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Description of document: Small Agency Council Finance Committee Meeting minutes/agendas, 2015 - 2021

Requested date: 07-December-2021

Release date: 06-January-2022

Posted date: 06-January-2022

Source of document: FOIA request
Secretary
U.S. International Trade Commission
500 E Street, SW
Room 112A
Washington, DC 20436
Fax: 202-205-2104
Email: FOIA.SE.SE@usitc.gov
[USITC online FOIA Request Form](#)

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Office of the Secretary



UNITED STATES INTERNATIONAL TRADE COMMISSION

Washington, D.C. 20436

January 6, 2022

Via email

Re: USITC Freedom of Information Act Request 22-07

This letter serves as the U.S. International Trade Commission's ("USITC") response to your Freedom of Information Act ("FOIA") request dated December 6, 2021, and received December 7, 2021, in which you requested "The meeting agendas for each meeting of the Small Agency Council Finance Committee during the time period January 1, 2015 to the present."

We have found documents responsive to your request and have enclosed them here. We made redactions to the documents pursuant to FOIA Exemption 5, 5 U.S.C. § 552(b)(5) and Exemption 6, 5 U.S.C. § 552(b)(6). Exemption 5 protects information that is subject to privileged. Exemption 6 protects information about individuals when the disclosure of such information would constitute a "clearly unwarranted invasion of personal privacy." Therefore, the disposition of your FOIA request is "granted-in-part."

You may contact our Acting FOIA Public Liaison, Sheri Corley, for any further assistance or to discuss any aspect of your request at: sheri.corley@usitc.gov or (202) 205-2595. You may also contact me at william.bishop@usitc.gov or (202) 708-4705.

The Office of Government Information Services (OGIS) offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using the services of OGIS does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:


Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, MD 20740
E-mail: ogis@nara.gov
Telephone: 202-741-5770; Fax: 202-741-5769; Toll-free: 1-877-684-6448

If you are not satisfied with the response to your request, you may file an administrative appeal. We must receive your appeal within 90 calendar days of the date of this letter. You should clearly indicate both on the envelope and in the letter that it is a "Freedom of Information Act Appeal." Your appeal should clearly state the grounds upon which you believe this denial of access is in error. For further information on appeal procedures, see 19 C.F.R. § 201.18, attached. Address your appeal to:

The Chairman
U. S. International Trade Commission
500 E Street, SW
Washington, D.C. 20436

You may also send your FOIA appeal electronically to FOIA.Appeal@usitc.gov. You should put "FOIA Appeal" in the subject line, and the body of your email should contain a description of the appeal, as well as note the FOIA # you are appealing.

Sincerely,


William R. Bishop
Supervisory Hearings and Information Officer

Enclosures

1. Responsive Records
2. 19 C.F.R. § 201.18(a)

§201.18 Denial of requests, appeals from denial.

(a) Written requests for inspection or copying of records shall be denied only by the Secretary or Acting Secretary, or, for records maintained by the Office of Inspector General, the Inspector General. A denial shall be in writing and shall provide information on the exemptions that justify withholding and the amount of information withheld. The denial also shall advise the person requesting of the right to appeal to the Commission.

(b) An appeal from a denial of a request must be received within ninety days of the date of the letter of denial and shall be made to the Commission and addressed to the Chairman, United States International Trade Commission, 500 E Street SW., Washington, DC 20436. Any such appeal shall be in writing, and shall indicate clearly in the appeal, and if the appeal is in paper form on the envelope, that it is a "Freedom of Information Act Appeal." An appeal may be made either in paper form, or electronically by contacting the Commission at <https://www.usitc.gov/foia.htm>.

(c) Except when expedited treatment is requested and granted, appeals will be decided in the order in which they are filed, but in any case within twenty days (excepting Saturdays, Sundays, and legal holidays) unless an extension, noticed in writing with the reasons therefor, has been provided to the person making the request. Notice of the decision on appeal and the reasons therefor will be made promptly after a decision. Requests for expedited treatment should conform with the requirements in §201.17(c) of this part.

(d) The extensions of time mentioned in paragraph (c) of this section shall be made only for one or more of the following reasons:

- (1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;
- (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are requested in a single communication; or
- (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having a substantial subject-matter interest therein.

(e) The extensions of time mentioned in paragraph (c) of this section shall not exceed ten working days in the aggregate.

(f) A response to an appeal will advise the requester that the Commission's FOIA Public Liaison officer and the Office of Government Information Services both offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. The requester may contact the Commission's FOIA Public Liaison officer by telephone (202-205-2595) or email (foia.se.se@usitc.gov) or the Office of Government Information Services at National Archives and Records Administration, 8601 Adelphi Road—OGIS, College Park, Maryland 20740-6001.



Small

Agency

COUNCIL

FINANCE COMMITTEE MEET AND GREET

Save the date -- You are invited to a meet and greet for the Finance Committee of the Small Agency Council. This is a great chance to meet and network with CFO's and senior CFO team members from other small agencies, discuss common issues, determine an agenda for the Finance Committee, and set dates for future meetings. Since there are approximately 100 small federal agencies, there is an enormous wealth of information and amount of experience we can share with each other and draw upon. The Finance Committee has been a bit dormant, and I'm sure we'd all like to see it come back to life. We'll have coffee and light refreshments, so you won't have to bring in your own cup of Starbucks. Meeting invitation to follow.

Date and time: Wednesday, July 8, from 9:00 until noon

Place: US International Trade Commission, 500 E Street SW, Washington DC (L'Enfant Plaza metro station)

Room: Courtroom A

Thanks

John

**John Ascienzo
Chief Financial Officer
US International Trade Commission
500 E Street SW Washington DC**

(b) (6)

From: [Ascienzo, John](#)
To: [Ascienzo, John](#)
Subject: FW: Small Agency Council Finance Committee meeting
Date: Tuesday, December 28, 2021 5:06:15 PM

John M Ascienzo
Chief Financial Officer
US International Trade Commission
Office 202-205-3175
Cell 202-604-1299

From: Ascienzo, John
Sent: Monday, September 21, 2015 9:18 AM

To: (b) (6)

[Redacted content]

(b) (6)

Subject: RE: Small Agency Council Finance Committee meeting

All:

Again, sorry for the (very) short notice, but I've scheduled a meeting of the Finance Committee of the Small Agency Council for this coming Tuesday, September 22, at 9:00. As many of you are aware, (b) (5)

. Since representative(s) from Treasury will be available the 22nd, I am scheduling a meeting. Conference line information is as below.

In addition to the discussion on the DATA Act, there will be a discussion on Enterprise Risk Management and a proposed SCA survey.

Sorry for the short notice, but I hope to see you there (the Pope does not land until 4:00 at Andrews)

John

John M. Ascienzo

Chief Financial Officer

US International Trade Commission

500 E Street SW

Washington DC 20436

(b) (6)

When – 9:00 to 11:30 Tuesday September 22

Where – US International Trade Commission, 500 E Street SW, Courtroom A (same as last time)

1. Please join my meeting.

(b) (5)

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

(b) (5)

Access Code: (b) (5)

Audio PIN: Shown after joining the meeting

There is parking in the garage (\$20; you'll need your government ID) and a limited number of metered spaces in the neighborhood. If you take Metro, at L'Enfant Plaza take the D Street exit, make a right onto D street, a right onto 6th street, and then a left onto E street (5-10 minute walk).

(b) (6)
(b) (6)
(b) (6)
>
Cc: Whitney, Tyson - OCFO <(b) (6)>; Nivens, Douglas
<(b) (6)>; Chambers, Linda <(b) (6)>; Kelly Patricia
<(b) (6)>; (b) (6); Lisa Fiely <(b) (6)>; Lesley Duncan
<(b) (6)>; Ralston Cox <(b) (6)>; (b) (6);
(b) (6); Kammann, Karl <(b) (6)>; Lucy Decher
<(b) (6)>; Hoffman, Jay <(b) (6)>; (b) (6);
(b) (6); Chris Wood <(b) (6)>; (b) (6);
(b) (6); Liz Ray <(b) (6)>; Rebich, David <(b) (6)>;
(b) (6); Tyler, Angela <(b) (6)>; Bivins, Michele
<(b) (6)>; Kotiswaran Prasad <(b) (6)>; Vicki Marrs
<(b) (6)>; (b) (6); Gilbert Carlson <(b) (6)>; Coleman,
Dennis D <(b) (6)>; (b) (6); Leslie Gerald
<(b) (6)>; Frederick Lindstrom <(b) (6)>; David M. Sena
<(b) (6)>; Gandy, Douglas <(b) (6)>; Shockley, Les
<(b) (6)>; (b) (6); 'Susan Crowder'
<(b) (6)>; (b) (6); Heneghan,
Philip <(b) (6)>; Rose, Carrie <(b) (6)>; GERMAINE
ROSEBORO <(b) (6)>; (b) (6); Nancy
<(b) (6)>; 'Crupi, Ronald E.' <(b) (6)>; 'Armstrong, Carla'
<(b) (6)>; 'Pratt, Lynne' <(b) (6)>; 'John Ratcliffe'
<(b) (6)>; Martin, Simon <(b) (6)>; Porter, Marsha I.
<(b) (6)>; (b) (6); Buhler, Mary Jean <(b) (6)>;
Dickson, Debra <(b) (6)>; Taylor, Lisa - OCFO <(b) (6)>; Melick, Neil
<(b) (6)>; Mister, Gregory <(b) (6)>; Link, Kendra <(b) (6)>;
'Rubenstein, Martha A.' <(b) (6)>; Susi, Priscila <(b) (6)>; Kemp, Charles
<(b) (6)>; 'Horowitz, Michele' <(b) (6)>; 'Lapiana, John'
<(b) (6)>; Straub, Debra <(b) (6)>; Galluch, Silvia
<(b) (6)>; Lowry, Deborah <(b) (6)>; Smith, Mira
<(b) (6)>; Bridge, Debra <(b) (6)>

Subject: RE: Small Agency Council Finance Committee meeting reminder

All:

Friendly reminder about the Small Agency Council meeting this Wednesday, December 2, where representatives from OMB, Treasury, and our Shared Service Providers will be available to answer questions about the DATA Act and its implementation. The meeting will be held at the US International Trade Commission, 500 E Street, SW, Washington DC, in Courtroom C, from 10:00 to 12:00. If you wish to participate by phone, the conference number is (b) (5)

After a brief welcome at 10:00, the Treasury/OMB DATA Act team will make a presentation about the DATA Act and its implementation. Then they, along with representatives from our shared service providers will be available to answer our

questions. If time permits, we will discuss a proposed SAC survey (attached below)

While the meeting will start at 10:00 EST, the Conference Room will be open at 9:00, so feel free to stop by a bit early to talk with other SAC representatives about any issues on your mind.

The US International Trade Commission is located at 500 E Street SW, Washington DC (L'Enfant Plaza metro station). There is parking in the garage (\$20; you'll need your government ID) and a limited number of metered spaces in the neighborhood. If you take Metro, at L'Enfant Plaza take the D Street exit, make a right onto D street, a right onto 6th street, and then a left onto E street (10 minute walk). To get to Courtroom C, once you've checked in at the guard desk, take the elevator to the 2nd floor, exit to your right, and the Courtroom is at the end of the hall.

Thanks, and I hope to see you there

John

John Ascienzo

Chief Financial Officer

US International Trade Commission

500 E Street SW, Washington DC 20436

(b) (6)

<<sac survey_1.pdf>>


Small Agency

COUNCIL

FINANCE COMMITTEE MEETING

Wednesday, June 22, 2016

10:00-12:00 am

**U.S International Trade Commission, 500 E Street NW
Hearing Room C**

- 1. Welcome** **10:00-10:05**
John Ascienzo, CFO, USITC
- 2. Revised OMB Circular A-123** **10:05-11:00**
Daniel Kaneshiro, Office of Management and Budget
- 3. SAC Finance Committee Survey results** **11:00 -11:45**
Mildred Callear, CFO, Overseas Private Investment Corporation
- 4. CFO Council Updates** **11:45-11:55**

 - **Human Capital FM Career Roadmap Update**
Mark Reger, Deputy Controller
Mary Reding, CFOC
 - **Benchmarking 2017 Plan**
Mark Reger, Deputy Controller
Melinda Morgan, Director, Finance Staff, DOJ
 - **Federal Real Property Profile**
Karen Lee, OMB
Bill Hamele, OMB
- 5. Closing** **11:55-12:00**


Small Agency
COUNCIL

FINANCE COMMITTEE MEETING

Wednesday, March 8, 2017

2:00-4:00 pm

**U.S International Trade Commission, 500 E Street SW
Courtroom A**

- | | | |
|-----------|--|-------------------|
| 1. | Welcome
<i>John Ascienzo, CFO, USITC</i> | 2:00-2:05 |
| 2. | DATA Act Discussion
<i>Emily White, Department of Treasury</i> | 2:05-2:35 |
| 3. | SAC Finance Committee OMB MAX site
<i>John Ascienzo</i> | 2:35 -3:05 |
| 4. | Enterprise Risk Management Implementation
<i>Catherine DeFilippo, Director of Operations,
USITC, and John Ascienzo</i> | 3:05 -3:55 |
| 5. | Closing | 3:55-4:00 |

Please join my meeting from your computer, tablet or smartphone.

(b) (5)

You can also dial in using your phone.

United States: **(b) (5)**

Access Code: **(b) (5)**

First GoToMeeting? Try a test session: <http://help.citrix.com/getready>

Small Agency Council Finance Committee

April 12, 2018 Meeting Agenda

10:00 – 12:00

U.S. International Trade Commission

500 E Street, SW, Courtroom A

- | | |
|--|----------------------|
| 1. Welcome
John Ascienzo | 10:00 – 10:10 |
| 2. Department of Homeland Security
Physical Security of Facilities
Bernard Holt | 10:10-11:00 |
| 3. Enterprise Risk Management
Dan Kaneshiro, OMB | 11:00-11:20 |
| 4. Open discussion
John Ascienzo | 11:20-11:45 |
| 5. Closing | 11:45-12:00 |

Small Agency Council Finance Committee

March 27, 2019 Meeting Agenda

10:00 – 12:00

U.S. International Trade Commission

500 E Street, SW, Hearing Room B

Conference line (b) (5)

- | | |
|--|----------------------|
| 1. Welcome | 10:00 – 10:10 |
| John Ascienzo | |
| 2. Data Quality Plan | 10:10 - 10:25 |
| Deb Lowry, USITC | |
| 3. Open Discussion, topics include | 10:25 – 11:45 |
| a. Lessons Learned from 2019 Shutdown | |
| b. What agencies stayed open, and how | |
| c. Processing invoices during future shutdowns | |
| d. Plans to stay open during future shutdowns? | |
| e. IG Audit of DATA Act | |
| f. Extent of future funding | |
| g. Chief Data Officer (Foundations for Evidence-Based Policymaking Act of 2018) | |
| h. Anything else? | |
| 4. Closing | 11:45-12:00 |

Small Agency Council Finance Committee

May 6, 2020 Meeting Agenda

1:00 – 2:30

Conference line **(b) (5)**

- 1. Welcome** **1:00 – 1:10**
John Ascienzo

- 2. Streamlining Reporting and Audit** **1:10 - 1:30**
John Ascienzo, USITC

- 3. Open Discussion, topics include** **1:30 – 2:15**
 - a. How are we handling the COVID pandemic**
 - b. How will things change when we return to our offices**
 - c. G-invoicing**
 - d. IG Audit of DATA Act**
 - e. OBIEE**
 - f. Robotics**
 - g. Possible extension of due dates for audit, AFR**
 - h. Anything else?**

- 4. Closing** **2:15-2:30**

Small Agency Council Finance Committee

April 6, 2021 Meeting Agenda

1:00 – 2:30

Microsoft Teams meeting, see link on meeting invite

Or call in (audio only)

(b) (5) United States, New York City

Phone Conference ID: (b) (5)

(b) (5)

1. Welcome 1:00 – 1:05

John Ascienzo

2. Unaccompanied Children Program 1:05 - 1:45

Blair Duncan, Chief Human Capital Officer, HHS;

Bahar Niakan, Deputy Chief Human Capital Officer, HHS; and

Lila Lee, Associate Deputy Assistant Secretary for Administration, Agency for Children and Families;

Kimberly A. Holden, Deputy Associate Director, OPM

3. Open Discussion, topics include 1:45 – 2:20

- a. **How are we handling the COVID pandemic**
- b. **How will things change when we return to our offices**
- c. **G-invoicing**
- d. **IG Audit of DATA Act**
- e. **OBIEE**
- f. **Robotics**
- g. **Possible extension of due dates for audit, AFR**
- h. **Anything else?**

4. Closing

2:15-2:30

Small Agency Council Finance Committee

June 23, 2021 Meeting Agenda

1:00 – 2:30

Microsoft Teams meeting, see link on meeting invite

Or call in (audio only) (b) (5) Phone Conference ID: (b) (5)

1. Welcome 1:00 – 1:05
John Ascienzo

2. Streamlining Financial Reporting and Auditing 1:05 - 1:45

Jamie Saling, Director, Financial Reports and Advisory Div., Fiscal Service
Mallorie Davis, Financial Reporting Division, Bureau of the Fiscal Service

3. Open Discussion, topics include 1:45 – 2:20
 - a. New DATA Act reporting schedule
 - b. G-invoicing
 - c. Replacing DUNS with Unique Entity Identifier
 - d. IG Audit of DATA Act
 - e. Anything else?

4. Closing 2:20-2:30