

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.

THIS SECTION FOR NARA USE ONLY	
Job Number	GRS-6-1-0581-2023-0001
Received Date	05/30/2023
Approval Date (date, name, title)	07/24/24, William Fischer, Acting Chief Records Officer, NARA

BELOW TO BE COMPLETED BY SUBMITTING AGENCY	
Name of Agency	Office of National Drug Control Policy

Record Group Number	0581
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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-6-1-0581-2021-0001

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><b>Additional Scope Comments.</b> 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].”</p>	<p>Email for the appointed positions will be transferred at the end of the administration.</p>
<p><b>Cutoff Instruction</b> (select from drop-down menu)</p>	<p>Cutoff at the end of the employee tenure</p>
<p><b>Transfer Instruction</b> (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."</p>	<p>15 yrs or after declass review</p>
<p><b>Legacy Scope.</b> 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-6-1-0581-2021-0001) are currently in the process of being accessioned by NARA.</p>

<b>Do any of the Capstone officials proposed on this list have accounts on security classified networks or systems?</b> (select from drop-down menu)	Yes
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<b>Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification?</b> (select from drop-down menu)	No
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<b>URL to Agency Organization Chart</b>	<a href="#">Organization chart is not published online; a copy is attached to the form.</a>
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<b>Agency Contact Information</b>	
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<b>Name of Person to Contact with form questions</b>	Karen M. McHugh
<b>Phone</b>	1.202.395.6772
<b>Email</b>	<a href="mailto:kmchugh@ondcp.eop.gov">kmchugh@ondcp.eop.gov</a>

<b>Agency Records Officer</b>	
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<b>Name of Agency Records Officer</b>	Martha Gagne
<b>Phone</b>	1.202.395.6746
<b>Email</b>	<a href="mailto:Martha.M.Gagne@ondcp.eop.gov">Martha M. Gagne@ondcp.eop.gov</a>

<b>By checking this box, you certify that you are submitting this form as the Agency Records Officer</b>	<input checked="" type="checkbox"/> Certification
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**THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.**

	<b>Total Positions</b>	<b>Total Accounts</b>
Category 1	1	1
Category 2	17	28
Category 3	5	6
Category 4	7	8
Category 5	5	7
Category 6	0	0
Category 7	0	0
Category 8	34	47
Category 9	0	0
Category 10	50	72
<b>TOTALS</b>	<b>119</b>	<b>169</b>

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

All positions represented on this form can use general chat / text features affiliated with our email platform; all positions can use chat features on personal devices; and all positions are using 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)
Director – Office of the Director	1	1	No change
<b>TOTALS:</b>	<b>1</b>	<b>1</b>	

**(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
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>1</b>	<b>1</b>		

**(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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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)
Deputy Director – Office of the Director	1	1	No change
Chief of Staff – Office of the Director	1	1	No change
Deputy Chief of Staff – Office of the Director	1	2	No change
Assistant Director - Office of Public Health	1	2	Position is new since last submission
Assistant Director - Office of Drug-Free Communities (Previously Assistant Director and Administrator for Drug Free Communities)	1	1	Title change
Assistant Director – High Intensity Drug Traffic Area (HIDTA) Program Office (Previously High Intensity Drug Traffic Area)	1	2	Other
Assistant Director - Office of International Relations and Supply Reduction	1	2	Position is new since last submission
assistant Director - Office of Translational Research	1	1	Position is new since last submission
Assistant Director – Office of External and Legislative Affairs	1	1	No change
Assistant Director – Office of Operations (Previously Office of Management and Administration)	1	1	Other
Assistant Director – Office of Performance and Budget	1	1	No change
Assistant Director – Office of Intelligence	1	3	No change
<b>TOTALS:</b>	<b>12</b>	<b>18</b>	

**(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
Assistant Director – National Cocaine Coordination Group	1	2	Position removed from organization and legacy email remains	2021
Assistant Director – National Opioids and Synthetic Coordination Group	1	2	Position removed from organization and legacy email remains	2021
Assistant Director – United States Interdiction Coordinator	1	2	Position removed from organization and legacy email remains	2021
State, Local and Tribal Affairs Coordinator - Office of the Director	1	2	Position removed from organization and legacy email remains	2021
Emerging Threat Coordinator - United States Interdiction Coordinator - Office of the Director	1	2	Position removed from organization and legacy email remains	2021
<b>TOTALS:</b>	<b>5</b>	<b>10</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>17</b>	<b>28</b>		

**(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.")

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 Assistant Director - Office of Performance and Budget (Previously Deputy Assistant Director for Budget - Office of Performance and Budget)	1	1	Title change
Executive Director - US Interdiction Coordinator Detailee - US Coast Guard - Office of International Relations and Supply Reduction (Previously Executive Director - United States Interdiction Coordinator Detailee - US Coast Guard)	1	1	Title change
Supervisor Intelligence Operations Specialist - Office of Intelligence	1	1	Position is new since last submission
Associate Director for Messaging and Strategic Planning – Office of External and Legislative Affairs (Previously Deputy Assistant Director - Office of External and Legislative Affairs)	1	2	Title change
<b>TOTALS:</b>	<b>4</b>	<b>5</b>	

**(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 Assistant Director for Performance and Interagency - Office of Performance and Budget	1	1	Position removed from organization and legacy email remains permanent.	2021
<b>TOTALS:</b>	<b>1</b>	<b>1</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>5</b>	<b>6</b>		

**(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
Deputy Senior Intelligence Adviser -Office of Intelligence

**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.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Confidential Assistant – Office of the Director	2	2	# of accts/positions increased
Public Affairs Specialist (Press Secretary) - Office of External and Legislative Affairs (Previously Press Secretary-Public Affairs Specialist -Office of External and Legislative Affairs)	1	1	Other
Public Affairs Specialist (Deputy Press Secretary) - Office of External and Legislative Affairs	1	1	Position is new since last submission
Senior Advisor – International Relations and Supply Reduction – Office of the Director (Previously Special Advisor – Office of the Director)	1	2	Other
<b>TOTALS:</b>	<b>5</b>	<b>6</b>	

**(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
White House Liaison – Office of the Director	1	1	Position removed from organization and legacy email remains permanent.	2021
Supervisory Budget Analyst - Office of Policy and Budget	1	1	Position removed from organization and legacy email remains permanent.	2021
<b>TOTALS:</b>	<b>2</b>	<b>2</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>7</b>	<b>8</b>		

**(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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Budget Officer - Office of Performance and Budget	1	1	No change
Intelligence Operations Specialist - Office of Intelligence (Previously Chief of Operations – Intelligence Operations Specialist - Office of Intelligence)	2	4	Other
Division Chief - Interagency Budget - Office of Performance and Budget	1	1	Position is new since last submission
Division Chief - Interagency Performance - Office of Performance and Budget	1	1	Position is new since last submission
<b>TOTALS:</b>	<b>5</b>	<b>7</b>	

**(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
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>5</b>	<b>7</b>		

**(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)
Not applicable; these positions are already covered by other categories.			
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	

**(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
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>0</b>	<b>0</b>		

**(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.")

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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.			
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	

**(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
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>0</b>	<b>0</b>		

**(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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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)
General Counsel, Attorney - Advisor - Office of the Director (Previously General Counsel - Office of General Counsel)	1	2	Other
Deputy General Counsel - Office of the Director (Previously Office of General Counsel)	1	1	Other
Policy Analyst - Drug Free Communities (Previously Drug Free Communities Grant Program Administrator - Policy Analyst - Drug Free Communities)	1	1	Title change
Staff Director – US Coast Guard detailee - Office of International Relations and Supply Reduction (Previously Staff Director – US Coast Guard detailee - National Opioids and Synthetic Coordination Group)	1	1	Title change
Policy Analyst - Office of External and Legislative Affairs	2	2	No change
Senior Policy Analyst - Office of International Relations and Supply Reduction (Previously Senior Policy Analyst - National Cocaine Coordination Group and Previously Senior Policy Analyst - National Opioids and Synthetic Coordination Group)	2	7	Other
Detailee – Army - Office of Intelligence (Previously Senior Intelligence Officer – Detailee – Army - Office of Intelligence)	1	2	Title change
Senior Policy Analyst – Office of Performance and Budget (Previously Senior Policy Analyst –ONDCP Budget Division - Office of Performance and Budget AND Previously Senior Policy Analyst – Interagency Budget Division - Office of Performance and Budget)	2	2	Other
Budget Analyst - Office of Performance and Budget (Previously Budget Analyst – Interagency Budget Division – Office of Performance and Budget AND Previously Budget Analyst – ONDCP Budget Division – Office of Performance and Budget)	2	2	Other
Policy Analyst - National High Intensity Drug Traffic Area Program Office (Previously Deputy Director - National High Intensity Drug Traffic Area Program Office, NHPO)	2	3	Other
Senior Policy Analyst – Office of Translational Research	1	2	Position is new since last submission
Senior Policy Analyst - Public Health - Office of Public Health	2	2	Position is new since last submission
Policy Analyst - Public Health - Office of Public Health	3	3	Position is new since last submission
Policy Analyst - Staff Coordinator and Budget Liaison - Office of Public Health	1	1	Position is new since last submission
Senior Policy Analyst - HIDTA Program Office	1	1	Position is new since last submission
Senior Science Advisor - Office of Public Health	1	1	Position is new since last submission
Data Scientist - Office of Translational Research	1	1	Position is new since last submission
Legislative Analyst - Office of External and Legislative Affairs	2	2	Position is new since last submission
Paralegal Specialist - Office of the Director (Previously Office of General Counsel)	1	1	Other
<b>TOTALS:</b>	<b>28</b>	<b>37</b>	

**(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
Senior Policy Advisor - National Cocaine Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Staff Director - Senior Policy Advisor - Office of External and Legislative Affairs	1	1	Position removed from organization and legacy email remains permanent.	2021
Staff Director - Office of Policy and Budget	1	1	Position removed from organization and legacy email remains permanent.	2021
Addiction Specialist - National Opioids and Synthetic Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Senior Advisor for Rural Affairs- National Opioids and Synthetic Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Senior Planning Analyst – ONDCP Budget Division = Office of Performance and Budget	1	2	Position removed from organization and legacy email remains permanent.	2021
<b>TOTALS:</b>	<b>6</b>	<b>10</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>34</b>	<b>47</b>		

**(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.")

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			
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	

**(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
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>0</b>	<b>0</b>		

**(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.

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)
Human Capital Specialist - Office of Operations (Previously Office of Management and Administration)	1	1	Other
Security Specialist - Office of Operations (Previously Office of Management and Administration)	1	1	Other
Statistician (Demographer) - Office of Translational Research (Previously Statistician (Demographer) - National Cocaine Coordination Group AND (Previously Statistician (Demographer) - National Opioids and Synthetic Coordination Group)	2	2	Other
Detailee – US Navy - Office of International Relations and Supply Reduction (Previously Detailee – Navy - National Opioids and Synthetic Coordination Group AND Previously Detailee United States Navy - United States Interdiction Coordinator)	3	5	Other
Detailee – US Army - Office of International Relations and Supply Reduction (Previously National Opioids and Synthetic Coordination Group)	2	4	Other
Detailee – US Air Force - Office of International Relations and Supply Reduction (Previously National Opioids and Synthetic Coordination Group)	1	1	Other
Attorney-Advisor- Office of the Director (Previously Detailee – Attorney - Office of General Counsel)	2	2	Other
Detailee – Central Intelligence Agency - Office of Intelligence	1	2	No change
Detailee – United States Postal Inspection Service -Office of International Relations and Supply Reduction (Previously United States Interdiction Coordinator)	1	2	Other
Detailee – United States Department of Homeland Security/ United States Immigration and Customs Enforcement - Office of International Relations and Supply Reduction (Previously Policy Analyst - United States Interdiction Coordinator)	1	1	Other
Detailee - USAF - Office of Performance and Budget	1	2	Position is new since last submission
Chemist - Office of International Relations and Supply Reduction	1	3	Position is new since last submission
IPA Detailee - Office of External and Legislative Affairs	1	1	Position is new since last submission
Detailee - Department of Justice- Office of the Director	1	1	Position is new since last submission
IPA Detailees - Office of Translational Research	5	5	Position is new since last submission
Detailee - Department of Justice - Office of Performance and Budget	2	2	Position is new since last submission
Policy Analyst - Interagency Performance - Office of Performance and Budget	2	2	Position is new since last submission
Detailee - National Guard Bureau - High Intensity Drug Trafficking Area Program Office	1	1	Position is new since last submission
Records and Information Management Specialist - Office of the Director	2	2	Position is new since last submission
IPA Detailee - Office of the Director	2	2	Position is new since last submission
Program Analyst - Office of Operations	1	1	Position is new since last submission
<b>TOTALS:</b>	<b>34</b>	<b>43</b>	

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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
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Senior Legislative Analyst - Office of External and Affairs	1	1	Position removed from organization and legacy email remains permanent.	2021
Detailee IPA – Washington –Baltimore - High Intensity Drug Traffic Area	1	2	Position removed from organization and legacy email remains permanent.	2021
Policy Analyst Detailee – United States Army - National Cocaine Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Policy Analyst Detailee – United States Navy - National Cocaine Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – United States Health and Human Services/Food and Drug Administration - National Cocaine Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – United States Custom and Border Protection - National Opioids and Synthetic Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – United States Department of Labor - Office of General Counsel	1	1	Position removed from organization and legacy email remains permanent.	2021
Detailee – United States Health and Human Services – Office of Intelligence	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – United States Office of Director of National Intelligence - Office of Intelligence	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – Department Of Justice – Organized Crime Drug Enforcement Task Forces - United States Interdiction Coordinator	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – United States Custom and Border Protection - United States Interdiction Coordinator	1	2	Position removed from organization and legacy email remains permanent.	2021
Policy Analyst - National Opioids and Synthetic Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
Correspondance Specialist - (Previously Executive Secretariat – Office of the Director)	1	1	Position removed from organization and legacy email remains permanent.	2021
Senior Intelligence Officer - Detailee – United States Air Force - Office of Intelligence	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – Federal Bureau of Investigation – Office of Intelligence	1	2	Position removed from organization and legacy email remains permanent.	2021
Detailee – US Drug Enforcement Agency - National Cocaine Coordination Group	1	2	Position removed from organization and legacy email remains permanent.	2021
<b>TOTALS:</b>	<b>16</b>	<b>29</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>50</b>	<b>72</b>		

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POSITION TITLE / ROLE
