



Month XX, XXXX

DECISION

MEMORANDUM FOR THE SECRETARY

FROM: Component Head Name
Component Head Title
SUBJECT: **Appointment of Members to the *Committee Name***

Purpose: I request that you approve six candidates for appointment to serve on the *Committee Name*. Upon their appointment, the members will serve terms of office that will expire three years from the date of your appointment letter. All candidates presented herein were vetted and cleared on Month XX, 2021, by the White House Liaison's Office. This action has been coordinated and cleared with the Department's Committee Management Officer.

Context: The *Committee Name* was established on April 6, 2004, under agency authority and chartered under the provisions of the Federal Advisory Committee Act (FACA), Title 5 United States Code, Appendix § 1–16 to provide advice to the Department, as requested by the Secretary or the Chief Privacy Officer, on programmatic, policy, operational, administrative, and technological issues within DHS that relate to personally identifiable information, as well as data integrity and other privacy-related matters.

The *Committee Name* charter requires that members be qualified to serve by virtue of their education, training, and experience in the fields of data protection, privacy, and/or emerging technologies. The charter also requires that membership be balanced to include individuals who are currently working in the areas of higher education, not-for-profit organizations, or state or local government. The Committee must also include individuals currently employed by for-profit organizations—including at least one who will be familiar with data privacy related issues addressed by small to medium enterprises—and other individuals you deem appropriate.

Signature Level Justification: The Department requires that *Committee Name* appointments are made by the Secretary.

Timeliness: The *Committee Name* is unable to issue recommendations to the Department until it has filled all member vacancies.

Recommendation: I request that you approve the appointment of these candidates to the positions recommended. The official appointment letters are attached for your signature.

Approve _____ Disapprove _____

Modify _____ Needs more discussion _____

- Attachments:
- (1) Candidate List/Bios or Resumes
 - (2) Official Appointment Letters
 - (3) Committee Charter (optional)
 - (4) Committee Membership Balance Plan (optional)