

**Confidential Assistant to the Assistant Secretary
of Defense for Public Affairs (GS-301-09)**

INTRODUCTION

This position is located in the Office of the Assistant Secretary of Defense for Public Affairs. The Assistant Secretary of Defense for Public Affairs (ASD(PA)) is the principal staff assistant and advisor to the Secretary of Defense on all DoD public affairs programs and activities and on the internal information and related activities of the American Forces Information Service. He is responsible for establishing and implementing policies and systems necessary for the effective and economical performance of DoD public affairs and internal information programs, including those of the military departments.

The incumbent of this Schedule C position will have access to highly confidential, sensitive and frequently politically controversial information and must be a person in whom the ASD(PA) has complete trust and confidence. This close relationship is that of a confidential nature required for Schedule C exception.

DUTIES

833-DC-00002880

As Confidential Assistant, the incumbent provides secretarial and administrative support directly to the ASD(PA) in key areas of his ongoing official and administrative responsibilities.

On behalf of the ASD(PA), maintains contact at primary management levels within the DoD on personal and special taskings. This includes contacts with the office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, the Secretariats of the military departments, defense agencies and similar DoD components. In addition, incumbent may represent the ASD(PA) in personal and confidential contacts with members of Congress and civilian industry executives.

Travels with the ASD(PA) and Secretary of Defense, providing secretarial and administrative support to the ASD and other members of the Secretary's traveling group, as required.

Participates in all ASD(PA) staff meetings and directors' meetings.

Conducts fact-finding research and summarizes and arranges the data in formats preferred by the ASD(PA). When background material is