



**(U//FOUO) Committees: Are Your 'Papers' in Order?**

FROM: [REDACTED]  
SIGINT Policy (S02L1)  
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*(U//FOUO) All Agency committees are required to have an approved charter...*

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(U) Oh no, not another meeting!?!?

(U//FOUO) Seriously, are you a member of an official committee or board that meets on a regular basis? Are the goals of the committee directly linked to the Agency's mission? Does the committee have an approved charter on file?

(U//FOUO) For NSA/CSS, a *committee* is defined as a group formed to be the most effective, expeditious and/or economical means of accomplishing an objective. This group, without the organizational structure the committee affords, would be unable to meet its objectives. Committees are required to have a formal written charter, approved by the sponsoring Directorate. [NSA/CSS Policy 1-16](#), "NSA/CSS Committee Management," explains the charter process.

(U//FOUO) A list of all approved charters on file for SID can be found at the webpage below:

[Committee Charters](#)

(U//FOUO) If your committee is not currently on the list referenced above, or you are a member of a newly formed committee, or your group just has not taken the time to draft a charter, please review NSA/CSS Policy 1-16 and bring your group into compliance.

(U//FOUO) The SID focal point for committee charters is [REDACTED], S02L1, [REDACTED], [REDACTED]. She is already working with several committees to update their charters, and looks forward to helping you with this important initiative.

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