

## Appendix C. III.

### CMO Standard Operating Procedure (SOP)

#### VETTING PROCESS FOR MEMBERSHIP

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##### PURPOSE

This standard operating procedure (SOP) establishes the requirements for the vetting of candidates for committee membership.

##### SPECIFIC PROCEDURES

1. Vetting Package contents are provided by the Component to the CMO. The package should include:
  - a. Candidate Slate (alphabetical order)
    - i. Candidate Name/ Address (home & business – if available)
    - ii. Candidate Occupation/ Company Name
    - iii. Includes status of candidate (e.g., new appt, reappointment, or alternate)
  - b. Candidate Biography (photo is not required).
  - c. Lobbyist Vetting
    - i. Components will vet all candidates against the Senate and House Lobbyist database (Senate: <https://lda.senate.gov/system/public/>; House: <https://lobbyingdisclosure.house.gov/>).
2. CMO will complete a Pre-Vet of the Candidate Slate then submit to the WHLO.
3. WHLO will complete their review and send cleared list back to CMO.
4. CMO will return to the Component for selection and appointment of candidates.

#### INTERIM GUIDANCE AND PROCESS FOR NON-COMMITTEE MEMBERS TO SERVE ON FACA SUBCOMMITTEES/ TASK FORCES/WORKING GROUPS

##### SPECIFIC PROCEDURES

1. All individual(s) identified to serve on subcommittees must be vetted and cleared to serve by the DHS WHLO.
  - a. The DFO will complete the Lobbyist Vetting Check prior to sending to the Committee Management Office.
  - b. The DFO will send the CMO their subcommittee membership list with biographies.
2. Once the CMO informs the DFO that the DHS WHLO has signed off on the individual(s) to serve on the subcommittee, FACA staff will:
  - a. Contact the individual to determine if they are interested in serving on the subcommittee.
  - b. Have the individual complete and submit the non-disclosure and gratuitous agreement forms (documents attached).
  - c. Work with ethics counsel to assess the likelihood that the individual may have conflict of interests with respect to the work of the specific subcommittee and, if so, to determine if the individual should complete and submit a Confidential Financial Disclosure Report (OGE-450). In all cases when the DFO requires that the individual submit an OGE-450, ethics counsel must review and certify the form prior to the DFO inviting the individual to serve on the subcommittee.



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Note: CMO understands the timeliness of your request and will work on getting sign off by DHS WHLO as soon as possible.