

ACTION-DECISION

MEMORANDUM FOR THE SECRETARY [or other appointing official if not the Secretary]

FROM:

SUBJECT: Appointment of Members to the [fill in name of committee]

ACTION FORCING EVENT:

**[Briefly describe the committee and the need to appoint and/or reappoint members.]**

RECOMMENDATION:

I recommend that you approve the appointment of the following individuals to the [fill in name of committee].

OR

I recommend that you approve the reappointment of the following individuals to the [fill in name of committee].

[list]

**[If the members are appointed for the first time, use the following:]**

The solicitation for members was publicized through a Federal Register notice and a posting on an agency website. [Name of bureau or office] has conducted an internal and an external vet on, and an ethics check for each individual, and no problems were noted. In addition, we have searched the Senate's Lobbying Disclosure Act database, and ascertained that none of the members is a Federally-registered lobbyist under the Lobbying Disclosure Act, (2 U.S.C. § 1601 et seq.), and have also received written confirmation of that fact from each individual.

**[If the members are to be appointed as Special Government Employees include the following sentence: The members have certified that they are not required to register as foreign agents under the Foreign Agents Registration Act (22 U.S.C. § 611, et seq.).]**

All required security clearances or appropriate security reviews have been completed.  
OR We have consulted with the Office of Security and that office has determined that no security review is required.

**[If the members are being reappointed, simply use the following:]**

The members have served well in the past and their services continue to be needed.

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Let's Discuss: \_\_\_\_\_

**Executive Secretariat Clearance [if for the Secretary, otherwise use any internal bureau clearances for appointing officials other than the Secretary]:**

\_\_\_\_\_

\_\_\_\_\_ Date

**Attachments [include appointment or reappointment letters for the appointing authority to sign, along with any supporting documentation determined to be necessary]**