

Council of Federal Executive Secretariats
June Council Meeting
June 5, 2012
United States Department of State
2201 C Street, NW Washington, DC

Council members present: See below.

Others present: Natalie R. Jones, deputy chief of protocol, Department of State

Welcoming remarks. 9:14 a.m. Eric Wachter, chair of the Council of Federal Executive Secretariats, welcomed everyone to the June meeting and thanked Clarence Finney and the Department of State for serving as hosts for the meeting.

Welcome/introduction. 9:16 a.m. Finney welcomed the council to the Department of State and introduced Stephen Mull, executive secretary at the Department of State.

Keynote Speaker. 9:20 a.m. Stephen Mull welcomed the council and spoke about the functions of his office. Line officers advance the secretary, travel with her, serve as liaisons with the White House and compiled the national security calendar. The operation center is staffed 24 hours and handles telephone coverage, the secretary's activities and crisis management. The new tracking system Everest is online. There is also an existing Poems tracking system that supports 800 people. The correspondence office also handles the secretary's schedule, her briefing materials and plays a large role in administration transitions.

Best practice. 9:40 a.m. Clarence Finney gave a presentation on Everest, which is the successor to 30-year-old Stars system. Everest was built by the Office of the Executive Secretariat; six full-time staffers worked on the project. More than 70 offices are using the new system, and they send out at least 10,000 packages. Stars was being used by only the line and the executive secretariat's office. Everest is a SharePoint-based system. It cannot search old documents from the Stars system but they are working on it.

White House Update. 10:20 a.m.

Committee Reports. 10:42 a.m. After a short break the membership committee chairs gave reports. Patrice Allen-Gifford reported that the meetings and membership committee is looking for a host for the September meeting. Tracy Catoe asked that each agency submit a two-to-three line summary of what your agency does by June 22nd so that the website committee can post them on the website.

Order of Precedence. 10:45 a.m. Natalie Jones spoke to the Council about the order of precedence, the basis of it and how it is used. The order changes from administration to administrator, and she brought copies of the Obama Administrator order of precedence. Wachter said he would distribute copies to the Council. In response to questions, Jones explained that once a person received the courtesy title *Honorable*, he or she retains that for life, and that he or she should not refer to himself or herself as *Honorable*.

Joint Letters. 11:15 a.m. The Council discussed the draft joint letters guidelines that Gemma Button composed. Wachter said he would draft up a final set of guidelines based on the conversation and distribute the guidelines before the September meeting.

Adjourn. 11:30 a.m.

Council of Federal Executive Secretariats June Meeting Attendees

<u>First Name</u>	<u>Last Name</u>	<u>Agency</u>	<u>Position</u>
Brian	Alderman	Treasury	Intern
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
William	Bacon	OHS/USCIS	Acting Deputy, Executive Secretariat
Gloria	Barrett	DOL	Senior Analyst
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Christine	Brown	USAID	Lead Correspondence Analyst
Gemma	Button	VA	Deputy Executive Secretary
Ronald	Campbell	HHS/CDC	Director Executive Secretariat
Constance	Carter	USCIS	Acting Executive Secretariat, Chief
Tracy	Catoe	DOEd	Deputy Director, CCCU
Dolores	Cole	HUD	Director, Executive Secretariat
Michael	Coogan	DOE	Writer/Editor
Katherine	Edwards	Treasury	Intern
Clarence N.	Finney Jr.	DOS	Director, Correspondence & Records
Carlos	Garcia-de-Quevedo	FBI	MAPA
Chyna	Green	USMS	Executive Secretary
Marjorie	Harter	USDA	Sr. Writer - Editor
Marcia	Hines	DOJ	Records Manager
Mary	Jefferson	FAA	Director, Executive Secretariat
Debra	Keene	DOS	S/ES - CK Operation Supervisor
Zina	Kornegay	DOJ/ ATF	Executive Secretary
Terry (Anatta)	Layton	DOC	Senior Writer/Editor
Peter	Lee	Treasury	Interim Deputy Executive Secretary
Thanh	Lo	USMS	Program Analyst
Iris	Lucio	USDA	Deputy Executive Secretariat
Galen	Main	White House	Assistant Director, Agency Liaison
Samuel	Martin	Treasury	Intern
Steven	Mull	DOS	Executive Secretary
Brandon	Oliver	Treasury	Intern
Elizabeth	Olson	EOP/WHO	Director
Jeff	O'Neill	FDA	Deputy Director, Executive Secretariat
Dana	Pritchett	SSA	Executive Operations, Analyst
Siena	Reeves	WHO	Deputy Director
Michael	Robins	American Red Cross	Federal Relations Liaison
Karlye	Smith	DHS/TSA	Writer/Editor
Ian	Squires	HHS	Writer/Editor
Andrew	Tarpgaard	FAA	Team Leader
Joseph	Tezak	DHS/CBD	Director, Executive Secretariat
Ruby	Thomas	DOS	Program Assistant
Annette	Vietti-Cook	NRC	Secretary
Eric	Wachter	EPA	Director, Executive Secretariat

Tony
Sharnett

Waterloo
Willis

DOL
EPA

Supervisor of Operation
Staff