



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, March 9, 2012

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: Angela Bailey, Associate Director, Employee Services

Subject: Final Position Classification Flysheet for Government Information Series, 0306

The Office of Personnel Management (OPM) is releasing for implementation the final Position Classification Flysheet for the Government Information Series, 0306. This occupation promotes transparency as well as accountability in providing American citizens with easier access to more Government information.

The Government Information Series 0306 covers work involved in establishing, disseminating, or managing Government information, including two distinct functions: administration of the Freedom of Information Act (FOIA) and of the Privacy Act. Agencies will classify positions performing these functions in this final occupational series. Associated support work is not covered by this occupation and should be classified as appropriate. The flysheet provides series definition, titling instructions, and grading criteria for non-supervisory positions meeting the requirements as described.

When considering applicants for positions in the 0306 series, please use the qualification requirements in the Group Coverage Qualification Standard for Administrative and Management Positions. The qualifications background of applicants must be appropriate for the grade level of the position and demonstrate the necessary experience, competencies, knowledge, skills, and abilities to successfully perform the work.

OPM requires agencies to apply new or updated standards to covered positions within 12 months of the date of issuance. If you have any questions regarding the final Position Classification Flysheet for Government Information Series 0306, please contact your agency Human Capital Officer.

Attachment- Position Classification Flysheet for the Government Information Series, 0306

cc: Human Resources Directors  
Agency Classification Chiefs