1	2	Position is new since last submission	
DEPUTY DIRECTOR FOR RESOURCE PLANNING AND BUDGET INFORMATION, BUDGET AND PLANNING (BP/RPBI)	1	2	Position is new since last submission	
DEPUTY DIRECTOR, OFFICE OF CIVIL RIGHTS (S/OCR)	1	2	No change	
DEPUTY DIRECTOR, FOREIGN SERVICE INSTITUTE (FSI)	1	2	No change	
PRINCIPAL DEPUTY DIRECTOR, POLICY PLANNING STAFF (S/P)	1	2	No change	
DEPUTY DIRECTOR, POLICY PLANNING STAFF (S/P)	1	2	No change	
CHIEF DATA OFFICER (M/SS)	1	2	Position is new since last submission	
PRINCIPAL DEPUTY DIRECTOR, OFFICE TO MONITOR AND COMBAT TRAFFICKING IN PERSONS (J/TIP)	1	2	No change	
PRINCIPAL DEPUTY DIRECTOR, OFFICE TO INTERNATIONAL RELIGIOUS FREEDOM (J/IRF)	1	2	Position is new since last submission	
DEPUTY DIRECTOR, OFFICE FOR INTERNATIONAL RELIGIOUS FREEDOM (J/IRF)	2	4	Position is new since last submission	
TOTALS:	**191**	**382**		

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
PRINCIPAL DEPUTY COORDINATOR FOR INTERNATIONAL INFORMATION PROGRAMS	1	2	Position removed from organization and legacy email remains permanent.	2018
DEPUTY COORDINATOR FOR PROGRAMS	1	2	Position removed from organization and legacy email remains permanent.	2018
DEPUTY COORDINATOR FOR PLATFORMS	1	2	Position removed from organization and legacy email remains permanent.	2018
DEPUTY COORDINATOR FOR PRODUCTS	1	2	Position removed from organization and legacy email remains permanent.	2018
DEPUTY COORDINATOR FOR COUNTERTERRORISM FOR OPERATIONS POLICY AND MILITARY COORDINATION (CT)	1	2	Position removed from organization and legacy email remains permanent.	2019
DEPUTY TRANSPARENCY COORDINATOR	1	2	Position removed from organization and legacy email remains permanent.	2017
TRANSPARENCY COORDINATOR	1	2	Position removed from organization and legacy email remains permanent.	2017
PERSONAL REPRESENTATIVE FOR NORTHERN IRELAND ISSUES	1	2	Other. (explain during review process with NARA).	2017
DIRECTOR OF THE AFGHANISTAN AND PAKISTAN STRATEGIC PARTNERSHIP OFFICE	1	2	Position removed from organization and legacy email remains permanent.	2017
DEPUTY DIRECTORS OBO	2	4	Position removed from organization and legacy email remains permanent.	2019
DEPUTY DIRECTOR, BP PAYMENTS DIVISION	1	2	Position removed from organization and legacy email remains permanent.	2018
TOTALS:	**12**	**24**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**203**	**406**		

(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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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
DIRECTOR OF MENTAL HEALTH SERVICES
DIRECTOR OF CLINICAL SERVICES
DIRECTOR, DIPLOMATIC SECURITY COMMAND CENTER (DS)
DIRECTOR OF STRATEGIC INFORMATION IN THE OFFICE OF THE GLOBAL AIDS COORDINATOR
HAITI SPECIAL COORDINATOR
MANAGING DIRECTOR FOR INTERNATIONAL MEDIA ENGAGEMENT
DEPUTY GLOBAL AIDS COORDINATOR

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 or messages on behalf of senior officials and/or (as an example) 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.")

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 / messages, 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 / messages, 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)
SPECIAL ASSISTANTS/STAFF ASSISTANTS - OFFICE OF THE SECRETARY OF STATE (S)	9	18	# of accts/positions decreased
TOTALS:	**9**	**18**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**9**	**18**		

(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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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

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.")

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 / messages, 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 / messages, 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)
Not applicable; no positions in this category			
TOTALS:	**0**	**0**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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

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.")

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 / messages, 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 / messages, 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)
WHITE HOUSE LIAISON	1	2	No change
TOTALS:	**1**	**2**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
DIRECTOR, QUADRENNIAL DIPLOMACY AND DEVELOPMENT REVIEW	1	2	Position removed from organization and legacy email remains permanent.	2017
TOTALS:	**1**	**2**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**2**	**4**		

(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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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

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 / messages, 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 / messages, 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)
Not applicable; no positions in this category			
TOTALS:	**0**	**0**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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

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.")

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 / messages, 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 / messages, 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)
CHIEF SPEECHWRITER (S/P)	1	2	No change
OMBUDSMAN (S/O)	1	2	No change
SPECIAL ADVISOR FOR INTERNATIONAL DISABILITY RIGHTS (DRL)	1	2	No change
SPECIAL ADVISOR FOR CHILDREN'S ISSUES (CA)	1	2	No change
SCIENCE AND TECHNOLOGY ADVISOR (E/STAS)	1	2	No change
SPECIAL ADVISOR FOR RELIGIOUS MINORITIES IN THE NEAR EAST AND SOUTH/CENTRAL ASIA (DRL)	1	2	No change
ALL SENIOR ADVISORS FOR THE SECRETARY, DEPUTY SECRETARY, AND UNDER SECRETARIES	24	48	# of accts/positions decreased
CHIEF OF STAFF TO THE U.S. GLOBAL AIDS COORDINATOR (S/GAC)	1	2	Position is new since last submission
TOTALS:	**31**	**62**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
SPECIAL ADVISOR FOR NONPROLIFERATION AND ARMS CONTROL	1	2	Other (explain during review process with NARA).	2019
SPECIAL ADVISOR TO THE SPECIAL REPRESENTATIVE FOR AFGHANISTAN	1	2	Other. (explain during review process with NARA).	2018
SPECIAL ADVISOR FOR SECRETARY INITIATIVES	1	2	Position removed from organization and legacy email remains permanent.	2017
TOTALS:	**3**	**6**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**34**	**68**		

(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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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
ALL SENIOR ADVISORS FOR ASSISTANT SECRETARIES
SENIOR ADVISOR TO THE SPECIAL ENVOY FOR THE ARCTIC
SPECIAL ADVISOR FOR GLOBAL YOUTH ISSUES (R)
SPECIAL ADVISOR FOR HOLOCAUST ISSUES

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. | 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 / messages, 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 / messages, 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)
TOTALS:	**0**	**0**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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
CHAIRMAN, U.S. ADVISORY COMMISSION ON PUBLIC DIPLOMACY
VICE CHAIRMAN, U.S. ADVISORY COMMISSION ON PUBLIC DIPLOMACY
COMMISSIONER, U.S. ADVISORY COMMISSION ON PUBLIC DIPLOMACY

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.

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 / messages, 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 / messages, 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)
Not applicable; no positions in this category			
TOTALS:	**0**	**0**	

(b) PERMANENT LEGACY RECORDS ONLY. List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records 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 these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**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 form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, 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