

ACTION-DECISION

MEMORANDUM FOR THE SECRETARY

FROM:

SUBJECT: Proposal to Establish the **[Name of Committee]**

1. **ACTION FORCING EVENT**: The Department proposes to establish a new discretionary advisory committee entitled **[Name of Committee]**. **[If this is a discretionary committee use: This is a discretionary advisory committee established pursuant to duties imposed upon the Department under *include cite to programmatic authority* and the Federal Advisory Committee Act (5 U.S.C. App. 2).] [If this committee is required by statute or Executive Direction use: This committee is established pursuant to duties imposed upon the Department under *cite to statute or Executive Direction* and the Federal Advisory Committee Act (5 U.S.C. App. 2).]**
2. **ANALYSIS**: The **[Name of Committee]** is needed to **[provide detailed justification]**.
3. **RECOMMENDATION**: I recommend that you approve establishment of this advisory committee.

Executive Secretariat Clearance:

SECRETARY'S DECISION:

Date

I have determined to approve the establishment of the [name of committee]. _____

I have determined not to approve the establishment of the [name of committee]. _____

I would like to discuss this issue. _____