

**United States Department of Homeland Security  
Homeland Security Advisory Council**

**1. Official Designation:**

Homeland Security Advisory Council (HSAC).

**2. Authority:**

This charter establishes the HSAC under the authority of section 871 of the Homeland Security Act of 2002, Title 6 United States Code, Section 451. This committee shall operate in accordance with the provisions of the Federal Advisory Committee Act (FACA), Title 5 United States Code, Appendix.

**3. Purpose:**

The HSAC shall provide organizationally independent, strategic, timely, specific and actionable advice to the Secretary and senior leadership on matters related to homeland security. The HSAC shall periodically report, as requested, to the Secretary on those matters. The HSAC serves as an advisory body with the goal of providing advice upon the request of the Secretary. The HSAC shall provide advice to the Secretary when requested for:

A. Strategy and Policy: Recommendations for the development of strategies and policies that will further the Department's ability to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.

B. Leadership and Coordination: Recommendations on improving the Department's leadership and coordination, internally across the Department, externally across the Federal government, and among state, local, tribal governments, first responders, the private and non-profit sectors, academia and research communities.

C. Management and Implementation: Recommendations on the development and implementation of specific programs or initiatives to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.

D. Evaluation and Feedback: Recommendations on the efficiency and effectiveness of DHS programs to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.

**4. Description of Duties:**

The duties of the HSAC are solely advisory in nature.

**5. Official to Whom the Committee Reports:**

The HSAC reports to the Secretary of the Department of Homeland Security.

**6. Agency Responsible for Providing Necessary Support:**

The Office of Policy shall be responsible for providing financial and administrative support to the HSAC.

**7. Estimated Cost, Compensation, and Staff Support:**

The HSAC estimated annual operating costs are \$1.5 million, which includes travel and per diem, operating and other administrative expenses and support for eight (8) FTE positions.

**8. Designated Federal Officer:**

A full or permanent part-time employee of the Department of Homeland Security shall be appointed by the Secretary as the HSAC Designated Federal Officer. The Executive Director of the Homeland Security Advisory Committees shall serve as the HSAC Designated Federal Officer. The DFO or Alternate DFO shall approve or call HSAC meetings, approve meeting agendas, attend all committee, subcommittee, and task force meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings in the absence of the Chair or Vice Chair or as directed by the Secretary.

**9. Estimated Number and Frequency of Meetings:**

The HSAC will schedule meetings quarterly, or as frequently as the Secretary desires. The HSAC and its components may meet in the form of standing committees, in *ad hoc* task force entities, or working groups as HSAC functions require or as tasked by the Secretary.

**10. Duration:**

This charter shall terminate two years from the date it is filed with Congress unless sooner terminated. The charter may be renewed at the end of this two-year period in accordance with section 14 of FACA.

## **11. Membership, Officers, and Organization:**

The HSAC shall be composed of not more than 21 members and a number of voting *ex officio* members who are appointed by, and serve at the pleasure of, the Secretary for specified terms as defined by the Secretary.

The Secretary shall designate a Chair and a Vice Chair from among the appointed members of the HSAC.

All members shall serve as Special Government Employees as defined in section 202(a) of Title 18 United States Code. Term length shall be up to three years and approximately one-third of the terms shall expire each year in order to promote membership continuity and currency of expertise. In the event the HSAC terminates, all appointments to the committee shall terminate.

In order for the Secretary to fully leverage broad-ranging experience and education, the HSAC must be professionally, technically, and culturally diverse. These members shall all be national leaders found within diverse and appropriate professions and communities from around the Nation. The membership shall be drawn from the following fields:

- Police, fire, emergency medical services and public works;
- Public health and hospital managers;
- State, local, and tribal officials;
- National policy makers;
- Experts in academia and the research community;
- Leaders from the private sector;
- Owners and operators of critical industries, resources, and infrastructure.

In addition to its 21 members, the HSAC shall also include as *ex officio* members the Chair or, in consultation with the Executive Director, another designated member of the following without concern to the term limitation designated above:

- The National Infrastructure Advisory Council (NPPD);
- The National Security Telecommunications Advisory Committee (NPPD);
- The National Advisory Council (FEMA);
- The Aviation Security Advisory Committee (TSA);
- Homeland Security Science and Technology Advisory Committee (S&T).

## **12. Subcommittees, Task Forces, and Working Groups:**

The Secretary may establish subcommittees, task forces, or working groups. Subcommittees may be established for any purpose consistent with this charter.

The HSAC currently has five active subcommittees:

- Academe and Policy Research Senior Advisory Committee.
- Emergency Response Senior Advisory Committee.
- Private Sector Senior Advisory Committee.

- State and Local Officials Senior Advisory Committee.
- Quadrennial Homeland Security Review Advisory Committee.

Subcommittees shall be composed of a number of members to be determined by the Chair subject to the appointment to that position by the Secretary. The Executive Director, with the consultation of the HSAC Chair, shall designate a Chair and Vice Chair for each of the subcommittees from among the HSAC's members.

Such subcommittees may not work independently of the HSAC and must report their recommendations and advice to the HSAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the HSAC and may not report directly to the Federal government or any other entity.

Upon the request of the Chair of the subcommittee, and to the extent permitted by law, the Department shall provide the subcommittee with such information relating to homeland security matters as the subcommittee may need for the purpose of carrying out its functions.

All subcommittee members shall be appointed by and serve at the pleasure of the Secretary. In the event the subcommittee or the HSAC terminates, all appointments to the subcommittee shall terminate.

February 20, 2009  
Agency Approval Date

February 12, 2009  
GSA Consultation Date

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