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TRANSITION REPORT

VOLUME II



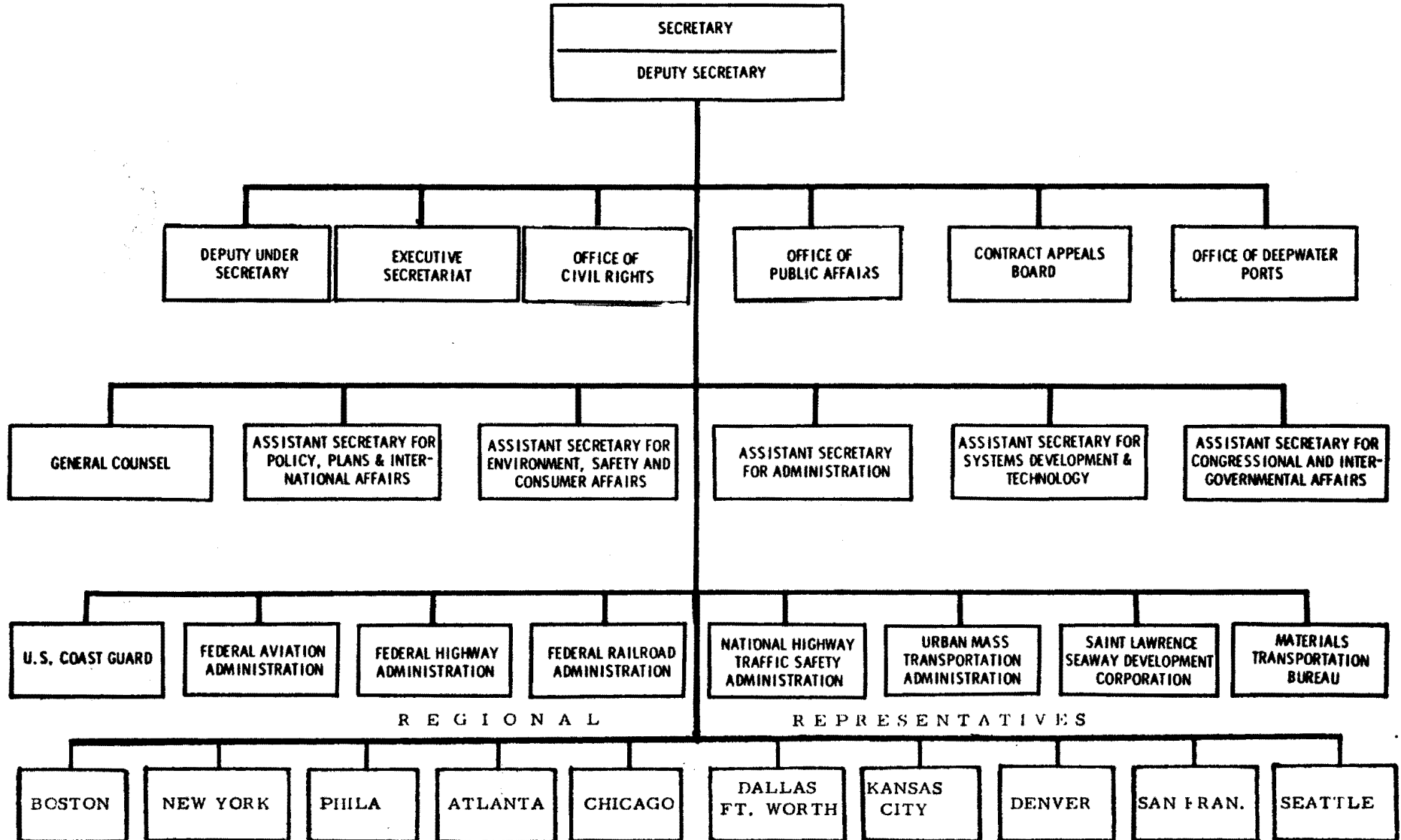
U.S. Department of Transportation

November 19, 1976

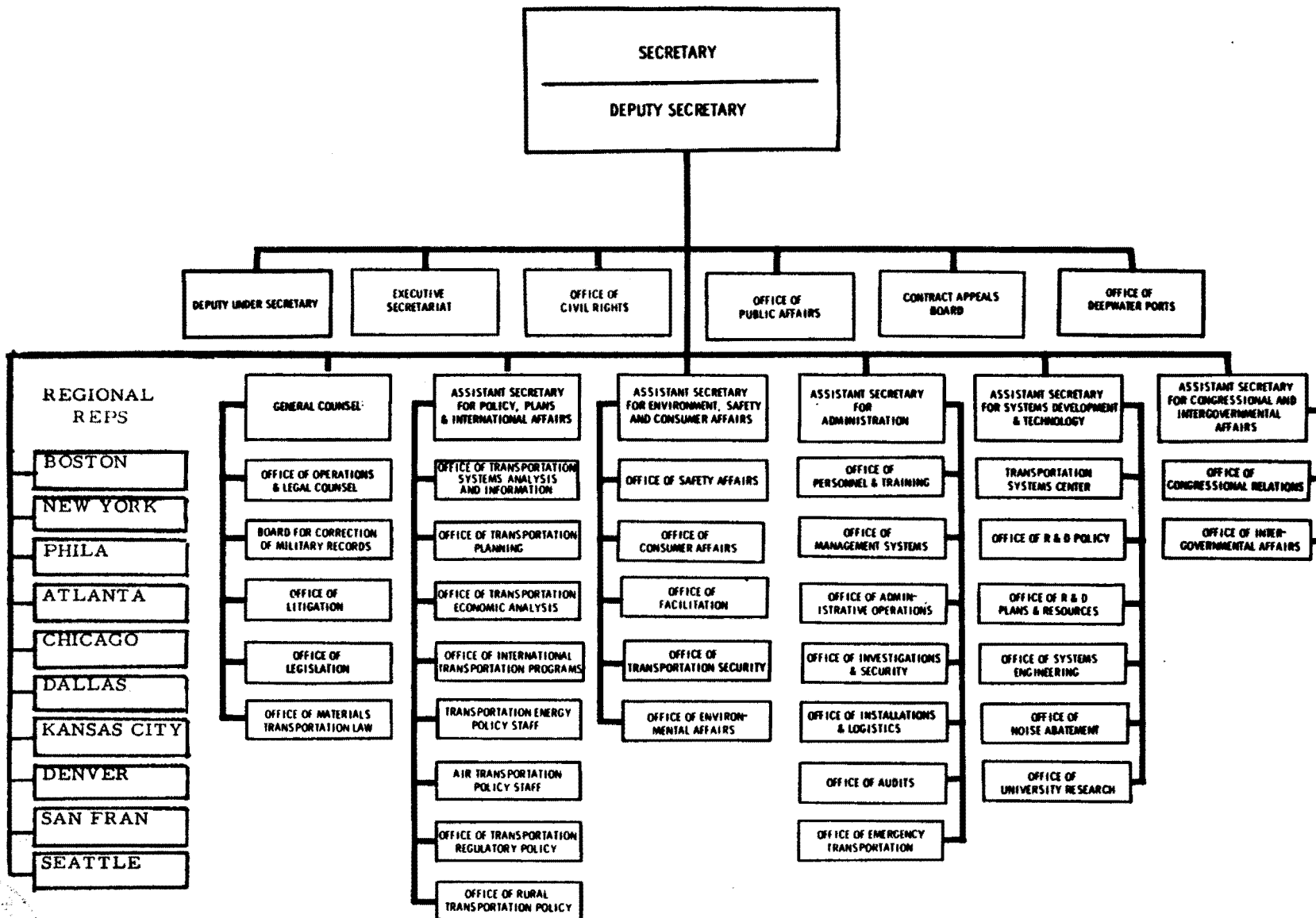
DEPARTMENT OF TRANSPORTATION
NON-CAREER POSITIONS

11-19-76

DEPARTMENT OF TRANSPORTATION



DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY



DEPARTMENT OF TRANSPORTATION

A - OFFICE OF THE SECRETARY

<u>TITLE AND LEVEL</u>	<u>NAME</u>
<u>1-Immediate Office of the Secretary</u>	
a. Secretary of Transportation Exec. Level I PAS	William T. Coleman, Jr.
b. Special Asst. to the Secretary GS-14 Schedule C	Michael L. Browne
c. Special Asst. to the Secretary GS-14 Schedule C	Elaine R. Jones
<u>2-Office of the Deputy Secretary</u>	
a. Deputy Secretary Exec. Level II PAS	John W. Barnum
b. Special Asst. to the Deputy Secretary GS-17 NEA	VACANT
c. Special Asst. to the Deputy Secretary GS-13 Schedule C	Rosalind A. Knapp
<u>3-Office of the Deputy Under Secretary</u>	
a. Deputy Under Secretary Exec. Level IV Schedule C	VACANT
b. Special Asst. to the Deputy Under Secretary GS-12 Schedule C	Sally L. Weil
<u>4-Executive Secretary</u>	
a. Executive Secretary GS-17 NEA	A. B. Virkler Legate
b. Staff Assistant GS-9 Schedule C	Mary S. Hatcher
<u>5-Departmental Office of Civil Rights</u>	
a. Director GS-17 NEA	VACANT
<u>6-Office of Public Affairs</u>	
a. Director AD-17 Schedule C	C. Ramon Greenwood

<u>TITLE AND LEVEL</u>	<u>NAME</u>
<u>6-Office of Public Affairs (Contd.)</u>	
b. Asst. Dir. for Information GS-16 NEA	VACANT
c. Asst. Dir. for Program Coordination GS-16 NEA	Basil R. Littin
d. Public Information Asst. to the Director GS-13 Schedule C	Carol A. Sanger
<u>7-Office of Deepwater Ports</u>	
a. Director GS-18 NEA	John E. Lescroart
<u>8-Office of General Counsel</u>	
a. General Counsel Exec. Level IV PAS	VACANT
b. Deputy General Counsel GS-18 NEA	Donald T. Bliss
<u>9-Assistant Secretary for Policy, Plans & International Affairs</u>	
a. Assistant Secretary Exec. Level IV PAS	Robert H. Binder
b. Special Assistant GS-15 Schedule C	VACANT
c. Deputy Assistant Secretary GS-18 NEA	VACANT
d. Deputy Assistant Secretary GS-16 NEA	Eleanor D. Sugrue
<u>10-Assistant Secretary for Environment, Safety and Consumer Affairs</u>	
a. Assistant Secretary Exec. Level IV PAS	Judith T. Connor
b. Special Assistant GS-12 Schedule C	Barbara Schilberg
c. Deputy Assistant Secretary GS-18 NEA	Herbert H. Kaiser, Jr.
d. Director, Office of Consumer Affairs GS-17 NEA	Antonina P. Uccello

11-19-76

TITLE AND LEVELNAME11-Assistant Secretary for Systems Development and Technology

- | | |
|--|-------------------|
| a. Assistant Secretary
Exec. Level IV PAS | Hamilton Herman |
| b. Deputy Assistant Secretary
GS-18 NEA | William D. Owens |
| c. Dep. Asst. Secy. for Systems Engineering
GS-18 NEA | William C. Steber |

12-Assistant Secretary for Congressional and Intergovernmental Affairs

- | | |
|---|----------------------|
| a. Assistant Secretary
Exec. Level IV PAS | Roger W. Hooker, Jr. |
| b. Special Assistant
GS-15 Schedule C | Robert P. Goss |
| c. Deputy Assistant Secretary
GS-18 NEA | VACANT |
| d. Director, Office of Congressional Affairs
GS-17 NEA | Ernest R. Warner |
| e. Congressional Liaison Officer
GS-15 Schedule C | Bernard J. Welch |
| f. Congressional Liaison Officer
GS-15 Schedule C | Donald W. Ruby |
| g. Congressional Liaison Officer
GS-15 Schedule C | Charles L. Amos |
| h. Congressional Liaison Officer
GS-15 Schedule C | Billy K. Higgins |
| i. Congressional Liaison Officer
GS-15 Schedule C | Elmer G. Gleske |
| j. Congressional Liaison Officer
GS-15 Schedule C | James H. Cromwell |
| k. Congressional Liaison Officer
GS-13 Schedule C | Kelley Andrews |
| l. Director, Office of Intergovernmental Affairs
GS-17 NEA | John Patton |
| m. Intergovernmental Liaison Officer
GS-14 Schedule C | Robert C. Veit |

11-19-76

TITLE AND LEVEL

NAME

13-Regional Representatives of the Secretary

a. Boston GS-16, NEA	David W. Hays
b. New York GS-16, NEA	Bayard S. Forster
c. Philadelphia GS-16, NEA	Robert Brown, Jr.
d. Atlanta GS-16, NEA	Glen L. Jermstad
e. Chicago GS-16, NEA	Norman Erbe
f. Dallas/Ft. Worth GS-18, NEA	Ed Foreman
g. Kansas City GS-18, NEA	Russell R. Waesche
h. Denver GS-16, NEA	Robert Kessler
i. San Francisco GS-16, NEA	Lawrence H. Dunn
j. Seattle GS-16, NEA	Donald Samuelson

SECRETARY OF TRANSPORTATION

Executive Level I

Is the principal adviser to the President on national transportation affairs.

Is the principal representative of the President's Administration in relations with the Congress, other elements of Government, the transportation community, and the public, with respect to transportation needs, policies, programs, resources, and actions.

Provides executive direction and leadership to the Department of Transportation.

Legislative Authority: Public Law 89-670 Department of Transportation Act, October 15, 1966 Sect. 3 (a); Sect. 10 (d) (1)

SPECIAL ASSISTANT

TO

THE SECRETARY

GS-0301-14

This position provides a confidential assistant to the Secretary for the purpose of conducting special studies, providing advice, representing and speaking for the Secretary at meetings and conferences when the demands on the Secretary's time preclude his personal participation.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394 (a)(2)

11-19-76

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Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(2)

11-19-76

DEPUTY SECRETARY OF TRANSPORTATION

Executive Level II

Assists the Secretary of Transportation in the discharge of his responsibilities, with authority to act for him in all matters not reserved to the Secretary by law, order, or instructions of the Secretary.

Legislative Authority: Public Law 89-670 Department of Transportation Act dated October 15, 1966 Sect. 3 (b); Section 10 (d) (2); Public Law 93-496 Sect. 16

SPECIAL ASSISTANT TO THE DEPUTY SECRETARY

GS-301-17

The Special Assistant will serve as a personal aide and confidential adviser of the Deputy Secretary, will act on behalf of the Deputy Secretary on specific matters assigned to him for disposition, and may represent him at the White House, with the Congress, with top Governmental officials, with public and private officials on complex policy and political problems involving Departmental programs, relationships with the Congress, with other Federal Agencies, with State Governments, and with local communities.

Legislative Authority: 5 USC 5108 CSC Quota Space 0073

11-19-76

SPECIAL ASSISTANT
TO
THE DEPUTY SECRETARY
GS-0301-13

The Special Assistant serves as a personal aid and confidential adviser of the Deputy Secretary, and may represent him at the White House, with the Congress, with top Government officials, and with public and private officials. Subject matters discussed will consist of complex policy and political problems involving Departmental programs, relationships with the Congress, with other Federal Agencies, with State Governments, and with local communities.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(11)

11-19-76

DEPUTY UNDER SECRETARY

Executive Level IV

The Deputy Under Secretary is the principal advisor to the Secretary and Under Secretary for Departmental program planning and analysis, program evaluation, budgetary and transportation planning assistance matters. He is responsible for development, implementing, and managing a Departmental Planning and program evaluation process; for assuring the effective preparation of sound and adequate budget estimates for the Department; for assuring that the utilization of resources available to the Department is consistent with approved program plans, Congressional appropriations, apportionments, and advice of the Office of Management and Budget and Congressional committees; and for promoting coordinated planning grant programs of the Department and assisting in the development of policy regarding criteria for comprehensive transportation planning assistance. He serves as the principal representative of the Department in dealings with the Office of Management and Budget and Congressional committees with respect to program planning, program evaluation and budgetary matters. He serves as the principal advisor to the Secretary and Under Secretary with respect to costs, benefits, and budgetary effects of Departmental legislative proposals.

Legislative Authority: Executive Order 11768

11-19-76

SPECIAL ASSISTANT
TO
THE DEPUTY UNDER SECRETARY
GS-0301-12

This position is that of Special Assistant to the Deputy Under Secretary of Transportation and involves special assignments of a confidential nature which are of particular interest to the Deputy Under Secretary. It involves assisting the Deputy Under Secretary through research of confidential policy matters which requires consultation with Secretarial Officers or other high officials of the Department.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(15)

11-19-76

EXECUTIVE SECRETARY

GS-301-17

As a personal and confidential assistant the incumbent performs assignments which support and assist the Secretary in dealing with a volume of time-consuming critical communications, analytical, and technical matters associated with the consideration of problems coming before him for decision. Oversees the maintenance and continual updating of procedures assuring the orderly and prompt flow of executive communications to and from the Secretary and the Secretarial offices and administration. He assures that policy and other actions emanating from the program and staff offices under the Secretary's direction are coordinated, expressive of the best efforts of the several functional staffs, utilize the best information available, and are consistent with basic Departmental policy. The incumbent reports directly to the Secretary and the Under Secretary.

Legislative Authority: 5 USC 5108 CSC Quota Space 551

11-19-76

STAFF ASSISTANT
TO
THE EXECUTIVE SECRETARY
GS-0301-9

This position provides a Confidential Assistant to the Executive Secretary relieving him of a considerable number of demands in matters involving the administration of the immediate Offices of the Secretary and the Deputy Secretary. The position involves monitoring all of the activities of the Executive Secretary and, therefore, is of a highly confidential nature because of the sensitivity and complexity of the subject areas which include communications of the utmost importance to and from the President, the Office of Management and Budget, Congressional Committees, Governors and State Transportation Departments as well as many private national organizations.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(38)

11-19-76

DEPARTMENTAL DIRECTOR OF CIVIL RIGHTS

GS-301-17

The Departmental Director of Civil Rights is the principal advisor to the Secretary of Transportation on Civil Rights and equal opportunity matters. He acts for, represents and speaks for the Secretary to assure full and affirmative implementation of civil rights and equal opportunity precepts within the Department in all its official actions, including Department employment practices; services rendered to the public; employment practices of contractors and subcontractors under direct or federally assisted contracts; operation of federally assisted activities; and other programs and efforts involving Department assistance, participation, or endorsement.

Legislative Authority: 5 USC 5108 CSC Quota Space 0428

11-19-76

DIRECTOR, OFFICE OF PUBLIC AFFAIRS

AD-1081-17

The Director, Office of Public Affairs is responsible for the development, executive direction and overall management of an effective public affairs program and is accordingly the chief public spokesman for the Department including its seven operating administrations. Provides policy direction, review, and total coordination of public affairs programs throughout the Department and is the principal staff advisor to the Secretary, Under Secretary, Assistant Secretaries and the Administrators relative to promoting necessary public understanding of transportation needs and programs. It is through this Office, therefore, that a unified Departmental image is transmitted to the public in the interests of major transportation goals, objectives, and functions.

Legislative Authority: Public Law 85-726 Section 302 (f)

ASSISTANT DIRECTOR FOR INFORMATION

GS-1081-16

The Assistant Director for Information is responsible for staff guidance, coordination, and technical assistance to all offices within the Office of the Secretary complex in their process of disseminating public information relating to the policies, programs and goals of the Department. He has an essential role in the planning and execution of the Department's overall public information program, directs, manages and supervises the operational activities of the Public Affairs function, negotiates, explains, interprets and defends policies and programs to the news media, and plans, develops, and executes special information campaigns for general and/or specific purposes. The incumbent is in constant contact with top level officials at the Department and administration levels to identify and develop informational requirements and to determine, adapt and develop the media to be used which will most effectively stimulate public interest in transportation technology, growth and safety, and he serves as Departmental spokesman for appropriate matters accordingly. Shares with the Assistant Director for Program Coordination equal assignments of serving in the full capacity of the Director of Public Affairs during that official's absence.

Legislative Authority: 5 USC 5108 CSC Quota Space 0733

11-19-76

ASSISTANT DIRECTOR FOR PROGRAM COORDINATION

GS-1081-16

The Assistant Director for Program Coordination is responsible for staff guidance, coordination, and technical assistance to DOT's seven operating administrations in their process of disseminating public information relating to the policies, programs, and goals of the Department. The incumbent is in constant communication with top level officials at the Department and administration levels, including those in regional and other field offices, for the advancement of the administrations' share of the Department's overall responsibility in the development and stimulation of public interest in transportation technology, growth, and safety through the use of a wide variety of public information media, and serves as their Departmental spokesman for appropriate matters accordingly. Provides public information support to all offices of Regional Representatives of the Secretary of Transportation, serves as interagency liaison for the coordination of appropriate public relations issues, and shares with the Assistant Director of Public Affairs during that official's absence.

Legislative Authority: 5 USC 5108 CSC Quota Space 1575

11-19-76

PUBLIC INFORMATION ASSISTANT

GS-1081-13

This is the position of Public Information Assistant to the Director of the Office of Public Affairs, immediate Office of the Secretary of Transportation. Duties require carrying out that segment of the Departmental information program as it relates to the television and radio media. The incumbent of this position serves as a principal writer for the Secretary and Deputy Secretary, preparing speeches and other public statements which involve all facets of the plans, policies, programs and activities of the Department.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(26)

DIRECTOR, OFFICE OF DEEPWATER PORTS

GS-2101-18

Develops Departmental policy for and monitors the implementation of the Deepwater Port Act of 1974. This includes such considerations as establishing policy procedures and criteria (1) relating to Secretarial approval of fees to be charged by adjacent coastal states for use of a port, (2) with respect to recommendations concerning the Secretary's designation of adjacent coastal states upon their application to be so designated, (3) international action in conjunction with the Secretary of State in order to seek effective international rules and regulations relating to deepwater ports and navigation in their vicinity, and (4) with respect to the Secretary's authority to act on behalf of the public, as trustee of the natural resources of the marine environment, to recover for damages to such resources.

Performs oversight for the Secretary for Coast Guard implementation and follow-on actions.

Legislative Authority: 5 USC 5108 CSC Quota Space 0218

11-19-76

GENERAL COUNSEL

Executive Level IV

Is the chief legal officer of the Department of Transportation and the legal adviser to the Secretary and the Office of the Secretary and the Materials Transportation Bureau. Is professionally responsible for all legal services performed within and involving the Department and is the final legal authority within the Department on all matters arising within or referred to the Department.

Legislative Authority: Public Law 89-670 Department of
Transportation Act Sect. 3 (c);
Sect. 10 (d) (4)

11-19-76

DEPUTY GENERAL COUNSEL

GS-905-18

The incumbent is the deputy and principal assistant to the General Counsel, Department of Transportation, who is the chief legal officer of the Department and the legal advisor to the Secretary and to the Office of the Secretary. He shares professional responsibility with the General Counsel for all legal affairs within the Department and for the performance of all Department level legal work.

He is engaged in joint provision of legal advice to the Secretary and legal representation for the Department when required; with the General Counsel, Development of legal policy for the Department; day-to-day direction of the staff engaged in legal phases of the coordination of the federal programs pertaining to transportation, maintenance of liaison and coordination with the legal offices in modal administrations, monitoring of the legal aspects of legislative matters of concern to the Department and the provision of legal services to organizational components of the Department not possessing a legal staff.

Legislative Authority: 5 USC 5108 CSC Quota Space 0144

11-19-76

ASSISTANT SECRETARY FOR POLICY, PLANS AND INTERNATIONAL AFFAIRS

Executive Level IV

The Assistant Secretary for Policy, Plans and International Affairs is the principal staff advisor to the Secretary for analysis, development, articulation and review of policies, plans and programs for domestic and international transportation.

Legislative Authority: Public Law 89-670 Department of Transportation
Act dated October 15, 1966 Sect. 3 (c); Sect.
10 (d) (4)

11-19-76

SPECIAL ASSISTANT
TO THE
ASSISTANT SECRETARY FOR POLICY, PLANS AND INTERNATIONAL AFFAIRS
GS-0301-15

The Special Assistant serves in the capacity of a personal and confidential assistant, undertaking assignments including policy and decision making situations and issues. The Special Assistant will aid the Assistant Secretary in developing a program whose aim is to provide the Department of Transportation with a long-range research program involving port policy, airport access, passenger corridors and truck/rail integration as parts of extended inter-modal systems.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(21)

DEPUTY ASSISTANT SECRETARY

FOR

POLICY, PLANS AND INTERNATIONAL AFFAIRS

GS-0301-18

The incumbent, as one of two deputies to the Assistant Secretary for Policy, Plans and International Affairs, serves as top level advisor to the Assistant Secretary for development and coordination of LONG-RANGE domestic and international transportation forecasting and planning. Provides overview of the coordination within and without the Department to ensure a total and inter-modal planning approach. Except for those special matters reserved to the Assistant Secretary for top level policy decision, incumbent acts with full authority in determining overall transportation planning goals and objectives, in determining priorities for allocation of manpower and financial resources, and in the assesment of the effectiveness of accomplishments. Exercises executive leadership in the initiation of analyses and recommendations concerning domestic and international transportation policies, related programs and plans for accomplishment or implementation, and alternatives. These include recommendations (involving highly important issues) to the Secretary suitable for presentation to the President and his advisors, to the Congress, to top level officials from industry and foreign governments. Such recommendations have substantial impact on economic growth and urban development of the major population centers of the U.S., and influence the use of critical natural resources, both here and abroad.

Legislative Authority: 5 USC 5108 CSC Quota Space 0301

11-19-76

DEPUTY ASSISTANT SECRETARY
FOR POLICY, PLANS AND INTERNATIONAL AFFAIRS

GS-301-16

Serves as one of two Deputy Assistant Secretaries. Provides executive advice and support for day-to-day operation of the organization, and for coordination of recommendations affecting the policy issues requiring decision by the Assistant Secretary and the Secretary. Initiates indicated actions to assure quick response of subordinate functions, including modifying existing priorities allocations to meet action requirements.

Legislative Authority: 5 USC 5108 CSC Quota Space 0378

11-19-76

ASSISTANT SECRETARY FOR ENVIRONMENT, SAFETY AND CONSUMER AFFAIRS

Executive Level IV

Is the Secretarial Officer principally concerned with furnishing advice to the Secretary, other Secretarial Officers, the Administrators and the Materials Transportation Bureau Director on matters of policy concerning environmental objectives, all forms of transportation related safety, facilitation security and broad aspects of consumer affairs.

Legislative Authority: Public Law 89-670 Department of Transportation Act, dated October 15, 1966 Sect. 3 (c); Sect. 10 (d) (4)

SPECIAL ASSISTANT
TO THE
ASSISTANT SECRETARY FOR ENVIRONMENT, SAFETY AND CONSUMER AFFAIRS
GS-0301-12

The Special Assistant serves in the capacity of a personal and confidential assistant, undertaking assignments involving a wide range of matters associated with and necessary to the operation of the Office. These include development of information, writing a broad range of materials, participation in committees, meetings, etc., liaison for travel and related events, and a broad range of general program assignments.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(30)

11-19-76

DEPUTY ASSISTANT SECRETARY
FOR
ENVIRONMENT, SAFETY AND CONSUMER AFFAIRS

GS-301-18

Shares and participates fully in the authority and responsibility of the Assistant Secretary as his alter ego. Acts for the Assistant Secretary in his stead or absence. Provides day-to-day executive direction for the Assistant Secretariat and acts with the Assistant Secretary's full authority. Exercises leadership in initiating, recommending and analyzing Department-wide environment, safety, and consumer affairs policies and their alternatives, including preparation of recommendations to the Secretary suitable for presentation to the President and the Congress. Is directly responsible for the day-to-day policy associated with both the pipeline and hazardous material, safety programs.

Legislative Authority: 5 USC 5108 CSC Quota Space 0311

11-19-76

DIRECTOR, OFFICE OF CONSUMER AFFAIRS

GS-1001-17

Plans, manages, participates in and is responsible for accomplishing functions assigned the Office which provides for the first time a Department-level focus for the Department's relationships with the individual user or purchaser of transportation goods or services. Provides Department-level leadership to develop and coordinate Departmental consumer affairs goals, policies, approaches, techniques and information systems. Is the principal advisor and action officer for the Assistant Secretary on all Departmental consumer affairs policy and program matters. Is called upon to provide specialized advice and assistance to the Secretary to resolve especially controversial or precedent-setting consumer affairs issues.

Legislative Authority: 5 USC 5108 CSC Quota Space 0613

11-19-76

ASSISTANT SECRETARY FOR SYSTEMS DEVELOPMENT AND TECHNOLOGY

Executive Level IV

The Assistant Secretary for Systems Development and Technology is responsible to the Secretary for long-range planning of the national transportation research and development program, the overall management of the Department's technological research, development, and demonstration program, and for providing leadership to that program. He also manages and directs those parts of the program that are assigned to his jurisdiction, and he serves as the principal source of staff advice and assistance to the Secretary on all technological and system development activities relating to transportation and transportation systems. He provides overall management for the Transportation Systems Center (exclusive of tenant activities assigned to other elements of the Department) in Cambridge, Massachusetts.

Legislative Authority: Public Law 89-670 Department of Transportation Act, dated October 15, 1966 Sect. 3 (c); Sect. 10 (d) (4).

DEPUTY ASSISTANT SECRETARY
FOR
SYSTEMS DEVELOPMENT AND TECHNOLOGY
GS-1301-18

This position is that of the Deputy Assistant Secretary for Systems Development and Technology. The incumbent shares with the Assistant Secretary the role of staff adviser to the Secretary on all matters involving basic and applied systems development and technology and the Assistant Secretary's authority and responsibilities in the management of the Department's research, development and demonstration programs, the formulation of criteria for the improved utilization of scientific and technical analysis, planning development, improvement, operation and safety of transportation systems and the liaison and coordination with public and private research and development activities.

Legislative Authority: 5 USC 5108 CSC Quota Space U-59

11-19-76

DEPUTY ASSISTANT SECRETARY

FOR

SYSTEMS ENGINEERING

GS-801-18

The Deputy Assistant Secretary for Systems Engineering provides a Department-level focus for the development of systems programs. In general the systems engineering effort will match advanced technology to national transportation system needs. The impact of this program is Department-wide in respect to the engineering and technical syntheses of transportation systems, the evaluation of alternative technical approaches to the design and development of systems and the performance of trade-off studies of candidate transportation systems.

Legislative Authority: 5 USC 5108 CSC Nonquota space 0058

11-19-76

ASSISTANT SECRETARY FOR CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS

Executive Level IV

The Assistant Secretary for Congressional and Intergovernmental Affairs supervises and coordinates all legislative and non-legislative relationships (except appropriation matters) between the Department and the Congress, directs the presentation of the Department's legislative program, advises other areas of the Department on Congressional matters, maintains liaison with metropolitan, local, and state planning Officials regarding urban and metropolitan matters to encourage and facilitate the integration of transportation planning with land-use, social, environmental, and economic planning, ensures a continuing Departmental program for effective communication and coordination with other Federal agencies, state and local governments in the development and promotion of DOT programs.

Legislative Authority: Public Law 89-670 Department of Transportation Act, dated October 15, 1966 Sect 3 (c); Sect. 10 (d) (4)

SPECIAL ASSISTANT

GS-0301-15

This position is located in the Office of the Assistant Secretary for Congressional and Intergovernmental Affairs. As Special Assistant to the Assistant Secretary, the incumbent serves in the capacity of a personal and confidential assistant undertaking assignments involving important policy matters associated with and necessary to the review of problems referred to the Assistant Secretary for consideration and decision or associated with Congressional and Intergovernmental Affairs and Intradepartmental matters related to the promotion of DOT legislative programs.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394 (a)(36)

11-19-76

DEPUTY ASSISTANT SECRETARY
FOR CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS

GS-301-18

Shares and participates fully in the authority and responsibility of the Assistant Secretary as his alter ego. Acts for the Assistant Secretary in his stead or absence. Provides day-to-day executive direction for the Assistant Secretariat and acts with the Assistant Secretary's full authority. Exercises leadership in initiating, recommending and analyzing Department-wide congressional and intergovernmental affairs policies and their alternatives, including preparation of recommendations to the Secretary suitable for presentation to the President and the Congress. Is directly responsible for the day-to-day operations associated with congressional and intergovernmental programs.

Legislative Authority: 5 USC 5108 CSC Quota Space 0096

11-19-76

DIRECTOR, OFFICE OF CONGRESSIONAL AFFAIRS

GS-1001-17

The primary functions of the Office are to develop legislative strategy, intelligence and advice for the Department, including all Administrations. The Director counsels with administrators or Secretarial Officers having dealings with the Congress and provides pertinent information about specific Congressmen, Senators, or Committees involved and about the political implications of the issues under discussion. The Office keeps Members of Congress informed on legislation, contract awards, and all appropriate information which may be useful to them. Where appropriate, the Director participates in the formulation of Departmental legislative proposals and testimony, to be sure that the Department is not embarrassed by unexpected reactions in the Congress and to facilitate Congressional acceptance of Departmental programs. The Office provides, insofar as practical, Capitol Hill contacts for all operating administrations. Any Officer of the Department wishing to call upon a Member of Congress should have the appointment made by the Office of Congressional Relations and, where possible, be accompanied by someone from that Office. The Director coordinates these requests for Hill contacts, supervises all Departmental liaison activities on Capitol Hill, and consolidates the intelligence received from the Hill so that meaningful reports can be made to the Secretary and other Departmental Officers.

Legislative Authority: 5 USC 5108 CSC Quota Space 0224

11-19-76

CONGRESSIONAL LIAISON OFFICER

GS-0301-15

This position is located in the Office of Congressional Relations, Office of the Assistant Secretary for Congressional and Intergovernmental Affairs. The incumbent reports directly to the Director of the Congressional Relations Office and has a major responsibility for effective Departmental liaison with the Congress in obtaining support for DOT-sponsored legislation, informing DOT elements of Congressional views and responding and providing solutions to the problems of Members of Congress and their constituents.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(17)

11-19-76

CONGRESSIONAL LIAISON OFFICER

GS-0301-15

This position is located in the Office of Congressional Relations, Office of the Assistant Secretary for Congressional and Intergovernmental Affairs. The incumbent reports directly to the Director of the Congressional Relations Office and has a major responsibility for effective Departmental liaison with the Congress in obtaining support for DOT-sponsored legislation, informing DOT elements of Congressional views and responding and providing solutions to the problems of Members of Congress and their constituents.

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Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(17)

11-19-76

CONGRESSIONAL LIAISON OFFICER

GS-0301-13

This position is located in the Office of Congressional Relations, Office of the Assistant Secretary for Congressional and Intergovernmental Affairs. The incumbent reports directly to the Director of the Congressional Relations Office and has a major responsibility for effective Departmental liaison with the Congress in obtaining support for DOT-sponsored legislation, informing DOT elements of Congressional views and responding and providing solutions to the problems of Members of Congress and their constituents.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(17)

DIRECTOR, OFFICE OF INTERGOVERNMENTAL AFFAIRS

GS-1001-17

Maintains communication between DOT and Officials of other Federal agencies, State, metropolitan and local governments. Assists governmental groups to plan for and participate in revenue sharing. Represents the Department at Governors' Conferences and provides for representation before various groups of state and local government officials. Serves as DOT liaison with the Advisory Commission on Intergovernmental Relations, universities, and other centers of study in the field of intergovernmental relations.

Legislative Authority: 5 USC 5108 CSC Quota Space 0222

11-19-76

INTERGOVERNMENTAL LIAISON OFFICER

GS-0301-14

The Intergovernmental Liaison Officer relieves the Director of that Office of a considerable number of demands for his personal attention in matters involving city and county government liaison relations and related transportation problems. Responsibilities include (1) promoting the cooperative participation by county and local governments in the comprehensive definition of, and coherent, intermodal response to the transportation needs of the nation; (2) promoting understanding by officials of county and local governments of the Department's programs; and (3) assuring that they are informed and encouraged to participate in the identification of their needs and the Department's response to them.

Legislative Authority: Title 5 USC Chap 1 Part 213.3394(a)(47)

11-19-76

REGIONAL REPRESENTATIVE
OF THE SECRETARY OF TRANSPORTATION/CHAIRMAN FEDERAL REGIONAL COUNCIL

GS-301-18

Is the focal point for representation of Departmental or Secretarial interests in the field at those points where a Departmental posture is vital and when public transportation and highway programs impact very heavily on urban complexes. Is one of five members of one of the projected ten Regional Councils; chair the DOT Field Coordination Group in the city to which assigned. Fosters cooperation among Department elements in matters of program performance. Promotes coordinated action on matters involving two or more operating administrations, preserving the command responsibilities of the administrators over their regional staffs. Brings to the position wide-ranging personal acquaintance with and acceptance by Federal, state, and local officials and leaders in the Region, and understanding and of sensitivity to the climate of opinion and the ability to appraise realistically the problems and possibilities of program accomplishment chairs a Federal Regional Council.

Legislative Authority: 5 USC 5108

11-19-76

REGIONAL REPRESENTATIVE
OF THE SECRETARY OF TRANSPORTATION

GS-301-16

Is the focal point for representation of Departmental or Secretarial interests in the field at those points where a Departmental posture is vital and when public transportation and highway programs impact very heavily on urban complexes. Is one of five members of one of the projected ten Regional Councils; chairs the DOT Field Coordination Group in the city to which assigned. Fosters cooperation among Departmental elements in matters of program performance. Promotes coordinated action on matters involving two or more operating administrations, preserving the command responsibilities of the administrators over their regional staffs. Brings to the position wide-ranging personal acquaintance with and acceptance by Federal, state, and local officials and leaders in the Region, and understanding and of sensitivity to the climate of opinion and the ability to appraise realistically the problems and possibilities of program accomplishment.

Legislative Authority: 5 USC 5108

11-19-76