

SUPPLEMENTARY NARRATIVE STATEMENT

1. ABILITY TO ANALYZE SPECIFIC GEOGRAPHIC AND/OR FUNCTIONAL AREA(S) TO IDENTIFY SIGNIFICANT FACTORS, GATHER PERTINENT DATA, AND DEVELOP SOLUTIONS.

My interest in international affairs, particularly as they relate to national security issues, has allowed me to obtain a solid base of knowledge to understand current events. The study of world affairs has been a life long avocation of mine. During my undergraduate studies at the University of Connecticut, I took analytically rigorous courses in international relations, comparative politics, and US diplomacy. My degree program required that all exams in Political Science would consist of essay questions which required explaining the significance of a given subject as well as simply identifying it. I supported the course work in my political science major with related course work in history, economics, anthropology, sociology, and political philosophy. I was also a cadet in the US Army ROTC program, which provided the basic knowledge to understand tactics and military issues relating to national security. I am currently pursuing a Masters degree in National Security Studies at Georgetown University.

I am particularly interested and well read in unconventional warfare and military operations other than war. A great deal of my work at ARRB deals with the conduct of unconventional warfare activities during the 1960s and to make determinations on what activities and operational methods need to be withheld from public release. I have taken US Army courses in psychological operations and civil affairs. In addition to these subjects, I have expertise in military logistics, having graduated from the US Army Quartermaster Officers Basic Course on the Commandant's List for outstanding performance.

A great deal of my work at ARRB involves analyzing military and intelligence documents for declassification and release. Many of these documents are sensitive intelligence and counterintelligence reports whose release could compromise intelligence sources and methods. The review process requires attention to detail and taking the utmost care to prevent the release of information that could compromise national security.

SUPPLEMENTARY NARRATIVE STATEMENT

2. SKILL IN THE USE OF VARIOUS RESEARCH TOOLS SUCH AS BIBLIOGRAPHIES, REGULATIONS, STATISTICS, AUTOMATED DATABASES, ETC.

I possess a variety of research skills, derived from both my education and work experience, that could be useful in the intelligence community.

While studying Political Science as an undergraduate, I did well in the several courses that I took involving statistics and quantitative methods, including a graduate level course on statistics for public managers. I can perform quantitative analysis, including regression analysis on multiple variables, and am conversant with the Statistical Package for the Social Sciences (SPSS-R). I am also familiar with sampling and public opinion survey techniques, as well as the analyzing the results of these methods.

I have some familiarity with foreign languages. I can speak and read French with moderate proficiency. I am working on developing fluency in the Arabic language through self study and the USDA Graduate School.

My position as an analyst at the Assassination Records Review Board requires a working knowledge of government regulations, particularly those covering classification and the handling of classified materials. My daily work requires applying strict criteria under the JFK Act, PL. 102-526, to determine whether classified materials, some of which are extremely sensitive, are declassified and released. Research is conducted to ensure questions of public interest are weighed against national security and personal privacy considerations.

The nature of the work that I do at the Assassination Records Review Board requires me to distill large amounts of information into a concise form. Information management at the ARRB is done almost exclusively on computer databases. On a daily basis, I use four or five databases to track the flow of documents through our office to the National Archives.

My experience as an Army Reserve officer has required me to know Army rules and regulations. A key to being a successful officer is knowing that it is impossible to memorize everything and knowing where to find the information is more valuable.

SUPPLEMENTARY NARRATIVE STATEMENT

3. ABILITY TO PLAN AND ORGANIZE WORK.

During my years as a commissioned officer in the US Army Reserve, I have had the responsibility of planning training for as many as 250 soldiers. I was responsible for coming up with monthly training schedules and a yearly training plan, identifying instructors to conduct training, and for coordinating any logistical or administrative requirements with my higher headquarters.

As a company commander, I was responsible for planning and organizing the training of all soldiers in my command. My planning was crucial to ensure that basic combat training was conducted to rigorous U.S. Army standards, while ensuring that safety was emphasized. On several occasions, I had to cancel the scheduled training due to severe weather and devise an alternate training plan that would fit into a fairly rigid curriculum and schedule.

As an executive officer of a company, I have had to plan and organize training for my company and occasionally for the entire battalion. Among my responsibilities was dealing with logistical considerations, such as arranging for field feedings for 250 soldiers, and preventing logistics issues from interfering with the conduct of training.

In my position with the Assassination Records Review Board, I am responsible for assisting in the management of efforts to process classified military records. I was responsible for directly supervising the work of two full-time analysts and coordinating with outside agencies. This work involves tracking classified documents through various stages in the review process, including preparing redactions, declassification and transfer of records to the National Archives for release to the public. Methodical electronic records are maintained to ensure 100 percent accountability for all records, classified or not.

SUPPLEMENTARY NARRATIVE STATEMENT

4. WRITTEN COMMUNICATION SKILLS THAT DEMONSTRATE THE ABILITY TO WRITE WELL AND CONCISELY, TO EXPRESS THOUGHTS CLEARLY, AND TO DEVELOP IDEAS IN A LOGICAL SEQUENCE.

I have developed strong written communication skills from the military, school, and my civilian employment. In my position with the U.S. government, I am required to write effectively. In my work as an analyst, I am required to prepare formal memoranda, which will become part of the historical record of our agency. I frequently have to prepare correspondence with numerous federal agencies within the intelligence community. My writing often requires me to prepare classified and unclassified memos which summarize the contents of a series of records. My research must be thorough and support logical interpretive conclusions while avoiding speculation. In addition to preparing memos and letters, e-mail is another type of written communication that I use extensively at work and school. After meetings and conversations with representatives of outside agencies, I am required to make a written account of these events for our agency contacts database and send electronic copies to key personnel.

In my training as an Army officer, I was instructed as part of the Army Writing Program, which emphasizes writing in a clear and concise manner. There is little margin for error in the conduct of military operations instructions, so orders and general instructions must be explicit and understood by everyone in the chain-of-command.

Writing was an essential part of my graduate and undergraduate education. All course work within my field of study required writing assignments, and all exams included a minimum of one essay.

SUPPLEMENTARY NARRATIVE STATEMENT

5. ABILITY TO CONVEY IDEAS ORALLY IN AN EFFECTIVE MANNER.

As a military officer, effective oral communication is imperative. A great deal of my officer training involved the presentation of a variety of briefings. I have given briefings to superior officers and subordinates. I have given presentations to more than 250 soldiers at one time. Beginning with my Army ROTC training in college, I have been required to issue clear and concise verbal orders to military units of various sizes.

A key component of officer training involved instructing other soldiers on a variety of military tasks.

I have worked in sales and as a teaching assistant. Both positions required excellent oral communication skills in a nonmilitary environment. Sales required me to be able to explain our entire product line, to identify the customer's needs, and to persuade customers to buy from me. As a teaching assistant in Political Science, I had to present lectures on complex issues such as procedural due process in the American judicial system, conduct question and answer sessions with students, and provide individual remedial instruction where needed.

In my position with the Assassination Records Review Board, I am frequently required to act as my agency's sole representative in negotiating the declassification and transfer of classified records from military and intelligence agencies. The process often requires a great deal of tact and effective speaking to ensure the cooperation of these organizations.