

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**NATIONAL ADVISORY COUNCIL CHARTER**

**1. Committee’s Official Designation:**

The Federal Emergency Management Agency (FEMA) National Advisory Council.

**2. Authority:**

Title 6, United States Code, Section 318 directs the Secretary of the Department Homeland Security (DHS) to establish the FEMA National Advisory Council (NAC), a statutory committee. The NAC is established in accordance with and must operate under the provisions of the Federal Advisory Committee Act (FACA) (Title 5, United States Code, Appendix), with the exception of Section 14(a)(2) of FACA.

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

The NAC advises the FEMA Administrator on all aspects of emergency management, and ensures input from and coordination with state,<sup>1</sup> local, and tribal governments, nongovernmental organizations, and the private sector on the development and revision of FEMA’s plans and strategies, the administration of and assessment of FEMA’s grant programs, and the development and evaluation of risk assessment methodologies.

**4. Description of Duties:**

The duties of the NAC are solely advisory in nature.

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

The NAC provides advice and recommendations to the FEMA Administrator.

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

DHS is responsible for providing financial and administrative support to the NAC. Within DHS, FEMA’s Office of the Administrator provides this support.

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

The estimated annual operating cost associated with supporting the NAC’s functions is \$1.3 million per year, which includes three full-time employees, in addition to staff and other support costs for one non-discretionary NAC subcommittee.

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<sup>1</sup> Section 101 of Title 6, United States Code, defines State as “any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States.”

**8. Designated Federal Officer:**

The FEMA Administrator must appoint a full-time or permanent part-time employee as the NAC Designated Federal Officer (DFO). The FEMA Administrator may also appoint an Alternate DFO. The DFO or an Alternate DFO must approve or call any meeting of the NAC and its subcommittees; approve all meeting agendas; attend all NAC and subcommittee meetings; adjourn any meeting when he or she determines it to be in the public interest; and chair meetings when directed to do so by the FEMA Administrator.

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

The NAC meets in public session not less than two times a year and may hold one or more teleconference meetings with public call-in lines. The DFO must approve all travel for NAC business in advance, and travel must comply with applicable law and policy, including the Federal Travel Regulation and FEMA Travel policy. NAC meetings are open to the public unless, in accordance with DHS policy and directives, the appropriate DHS official determines to close the meeting in accordance with subsection (c) of section 552b of Title 5, United States Code.

**10. Duration:**

Continuing.

**11. Termination:**

This Charter is in effect for two years from the date it is filed with Congress and must be renewed in accordance with Section 14(b) of the *Federal Advisory Committee Act*.

**12. Member Composition:**

The FEMA Administrator appoints up to 35 members of the NAC as Representatives, Special Government Employees (SGEs), Regular Government Employees (RGEs), or Ex Officio Members. Section 202(a) of Title 18, United States Code defines SGEs. To the extent practical, the Administrator selects members that include a geographically diverse cross-section of officials, emergency managers, and emergency response providers from state, local, and tribal governments, the private sector, and nongovernmental organizations. Members are grouped into the following disciplines:

- **Emergency Management:** Up to three members representing the viewpoint and interests of the emergency management field and serving as Representative members.
- **Emergency Response Providers:** Up to three members representing the viewpoint and interests of emergency response providers, including fire service, law enforcement, hazardous materials response, and emergency medical services, or organizations representing such individuals. These one to three members serve as Representative members.

- **Health Scientists:** One member drawn from the discipline of health scientists. This member brings his or her expertise and experience to the NAC and serves as an SGE.
- **Emergency Medical Providers:** One member from the discipline of emergency medical providers, such as doctors, medics, or individuals practicing medicine in emergencies. This member brings his or her expertise and experience to the NAC and serves as an SGE.
- **In-Patient Medical Providers:** One member from the discipline of in-patient medical providers. This member brings his or her expertise and experience to the NAC and serves as an SGE.
- **Public Health:** One member drawn from the discipline of public health professionals. This member brings his or her expertise and experience to the NAC and serves as an SGE.
- **Standards Setting and Accrediting:** Up to two members from Federal, state, local, and tribal governments, and the private sector, representing standards setting and accrediting organizations, including from the voluntary consensus codes and standards development community, with expertise in the emergency preparedness and response field. These one to two members represent the viewpoint and interests of standards setting and accrediting organizations and serve as Representative members.
- **Non-Elected State Government Officials:** One member representing the viewpoint and interests of non-elected State government officials, including Adjutants General, with expertise in preparedness, protection, response, recovery, and mitigation. This member serves as a Representative member.
- **Non-Elected Local Government Officials:** One member representing the viewpoint and interests of non-elected local government officials, with expertise in preparedness, protection, response, recovery, and mitigation. This member serves as a Representative member.
- **Non-Elected Tribal Government Officials:** One member representing the viewpoint and interests of non-elected tribal government officials, with expertise in preparedness, protection, response, recovery, and mitigation. This member serves as a Representative member.
- **Elected State Government Officials:** One member representing the viewpoint and interests of elected State government officials and serving as a Representative member.
- **Elected Local Government Officials:** One member representing the viewpoint and interests of elected local government officials and serving as a Representative member.
- **Elected Tribal Government Officials:** One member representing the viewpoint and interests of elected tribal government officials and serving as a Representative member.

- **Infrastructure Protection:** One member drawn from the discipline of infrastructure protection. This member brings his or her expertise and experience to the NAC and serves as an SGE.
- **Cybersecurity:** One member drawn from the discipline of cybersecurity. This member brings his or her expertise and experience to the NAC and serves as an SGE.
- **Communications:** One member drawn from the discipline of communications. This individual brings his or her expertise and experience to the NAC and serves as an SGE.
- **Disabilities, and Access and Functional Needs:** Up to two members representing the viewpoint and interests of people with disabilities and other populations with access and functional needs who serve as Representative members.
- **Administrator Selections:** One or more members drawn from disciplines where the Administrator determines additional expertise to be appropriate, which may include experts employed by other Federal departments or agencies. These individuals bring their expertise and experience to the NAC and serve as SGEs (or RGEs if employed by another Federal department or agency).
- **Ex Officio:** One or more officers of the Federal government to serve as ex officio members. Members designated as ex officio will be entitled to vote on NAC business.

In the selection of members who are health or emergency medical service professionals, the FEMA Administrator must work with the Secretary of the U.S. Department of Health and Human Services and the Secretary of the U.S. Department of Transportation or their respective designees.

The term of office of each member is three years. All members serve at the pleasure of the FEMA Administrator. The FEMA Administrator may appoint a member to serve more than one term. Members will not serve in excess of two terms or six years, unless specifically authorized by the FEMA Administrator. A member appointed to fill an unexpired term serves the remainder of that term. In the event that the NAC terminates, all appointments to the NAC also terminate.

#### **Officers:**

The FEMA Administrator appoints one member of the NAC as the Chair and one member as Vice Chair. The Vice Chair will act as Chair in the absence or incapacity of the Chair, or in the event of a vacancy in the office of the Chair.

#### **13. Subcommittees:**

FEMA may establish subcommittees for any purpose consistent with this Charter, if FEMA approves the creation and operation of the subcommittees. Subcommittees may not work independently of the NAC and must report their recommendations and advice to

the full NAC for deliberation and discussion. NAC subcommittees have no authority to make decisions on behalf of the NAC and may not report directly to a Federal officer or agency.

The FEMA Administrator established the Integrated Public Alert and Warning System (IPAWS) Subcommittee pursuant to the Integrated Public Alert and Warning System Modernization Act of 2015, Public Law 114-143. As with other NAC subcommittees, the IPAWS Subcommittee must not work independently of the NAC or report directly to a Federal officer or agency.

**14. Recordkeeping:**

The records of the NAC, including those of formally and informally established subcommittees or other subgroups of the NAC, must be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records are available for public inspection and copying, in accordance with the Freedom of Information Act (Title 5, United States Code, section 552).

**15. Filing Date:**

February 13, 2019  
Agency Approval Date

March 8, 2019  
GSA Consultation Date

April 23, 2019  
Date Filed with Congress