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Description of document: National Transportation Safety Board (NTSB) Quad Chair Meeting Minutes: Commercial Space Flight Activities 2014-2018

Requested date: 2017

Release date: 20-August-2020

Posted date: 19-July-2021

Source of document: National Transportation Safety Board
Attention: FOIA Requester Service Center, CIO-40
490 L'Enfant Plaza, SW
Washington, DC 20594-2000
Fax: (240) 752-6257
[Freedom of Information Act \(FOIA\) Public Access Link](#)
Email: foia@ntsb.gov

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National Transportation Safety Board
Washington, D.C. 20594

August 20, 2020

Re: National Transportation Safety Board (NTSB)
Freedom of Information Act (FOIA) No. FOIA-2017-00379

This letter responds to your FOIA request in which you seek a copy of the meeting agendas for each of the Quarterly Quad Chair Meetings during Calendar Years 2014, 2015, 2016 and 2017 to date. The Quad Chair Meetings are comprised of FAA, NASA, NTSB Aviation Safety, and USAF, and relate to commercial space flight activities.

The Safety Board located 15 pages of documents responsive to your request. The documents that we determined are releasable are enclosed.

However, we withheld certain information partially and in full pursuant to the following exemptions specified below:

We determined that certain documents, are exempt from release under FOIA exemption 5 U.S.C. § 552(b)(5) ("Exemption 5"), which exempts from disclosure "inter-agency or intra-agency memorandums or letters that would not be available by law to a party other than an agency in litigation with the agency, provided that the deliberative process privilege shall not apply to records created 25 years or more before the date on which the records were requested." Exemption 5 exempts from disclosure agency records that are preliminary and deliberative. National Wildlife Fed'n v. Forest Serv., 861 F.2d 1114 (9th Cir. 1988); Jowett, Inc. v. Department of the Navy, 729 F. Supp. 871 (D.D.C. 1989). Overall, Exemption 5 justifies withholding material that reflects the Safety Board's deliberative process from disclosure in order to ensure the free flow of information during the course of our investigations and other projects. Mead Data Cent., Inc. v. Department of the Air Force, 566 F.2d 242, 256 (D.C. Cir. 1977). We have withheld 5 pages of draft documents.

The NTSB has concluded processing your FOIA. No fees are being charged for processing the request. You may contact Ms. Joy Gordon, the analyst who processed your request, or our

FOIA Public Liaison at 202-314-6540, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration (NARA) to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: OGIS, NARA, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the NTSB, Attn: Ms. Sharon Bryson, Managing Director, 490 L'Enfant Plaza, SW, Washington, D.C. 20594. Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request.

Sincerely,

Melba D. Moye
FOIA Officer

Enclosure

From: Ward Lorenda
Sent: 15 Oct 2018 13:59:00 +0000
To: Sedor Joe
Subject: AGENDA- Quad- Agency Working Group 5.10.16.pptx
Attachments: AGENDA- Quad- Agency Working Group 5.10.16.pptx



Quad- Agency Working Group

May 10th, 2016.



Agenda

- Introductions and Roll call
Minutes from January Face-to-Face and
action items
Review the Draft MOA
Overview of USAF Space Safety
Conference
Open Discussion
Face-to-Face in Kirkland
Closing
Comments

From: Ward Lorenda
Sent: 15 Oct 2018 13:59:43 +0000
To: Sedor Joe
Subject: Final Agenda for QAWG F2F 03.06-08.2018
Attachments: Final Agenda for QAWG F2F 03.06-08.2018.docx

Quad Agency Working Group F2F Agenda

March 6-8, 2018

Day 1 – Mar 6, 2018

7:45 a.m.	Sign-In	
8:00 a.m.	Welcome!	
8:30-9:30 a.m.	Review Action List	
9:30-10:30 a.m.	Chairs Round Table Discussion	
10:30-10:45 a.m.	15 Minute Break	
10:45-12:00 a.m.	MOU Discussion	
12:00-1:00 a.m.	Lunch	
1:00 p.m.	MOU Discussion	
2:00 p.m.	FAA Rulemaking	
3:00 p.m.	Break	
4:00 p.m.	CCP Status	
5:00 p.m.	End of Day!	
5:30 p.m. (Happy Hour 3-6 if you want to get there earlier)	Group Dinner: Rising Tide Tap & Table; 523 Glen Cheek Drive, Cape Canaveral FL 32920; (In The Port), Reservations under Susan Roney	

Day 2 – Mar 7, 2018

7:45 a.m.	Sign-In	
8:00 a.m.	Review of the Day Before	
8:30 a.m.	Presidential Commission Update	Marc Timm
9:00 a.m.	Cube-Sats Policy (NASA)	
10:00 a.m.	Break	
10:15 a.m.	Lessons Learned (Round Robin)	
11:30 a.m.	Group Photo Taken Down Stairs in the Lobby in front of the Orion Model	
12:00 a.m.	Lunch	
1:00 p.m.	NTSB	
2:00 p.m.	Det 3 Update	
3:00 p.m.	Break	
4:00 p.m.	Contingency Plans	
5:00 p.m.	End of Day!	

Day 3 – Mar 8, 2018

7:45 a.m.	Sign-In	
8:00-8:30 a.m.	"CCP specific Emergency Medical Services at KSC" presented by Phil Scarpa, M.D.	
8:45-9:15 a.m.	Tour RADCC	
9:15-9:30 a.m.	15 Min. Break	
9:30-9:45 a.m.	Load Bus in front of the O&C Building – from CR 2372 proceed down stairs/elevator to the lobby, exit the lobby and bus will be waiting out front for pickup.	
9:45 a.m.	Bus Departure to LC-39 area	
10:00-10:30 a.m.	Driving Tour of LC-39	
10:30-11:00 a.m.	Pad 39A Perimeter (SpaceX)	
11:00-11:30 a.m.	Pad 41 (Boeing)	
12:00 p.m.	Return to O&C Building - Tour Complete / Lunch Break	
1:00 p.m.	Simulation Discussion	
2:00 p.m.		
3:00 p.m.		
4:00 p.m.		
5:00 p.m.	End of Day!	

From: Ward Lorenda
Sent: 15 Oct 2018 14:01:37 +0000
To: Sedor Joe
Subject: Mishap Trichair Agenda jan 2015
Attachments: Mishap Trichair Agenda jan 2015.docx



Commercial Space

FAA/NASA/NTSB MOA Discussion

AGENDA

**Date: January
2014**

Time: 0900

JSC

■ **Review last meeting**

- Notes/Minutes
- Actions

■ **Discuss Antares, SS2, EFT-1**

- What went well
- What didn't
- What needs improvement

■ **Commercial HSF Accident Investigation (NASA Crew)**

- Emergency Response
- Investigation Management
- ERP/AIP Coordination/Review with NASA
- NASA & FAA-CAMI
- Recovery & Handling of Human Remains
- Release of HR from local
- Autopsy Location
- Transportation of HR
- Injured Crew
- Release of information
- Release of data & hardware
- Support
- Analysis
- Testing
- Funding Recovery
- NASA/FAA MOA – What belongs in the MOA
- FAA Office of Communications & NASA PAO
- Need working group organization
- Observer – Roles, Responsibilities, Data and Management

From: Ward Lorenda
Sent: 15 Oct 2018 13:57:49 +0000
To: Sedor Joe
Subject: Quad Agency Working Group Agenda 9-11 Aug 16 v2
Attachments: Quad Agency Working Group Agenda 9-11 Aug 16 v2.docx

This has OUO on it. I found two agendas in my folder.