



U.S. Department of Homeland Security
UNITED STATES SECRET SERVICE

Washington, D.C. 20223

PRE-DECISIONAL / DELIBERATIVE

U.S. Department of Homeland Security

June 28, 2021

DECISION

MEMORANDUM FOR THE SECRETARY

FROM: James Murray
Director
United States Secret Service

SUBJECT: **U.S. Secret Service Cyber Investigations Advisory Board (CIAB)**

Purpose: To request your approval to (1) establish a U.S. Secret Service Cyber Investigations Advisory Board (CIAB), as described in the attached CIAB Charter; (2) exempt the Committee, pursuant to the Homeland Security Act of 2002, § 871(a) (6 U.S.C. § 451(a)), from the public notice, reporting, and open meeting requirements of the Federal Advisory Committee Act (FACA); (3) approve and sign the Charter; and (4) approve and sign the Federal Register Notice, as required by FACA.

Background: The United States Secret Service (USSS) seeks to establish a Cyber Investigation Advisory Board (CIAB), a federal advisory committee comprised of outside cybersecurity and cybercrime experts. The CIAB will provide the USSS with a trusted network of senior outside experts to help (1) identify emerging cybersecurity and cybercrime issues, and (2) provide strategic direction for the USSS investigative mission (including for the allocation of resources, training, and manpower).

The CIAB was initially established on May 26, 2019. A group of 16 initial board members were appointed by the Secret Service Director to serve on a two year term. The board members were selected based on a range of key criteria, including industry sector, law enforcement expertise, cybersecurity qualifications, and familiarity with the Secret Service's investigative mission. The group's two year term expired on May 26, 2021, but the Secret Service Director intends to renew their term for an additional two years per the charter.

Discussion: In order to fulfill the responsibilities and obligations related to the CIAB, my staff developed a charter (Attachment A) that establishes the Cyber Investigations Advisory Board to serve as the principal mechanism through which senior industry and academic experts can engage, collaborate, and make recommendations to the USSS regarding cybersecurity and cybercrime issues.

FACA Exemption: As required by 6 U.S.C. § 451(a), the committee will publish notice in the Federal Register announcing the establishment of CIAB and identifying its purpose and membership. However, the USSS requests that the CIAB be exempted from the public notice, disclosure, and open meeting requirements due to the law enforcement sensitive nature of the discussions that will take place during committee meetings. Specifically, the CIAB and its subcommittees will focus on investigatory



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techniques, USSS capabilities and resources, and other law enforcement issues that, while not classified in nature, should not be available for public dissemination. I believe that the CIAB will not be viable in the absence of a FACA exemption and request you approve this exemption request.

Federal Register Notice: The Federal Register notice announcing the establishment of the CIAB and identifying its purpose and membership is included for your consideration.

CIAB Board Members: I have selected 16 board members to sit on the CIAB. All proposed members are recognized experts in their respective fields and reflect a diverse set of experiences, backgrounds, and knowledge. My team have already vetted the board members and have passed their names to the White House Liaison Office (WHLO) for additional vetting and approval.

Recommendation: I recommend that you (1) approve the establishment of the CIAB, (2), exempt the CIAB from the identified requirements of FACA, (3) approve and sign the Charter, and (4) approve the Federal Register Notice.

Approve/Date [Signature] * Disapprove/Date
8/11/21

Modify/Date Needs discussion/Date

Attachments:

- A. U.S. Secret Service Cyber Advisory Board – Charter
B. CIAB Federal Register Notice
C. CIAB Board Members and Selection Criteria

* Note Memo from Tim Maurer, which is considered.

FOR OFFICIAL USE ONLY

FROM: Tim Maurer
DATE: August 2, 2021

SUBJECT: **U.S. Secret Service – Cyber Investigations Advisory Board**

Sir,

The U.S. Secret Service seeks to re-establish a Cyber Investigations Advisory Board comprised of outside cybersecurity and cybercrime experts. There was a bureaucratic hiccup along the way, which we will fix, that resulted in a delay in getting you this memo. The U.S. Secret Service is planning to host the first meeting of the Board on Friday, August 13 if they are able to obtain your approval of the attached package before then.

Please note that the composition of the 16 members that were already invited to join the Board do not fully reflect the diversity of our nation. The original draft of the Board's charter also included a provision that half of the Board's membership could include former U.S. Secret Service members.

I asked the Secret Service to update the Board's original draft charter to address these issues, namely, to ensure that the Board's membership reflects (1) the nation's diversity, and (2) its stated goal of allowing the U.S. Secret Service to leverage outside expertise. The updated charter now explicitly envisions:

- 24 members (instead of the original 16 members), allowing the U.S. Secret Service to fill the additional eight slots with individuals who reflect the nation's diversity; and
- An updated provision that ensures no more than 25% of the Board's membership is comprised of former U.S. Secret Service members.

Per Isa's conversation with Director Murray's Chief of Staff, the U.S. Secret Service concurs with the aforementioned changes to the Board's charter. Further, please note that the Board's chart requires relevant coordination to avoid any potential membership conflicts with the HSAC or otherwise.

Thank you.