

Appendix C. II.

CMO Standard Operating Procedure (SOP)

HOW TO TERMINATE A FEDERAL ADVISORY COMMITTEE

PURPOSE

This SOP establishes the requirements for the termination of a federal advisory committee. An advisory committee should be terminated as soon as it has completed its mission. If a committee is no longer serving the purpose for which it was established, the Sponsor should make a recommendation for termination to the Secretary. (Management Directive 2300)

SPECIFIC PROCEDURES

Please consult with CMO, and the appropriate ethics/legal officials prior to your submission.

1. The following documents are required for the termination of a Federal Advisory Committee
 - a. Action Memorandum ([Action Memo.docx \(dhs.gov\)](#))
 - i. Must be from the component head recommending the termination of said committee to the Secretary.
 - ii. Must consist of sufficient justification for termination.
 - iii. Must consist of appropriate statutory language.
2. Ensure the termination documents go through component leadership and legal for approval before sending to CMO.
3. Send these documents to the CMO and OGC for review. This review will also include a preliminary review by GSA. Following review, CMO will consolidate any comments/edits and return package to program office to process for adjudication. Once finalized the program office will submit through Exec Sec for the Secretary's approval. Once approved the program office will provide the approved memo to CMO.
4. The DFO will also be required to update the FACA DB to reflect the termination of the committee in the current FY. This includes:
 - a. Updating the Recommendation field in the database to "Terminate."
 - b. Completion of ACR data for the current Fiscal Year.
 - c. b) Including a rationale statement in the Recommendation Remarks for why the committee has been terminated.
 - d. c) Verifying that the "Legislation to Terminated Required" and "Legislative Status" fields are completed
 - e. d) Verifying if there are members listed, and that member terms do not exceed the terminated date.
 - f. Updating the "Specific Termination Authority" section.
5. Once finalized, the CMO will review the data and request for DFO verification before verifying as CMO. The DFO must also provide CMO with all a copy of the most recent committee reports for submission to the Library of Congress and send out "Thank You for Your Service" Letters to any remaining committee members.
6. CMO will then consult with the GSA CMS for concurrence/acknowledgement in the FACA DB. Upon GSA review, the committee will be terminated. Please note, that once the committee is deleted it will be removed from the DHS' FY20XX "active committee" internal and public view.
7. The DFO will arrange for proper retention of records. Also see the *How to Maintain your Records* section in the DFO Manual.

