

DISCRETIONARY COMMITTEES

COMMITTEE NAME: \_\_\_\_\_

New Committee

Renewal

Reestablishment

**IF A CHARTER DATE HAS EXPIRED - COMMITTEE HAS EXPIRED  
COMMITTEE MUST BE REESTABLISHED AND MEMBERS MUST BE  
REAPPOINTED**

**FACA Packet Checklist:**

**Proposed Charter (include extra copy of proposed charter on left)**

**Current Charter (if there is one - left hand side)**

**Memo to the Secretary**

**Federal Register Notice**

**Justification Statements**

**On a renewal, re-chartering or re-establishment include a red line/strikeout version of the new charter showing the changes, if any from the previous charter.**

**Membership List**

**Extra copy of package**

**Justification Statements must include:**

- a. explaining why committee is essential
- b. explaining why committee's functions cannot be performed by the proposing agency, another agency, or an existing FACA committee
- c. explaining why another means such as a public meeting cannot do the job instead of a committee, and
- d. describing agency plan to ensure balance of membership

**DFO:** \_\_\_\_\_

**Bureau GFO:** Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Committee Management Office:** Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Solicitor: - Certify this is FACA** \_\_\_\_\_

**Ethics: - Does SGE apply** \_\_\_\_\_