

**NAME OF MEETING**

**Date of Meeting**

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

**Overview:**

- This section should be the highlights of the briefing memo. No more than four bullets.
- Who, What, When, Where (Logistics – please use complete sentences).
- Include overall goals of the meeting and any asks of the meeting participant(s).
- You will be meeting with \_\_\_\_\_ and \_\_\_\_\_. You will be staffed by \_\_\_\_\_ and \_\_\_\_\_. A full list of participants is below.

Event Demographics/Venue Information

(For remarks, both open and closed press – please omit this section for other meetings)

- Describe the estimated size of the audience
- Describe the audience composition including the background and nature of attendees.
- Discuss the venue, including the size, a description of the room, and the layout
- Describe any unique variables – (e.g., CSPAN live; giant screen simulcast; webcast/live streaming, etc).
- Confirm open or closed press

**Discussion Points:** (For all meetings)

- Express main arguments and points that support achieving the overall goals of the meeting as identified in the Overview section.
- **Do not** provide a script as if Secretary will be reading word for word; rather use imperative sentences.

**Background:** (Bullets)

- Significant recent interaction with DHS.
- Please include issues that meeting participants are likely to raise with S1/S2. For example: “Delta’s CEO is concerned about new fees.” Please do not include background information S1 already has. Always use plain language and titles.
- Summary of key information/issues to be raised (include the status of any related negotiations or ongoing legal proceedings). Issues should be clearly defined without pleasantries, nuances, or unnecessary verbosity.
  - Keep in mind that these materials are for the Department’s most senior leadership—tell them what they need to know in as concise a paper as possible. Materials should be written at the Principal level.
    - Do not skirt tough issues.
      - Use bullets as above (solid circle, arrow, solid square, open circle).

**Participants:** (Please re-identify all participants, even those listed in the overview section)

Secretary or Deputy

Name, Title, Organization (*Internal DHS participants should be listed first, followed by external participants*)

**Attachments:** (Critical items only – no more than 5. 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 for external meetings; remarks for podium*)

B. Agenda or Additional Materials

C. 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:** Staff-level Drafter, 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.*