

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.

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.

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

THIS SECTION FOR NARA USE ONLY	
Job Number	GRS-6-1-0580-2023-0001
Received Date	08/02/2023
Approval Date (date, name, title)	1/21/25, William Fischer, Acting Chief Records Officer

BELOW TO BE COMPLETED BY SUBMITTING AGENCY	
Name of Agency	Council on Environmental Quality

Record Group Number	0580
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Is there a classified version of this schedule? (select from drop-down menu)	No
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Is this form superseding a previous submission? (select from drop-down menu)	Yes
If so, input job number (GRS 6.1:XXXX-)	GRS-6-1-0580-2021-0001

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
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GRS Items Proposed for Use (select from drop-down menu)	All items
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<p>Additional Scope Comments. If your agency <i>is not applying GRS 6.1 to all employees</i>, you must summarize how such records are to be managed.</p> <p>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].”).</p> <p>Agencies may also include any additional information about their implementation of GRS 6.1.</p>	<p>The Council on Environmental Quality will manage all agency emails under GRS 6.1. The Council on Environmental Quality will use Item 010 for Capstone Officials and retain their emails permanently. The Council on Environmental Quality will use item 012 for those positions that meet the item description, such as Administrative Specialists and Policy Fellows. The Council on Environmental Quality will use Item 011 for all other Non-Capstone Officials not covered by item 012. Emails managed under Item 011 will be retained for at least 7 years. Email managed under Item 012 will be retained for at least 3 years. Longer retention for individual email messages and attachments and/or cross-filing elsewhere is authorized pursuant to agency policies.</p> <p>Email for the appointed positions will be transferred at the end of the administration.</p>
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<p>Cutoff Instruction (select from drop-down menu)</p>	<p>Cutoff at the end of the employee tenure</p>
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<p>Transfer Instruction (select from drop-down menu)</p> <p>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."</p>	<p>15 yrs or after declass review</p>
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<p>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.”)</p>	<p>Legacy email of past administrations up until the Obama administration has been transferred and accessioned to NARA against previously approved authorities. Email of political appointees of the Trump administration (per GRS -6-1-0580-2021-0001) has a cutoff of at the end of the presidential administration and have been accessioned by NARA.</p>
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Do any of the Capstone officials proposed on this list have accounts on security classified networks or systems? (select from drop-down menu)	Yes
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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)	Yes
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URL to Agency Organization Chart	https://www.whitehouse.gov/wp-content/uploads/2023/07/2023_CEQ-Org-Chart.pdf
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Agency Contact Information	
Name of Person to Contact with form questions	Howard Sun
Phone	202 456-3621
Email	howard_c_sun@ceq.eop.gov

Agency Records Officer	
Name of Agency Records Officer	Howard Sun
Phone	202 456-3621
Email	howard_c_sun@ceq.eop.gov
By checking this box, you certify that you are submitting this form as the Agency Records Officer	<input checked="" type="checkbox"/> Certification

THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.

	Total Positions	Total Accounts
Category 1	1	1
Category 2	1	0
Category 3	4	4
Category 4	4	4
Category 5	1	1
Category 6	18	18
Category 7	0	0
Category 8	83	83
Category 9	0	0
Category 10	53	53
TOTALS	165	164

Form NA-1005

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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 identifiers (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 ELECTRONIC 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 creates any of the message types below. Please consult FAQ #11 for information on what types of messages are covered under each category. **REMINDER: agencies choosing to use this GRS for electronic messages must apply it to all messages the agency creates 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)	No
B: Messages from messaging services provided on mobile devices. (select "yes" or "no" in the box to the right)	No
C: Messages from messaging services on third-party applications. (select "yes" or "no" in the box to the right)	Yes

REQUIRED. Please provide additional scope comments below. This may include, for example, whether any of the ten categories are 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 categories are unique in the creation / management of these records, you may notate it here. *Sample statement* : "All positions represented on this form are using general chat / text features affiliated with our email platform; all positions in categories 1 through 4 are using chat features on personal devices; and only those positions in category 10 are using third-party application (SIGNAL)."

- A: All positions represented on this form do not use general chat/text featured affiliated with our email platform.
- B: Messaging services on mobile devices are disabled for all users.
- C: All positions represented on this form use a third party application called Mattermost.

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)
Chair (previously Chairman)	1	1	Other
TOTALS:	1	1	

(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	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 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.")

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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 Director of the Office of Environmental Quality	1	0	No change
TOTALS:	1	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)	1	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 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)
General Counsel	1	1	No change
Chief of Staff	1	1	Title change
TOTALS:	2	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
General Counsel and Chief of Staff	1	1	Position removed from organization and legacy email remains permanent.	2021
Senior Advisor to the Chairman	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 / messages)	4	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 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.

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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 Chief of Staff and Senior Advisor to the Chair	1	1	Position is new since last submission
Scheduler and Communications Assistant	1	1	Position is new since last submission
Senior Advisor to the Chair	1	1	Position is new since last submission
Special Assistant to the Chair (previously Special Assistant)	1	1	Title change
TOTALS:	4	4	

(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)	4	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 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.

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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 of Finance and Administration	1	1	No change
TOTALS:	1	1	

(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	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 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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Federal Chief Environmental Justice Officer	1	1	Position is new since last submission
Federal Chief Sustainability Officer	1	1	# of accts/positions increased
Senior Director for Building Emissions	1	1	Position is new since last submission
Senior Director for Chemical Safety and Plastic Pollution Prevention	1	1	Position is new since last submission
Senior Director for Environmental Justice	1	1	Position is new since last submission
Senior Director for Industrial Emissions	1	1	Position is new since last submission
Senior Director for Lands	1	1	Position is new since last submission
Senior Director for Clean Energy, Infrastructure & NEPA (previously Senior Director for NEPA & Counsel, which was previously Associate Director for the National Environment Policy Act)	1	1	Other
Senior Director for Resilience	1	1	Position is new since last submission
Senior Director for Transportation Emissions	1	1	Position is new since last submission
Senior Director for Water	1	1	Position is new since last submission
TOTALS:	11	11	

(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
Associate Director for Conservation & Wildlife	1	1	Position removed from organization and legacy email remains permanent.	2021
Associate Director for Infrastructure	1	1	Position removed from organization and legacy email remains permanent.	2021
Associate Director for Legislative and Regulatory Affairs	1	1	Position removed from organization and legacy email remains permanent.	2021
Associate Director for Natural Resources	2	2	Position removed from organization and legacy email remains permanent.	2021
Associate Director for Regulatory Reform	1	1	Position removed from organization and legacy email remains permanent.	2021
Associate Federal Chief Sustainability Officer	1	1	Position removed from organization and legacy email remains permanent.	2021
TOTALS:	7	7		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	18	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 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 exist.			
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.")

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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 Director for NEPA	1	1	Position is new since last submission
Associate General Counsel	2	2	Position is new since last submission
Deputy Chief Sustainability Officer	1	1	No change
Deputy Director for Carbon Capture, Utilization, and Sequestration (CCUS)	1	1	Position is new since last submission
Deputy Director for Chemical Safety	1	1	Position is new since last submission
Deputy Director for Clean Energy	1	1	Position is new since last submission
Deputy Director for Climate Resilience	1	1	Position is new since last submission
Deputy Director for Communications	1	1	Position is new since last submission
Deputy Director for Conservation	2	2	Position is new since last submission
Deputy Director for Environmental Justice	1	1	Position is new since last submission
Deputy Director for Environmental Justice Data and Evaluation	1	1	Position is new since last submission
Deputy Director for Environmental Review	1	1	Position is new since last submission
Deputy Director for Federal Fleet Sustainability	2	2	Position is new since last submission
Deputy Director for Flood Resilience	1	1	Position is new since last submission
Deputy Director for Forests and Equity	1	1	Position is new since last submission
Deputy Director for Infrastructure (previously Deputy Associate Director for Infrastructure)	1	1	Title change
Deputy Director for Infrastructure and Environmental Justice	1	1	Position is new since last submission
Deputy Director for Nature Conservation	1	1	Position is new since last submission
Deputy Director for NEPA (previously Deputy Associate Director for the National Environmental Policy Act)	1	1	Title change
Deputy Director for NEPA and Infrastructure	1	1	Position is new since last submission
Deputy Director for Ocean and Coastal Policy	1	1	Position is new since last submission
Deputy Director for Public Engagement	1	1	No change
Deputy Director for Species and Conservation	1	1	Position is new since last submission
Deputy Director for Sustainability	6	6	Position is new since last submission
Deputy Director for Sustainability Communications	1	1	Position is new since last submission
Deputy Director for Transportation Technology and Policy	1	1	Position is new since last submission
Deputy Director for Water Infrastructure	1	1	Position is new since last submission
Deputy General Counsel	3	3	# of accts/positions increased
Director for Adaptation and Resilience	1	1	Position is new since last submission
Director for Building Technology	1	1	Position is new since last submission
Director for Carbon Capture, Utilization, and Sequestration	1	1	Position is new since last submission
Director for Clean Energy	3	3	Position is new since last submission
Director for Clean Energy, CFE Regulatory Innovation Lead	1	1	Position is new since last submission
Director for Clean Energy, Commercial Innovation Lead (CFE)	1	1	Position is new since last submission
Director for Clean Energy and Global Public Sector Partnerships	1	1	Position is new since last submission
Director for Climate Adaptation and Resilience	1	1	Position is new since last submission
Director for Drought and Resilience	1	1	Position is new since last submission
Director for Environmental Justice	2	2	Position is new since last submission
Director for Environmental Justice Public Engagement	1	1	Position is new since last submission
Director for Federal Building Sustainability	1	1	Position is new since last submission
Director for Federal Buildings	1	1	Position is new since last submission
Director for Federal Climate Adaptation	1	1	Position is new since last submission

Director for Federal Facility Decarbonization	1	1	Position is new since last submission
Director for Federal Fleet	1	1	Position is new since last submission
Director for Housing Efficiency	1	1	Position is new since last submission
Director for International Engagement	1	1	Position is new since last submission
Director for Lands	1	1	Position is new since last submission
Director for Legislative Affairs (previously Associate Director for Legislative Affairs)	1	1	Other
Director for Nature-Based Resilience	1	1	Position is new since last submission
Director for Nature Conservation	1	1	Position is new since last submission
Director for Net Zero Federal Buildings	1	1	Position is new since last submission
Director for Sustainable Procurement	1	1	Position is new since last submission
Director for Ocean Policy	1	1	Position is new since last submission
Director for Permitting and Innovation	1	1	Position is new since last submission
Director for Private Sector Engagement	1	1	Position is new since last submission
Director for Public Engagement (previously Deputy Director for Public Engagement)	1	1	Title change
Director for Strategic Initiatives	3	3	Position is new since last submission
Director for Sustainable Operations, Supply Chain	1	1	Position is new since last submission
Director for Sustainable Procurement	1	1	Position is new since last submission
Director for Zero-Emission Federal Vehicle Fleets	1	1	Position is new since last submission
Director of Communications (previously Associate Director for Communications)	1	1	Other
Press Secretary	1	1	Position is new since last submission
Principal Deputy Associate Director for the National Environmental Policy Act	1	1	No change
Principal Deputy Director for NEPA	1	1	Position is new since last submission
Public Affairs Director, OFCSO	1	1	Position is new since last submission
TOTALS:	80	80	

(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
Deputy Associate Director for Ecosystems	1	1	Position removed from organization and legacy email remains permanent.	2021
Principal Deputy General Counsel	2	2	Position removed from organization and legacy email remains permanent.	2021
TOTALS:	3	3		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	83	83		

(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 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.")

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Add Row

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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 exist.			
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 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.

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Administrative Specialist	2	2	Position is new since last submission
Advisor for Plastic Pollution	2	2	Position is new since last submission
Attorney Advisor	4	4	No change
Columbia River Project Officer	1	1	Position is new since last submission
Conservation Policy Fellow	1	1	Position is new since last submission
Counsel	2	2	Position is new since last submission
FOIA Specialist	2	2	Position is new since last submission
Industrial Emissions Fellow	1	1	Position is new since last submission
Ocean Policy Fellow	1	1	Position is new since last submission
Policy Advisor	1	1	No change
Policy Advisor for Clean Energy and NEPA	1	1	Position is new since last submission
Policy Advisor for Environmental Justice	1	1	Position is new since last submission
Policy Advisor for Environmental Justice Engagement	1	1	Position is new since last submission
Policy Analyst	1	1	Position is new since last submission
Policy Fellow	1	1	Position is new since last submission
Science Advisor for Plastic Pollution	1	1	Position is new since last submission
Senior Advisor for Chemical Safety	2	2	Position is new since last submission
Senior Advisor for Climate and Community Resilience	1	1	Position is new since last submission
Senior Advisor for Community Engagement	1	1	Position is new since last submission
Senior Advisor for Justice40	1	1	Position is new since last submission
Senior Advisor for NEPA	2	2	Position is new since last submission
Senior Advisor for Transportation and Energy	1	1	Position is new since last submission
Senior Counsel	7	7	# of accts/positions increased
Senior Policy Advisor for Resilience	1	1	Position is new since last submission
Senior Sustainability Officer	1	1	# of accts/positions increased
Special Assistant for EJ	1	1	Position is new since last submission
Staff Assistant for Environmental Justice	1	1	Position is new since last submission
Staff Scientist for Chemical Safety	1	1	Position is new since last submission
TOTALS:	43	43	

(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.

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Advisor for NEPA	1	1	Position removed from organization and legacy email remains permanent.	2021
Deputy Advisor for Infrastructure	2	2	Position removed from organization and legacy email remains	2021
Senior Advisor for Infrastructure	4	4	Position removed from organization and legacy email remains	2021
Senior Advisor for Natural Resources	1	1	Position removed from organization and legacy email remains	2021
Senior Policy Advisor	1	1	Position removed from organization and legacy email remains	2021
Speech Writer	1	1	Position removed from organization and legacy email remains	2021
TOTALS:	10	10		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	53	53		

(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