

# UNITED STATES DEPARTMENT OF HOMELAND SECURITY

## OPERATIONS COORDINATION AND PLANNING

### Homeland Security Information Network Advisory Committee

#### **1. Committee's Official Designation:**

Homeland Security Information Network Advisory Committee

#### **2. Authority:**

This charter establishes the Homeland Security Information Network Advisory Committee (HSINAC) under the authority of 6 U.S.C. section 451. This committee is established in accordance with and shall operate under the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App.

#### **3. Objectives and Scope of Activities:**

The HSINAC shall provide advice and recommendations on the needs of the community of users of the Homeland Security Information Network (HSIN) engaged in preventing, protecting from, responding to, and recovering from all threats, hazards, and incidents within the authority of the Department.

The scope of advisory support shall include but not be limited to: operational or business processes necessary for effective information sharing and collaboration in support of the Department mission; compatibility and interoperability between the information sharing portals, databases, and resources of other Federal, State, local, Tribal, and Private Sector entities.

#### **4. Description of Duties:**

The HSINAC shall exist to provide organizationally independent advice and recommendations to the leadership of the Department of Homeland Security, particularly the Director of Operations Coordination and Planning on the perspective and requirements of end users within State, Local, Federal and Tribal governments and the Private Sector regarding the Homeland Security Information Network (HSIN).

#### **5. Officials to Whom the Committee Reports:**

The HSINAC shall provide advice and recommendations to the Director of Operations Coordination and Planning (Director).

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

The Office of Operations Coordination and Planning shall be responsible for providing financial and administrative support to the HSINAC. Within the Office of Operations Coordination and Planning, the HSIN Program Management and Budget and Procurement Offices will provide this support.

**7. Estimated Annual Operating Costs and Staff Years:**

The estimated annual operating cost of the HSINAC is \$300,000, which includes .5 staff years of support.

**8. Designated Federal Officer:**

A full-time or permanent part-time employee of the Office of Operations Coordination and Planning shall be appointed by the Director as the HSINAC Designated Federal Officer (DFO). The DFO or Alternate DFO shall approve or call HSINAC meetings, approve meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director.

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

The HSINAC shall meet approximately twice annually. Because no Federal funds or resources may be committed for any HSINAC expenditure without the prior approval of the Director or Designated Federal Officer, meetings of the HSINAC and its subcommittees shall be approved in advance by the Director or the Designated Federal Officer. Obligations associated with those meetings and any other HSINAC expenditure may only be made by a Federal Official with the authority to obligate the Federal Government in the manner committed. No HSINAC or Subcommittee meeting may be conducted in the absence of a Federal Official designated by the Director.

**10. Duration and Termination:**

This charter shall be in effect for 2 years from the date it is filed with Congress unless sooner terminated. The charter may be renewed at the end of this 2-year period in accordance with section 14 of FACA.

**11. Member Composition:**

The HSINAC shall be composed of not more than 20 members who are appointed by and serve at the pleasure of the Secretary. Term length shall generally be up to three years, and the expiration of terms of office shall be staggered to promote continuity and an orderly turnover of committee membership. Members may be reappointed at the discretion of the Secretary. Attendance at committee meetings is a requirement for continued membership on the HSINAC. Excused absences may be granted by the Committee Chair as deemed appropriate. Committee membership may be reevaluated if a member misses two or more consecutive committee meetings without an excused absence. HSINAC committee members shall be experts within their specialty field and shall maintain the degree of experience and depth within their fields that will ensure the Director and DHS leadership is informed of the needs and requirements of the information portal users and communities of users. Because a balance of perspective is essential to ensure that HSINAC is truly representative of the HSIN community of users, HSINAC membership shall expressly include individuals from State, Tribal and local governments and the private sector, including:

- A. 3 members drawn from currently serving Homeland Security Advisors;
- B. 4 members drawn from currently serving State, Tribal or local Law Enforcement;
- C. 1 member drawn from currently serving Federal Law Enforcement;
- D. 3 members drawn from currently serving the Fire Service;
- E. 2 members drawn from currently serving Public Health;
- F. 2 members drawn from currently serving Emergency Managers;
- G. 3 members drawn from the private sector;
- H. 1 member drawn from currently serving Tribal government.

The members in paragraphs A., B., D., E., F., G., and H., above shall serve as Special Government Employees (SGE) as defined in section 202(a) of title 18, United States Code.

The member in paragraph C. shall serve as a Regular Government Employee.

To the extent possible, the HSINAC will have representation from each of the mission areas listed above. In addition to its appointed members, the Director may make available to the HSINAC subject matter experts to provide background information in support of the committee's taskings as needed.

## **12. Officers:**

The Chair and Vice Chairpersons of the Committee shall be chosen by a majority of the committee members with the limitation that, at no time shall the Chair and Vice Chair be representatives of the same discipline, e.g., both represent the fire service, sworn law enforcement officers, or the private sector. The Chair and Vice Chair shall serve 1 year terms of office.

## **13. Subcommittees:**

The HSINAC may establish subcommittees for any purpose consistent with this charter subject to the approval of the Director. Such subcommittees may not work independently of the chartered committee and must report their recommendations and advice to the HSINAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the HSINAC and may not report directly to the Federal government or any other entity.

November 5, 2008  
Department Approval Date

November 11, 2008  
CMS Consultation Date

November 13, 2008  
Date Filed with Congress