

Detail Announcement
Unclassified Duties – FOIA/Records Management Analyst, CHIPS Program Office

National Institute of Standards and Technology

U.S. Department of Commerce

Summary

The CHIPS Program Office (CPO) has a detail opportunity for one or more Freedom of Information Act (FOIA)/Records Management Analyst supporting the CPO Chief of Staff team.

Your work in this office will help to revitalize the domestic semiconductor industry, protect American national and economic security, preserve U.S. leadership in the industries of the future, create good-paying jobs, and build strong communities here in the United States.

Information

OU/Division: CHIPS Program Office

Position Title, Career Path-Series-Band (s): Unclassified Duties – FOIA/Records Management Analyst, CHIPS Program Office

Number of Openings: 2

Commitment: Full-Time

Detail Length: Not-to-exceed 120 days (with the potential of extensions in 120-day increments)

Location: Washington, DC

Who May Apply: All federal employees at the ZA-III level (GS 12-13) or above.

Major Duties

- Independently performing management analysis and working in close coordination with the NIST's Management and Organization Office on responses to data and records requests.
- Ensuring that records searches are tasked to all appropriate CHIPS Program Office components and ensuring that the division points of contacts complete all the FOIA search paperwork completely and accurately.
- Researching, reviewing, and processing requests for documents under the FOIA. This includes determining the responsiveness of records; the applicability of FOIA exemptions; suggesting redactions and the FOIA exemption code to the records.
- Analyzing and interpreting FOIA/privacy act laws in order to establish and maintain a records management system and prepare new or revised directives.
- Analyzing requests and responsive records/materials relative to CHIPS Program Office policies and practices and applicable FOIA laws, privileges, and exemptions.
- Providing timely, accurate and complete advice and guidance to CHIPS Program Office management, managers, and points of contacts within each of the divisions.

- Assisting Office of the Chief Counsel attorneys in FOIA requests that have resulted in federal court litigation.
- Utilizing electronic databases and tools to process, track and monitor a high volume of FOIA requests.
- Ability to serve as an independent analyst applying knowledge of legal compliance in accordance with the National Archives and Records Administration (NARA), well-established principles, concepts, and methods.

Requirements

To qualify for this detail, you must meet the following requirements:

- Have experience with FOIA/privacy act laws.
- Have strong written/oral communication skills.
- Be capable of processing FOIA requests (collect, distribute, analyze data & prepare response).
- Have experience with policies and procedures development.
- Have the ability to prepare new/revised directives.
- Be able to provide advice on management/administrative issues.
- Be willing to serve on admin. task forces and interagency study teams.
- Be able to work independently.

How to Apply

Interested Federal employees should email their Curriculum Vitae or resume to Francisco Ramos-Hilerio via email at francisco.ramos-hilerio@chips.gov by February 2, 2024. Resumes submitted electronically **must** be encrypted to protect personally identifiable information.

Note: If you are selected for the detail, **you must have supervisory approval.**

Questions

If you have questions about this detail opportunity, please contact Francisco Ramos-Hilerio via email at francisco.ramos-hilerio@chips.gov.