

APPENDIX 2. SAMPLE MEMORANDUM OF JUSTIFICATION

Paragraph 36 contains guidance and the procedures for establishing or renewing an advisory committee.



MEMORANDUM

Subject: **ACTION:** Aviation Security Advisory Committee

Date:

From: Administrator

Reply to
Attn. of: Last name:extension

To: The Secretary
THRU: The Deputy Secretary

Attached for your review and consultation with the General Services Administration is a copy of the proposed charter to renew the Aviation Security Advisory Committee for 2 years.

The committee is a joint Government-aviation industry initiative to improve the efficiency and effectiveness of the aviation security system. The committee provides independent expert advice on the nature and the direction in which FAA may wish to proceed to solve these complex and dynamic problems.

FAA has no other advisory committee with the objectives and scope of this committee. Therefore, the existence and use of this committee are in the public interest in connection with the performance of duties imposed on FAA by law. Committee membership includes Federal agencies, as well as industry, management, and labor organizations. The membership is intended to be fairly balanced in terms of points of view represented and functions to be performed.

Without the use of this committee, neither FAA nor DOT can obtain the necessary input, acceptance, and understanding within and outside the Government to ensure that the objective of improved aviation security is met.

Attachment

APPROVED: _____

DISAPPROVED: _____

DATE: _____