**Appendix 8.4**

**Position Title (Type-PAS/PA/SES)**

**Department/Agency**

**Senate Committee with Oversight (if PAS)**

**Position Overview:** *(A short sentence or two that summarizes the position at a high-level)*

**Position Reports To:**

* Supervisor #1:
* Supervisor #2 (if applicable):

**Position Works Closely With:** *(Including both executive branch officials and/or outside organizations who frequently interact with the position)*

* Position #1:
* Position #2:

**Management Scope:** *(A short sentence or two describing the management scope of the position such as size of budget overseen, # employees overseen, and/or # direct reports)*

**Primary Responsibilities:** *(Responsibilities of the position that remain consistent across administrations including primary programs (e.g., sub-departments, bureaus, offices) overseen and functional areas of responsibility; OPM and previous administration job descriptions as well as enabling legislation can be used as a resource here)*

* Responsibility #1:
* Responsibility #2:
* Responsibility #3:
* Responsibility #4:
* Responsibility #5:
* Responsibility #6:
* Responsibility #7:

**Past Relevant Appointees, Dates Served, and Role Before Being Appointed:**

* Appointee #1:
* Appointee #2:
* Appointee #3:

**Strategic Goals and Priorities for Incoming Appointee:** *(Based on current policy issues and Romney / Ryan priorities as identified by R2P Department/Agency Review and Policy Teams as well as the campaign)*

* Goal / Priority #1:
* Goal / Priority #2:
* Goal / Priority #3:
* Goal / Priority #4:
* Goal / Priority #5:

**Requirements & Competencies:** *(e.g., “background in international nuclear issues” or “strong Congressional relationships”)*

* Requirement or Competency #1:
* Requirement or Competency #2:
* Requirement or Competency #3:
* Requirement or Competency #4:
* Requirement or Competency #5:

**Other Specifications:** *(As identified by R2P Department/Agency Review and Policy Teams as well as the campaign)*

**Security Clearance Level Required:**