



Homeland  
Security

March XX, 2022

**ACTION**

MEMORANDUM FOR Secretary Alejandro N. Mayorkas

FROM: Randolph D. Alles  
Acting Under Secretary for Management

SUBJECT: **Designation of the Designated Federal Officer for the  
Homeland Security Academic Advisory Council**

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**Purpose:** To seek your approval and signature on designating the Executive Director for the Office of Academic Engagement as the Homeland Security Academic Advisory Council's (HSAAC) Designated Federal Officer (DFO).

**Background:** The Federal Advisory Committee Act (5. U.S.C. Appendix) requires that a federal employee be designated as a DFO to oversee the activities of each federal advisory committee. The HSAAC's charter requires that you designate the DFO.

The attached designates the Executive Director of the Office of Academic Engagement as the DFO for the HSAAC. Mrs. Silas assumed the Acting Executive Director position of the HQ Office of Academic Engagement (OAE) on May 1, 2021. The Homeland Security Academic Advisory Council falls within OAE.

**Coordination:** The DFO designation was coordinated with the Office of General Counsel, and the Committee Management Office.

**Clearances:**

**CMO:**

**OGC:**

**PLCY:**

**MGMT:**

**Timeliness:** Upon your signature Mrs. Silas will become the Council's DFO.

**Attachment:**

A. Department of Homeland Security Designation

**Recommendation: Approve the Homeland Security Academic Advisory Council DFO designation.**

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Modify \_\_\_\_\_

Needs discussion \_\_\_\_\_