

FOR OFFICIAL USE ONLY

**NAME OF MEETING**  
**Date of Meeting**  
**[if phone call, include phone number and who dials whom]**

*NOTE: Briefing memo is a maximum of two pages, bulleted throughout, and in complete sentences. ESEC will edit all briefings to ensure compliance.*

**Objective:**

- This is one or two bullets that clearly asserts why S1/S2 is to participate in this meeting/event and how this meeting can further the Secretary's, and the Administration's, strategic priorities.
  - It should state the goals and/or priorities for the meeting and any asks of the meeting participant(s).
  - If appropriate, state whether this is a decision or informational briefing and any forcing functions for decisions.
  - This section should also include context for S1's participation in the meeting or event. i.e he was personally invited, this was at DHS's request, is in response to a letter or request through official channels, etc.

**Agenda:**

- Identify the primary facilitator or lead of any internal briefing. The expectation for internal briefings, is the head of the office or component serves as the lead facilitator or briefer.
- This section should include an agenda, including who is responsible for briefing or facilitating each agenda item.

**Key Messages**

Express main overarching points that support achieving the overall goals of the meeting as identified in the Objective section.

This should be brief —Do not provide a script as if Secretary will be reading word for word. Do not include any bullets repeated in the talking points attachment.

**Key Issues:**

DHS Priorities for Meeting

- This section expands on DHS's overall goals for the meeting as indicated in the overview. It should include a summary of key issues S1/S2 should raise on behalf of the Department in support of these goals.

Issues Likely to be Raised

- This section should be a summary of key issues likely to be raised to S1/S2.
  - *Staff recommendation:* Following each issue to be raised you should outline the recommended DHS response to the issue. Express the main arguments and points that support the recommended position. Do not skirt tough issues.

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**Logistics: (For all external meetings)**

- For events in front of an audience, describe the estimated size and composition, including the background and nature of attendees.
- Outline the When and Where. For speeches and large-scale external events, discuss the venue, including the size, a description of the room, and the layout.
- Confirm **open** or **closed press**.
  - Describe any unique variables – (e.g., CSPAN live; giant screen simulcast; webcast/live streaming, etc).
- If an event occurring outside of the NAC or RRB, list Advance Lead for the site.

**Attachments:** (Critical items only – no more than 6. Any attachments longer than 10 pages will not be included, instead please provide a one page executive summary)

- A. Talking Points or Remarks (*talking points only required for external meetings; OPA remarks required for podium*)
- B. Agenda
- C. Participant List (*required for every meeting*)
- D. Biographies (*Principals only; limit to one page each*)

**NOTE:** The order of attachments above is the preferred S1/S2 format

**Staff Responsible for Briefing Memo:** (Provide names of multiple staff members who can answer questions about the information contained in the memo) SME, Title, Phone Number; SME, Title, Phone Number.

*Reviewed and approved by:* Chief of Staff or higher, Title, Phone Number

**OGC Reviewer:** Attorney in Component Counsel or HQ, Title, Phone Number.

*OGC coordination is essential. Please ensure that briefing materials have been fully coordinated with OGC. Lead components are now required to coordinate with their Component Counsel and identify in their OGC submission of briefing materials, who in their component counsel office reviewed and cleared.*