

Associate Director for Research & Analysis

I. Supervisory Controls

- A. Is supervised by the Executive Director.
- B. Is first-line supervisor to the Chief Analysts.

II. Major Duties

- A. Supervises Analysis and Review Teams
- B. Establishes and Maintains Liaison with Federal government agencies.
- C. Organizes and supervises the review of Federal government records
- D. Evaluates Agency compliance with ARCA.
- E. Evaluates and makes recommendations on the significance of federal, local, state, and private records.

General Counsel

- I. Supervisory Controls
 - Is supervised by the Executive Director

- II. Major Duties
 - A. Establishes procedures for enforcing the ARCA
 - B. Ensures Compliance with ARCA
 - C. Ensures ARRB compliance with ARCA and other relevant rules and regulations
 - D. Analyses and interprets the ARCA for the ARRB
 - E. Acts as ARRB counsel in all matters relating to the the Board's conduct of official business.
 - 1. FOI/PA
 - 2. Sunshine Act
 - 3. Ethics
 - 4. Personnel
 - 5. Procurement
 - F. Acts as ARRB Liaison to the Department of Justice in matters where the Department represents the ARRB.

Public Affairs

- I. Supervisory Controls
Is supervised by the Executive Director.

- II. Major Duties and Responsibilities
 - A. Media Relations
 - B. Public Relations
 - C. Congressional Relations
 - D. Reports and Publications