

***NOAA Executive Secretariat Clearance and Distribution
of White House and Secretary's Weekly Reports***

WHEN	WHO	ACTION
Thursday by 5 PM	Line Office/Staff Office/Policy	Submissions to PCO for Weekly and EMT
Friday by NOON	PCO	Compiles reports and forwards to DCoS and Executive Secretariat (both Ecorr and Kelly Quickle)
Friday by 2 PM	Executive Secretariat Kelly Quickle Executive Secretariat	Review and Edit Reports Substantive Review of Reports Email draft for review at Monday UnSec Office Staff Meeting (Ecorr.Secretarydraft@noaa.gov)
Monday at 9 AM	UnSec Staff	Review of Weekly and EMT during UnSec Office Staff Meeting
Monday at 10 AM	DCoS	Returns Draft Weekly and EMT to Executive Secretariat to finalize with edits from the 9 AM meeting
Monday by NOON	Executive Secretariat	Finalize edits and send final to CoS for approval.
Monday by 4 PM	CoS	Returns final approved versions to Executive Secretariat for transmission to DOC
Monday by COB	Executive Secretariat	Sends final versions to DOC Executive Secretariat.
Tuesday AM	Executive Secretariat	Scans/emails final documents to NOAA Weekly and EMT distribution lists.

Final Report Recipients at DOC: Final Word Version of both reports emailed to:

Tene Dolphin
LaToya Murphy
Leilani Hannie
Jennifer Costanza
Jean Toal Eisen

Copies to: Exsec.ecorr@noaa.gov, PCO Contacts, and Kelly Quickle

NOAA Executive Secretariat will continue to send the Final White House Weekly Report in PDF to the NOAA Weekly distribution list, as well as distribution of the Secretary's report to revised EMT FINAL distribution list, previously maintained by PCO.