MEMORANDUM FOR THE SECRETARY

FROM: [Name of Committee]

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:

_________________________________________________________________________ Date

**SECRETARY’S DECISION:**

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. ______________