

Appendix C. IV.

CMO Standard Operating Procedure (SOP)

MEMBERSHIP APPOINTMENTS

PURPOSE

This standard operating procedure (SOP) establishes the requirements for membership appointments.

SPECIFIC PROCEDURES

1. The following documents are required for the appointment of Federal Advisory Committee members:
 - a. Appointment Memo
 - b. Appointment Letter
 - i. Must include the type of membership (SGE, RGE, Representative, Ex Officio).
 - ii. Must include the industry they have been selected to represent as referenced in the MBP. (If DFOs opt out of including this, membership must be clearly documented on the committee's public facing website).
 - c. Supporting documents (list of members with biographies, Charter, MBP)
2. Ensure the appointment letters go through component leadership for approval before sending to CMO.
3. Send these documents to the CMO for review.
4. Upon OGC review, CMO will consolidate edits and send back to program office for finalization and any adjudication of edits and responses to comments. (Return package to CMO for confirmation of adjudicated edits and/or comments.)
5. After preliminary reviews of the package are complete, the program office will need to route the package through Exec Sec for final approval. (Unless approval is required from a different authorizing official).
6. The letters should be signed by the appropriate authorizing official and sent out to the prospective members.
7. Candidates who accept the appointment must then be onboarded. Onboarding should include an ethics briefing by the component's office ethics official, and a FACA membership briefing, which may be presented by CMO or the program office.

