

Sample Memo for Charter Package

NIH Letterhead – *Times New Roman 11 point*

Chapter III - Illustration 6

Use appropriate letterhead and address to appropriate officials. This sample will be appropriate for most NIH charter renewals and amendments. Contact your OFACP analyst for assistance with committee establishments or renewals/amendments by other officials.

Key to text: Black text is standard text that should be followed. Red identifies text that is unique, for example IC name, expertise, or costs for this individual committee. Blue provides some explanations and reasons why certain paragraphs contains specific information.

DATE:

TO: [title of appropriate approving official]

THROUGH: Director, Office of Federal Advisory Committee Policy

FROM: Director, [IC Name]

SUBJECT: Charter [appropriate action (establishment, renewal, renewal with amendment, amendment or termination)] – [full committee name] - ACTION

ACTION REQUESTED

I request approval of the [appropriate action from above] of the Charter of the [full committee name] [committee acronym].

SUMMARY

The paragraph(s) in this section must summarize the actions being requested/required. In the case of a required renewal and amendment of a charter at the same time, both issues should be addressed in the summary paragraphs.

- Action of establishment must include information on why the committee is needed or summary of the statute requiring establishment. Provide summary details on the number of members, meetings, and other significant information.
- Action of renewal of discretionary (non-statutory, authorized by law) advisory committees must include a rationale for continuance. Action of renewal of a statutorily-required committee should include a summary of the statute requiring establishment.

- Action of an amendment should include a summary of what changes have been made to the committee’s charter and why. If a statutory committee, cite legislative amendments and summarize charter modifications. Amendments to discretionary committees should summarize why/how the changes will have an impact on IC operations/programs.
- Action of termination must include reason(s) the committee is no longer needed or change in statute.

RECOMMENDATION

I recommend that you approve the Charter of the [full committee name].

Name of IC Director _____

DECISION

Approved _____

Disapproved _____

[name, degree(s), of approving official]

Date

Attachment(s):

Attach appropriate documents identified in Chapter 3 (Chartering) of the NIH Committee Management Handbook.