



Preparing for the use of artificial intelligence

White House Memorandum M-24-10

Memorandum M-24-10, dated March 28, 2024, articulates the requirements Federal Agencies must comply with in order to “advance AI governance and innovation while managing risks from the use of AI in the Federal Government, particularly those affecting the rights and safety of the public.” This quick reference guide provides you an at-a-glance view of actions and deadlines that must be taken from the time the memo was released.

Collibra AI Governance is a FedRAMP certified, as well as self-hosted, software solution that can help Federal Agencies meet specific requirements of this memo, including cataloging, assessing and monitoring any AI use case for improved AI model performance and reduced data risk.

Responsible Entity	Action	Section	Deadline	Collibra Can Help
Each Agency	Designate an agency Chief AI Officer and notify OMB	3(a)(i)	60 days	
Each CFO Act Agency	Convene agency AI Governance Board	3(a)(ii)	60 days	
Each Agency	Submit to OMB and release publicly an agency plan to achieve consistency with this memorandum or a written determination that the agency does not use and does not anticipate using covered AI	3(a)(iii)	180 days and every two years thereafter until 2036	
Each CFO Act Agency	Develop and release publicly an agency strategy for removing barriers to the use of AI and advancing agency AI maturity	4(a)(i)	365 days	

Responsible Entity	Action	Section	Deadline	Collibra Can Help
Each Agency	Publicly release an expanded AI use case inventory and report metrics on use cases not included in public inventories	3(a)(iv), 3(a)(v)	Annually	
Each Agency	Share and release AI code, models, and data assets, as appropriate	4(d)	Ongoing	
Each Agency	Stop using any safety-impacting or rights impacting AI that is not in compliance with Section 5(c) and has not received an extension or waiver	5(a)(i)	December 1, 2024 (with extensions possible)	
Each Agency	Certify the ongoing validity of the waivers and determinations granted under Section 5(c) and 5(b) and publicly release a summary detailing each and its justification	5(a)(ii)	December 1, 2024 and annually thereafter	
Each Agency	Conduct periodic risk reviews of any safety-impacting and rights-impacting AI in use	5(c)(iv)(D)	At least annually and after significant modifications	
Each Agency	Report to OMB any determinations made under Section 5(b) or waivers granted under Section 5(c)	5(b); 5(c)(iii)	Ongoing, within 30 days of granting waiver	



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