



**National Commission on the Future of the Army**  
2530 Crystal Drive, Zachary Taylor Building, Suite 5000  
Arlington, VA 22202

**SUBJECT:** National Commission on the Future of the Army (NCFA) Minutes from the Drafting Subcommittee Meeting 18 Aug 15

**Date:** 18 August 2015

**Time:** 0800-0845

**Location:** 2530 Crystal Drive, Zachary Taylor Building, Room 5137, Arlington VA 22202

**Attendees:**

Commissioner Carter F. Ham, Drafting Subcommittee Chairman  
Commissioner Thomas R. Lamont, Drafting Subcommittee Member  
Commissioner Jack C. Stultz, Drafting Subcommittee Member  
Commissioner HON Kathleen H. Hicks, Drafting Subcommittee Member  
MG (Ret) Ray Carpenter – NCFA Staff Executive Director  
Mr. Donald Tison – Designated Federal Official (DFO)  
Mr. Ricky Smith – NCFA Staff Director  
Mr. Eric Minton– NCFA Staff, Editor (attended by phone)  
COL William Story – NCFA Writer/Historian (attended by phone)

**Documents Submitted to Commission:** NCFA Report Mockup 0120-13AUG 15

**Meeting Summary**

Mr. Tison, DFO, opened the meeting at 0800hrs by reminding the Subcommittee on the requirements of the Federal Advisory Committee Act (FACA). Chairman acknowledged Mr. Minton and COL Story as participating via teleconference.

The Chairman turned the meeting over to Mr. Minton, who explained the Commission final report mockup provided. This initial visual design was used to generate discussion on fonts, graphics, call out boxes, text sidebars, and other visual design aspects of the final report.

Subcommittee chose to have the editor and graphic artist propose specific visual design for the final report as the number of generic alternatives was too great for quick decision at this meeting.

Mr. Minton sought guidance on where in the final report any alternative views from Commissioners should be placed. After each Subcommittee member offered comments, the group decided to proceed with planning for these views to be placed at the end of each chapter and as a stand alone addendum/annex/appendix in the final report. This approach, among other benefits, allows for greater flexibility, as deleting from one or the other location in the report is easier than adding to a section of report.

Discussion shifted to cover design and other visuals for the report. Subcommittee directed the editor to work on a visual theme that conveys one Army vice separate Army components. They also specified the visual messaging should embrace the future for the Army vice reliance on historical photos and graphics.

Chairman requested initial photo selection for review during the September 2015 Subcommittee meeting. Additionally, Chairman directed a query go to all Commissioners and NCFA Staff to offer ideas for photos conveying messages sought.

The meeting adjourned at 0845 hrs.