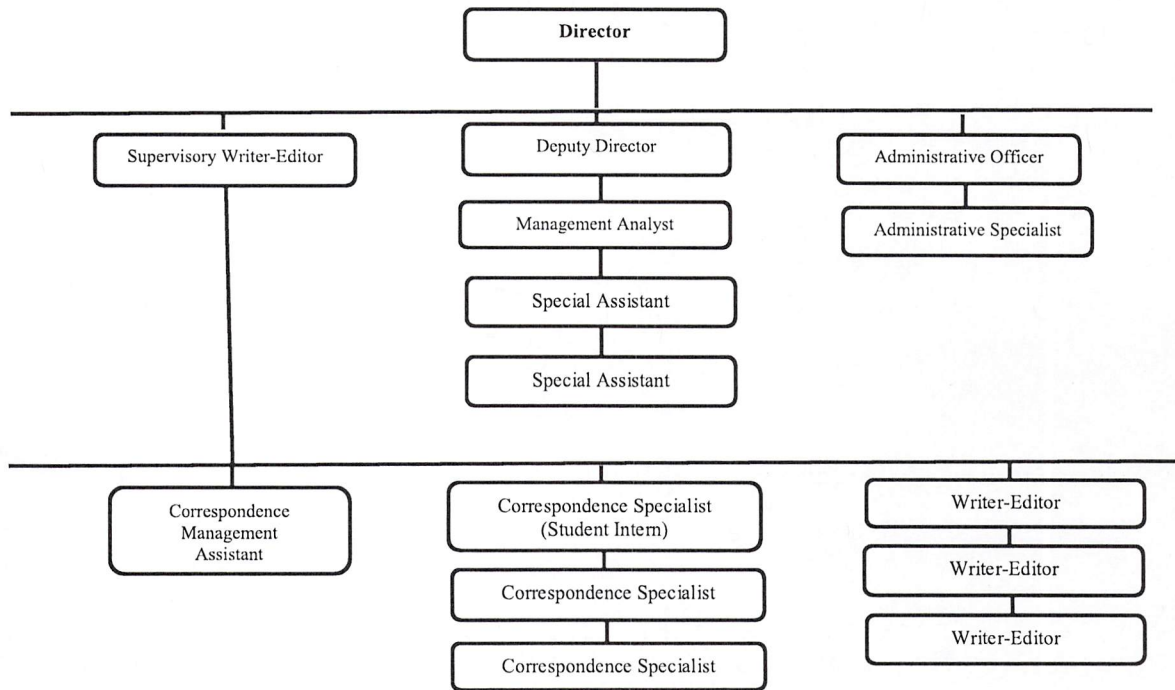


Subject: DEPARTMENT OF TRANSPORTATION ORGANIZATIONAL MANUAL, THE EXECUTIVE SECRETARIAT

1. PURPOSE. This Order updates the organizational manual for the Executive Secretariat which is under the Office of the Secretary.
2. CANCELLATIONS.
 - a. DOT 1101.4, Executive Secretariat, dated December 24, 1992
 - b. DOT 1101.00, Office of the Secretary Organization, dated November 6, 1995
3. EXPLANATION OF CHANGES. This order is being updated to reflect the current organizational structure and responsibilities of the Executive Secretariat.
4. MISSION. The Executive Secretariat (S-10) provides organized staff services to assist the Secretary Deputy Secretary in carrying out their management functions, and responsibilities for formulating, coordinating and communicating major policy decisions. The Executive Secretariat manages and coordinates documents that require the review, approval and signature of the Secretary, Deputy Secretary and COS. S-10 also provides administrative support for tasks related to budget, travel, advisory committee management, records management, gift management, human resource and property management, and DOT directives.
5. FUNCTIONS. In assisting the senior officials of the immediate office of the Secretary in carrying out their responsibilities and in ensuring the responsiveness of all elements of the Department to the direction of the Secretary, Deputy Secretary and the COS, the Executive Secretariat performs the following functions:
 - a. Ensures the prompt, efficient, and orderly processing of matters requiring the attention of the Secretary, Deputy Secretary, and COS, including the coordination of documents for their review, approval, and signature.
 - b. Develops and implements special procedural guidelines and standards for management of information to be provided to the Secretary consistent with the direction, objectives, and requirements of the Immediate Office of the Secretary, including the recommendation of new procedures to help meet changing needs and resolve emergency situations.

- c. Plans and administers an efficient system for expediting, controlling, and coordinating executive documents essential to the effective conduct of departmental business to ensure that the Secretary, Deputy Secretary, COS and their principal advisors are well informed.
- d. Directs and controls official action and information documents addressed to and by the Secretary and the Deputy Secretary and their principal deputies and ensures the implementation of their decisions and instructions.
- e. Ensures that matters requiring a decision reach the appropriate senior official promptly.
- f. Works closely with the Under Secretary, Assistant Secretaries, and Modal Administrators of the Department in the coordination of substantive matters relating to transportation policy.
- g. Coordinates advisory, interagency, and departmental committee business. Performs all the responsibilities and functions of the Committee Management Officer as outlined in the Federal Advisory Committee Act (FACA). Keeps the senior officials of the Department informed of the work undertaken by committees and is responsible for FACA related submission of copies of charters and various reports pertaining to committee activities to the Office of Management and Budget, the General Services Administration, Congress, and the Library of Congress.
- h. Works in coordination with the Office of the Secretary of Transportation's records management officer to ensure the records of the Secretary and Deputy Secretary are properly managed.
- i. Provides secretarial gift management and gift archiving for the gifts received by the Secretary.
- j. Plans, develops, and provides administrative support services and procedures, as requested, for the various elements of the Immediate Office of the Secretary, as resources permit.
- k. Prepares, compiles, and distributes periodic management information reports.
- l. Establishes and carries out policies and procedures governing the departmental directives systems as described in DOT Order 1320.16C, and any revisions to that order.
- m. Serves as departmental coordinator and program manager for certain White House special emphasis initiatives, as determined by the Secretary.

6. ORGANIZATION.



 1-11-21

Ruth Knouse
Director of Executive Secretariat