

Sharon Schwemin

OBJECTIVE

Position on Howard County's Animals Matters Hearing Board, representing County Council District 1

PROFESSIONAL EXPERIENCE

Senior Staff Officer, National Security Agency, Ft. Meade, MD, December 2003-present

- Lead and coordinate directorate's efforts in response to Executive Order 13526 ("Classified National Security Information") mandate to declassify information older than 25 years
- Research and handle strategic issues deemed important by directorate management
- Manage various administrative requirements, including directorate's responses to Freedom of Information Act (FOIA) and Mandatory Declassification Review requests
- Review documents and redact the most sensitive equities prior to release to Congress
- Plan, execute, and coordinate office's involvement in high-level program- and policy-related issues
- Serve as senior Classification Advisory Officer, reinforcing, interpreting, clarifying, explaining, and promulgating classification-related guidance Agency-wide
- Handled development, implementation, and management of directorate's corporate communications

Senior Contract Freedom of Information Act Reviewer, Merito, Inc., Ft. Meade, MD, May-November 2003

- At National Security Agency, reviewed FOIA cases, determining when cases were ready for Government review; ensured that case officers correctly and thoroughly processed cases and that all documents were reviewed in keeping with Executive Order 12958, as amended ("Classified National Security Information"); created and disseminated informal written guidance concerning classification and FOIA issues

Long-term Substitute Teacher, Administrative Assistant, Howard County Public School System, Ellicott City, MD, 2001-2003

- As long-term substitute teacher, handled all aspects of teaching, including planning, testing, report cards, parent conferences, and classroom management
- As administrative assistant, responsible for purchasing and accounting, wrote and edited school newsletter, edited teachers' writings, provided computer support to staff, recommended numerous process improvements to administrators

Senior Policy Staff Officer, National Security Agency, Ft. Meade, MD, 1982-2001

- As Chief, Corporate Internal Communications, consolidated several communications-related organizations into one division after recommending to the then new Director that such an organization should be created; determined direction and focus of new organization; led division charged with providing worldwide Agency work force with timely, relevant information of importance and interest, using a variety of communications vehicles and media; worked directly with Agency Director on several initiatives; generated communications strategies for Agency organizations, working with them to ensure that their messages reached the intended audience at the right time, through the right means; created "NSA On-line," a combination of previously separate on-line question-and-answer resources; managed overhaul and design of classified newsletter, resulting in a high-level document replete with mission-related material
- As Special Assistant to the Chief of the Office of Policy, and as Policy Staff Officer in the Office of Policy, developed Agency regulation governing employee use of the Internet; represented policy concerns on Agency's Computer Security Incidents Board, working

with a variety of technical representatives to ensure policy understanding and compliance; created and co-edited Policy On-line, providing subject matter experts' answers to work force questions relating to corporate policy; served as Classification Advisory Officer; redeveloped and taught Agency's classification course, making sure it was in line with then new Executive Order 12958 ("Classified National Security Information")

- As instructor at National Cryptologic School, taught numerous courses in Cryptanalysis as well as in Education & Training
- Hired as Cryptanalysis Intern; trained in intensive three-year program, receiving broad exposure to wide variety of cryptanalytic challenges

Legislative Assistant, Office of Congressman Dan Rostenkowski, Washington, DC, January-October 1982

- Researched issues, followed legislation, drafted correspondence, handled constituent requests

Staff Assistant to the Staff Secretary, White House, Washington, DC, May 1980-January 1981

- Processed, distributed, and organized President's paperwork, including policy memoranda, official documents, and briefing materials

DEGREES and CERTIFICATES

- M.S., Applied Behavioral Science, Johns Hopkins University, 1989
- B.A., English (minor in Government), Georgetown University, 1981
- Certified in Education and Training, National Security Agency, 1988
- Certified in Cryptanalysis, National Security Agency, 1986