

(b)(6)

"Gorka, Katie (b)(6)

(b)(6)

Sent Date: 2017/03/02 09:40:28

From:	(b)(6)
To:	(b)(6) "Gorka, Katie (b)(6) (b)(6)
Subject:	CVETF Brief for Transition Team
Date:	2017/03/13 09:07:19
Start Date:	2017/03/14 09:30:00
End Date:	2017/03/14 11:00:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie

(b)(6) Katie, let's plan to keep this meeting scheduled for tomorrow unless we get official notice a change due to weather. Thanks, (b)(6)

Sender:	(b)(6)
Recipient:	(b)(6) "Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/03/13 09:07:19

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	DCOS Meeting Prep huddle
Date:	2017/02/03 18:01:25
Start Date:	2017/02/07 11:00:00
End Date:	2017/02/07 12:00:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/02/03 18:01:25

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	Accepted: CVE Task Force Briefing for DHS Transition Team
Date:	2017/03/20 09:32:53
Start Date:	2017/03/22 10:00:00
End Date:	2017/03/22 11:30:00
Priority:	Normal
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/03/20 09:32:52
Delivered Date:	2017/03/20 09:32:53

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	Mutual Updates
Date:	2017/02/02 16:09:01
Start Date:	2017/02/06 11:30:00
End Date:	2017/02/06 12:30:00
Type:	Appointment
Location:	(b)(6)
Attendees:	Gorka, Katie

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/02/02 16:09:01

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6) (b)(6)
Subject:	Schedule C conference call
Date:	2017/01/31 09:40:53
Start Date:	2017/01/31 09:45:00

End Date:	2017/01/31 10:15:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6) Gorka, Katie (b)(6)
	(b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)

From:	Gorka, Katie (b)(6)
Subject:	Meeting with (b)(6)
Date:	2017/02/07 10:03:57
Start Date:	2017/02/07 13:00:00
End Date:	2017/02/07 14:00:00
Priority:	Normal
Type:	Appointment
Location:	NAC (b)(6)

Sender:	Gorka, Katie (b)(6)
Sent Date:	2017/02/07 10:03:57

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	Update
Date:	2017/02/27 11:50:52
Start Date:	2017/02/28 14:30:00
End Date:	2017/02/28 15:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	Gorka, Katie; (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/02/27 11:50:51
Delivered Date:	2017/02/27 11:50:52

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	limited term SES appointment
Date:	2017/02/04 16:11:28
Start Date:	2017/02/06 10:30:00
End Date:	2017/02/06 11:30:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/02/04 16:11:28

From:	(b)(6)
To:	"Gorka, Katie" (b)(6) (b)(6)
Subject:	CVE
Date:	2017/02/16 10:41:39
Start Date:	2017/02/16 11:10:00
End Date:	2017/02/16 12:10:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) Katie Gorka (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie" (b)(6) (b)(6)
Sent Date:	2017/02/16 10:41:39

From:	(b)(7)(C)
To:	

	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
CC:	(b)(6)
Subject:	Social Media Task Force Weekly Call-In Agenda Attached
Date:	2017/08/07 16:46:15
Start Date:	2017/08/09 13:00:00
End Date:	2017/08/09 14:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)

<<DHS Social Media Task Force Meeting Agenda 09AUG2017.docx>> <<Congressional Report on Terrorist Use of Social Media_v1_080717 IA WG Review.pdf>> <<Comment Adjudication Matrix.xlsx>>

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	CVE Grants Meeting
Date:	2017/03/03 14:39:29
Start Date:	2017/03/08 15:30:00
End Date:	2017/03/08 16:15:00
Type:	Appointment
Location:	(b)(6)
Attendees	(b)(6)
	(b)(6)
	Gorka, Katie; (b)(6)

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	CVE Grant Discussion
Date:	2017/01/24 06:53:27
Start Date:	2017/01/24 11:00:00
End Date:	2017/01/24 11:30:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)

	(b)(6)	
	"Gorka, Katie (b)(6)	
	(b)(6)	
Sent Date: 2017/01/24 06:53:27		

From:	(b)(6)
To:	(b)(6)
	Gorka, Katie (b)(6)
	(b)(6)
Subject:	Report to Congress: U.S. Strategy to Combat Terrorist Use of Social Media
Date:	2017/07/17 09:04:31
Start Date:	2017/07/17 14:00:00
End Date:	2017/07/17 16:00:00
Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) (b)(6)
	Katie; (b)(6) Gorka,

Colleagues,

From:	(b)(6)
To:	
CC:	

	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	DHS CVE Working Group Meeting (b)(6) MEETING MATERIAL DISTRO]
Date:	2017/04/06 17:47:23
Start Date:	2017/04/07 10:00:00
End Date:	2017/04/07 11:30:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6) Gorka, Katie (b)(6)

MEETING MATERIAL DISTRIBUTION: *Most Foreign-born, US-based Violent Extremists Radicalized after Entering Homeland; Opportunities for Tailored CVE Programs Exist*

To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	Brave New Cyberworld
Start Date:	2017/04/18 09:00:00
End Date:	2017/04/18 11:35:00
Type:	Appointment
Location:	Washington, DC

Join [Jigsaw](#) and the Carnegie Endowment for International Peace to explore diplomacy in the digital age—the threat environment, the policy imperatives, and the role of the private sector.

State-sponsored cyber attacks have crippled critical infrastructure, manipulated elections, and ushered in a new age of high-stakes espionage. The threat are multiplying and outpacing the policy response. The need for new doctrines and concepts could not be more urgent. That will require both the private and public sector, especially when it comes to the use of active cyber defense by the private sector. This event will draw on the expertise of distinguished policy, legal, and technical experts to help clarify the contours of the strategic landscape and the specific challenge of active cyber defense by the private sector.

Agenda

9:00 a.m.

Registration and Breakfast

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	Accepted: CVE Memo Discussion
Date:	2017/02/21 09:18:49
Start Date:	2017/02/21 14:00:00
End Date:	2017/02/21 14:30:00
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/02/21 09:18:48
Delivered Date:	2017/02/21 09:18:49

From: (b)(6)

"Gorka, Katie (b)(6)
(b)(6)

To:

	(b)(6)
Subject:	Report to Congress: Strategy to Combat Terrorist Use of Social Media
Date:	2017/07/06 12:55:46
Start Date:	2017/07/07 12:00:00
End Date:	2017/07/07 13:00:00
Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	Gorka, Katie (b)(6) (b)(6)

Colleagues,

DHS Policy has been designated the lead for the development of the Report to Congress on the Strategy to Combat Terrorist Use of Social Media (see attached background materials). Please join PLCY for a sync call to discuss the tasking and Report development timelines. Please also forward this invitation to Component representatives who may have been inadvertently left off the distribution.

Please direct any questions to PLCY staff leads:

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
CC:	(b)(6)
Subject:	Presidential Transition Office Awards and Reception
Date:	2017/02/15 09:02:52
Start Date:	2017/02/23 14:30:00
End Date:	2017/02/23 16:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)

Please join the Presidential Transition Office for an Awards Ceremony and Reception honoring the SCAOs and CAOs who assisted with the transition efforts.

2017.02.15: added to calendar. SH

Sender:	(b)(6)
Recipient:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Sent Date:	2017/02/15 09:02:51
Delivered Date:	2017/02/15 09:02:52

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	Accepted: CVE
Date:	2017/01/27 12:26:14
Start Date:	2017/02/08 14:00:00
End Date:	2017/02/08 15:00:00
Priority:	Normal
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/01/27 12:26:13
Delivered Date:	2017/01/27 12:26:14

From:	(b)(6)	
To:	(b)(6) "Gorka, Katie (b)(6)	
Subject:	Schedule C conference call	
Date:	2017/01/30 14:10:12	
Start Date:	2017/01/30 17:00:00	

End Date:	2017/01/30 17:30:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) (b)(6) Gorka, Katie (b)(6) (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	Mandatory FOIA Training for Appointees
Date:	2017/02/02 12:20:48
Start Date:	2017/02/02 15:00:00

End Date:	2017/02/02 15:45:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) (b)(6) Gorka, Katie; (b)(6) (b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie" (b)(6)
	(b)(6)
Subject:	CVE Grants and Sanctuary Cities Discussion
Date:	2017/02/13 12:05:40
Start Date:	2017/02/13 14:30:00
End Date:	2017/02/13 15:00:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6)
	Gorka, Katie (b)(6)

~~DO NOT FORWARD OR COPY THIS INVITATION~~

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	Canceled: CVE Huddle
Date:	2017/02/07 13:47:49
Start Date:	2017/02/07 15:00:00
End Date:	2017/02/07 15:15:00
Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Canceled
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/02/07 13:47:48
Delivered Date:	2017/02/07 13:47:49

Type:	Appointment
Location:	Conference Call
Attendees:	(b)(6) Gorka, Katie; (b)(6)
	(b)(6)

Team,

The Chief of Staff, Ms. Kirstjen Nielsen, has requested an all hands call with all Political Appointees.

This call is **MANDATORY**.

If, for any reason, you are unable to join in, then please notify me ASAP.

Dial in information is:

(b)(6)

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	OCP meeting for (b)(6) and Katie
Date:	2017/03/06 15:08:59
Start Date:	2017/03/07 10:00:00
End Date:	2017/03/07 12:00:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)

<<FY2016 DMO - CVE OCP ATR_June 15.pdf>> <<Directions to the National Place Building.pdf>>

(b)(6) here is the proposed schedule for tomorrow:

1. 10am-11am: Deep-dive briefing on contracts (from CFO memo attached)

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	Accepted: CVE Huddle
Date:	2017/02/07 10:51:20
Start Date:	2017/02/07 15:00:00
End Date:	2017/02/07 15:15:00
Priority:	Normal
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/02/07 10:51:19
Delivered Date:	2017/02/07 10:51:20

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	CVE Huddle
Date:	2017/02/07 10:50:23
Start Date:	2017/02/07 15:00:00
End Date:	2017/02/07 15:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	DCoS's office
Attendees:	(b)(6) Gorka, Katie (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/02/07 10:50:22
Delivered Date:	2017/02/07 10:50:23

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	Round Up on First Draft of CVE Memo
Date:	2017/02/13 21:04:01
Start Date:	2017/02/14 15:00:00
End Date:	2017/02/14 16:00:00
Type:	Appointment
Location:	(b)(6)
Attendees:	Gorka, Katie (b)(6)

<<CVE outline for S1 Brief >>

I'll confirm place of meeting Tuesday before noon.

Attaching the email relevant to the task at hand. If I could get the draft document as it stands before this meeting that would be super!

From:	(b)(6)
To:	"Gorka, Katie" (b)(6) (b)(6)
Subject:	CVE
Date:	2017/01/27 11:55:12
Start Date:	2017/02/08 14:00:00
End Date:	2017/02/08 15:00:00
Priority:	Normal
Type:	Schedule, Meeting, Request
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)

DO NOT FORWARD OR COPY THIS INVITATION

If there are any questions, please contact me at (b)(6)

Attendees

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	CVE Task Force Briefing for DHS Transition Team
Date:	2017/03/17 15:06:23
Start Date:	2017/03/22 10:00:00
End Date:	2017/03/22 11:30:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/03/17 15:06:23

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	Meet (b)(6) /Katie Gorka (DHS Transition Team)
Date:	2017/02/03 13:41:07
Start Date:	2017/02/06 16:00:00
End Date:	2017/02/06 16:45:00
Type:	Appointment
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie

NEW DATE/time: 4pm – 4:45pm //tcb

=====

SUBJECT: Security docs for intended CVE grant awardees

=====

From:	(b)(7)(D)
To:	(b)(7)(D)
CC:	(b)(7)(D)

	(b)(6)
	(b)(6)
Subject:	DHS CVE Working Group Meeting - (b)(6) MEETING MATERIAL DISTRO]
Date:	2017/04/07 09:08:17
Start Date:	2017/04/07 10:00:00
End Date:	2017/04/07 11:30:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6) Gorka, Katie (b)(6)

MEETING MATERIAL DISTRIBUTION: *Most Foreign-born, US-based Violent Extremists Radicalized after Entering Homeland; Opportunities for Tailored CVE Programs Exist*

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	CVE Grant Discussion
Date:	2017/01/24 06:53:27
Start Date:	2017/01/24 11:00:00
End Date:	2017/01/24 11:30:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)

	(b)(6)	
	"Gorka, Katie (b)(6)	
	(b)(6)	
Sent Date:	2017/01/24 06:53:26	
Delivered Date:	2017/01/24 06:53:27	

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	Meeting w/ The Washington Institute re. CVE Task Force
Date:	2017/05/11 23:26:55
Start Date:	2017/05/15 16:00:00
End Date:	2017/05/15 16:45:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	NAC (b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Katie

Hi all, WINEP will be coming in Monday to discuss their recent bipartisan report on countering violent extremism. Please feel free to join for the conversation and bring others you think might be interested.

Here's their report: <http://www.washingtoninstitute.org/policy-analysis/view/defeating-ideologically-inspired-violent-extremism>

(b)(6)

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	Accepted: Meeting w/ The Washington Institute re. CVE Task Force
Date:	2017/05/12 07:12:35
Start Date:	2017/05/15 16:00:00
End Date:	2017/05/15 16:45:00
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/05/12 07:12:35

From:	(b)(6)
SentVia:	
To:	"Gorka, Katie"(b)(6) (b)(6)
Subject:	FW: DHS CVE Working Group Meeting - (b)(6)
Date:	2017/04/06 17:47:23
Start Date:	2017/04/07 10:00:00
End Date:	2017/04/07 11:30:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)

(b)(6)

(b)(6)

-----Original Appointment-----

From: (b)(6)

Sent: Thursday, April 6, 2017 5:44 PM

From:	Gorka, Katie (b)(6)	
To:	(b)(6)	
Subject:	Accepted: CVE Task Force Briefing for DHS Transition Team	
Date:	2017/03/20 09:32:52	
Start Date:	2017/03/22 10:00:00	
End Date:	2017/03/22 11:30:00	
Priority:	Normal	
Type:	Schedule.Meeting.Resp.Pos	
Location:	(b)(6)	

Sender:	Gorka, Katie (b)(6)	
Recipient:	(b)(6)	
Sent Date:	2017/03/20 09:32:52	

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	Accepted: CVE Grants and Sanctuary Cities Discussion
Date:	2017/02/13 12:06:48
Start Date:	2017/02/13 14:30:00
End Date:	2017/02/13 15:00:00
Priority:	Normal
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/02/13 12:06:46
Delivered Date:	2017/02/13 12:06:48

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	Accepted: CVE Grants and Sanctuary Cities Discussion
Date:	2017/02/13 12:06:48
Start Date:	2017/02/13 14:30:00
End Date:	2017/02/13 15:00:00
Priority:	Normal
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/02/13 12:06:46
Delivered Date:	2017/02/13 12:06:48

From:	(b)(6)
To:	(b)(6)
CC:	"Gorka, Katie (b)(6) (b)(6) (b)(6)
Subject:	Canceled: Meeting w/ The Washington Institute re. CVE Task Force
Date:	2017/05/12 10:36:43
Start Date:	2017/05/15 16:00:00
End Date:	2017/05/15 16:45:00
Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Canceled
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Katie; (b)(6)

Hi all, WINEP will be coming in Monday to discuss their recent bipartisan report on countering violent extremism. Please feel free to join for the conversation and bring others you think might be interested.

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	CVE Task Force Briefing for DHS Transition Team
Date:	2017/03/17 15:06:23
Start Date:	2017/03/22 10:00:00
End Date:	2017/03/22 11:30:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/03/17 15:06:22
Delivered Date:	2017/03/17 15:06:23

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	CVE Grants and Sanctuary Cities Discussion
Date:	2017/02/13 12:05:40
Start Date:	2017/02/13 14:30:00
End Date:	2017/02/13 15:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6) Gorka, Katie (b)(6)

DO NOT FORWARD OR COPY THIS INVITATION

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	OCP meeting for (b)(6) and Katie
Date:	2017/03/06 15:08:58
Start Date:	2017/03/07 10:00:00
End Date:	2017/03/07 12:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	OCP conf room (1331 Penn)
Attendees:	(b)(6) Gorka, Katie (b)(6)

<<FY2016 DMO - CVE OCP ATR_June 15.pdf>> <<Directions to the National Place Building.pdf>>

(b)(6) Katie, here is the proposed schedule for tomorrow:

1. 10am-11am: Deep-dive briefing on contracts (from CFO memo attached)
2. 11am-11:30am: OCP weekly staff meeting

From:	(b)(6)
	"Gorka, Katie (b)(6)
To:	(b)(6)
CC:	
Subject:	CVEGP Follow-On Staff Discussion
Date:	2017/03/24 09:44:23

Start Date:	2017/03/24 15:30:00
End Date:	2017/03/24 16:00:00
Type:	Schedule.Meeting.Request
Location:	NAC (b)(6)
Attendees:	(b)(6) (b)(6) (b)(6) Gorka, Katie; (b)(6)

When: Friday, March 24, 2017 3:30 PM-4:00 PM. (UTC-05:00) Eastern Time (US & Canada)

Where: (b)(6)

~~*~*~*~*~*~*~*~*

Hi all,

(b)(5)

Best,

From: (b)(6)

"Gorka, Katie (b)(6)

To: (b)(6)

	(b)(6)
Subject:	*postponed* Follow-Up: CVE Grants Meeting
Date:	2017/03/20 12:47:37
Start Date:	2017/03/20 13:00:00
End Date:	2017/03/20 13:45:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	NAC, (b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Kátia (b)(6) (b)(6)

DO NOT FORWARD OR COPY THIS INVITATION

If there are any questions, please contact me at (b)(6)

This is a follow-up to the March 8th meeting.

From: (b)(6)

"Gorka, Katie (b)(6)

(b)(6)

To:

Subject:	Follow-On Meeting: CVEGP
Date:	2017/03/27 07:13:57
Start Date:	2017/03/28 15:30:00
End Date:	2017/03/28 16:15:00
Type:	Schedule.Meeting.Request
Location:	(b)(6)

When: Tuesday, March 28, 2017 3:30 PM-4:15 PM. (UTC-05:00) Eastern Time (US & Canada)

Where: (b)(6)

~~*~*~*~*~*~*~*~*

(b)(5)

(b)(5)

(b)(6)

Office of the Secretary

From: (b)(6)

"Gorka, Katie (b)(6)

(b)(6)

To:

	(b)(6)
CC:	(b)(6)
Subject:	Canceled: Political Appointee Daily Huddle
Date:	2017/03/28 08:38:39
Start Date:	2017/02/01 09:45:00
End Date:	2017/02/01 10:15:00
Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Canceled
Location:	Number (b)(6)
Attendees:	(b)(6) (b)(6); Gorka, Katie; (b)(6) (b)(6)

HQ Personnel and visiting Component Agency PA's, meet in conference room in hallway between (b)(6)

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat. NO Component or HQ Directorate, except the Immediate Office of the Secretary is exempt from this requirement.

Sender:	(b)(6)	
Recipient:		
	"Gorka, Katie (b)(6)	
	(b)(6)	

From:	(b)(6)
To:	<p data-bbox="462 716 1185 747">"Gorka, Katie (b)(6)</p> <p data-bbox="462 747 1377 1591">(b)(6)</p>
CC:	
Subject:	CVEGP Follow-On Staff Discussion
Date:	2017/03/24 06:55:38
Start Date:	2017/03/24 15:30:00
End Date:	2017/03/24 16:00:00
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)

(b)(6) Gorka, Katie (b)(6)
(b)(6)

When: Friday, March 24, 2017 3:30 PM-4:00 PM. (UTC-05:00) Eastern Time (US & Canada)

Where: (b)(6)

~~*~*~*~*~*~*~*~*

Hi all,

(b)(5)

Best,

(b)(6)

From: (b)(6)

"Gorka, Katie (b)(6)

(b)(6)

To:

	(b)(6)
Subject:	Canceled: Political Appointee Daily Huddle
Date:	2017/03/21 09:37:15
Start Date:	2017/03/21 09:45:00
End Date:	2017/03/21 10:15:00
Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Canceled
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6)
	(b)(6)
	Gorka, Katie; (b)(6)
	(b)(6)

HQ Personnel and visiting Component Agency PA's, meet in conference room in hallway between (b)(6) (across from building exit door).

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat. NO Component or HQ Directorate, except the Immediate Office of the Secretary is exempt from this requirement.

Sender:	(b)(6)	
	"Gorka, Katie (b)(6)	
Recipient:	(b)(6)	

From: (b)(6)

"Gorka, Katie" (b)(6)

(b)(6)

To:

	(b)(6)
Subject:	Political Appointee Daily Huddle
Date:	2017/03/24 09:27:24
Start Date:	2017/03/24 09:45:00
End Date:	2017/03/24 10:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	Number (b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Kate: (b)(6) (b)(6)

HQ Personnel and visiting Component Agency PA's, meet in conference room in hallway between (b)(6) (across from building exit door).

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat. NO Component or HQ Directorate, except the Immediate Office of the Secretary is exempt from this requirement.

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(5)

From: (b)(6)

"Gorka, Katie" (b)(6)
(b)(6)

To:

Subject:	Follow-On Meeting: CVEGP
Date:	2017/03/24 16:43:01
Start Date:	2017/03/28 15:30:00
End Date:	2017/03/28 16:45:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6) Gorka, Katie; (b)(6)
	(b)(6)
	(b)(6)

Hi all, we will meet again next week to try to get toward final recommendations for another option memo to S1. OCP will provide a roughly 2-page "what works" document; (b)(6) will circulate a very drafty S1 memo; and we will take stock of where we are at for rec's.

Can we make sure we have representation from at least OCP, FEMA, OGC, OPA, and relevant FO folks? Thanks.

(b)(6)

Office of the Secretary

U.S. Department of Homeland Security

(b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)

From:	(b)(6)
To:	"Gorka, Katie (b)(6) (b)(6)
Subject:	Canceled: Political Appointee Daily Huddle
Date:	2017/03/13 09:12:19
Start Date:	2017/03/13 09:45:00
End Date:	2017/03/13 10:15:00

Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Canceled
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie; (b)(6) (b)(6)

Meeting cancelled. Higher priority tasking.

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat

Thank you and talk in the morning

Sender:	(b)(6)
Recipient:	(b)(6)

(b)(6)

"Gorka, Katie (b)(6)

(b)(6)

Sent Date: 2017/03/13 09:12:18

Delivered Date: 2017/03/13 09:12:19

From: (b)(6)

Gorka, Katie (b)(6)

(b)(6)

To:

From: (b)(6)

"Gorka, Katie (b)(6)

To: (b)(6)

	(b)(6)
Subject:	Follow-Up: CVE Grants Meeting
Date:	2017/03/10 14:04:56
Start Date:	2017/03/17 15:15:00
End Date:	2017/03/17 16:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6)
	(b)(6) Gorka, Katie (b)(6)
	(b)(6)

DO NOT FORWARD OR COPY THIS INVITATION

If there are any questions, please contact me at (b)(6)

This is a follow-up to the March 8th meeting.

From:	(b)(6)
SentVia:	
To:	(b)(6)
	Gorka, Katie (b)(6)
	(b)(6)
Subject:	Meet (b)(6) Katie Gorka (DHS Transition Team)
Date:	2017/02/03 13:41:07
Start Date:	2017/02/06 16:00:00
End Date:	2017/02/06 16:45:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location	(b)(6)
Attendees:	(b)(6) Gorka, Katie

NEW DATE: 4pm – 4:45pm //tcb

=====

SUBJECT: Security docs for intended CVE grant awardees

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie" (b)(6)
	(b)(6)
Subject:	Political Appointee Daily Huddle
Date:	2017/02/06 09:37:01
Start Date:	2017/02/01 09:45:00

End Date:	2017/02/01 10:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) (b)(6) Gorka, Katie (b)(6) (b)(6)

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat

Thank you and talk in the morning

Sender:	(b)(6)
Recipient:	(b)(6)
	"Gorka, Katie (b)(6) (b)(6)

Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	Number: (b)(6)
	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6)
	(b)(6)

Sender:	(b)(6)
	(b)(6)
Recipient:	Gorka, Katie (b)(6)
	(b)(6)

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6) (b)(6)
Subject:	CVE Grant Program Discussion
Date:	2017/03/02 09:40:28
Start Date:	2017/03/02 14:30:00
End Date:	2017/03/02 15:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Katie (b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)

(b)(6)

"Gorka, Katie (b)(6)

(b)(6)

Sent Date: 2017/03/02 09:40:28

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	Political Appointee Daily Huddle
Date:	2017/03/06 09:22:35
Start Date:	2017/03/06 09:45:00

End Date:	2017/03/06 10:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6) Gorka, Katie; (b)(6)
	(b)(6)

This morning's PA Huddle is cancelled.

Everyone's daily reports have been looking great and are much appreciated by our Front Office and the WH. Remember, lead PAs in each Directorate and/or Component Agency must submit their respective reports daily; no exceptions. Thanks!

If you need anything that cannot wait until tomorrow's meeting, do not hesitate to call.

Have a great day,

(b)(6)

From:	(b)(6)
To:	<div data-bbox="462 247 1369 1071" style="background-color: #cccccc; height: 392px;"></div> <div data-bbox="462 1071 1128 1102" style="background-color: #cccccc; padding: 2px;">"Gorka, Katie" (b)(6)</div> <div data-bbox="462 1102 1226 1438" style="background-color: #cccccc; height: 160px;"></div>
Subject:	CVE Grants Meeting
Date:	2017/03/03 14:39:28
Start Date:	2017/03/08 15:30:00
End Date:	2017/03/08 16:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	<div data-bbox="462 1659 1369 1858" style="background-color: #cccccc; height: 95px;"></div>
	<div data-bbox="462 1858 868 1879" style="background-color: #cccccc; padding: 2px;">(b)(6)</div> <div data-bbox="868 1858 1258 1879" style="background-color: #cccccc; padding: 2px;">Gorka, Katie; (b)(6)</div> <div data-bbox="462 1879 1369 1908" style="background-color: #cccccc; padding: 2px;">(b)(6)</div>

Type:	Schedule.Meeting.Request
Location:	Conference Call
Attendees:	(b)(6) Gorka, Katie; (b)(6)
	(b)(6)

Team,

The Chief of Staff, Ms. Kirstjen Nielsen, has requested an all hands call with all Political Appointees.

This call is **MANDATORY**.

If, for any reason, you are unable to join in, then please notify me ASAP.

Dial in information is:

Phone Number (b)(6)

From:	(b)(6)
SentVia:	
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	CVE Memo Discussion
Date:	2017/02/21 09:09:06
Start Date:	2017/02/21 14:00:00
End Date:	2017/02/21 14:30:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie; (b)(6)

Participants:

(b)(6)

From:	(b)(6)
To:	"Gorka, Katie" (b)(6) (b)(6)
Subject:	CVE Grant Program Discussion (prep for S1's meeting on Wed)
Date:	2017/03/06 16:37:16
Start Date:	2017/03/07 15:15:00
End Date:	2017/03/07 16:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6) (b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)

	"Gorka, Katie (b)(6) (b)(6)
Sent Date:	2017/03/06 16:37:15
Delivered Date:	2017/03/06 16:37:16

Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Katie (b)(6) (b)(6)

Sender:	(b)(6)
Recipient:	"Gorka, Katie (b)(6) (b)(6)

(b)(5)

Sent Date: 2017/01/31 09:40:49

Delivered Date: 2017/01/31 09:40:51

From:	(b)(6)
To:	(b)(6)
	"Gorka, Katie (b)(6)
	(b)(6)
Subject:	2:30 CVE Grant Program Discussion
Date:	2017/03/02 14:18:24
Start Date:	2017/03/02 14:30:00
End Date:	2017/03/02 15:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6)
	(b)(6) Gorka, Katie (b)(6)

Sender:	Nielsen, Kirstien (b)(6)
Recipient:	(b)(6)

(b)(6)

"Gorka, Katie (b)(6)

(b)(6)

Sent Date: 2017/03/02 14:18:24

From:	(b)(6)		
	(b)(6)		
		Gorka, Katie (b)(6)	
	(b)(6)		
To:			
Subject:		Canceled: Political Appointee Daily Huddle	
Date:		2017/02/13 08:42:03	
Start Date:	2017/02/13 09:45:00		
End Date:	2017/02/13 10:15:00		

Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Canceled
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) "Gorka, Katie" (b)(6) (b)(6)

Don't forget. Mandatory PA Orientation Tue & Wed 0800-1300 each day.

See you there.

Sender:	(b)(6)
Recipient:	(b)(6)
	"Gorka, Katie" (b)(6)
	(b)(6)

From: (b)(6)

"Gorka, Katie" (b)(6)

To: (b)(6)

Subject: CANCELLED: Political Appointee Daily Huddle

Date: 2017/03/06 09:31:26

Start Date: 2017/03/06 09:45:00

End Date:	2017/03/06 10:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Katie (b)(6) (b)(6)

This morning's PA Huddle is cancelled.

Everyone's daily reports have been looking great and are much appreciated by our Front Office and the WH. Remember, lead PAs in each Directorate and/or Component Agency must submit their respective reports daily; no exceptions. Thanks!

If you need anything that cannot wait until tomorrow's meeting, do not hesitate to call.

Have a great day,

(b)(6)

From: (b)(6)

"Gorka, Katie" (b)(6)

(b)(6)

To:

	(b)(6)
Subject:	Political Appointee Daily Huddle
Date:	2017/03/01 09:32:46
Start Date:	2017/03/01 09:45:00
End Date:	2017/03/01 10:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) Gorka, Katie; (b)(6) (b)(6)

For DHS HQ team members, this morning's meeting will take place back in
(b)(6) **which is the conference room off the hallway that connects**
(b)(6)

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat

Sender:

(b)(6)

Gorka, Katie (b)(6)

(b)(6)

Recipient:

From: (b)(6)

"Gorka, Katie" (b)(6)

(b)(6)

To:

	(b)(6)
Subject:	Canceled: Political Appointee Daily Huddle
Date:	2017/02/28 09:13:27
Start Date:	2017/02/28 09:45:00
End Date:	2017/02/28 10:15:00
Importance:	High
Priority:	Urgent
Type:	Schedule.Meeting.Canceled
Location:	(b)(6)
Attendees:	(b)(6) (b)(6) (b)(6) Gorka, Katie; (b)(6) (b)(6)

Today's PA Daily Huddle cancelled.

Please be on the lookout for emails from our DHS Initiatives SharePoint Tasker Tool.

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat. On these updates, PLEASE provide context for your input items... if you attended (or will attend) a meeting, and you report it, please provide context as to why it is important for HQ to know and, where appropriate, why it is important that the White House should know. Couple of tips:

From:	(b)(6)
To:	"Gorka, Katie" (b)(6) (b)(6)
Subject:	Political Appointee Daily Huddle
Date:	2017/01/31 22:50:49
Start Date:	2017/02/01 09:45:00
End Date:	2017/02/01 10:15:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	(b)(6)
Attendees:	(b)(6) Gorka, Katie (b)(6) (b)(6)

Also, don't forget to submit your Daily Report. Suspense time change: NLT 11:00AM EST Mon-Sat

Thank you and talk in the morning

Sender:	(b)(6)	
Recipient:	"Gorka, Katie (b)(6) (b)(6)	

	(b)(8)	
Sent Date:	2017/01/31 22:50:48	
Delivered Date:	2017/01/31 22:50:49	

From:	Gorka, Katie (b)(6)
To:	(b)(6)
Subject:	(b)(6)
Date:	2017/03/07 08:22:29
Start Date:	2017/03/07 15:15:00
End Date:	2017/03/07 16:00:00
Type:	Schedule.Meeting.Resp.Pos
Location:	(b)(6)

Sender:	Gorka, Katie (b)(6)
Recipient:	(b)(6)
Sent Date:	2017/03/07 08:22:28
Delivered Date:	2017/03/07 08:22:29

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

065042

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Advisor	GS	0301	15		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)
Katie Gorka

18. Department, Agency, or Establishment
Department of Homeland Security

a. First Subdivision
Office of the Secretary

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

Signature _____ Date _____

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action
Michelle Monroe
Manager, Executive Operations, HRMS

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

(b)(6)

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Provisional Schedule C

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

Advisor
GS-301-15

INTRODUCTION

The incumbent of this position serves as an Advisor to the Secretary of the Department of Homeland Security (DHS). The incumbent provides advice to the Secretary on a wide variety of complex and sensitive issues of critical importance to DHS.

The Department has three primary missions: Prevent terrorist attacks against the United States; reduce America's vulnerability to terrorism; and minimize the damage from potential attacks and natural disasters.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform his/her duties without being privy to the political, personal, and management philosophies of the Chief of Staff and the Secretary. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the supervisor and as such, will be expected to reflect his supervisor's philosophies in conversations with leading figures of the government, business, and other groups. The incumbent will also be obliged to present the views of the supervisor in correspondence and other communications with agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

Provides advice to the Secretary and the Chief of Staff on management, administration, and operations issues. Issues are highly complex and sensitive and require a through analysis of all facts and information before advising these officials.

Leads the Secretary's and organizational working groups and communicates Homeland Security policies, initiatives, and activities to the White House.

Advises the Secretary and Chief of Staff on sensitive management and operations matters and disputes that may arise; provides conflict resolution when necessary.

Serves as an advisor to the Secretary on public policy issues that have a direct impact on the security of the nation.

Provides advice in the exercise of the Secretary's responsibilities and authorities under the Homeland Security Act of 2002.

Advises the Secretary in the development and planning of Department-wide programs, and assists actively in facilitating continuity of administration to the functions of DHS.

Provides advice in connection with highly significant issues involved in overseeing the various functions of the Department, as well as those activities connected with new responsibilities assigned to DHS.

Provides advice on the provision of a full range of services and participates in the development of Departmental policies, directives, and procedures, helping to ensure that they are consistent with the intent of the law and are administratively sound, efficient, and economical in operation.

Advises the Secretary in his role in making decisions on resource acquisition, development and allocation for DHS. Represents the Secretary with senior DHS management, other Federal agencies, business representatives and others in interpreting DHS programs, policies and objectives.

Represents the Secretary in meetings with other offices that have vital interests in homeland security. Advises on strategies to assure that the mission of DHS is carried out without conflict. Briefs the Secretary on issues to be discussed and decisions to be reached. Assures that the DHS position is represented and that resolution of crosscutting issues occurs in a timely and effective manner.

SUPERVISORY CONTROLS

Incumbent serves under the direction of the Chief of Staff, although he exercises independent judgment in instances where established policies or procedures apply. Other than on matters of unusual significance, the incumbent's decisions and judgments are not reviewed. He decides when a particular matter should be brought to the attention of the Secretary or the Chief of Staff.

Drug Testing Statement:

This is a Drug Testing Designated Position (TDP) and is covered by the Department of Homeland Security Headquarters Drug-Free Workplace Program. The incumbent is required to sign a Condition of Employment form (for certain positions identified as critical under the drug testing program) and must pass urinalysis testing, as required prior to appointment, reassignment, or transfer, and employee will be subject to random testing while employed with the Department in a TDP.

TS/SCI Statement:

This position has been designated as SPECIAL-SENSITIVE and requires a security clearance at the TOP SECRET level with special access to Special Compartmented Information (SCI), as the individual will be required to access, process, use, and safeguard classified information. The employee is required to

obtain and maintain this clearance level and failure to do so may result in separation from federal service.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **065717**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4. Employing Office Location Washington, DC	5. Duty Station Washington, DC	6. OPM Certification No.
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code	14. Agency Use 8888
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Advisor	GS	0301	15		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)
Gorka, Katharine

18. Department, Agency, or Establishment Department of Homeland Security	c. Third Subdivision
a. First Subdivision Office of the Secretary	d. Fourth Subdivision
b. Second Subdivision Office of Policy	e. Fifth Subdivision

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

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
	Tiffany Cissna Senior Counselor & White House Liaison
Signature	Signature
Date	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position
Typed Name and Title of Official Taking Action Michelle Monroe Manager, Executive Operations, HRMS	

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

24. Remarks
DMSG 01222. This is a drug testing designated position.

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

Advisor
GS-301-15

INTRODUCTION

The incumbent of this position serves as an Advisor to the Principal Deputy Assistant Secretary for Policy of the Department of Homeland Security (DHS). The incumbent provides advice to the Secretary on a wide variety of complex and sensitive issues of critical importance to DHS.

The Department has three primary missions: Prevent terrorist attacks against the United States; reduce America's vulnerability to terrorism; and minimize the damage from potential attacks and natural disasters.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform his/her duties without being privy to the political, personal, and management philosophies of the Chief of Staff and the Secretary. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the supervisor and as such, will be expected to reflect his supervisor's philosophies in conversations with leading figures of the government, business, and other groups. The incumbent will also be obliged to present the views of the supervisor in correspondence and other communications with agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

Provides advice to the Secretary and the Chief of Staff on management, administration, and operations issues. Issues are highly complex and sensitive and require a through analysis of all facts and information before advising these officials.

Leads the Secretary's and organizational working groups and communicates Homeland Security policies, initiatives, and activities to the White House.

Advises the Secretary and Chief of Staff on sensitive management and operations matters and disputes that may arise; provides conflict resolution when necessary.

Serves as an advisor to the Secretary on public policy issues that have a direct impact on the security of the nation.

Provides advice in the exercise of the Secretary's responsibilities and authorities under the Homeland Security Act of 2002.

Advises the Principal Deputy Assistant Secretary for Policy in the development and planning of Department-wide programs, and assists actively in facilitating continuity of administration to the functions of DHS.

Provides advice in connection with highly significant issues involved in overseeing the various functions of the Department, as well as those activities connected with new responsibilities assigned to DHS.

Provides advice on the provision of a full range of services and participates in the development of Departmental policies, directives, and procedures, helping to ensure that they are consistent with the intent of the law and are administratively sound, efficient, and economical in operation.

Advises the Principal Deputy Assistant Secretary for Policy in his role in making decisions on resource acquisition, development and allocation for DHS. Represents the Secretary with senior DHS management, other Federal agencies, business representatives and others in interpreting DHS programs, policies and objectives.

Represents the Principal Deputy Assistant Secretary for Policy in meetings with other offices that have vital interests in homeland security. Advises on strategies to assure that the mission of DHS is carried out without conflict. Briefs the Secretary on issues to be discussed and decisions to be reached. Assures that the DHS position is represented and that resolution of crosscutting issues occurs in a timely and effective manner.

SUPERVISORY CONTROLS

Incumbent serves under the direction of the Principal Deputy Assistant Secretary for Policy, although he exercises independent judgment in instances where established policies or procedures apply. Other than on matters of unusual significance, the incumbent's decisions and judgments are not reviewed. He decides when a particular matter should be brought to the attention of the Secretary or the Chief of Staff.

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