

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE
WASHINGTON, D.C. 20508

June 13, 2012

Mr. Ken Mandler
Capitol Weekly
1230 N. Street, Suite 214
Sacramento, CA 95814

Dear Mr. Mandler:

This letter is the Office of the U.S. Trade Representative's (USTR) final response to your request under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, for:

- "1) The current organizational chart for each division of the organization showing names and job titles. I would like the chart to show the name of all supervisors; if such charts are available that show all employees and their job titles, I would like this level of detail as well.
- "2) Any job postings for internship since 1/1/11; the names of any interns (paid or non-paid) since 1/1/11 to the current date[,] and the beginning date and ending date of any internships between 1/1/11 and the current date including whether it was paid/non-paid and the division the intern worked in."

After conducting a search of its files, USTR found three (3) documents within the scope of your request. Of those documents, USTR is releasing two (2) documents in full and withholding one (1) document in part under FOIA Exemption 6, 5 U.S.C. § 552(b)(6). Exemption 6 pertains to personnel and medical files and similar information where disclosure would constitute an unwarranted invasion of personal privacy.

Because this is USTR's final response, your case in this office is now closed. Under 15 C.F.R § 2004.6(d), if you are not satisfied with this decision, then within sixty (60) days you may appeal it in writing to:

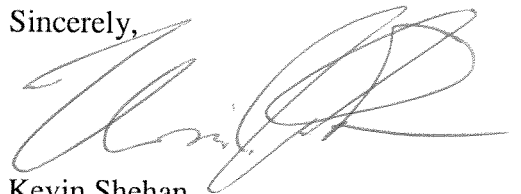
FOIA Appeals Committee
Office of the United States Trade Representative
1724 F Street, N.W.
Washington, D.C. 20508

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Both the letter and the envelope should be clearly marked: "Freedom of Information Act Appeal." In the event you are dissatisfied with the results of any such appeal, judicial review will thereafter be available to you in the United States District Court for the judicial district in which you reside or have your principal place of business, or in the District of Columbia, where we searched for responsive records.

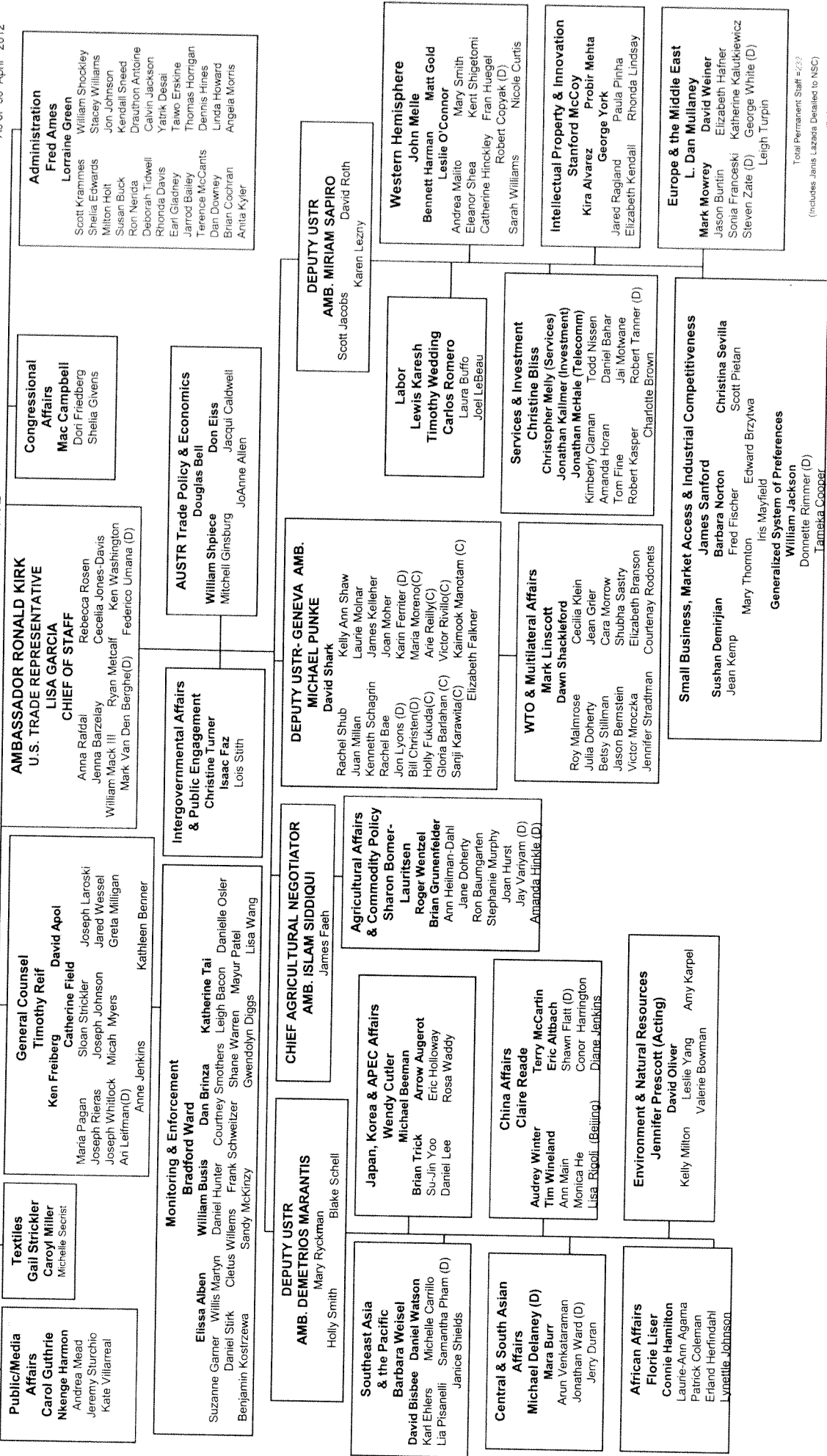
Should you have any questions, please feel free to contact the FOIA office at (202) 395-3419.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Shehan", with a large, stylized flourish extending to the right.

Kevin Shehan
Attorney-Advisor

Case File# 12050827



<http://www.ustr.gov/about-us/human-resources/employment/student-internship-program>



Office of the United States Trade Representative Executive Office of the President

Student Internship Program

"My legal internship at USTR afforded me the opportunity to develop skills and contacts which have been instrumental in pursuing a career in international trade law."

Myles Getlan, Attorney, Office of Chief Counsel for Import Administration - U.S. Department of Commerce

"My internship at USTR allowed me to obtain a first hand view of how U.S. trade policy is formulated."

Keun Ho Bae, International Trade Attorney

"My experience at USTR gave me the opportunity to work closely with dynamic public and media affairs experts, while enhancing my knowledge of foreign economic affairs. I was able to develop my organizational skills, learn how to perform multiple tasks under strict deadlines, and work as a team player. Most importantly, I acquired the communication skills and professional background that helped me obtain a job on Capitol Hill after I graduated from college."

Elise Kenderian, Legislative Assistant - U.S. House of Representatives

Synopsis of Program

The student intern program at USTR is a year-round, volunteer program in which undergraduate and graduate students gain knowledge and experience on U.S. trade policy and, in many cases, earn college credit at the same time. Assignments may include research, analysis, statistics, coordination of briefing books, report preparation, meeting and conference planning, letter writing, and covering meetings, hearings, and/or legislative markups.

Following are recommended dates by which to submit applications for the corresponding semesters; however, we will accept applications after these dates:

- Spring internships - November 30
- Summer internships - March 15th
- Fall internships - August 15th

Due to the fact that this is a volunteer program, USTR does not provide stipends. No assistance with housing, transportation, or other arrangements are available. USTR generally receives

approximately 300 applications for the summer and approximately 100 for the remaining semesters. Due to the small size of the agency, only 15 to 20 interns are chosen each semester. Those who are not selected are encouraged to re-apply for another semester.

Applicants must be:

- US Citizens
- Eighteen years of age at the time of application
- Enrolled in an undergraduate or graduate program at a college or university (2-4 year institution), or have graduated in the past two years from undergraduate or graduate school.

Selected applicants will be required to obtain a favorable security determination as a prerequisite to employment.

USTR is a drug-free workplace. Recent or current drug use is not acceptable, and selectees will be required to complete a confidential pre-employment security questionnaire that includes questions on alcohol and drug use. USTR reserves the right to disapprove tentative selectees based on information provided in this questionnaire.

Application Process

Students are required to submit a cover letter and resume. The cover letter must state the dates of availability and the approximate number of hours per week you can work. Also in your cover letter, briefly state the reason for applying and your expectations from an internship with USTR. A detailed writing sample may be required at a later date. Students may wish to include particular area(s) of interest within USTR (i.e, Africa, China Affairs, Americas, Europe & the Middle East). Each resume must include current address, telephone number, and e-mail address.

Click on the [USTR Organization](#) to view a brief description of the functional responsibilities of each office within USTR.

Applications will be received by the Intern Coordinator and circulated to interested senior staff for consideration. If an office expresses interest, applicants will be contacted directly by the office for an interview.

APPLICATION MUST BE SUBMITTED VIA E-MAIL TO ustr_hr@ustr.eop.gov or faxed to 202-395-9677

Applications should be addressed to the attention of:

Ms. Taiwo Carmichael
Office of the U.S. Trade Representative
Human Resources - Intern Coordinator
1724 F Street, NW Washington, DC 20508

For additional information on the program, please contact USTR Human Resources at (202) 395-7360.

Name	Status	Arrival	Division	Branch
(b)(6)	Active	01/11/2012	Deputy USTR (1)	Labor
(b)(6)	Active	03/07/2012	Public & Media Affairs	
(b)(6)	Active	01/20/2012	Deputy USTR (2)	Western Hemisphere
(b)(6)	Active	09/20/2011	Chief Agricultural Negotiator	Agricultural Affairs & Commodity Policy
(b)(6)	Active	11/18/2011	Deputy USTR (1)	Southeast Asia & the Pacific
(b)(6)	Active	06/06/2011	General Counsel	
(b)(6)	Active	02/06/2012	Deputy USTR (1)	China Affairs
(b)(6)	Active	05/14/2012	General Counsel	
(b)(6)	Active	02/14/2012	Textile	
(b)(6)	Active	01/13/2012	Policy Coordination and Information	
(b)(6)	Active	01/13/2012	Intergovernmental Affairs & Public Engagement	
(b)(6)	Active	04/09/2012		
(b)(6)	Active	03/02/2011	Administration	
(b)(6)	Active	02/06/2012	Deputy USTR (2)	Europe & the Middle East
(b)(6)	Active	02/23/2012	Textile	
(b)(6)	Active	01/09/2012	Deputy USTR (1)	Southeast Asia & the Pacific
(b)(6)	Active	06/27/2011	Textile	
(b)(6)	Active	02/15/2012	Deputy USTR (2)	Intellectual Property & Innovation
(b)(6)	Active	10/24/2011	Textile	
(b)(6)	Active	05/21/2012	Deputy USTR (1)	China Affairs
(b)(6)	Active	09/30/2011	Deputy USTR (1)	China Affairs
(b)(6)	Active	06/06/2011	Trade Policy and Economics	
(b)(6)	Active	05/21/2012	Deputy USTR (1)	African Affairs
(b)(6)	Active	09/19/2011	Deputy USTR (1)	China Affairs
(b)(6)	Active	05/14/2012	Deputy USTR (1)	China Affairs
(b)(6)	Active	05/14/2012	Deputy USTR (1)	Southeast Asia & the Pacific
(b)(6)	Active	05/21/2012	Deputy USTR (Geneva)	
(b)(6)	Active	11/18/2011	Public & Media Affairs	

(b)(6)	Active	10/05/2011	Deputy USTR (2)	WTO & Multilateral Affairs
(b)(6)	Active	02/01/2011	Deputy USTR (1)	Central and South Asian Affairs
(b)(6)	Active	02/28/2011	Textile	
(b)(6)	Active	10/06/2011	Public & Media Affairs	
(b)(6)	Active	05/14/2012	Deputy USTR (1)	Labor
(b)(6)	Active	08/29/2011	Deputy USTR (2)	Western Hemisphere
(b)(6)	Active	10/21/2011		
(b)(6)	Active	05/02/2011		
(b)(6)	Active	10/05/2011	General Counsel	
(b)(6)	Active	09/19/2011	Deputy USTR (1)	Environment & Natural Resources
(b)(6)	Active	05/21/2012		
(b)(6)	Inactive	06/06/2011	Deputy USTR (1)	Central and South Asian Affairs
(b)(6)	Inactive	06/01/2011	Textile	
(b)(6)	Inactive	06/20/2011	Deputy USTR (1)	China Affairs
(b)(6)	Inactive	05/31/2011	Chief Agricultural Negotiator	Agricultural Affairs & Commodity Policy
(b)(6)	Inactive	06/06/2011	Administration	
(b)(6)	Inactive	06/02/2011	Deputy USTR (1)	Japan, Korea & APEC Affairs
(b)(6)	Inactive	01/18/2011	Deputy USTR (2)	Europe & the Middle East
(b)(6)	Inactive	05/31/2011	General Counsel	
(b)(6)	Inactive	05/27/2011	Deputy USTR (2)	Intellectual Property & Innovation
(b)(6)	Inactive	06/13/2011	Deputy USTR (1)	Central and South Asian Affairs
(b)(6)	Inactive	06/01/2011	Deputy USTR (1)	China Affairs
(b)(6)	Inactive	04/23/2011	Deputy USTR (1)	African Affairs
(b)(6)	Inactive	06/06/2011	Deputy USTR (1)	China Affairs
(b)(6)	Inactive	06/01/2011	Public & Media Affairs	
(b)(6)	Inactive	05/23/2011	Intergovernmental Affairs & Public Engagement	
(b)(6)	Inactive	01/24/2011	Policy Coordination and Information	
(b)(6)	Inactive	10/03/2011	Public & Media Affairs	
(b)(6)	Inactive	03/01/2011		

(b)(6)	Inactive	06/15/2011			
(b)(6)	Inactive	05/16/2011	Public & Media Affairs		
(b)(6)	Inactive	04/11/2011			
(b)(6)	Inactive	05/16/2011	Deputy USTR (2)	WTO & Multilateral Affairs	
(b)(6)	Inactive	05/24/2011	Textile		
(b)(6)	Inactive	06/06/2011	Intergovernmental Affairs & Public Engagement		
(b)(6)	Inactive	06/06/2011	Deputy USTR (2)		
(b)(6)	Inactive	05/31/2011			
(b)(6)	Inactive	01/19/2011	Public & Media Affairs		
(b)(6)	Inactive	01/03/2011	Policy Coordination and Information		
(b)(6)	Inactive	03/04/2011	Textile		
(b)(6)	Inactive	03/14/2011	Deputy USTR (2)	WTO & Multilateral Affairs	
(b)(6)	Inactive	01/13/2012	Public & Media Affairs		
(b)(6)	Inactive	06/06/2011	General Counsel		
(b)(6)	Inactive	01/10/2011	Congressional Affairs		
(b)(6)	Inactive	05/17/2011			
(b)(6)	Inactive	09/23/2011	General Counsel		
(b)(6)	Inactive	03/21/2011	Intergovernmental Affairs & Public Engagement		
(b)(6)	Inactive	05/31/2011			
(b)(6)	Inactive	01/11/2012	Public & Media Affairs		
(b)(6)	Inactive	05/16/2011			
(b)(6)	Inactive	06/13/2011	Deputy USTR (1)	Labor	
(b)(6)	Inactive	05/23/2011	Deputy USTR (1)	China Affairs	
(b)(6)	Inactive	06/06/2011	Congressional Affairs		
(b)(6)	Inactive	02/01/2011	Chief Agricultural Negotiator	Agricultural Affairs & Commodity Policy	
(b)(6)	Inactive	06/06/2011	Intergovernmental Affairs & Public Engagement		
(b)(6)	Inactive	06/13/2011	General Counsel		
(b)(6)	Inactive	06/06/2011	Deputy USTR (1)	Environment & Natural Resources	
(b)(6)	Inactive	06/13/2011	Public & Media Affairs		

(b)(6)	Inactive	01/03/2011	Policy Coordination and Information	
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