

Meeting Minutes

April 1, 2014

**Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, DC 20591**

Welcome and Introductions

Mr. Peter Lee, Council Chairman, U.S. Department of the Treasury, opened the meeting and welcomed the members at 9:10 a.m. The members introduced themselves.

Ms. Sasha Johnson, Chief of Staff, Federal Aviation Administration, welcomed the members and discussed what happened with correspondence when an agency issue becomes an issue in the news, such as the example of the possible closing of the FAA's contract control towers during the sequestration period. She also gave a brief description of the mission and activities of the FAA. Ms. Johnson also discussed the FAA's efforts to be efficient and timely with its responses to correspondence. Ms. Mary Peoples, Director of the FAA Executive Secretariat, discussed the FAA's electronic routing and coordination process and reporting of congressional correspondence at the Administrator's management team meeting, which have helped improve the timeliness of correspondence. Ms. Peoples also discussed the Agency's use of telework.

Commercial Space: The Final Frontier

Ms. Peoples introduced Dr. George Nield, Associate Administrator for Commercial Space Transportation, FAA. Dr. Nield discussed the background of the space program and the different sectors of the space travel industry. He discussed the creation and mission of the Commercial Space Transportation office. Dr. Nield discussed the development of the commercial space industry, particularly with the offer of the Ansari X Prize. He discussed the state of the industry today and how private companies are now supplying the international space station with cargo. The next step for the industry is to send astronauts to the space station by private companies. Some companies are working on the ability to send regular people to the edge of space. Virgin Galactic has been testing its vehicle and it will be based at Space Port America in New Mexico.
Attach presentation.

Best Practice Discussion

Ms. Paula Sind-Prunier, Chief of Safety Recommendation and Quality Assurance, National Transportation Safety Board (NTSB), discussed electronic signatures/document processing. She provided a brief overview of the NTSB. Then, Ms. Sind-Prunier discussed the unusual challenges in creating a document control system due to its leadership being a five-member board. The NTSB created a Microsoft SharePoint system to manage not only its correspondence, but also its Board's voting process. Ms. Sind-Prunier discussed the legal basis and advantages to allowing documents to be signed electronically. Ms. Ann Brewer, National Institutes of Health (NIH), asked what NTSB does if an official wants to write a personal note on a letter and Ms. Sind-Prunier said it is possible to write the note electronically.
Attach presentation.

White House Update

The White House Agency Liaison provided updates and guidance on White House case work.

Committee Reports

Membership and Meetings – Mr. Lee announced that Ms. Pat Morgan, U.S. Department of Housing and Urban Development, has resigned from the committee. Ms. Morgan said that she is not able to

Council of Federal Executive Secretariats

*Peter Lee, Chairman
Treasury Department*

*Annette Vietti-Cook, Vice Chair
Nuclear Regulatory Commission*

continue leading the committee due to increased work requirements, but she thanked the other members she has worked with. Mr. Lee asked for any volunteers to chair or to just be on the committee to please contact him

Web – Ms. Tracy Catoe, U.S. Department of Education, reported that some additions to the Web site have been made.

Plain Writing – Ms. Terry Layton, U.S. Department of Commerce, announced that Plain Language Act compliance reports are due annually and since the first one was due in April, some agencies are reporting then. The Center for Plain Language is the organization that grades the reports, and that organization will present at the council's June meeting. Ms. Layton mentioned that the Government plain language organization is the Plain Language Action and Information Network (PLAIN) and their Web site is www/plainlanguage.gov. Ms. Layton was asked about overall management of plain language implementation, and she noted that the Office of Management and Budget wrote the implementation guidelines but does not necessarily have continuing oversight. There is a template for the report and members can get it from Ms. Layton at tlayton@doc.gov.

Technology – Ms. Linda McCarty, IRS, asked for volunteers to be on the committee and for suggestions on the scope of technology that the committee should include.

Open Forum

Ms. Annette Vietti-Cook, Nuclear Regulatory Commission, noted that NIH will host the meeting in May. The next best practice topic will cover write in campaigns and thank you letters. Mr. Tony Waterloo U.S. Department of Labor will lead the group discussion. The White House will lead a discussion on records management. The June meeting will be at the U.S. Department of Commerce. The Council voted without objection to approve the Charter updates that were circulated by email before the meeting. Ms. Vietti-Cook asked the members to update the contact information sheet that was circulated by email and to send the updates to Brandon as requested in the email. The U.S. Department of Agriculture will update the the document and follow up with any offices that do not respond. Mr. Lee said that he hopes to have the revised directory out before the next meeting.

Adjourn Meeting

The meeting adjourned at 11:30 a.m.