

Executive Secretariat



Yvette LaGonterie is the Chief of the Office of the Executive Secretariat (Exec Sec). The office, established in 2006 within the Office of the Chief of Staff, ensures that executive correspondence, communications and reports are efficient, purposeful, coordinated and controlled. Working closely with its counterparts throughout the Department of Homeland Security, Exec Sec assures correct and timely production and transmission of official materials, and advocates for USCIS' position in the DHS-wide clearance process.

The Office of the Executive Secretariat (Exec Sec) directs and facilitates the agency's regulatory and directives management programs; administers an initiative to improve the written products of USCIS; establishes guidance for preparing and overseeing internal USCIS written products and ensures that USCIS' image is presented in a consistent, professional manner.

The Office of the Executive Secretariat takes seriously its agency role as the "Facilitator of Success." Exec Sec has created and maintains a website that has been recognized for excellence throughout USCIS and the Department of Homeland Security. The website provides easy access to guidance on a wide range of issues within the office's responsibility.

The Office of Executive Secretariat initiates process improvements by working collegially with appropriate USCIS offices. It also prepares instruction materials commonly used throughout the agency, whether on-demand or as part of a formal training curriculum and provides formal instruction to various USCIS constituencies.

The **Regulatory Management Division (RMD)** provides support for the agency's regulatory program to include the editing, tracking and compliance review of the agency regulatory documents. RMD is the agency liaison to the Department of Homeland Security for regulatory program activities and to the Office of the Federal Register on publication of rulemakings and public notices. RMD also coordinates the updates to the USCIS annual Regulatory Plan and ensures compliance with the Paperwork Reduction Act.

The Office of the Executive Secretariat is also responsible for maintaining and expanding an electronic library of regulations, public laws, instruction manuals, administrative directives and forms that ensure current information is available throughout USCIS and other Department of Homeland Security components.

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Regulatory Management Division

