

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

I. OFFICIAL DESIGNATION

There having been established within the Department of Homeland Security (Department) an advisory committee designated as the “Homeland Security Advisory Council” (HSAC) pursuant to the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2; and the HSAC having been renewed in accordance with § 14(c) of FACA by the Secretary of the Department, this document is filed in accordance with § 9(c) of FACA.

II. PURPOSE, OBJECTIVE, SCOPE OF ACTIVITIES, AND DUTIES

The HSAC exists to provide organizationally independent advice and recommendations to the Secretary of the Department aiding in the creation and implementation of critical and actionable policy relating to the security of the American homeland. The HSAC shall periodically report, as appropriate, to the Secretary on matters within the scope of that function. The HSAC serves solely as an advisory body with the goal of providing advice predicated upon the request of the Secretary or the identification of issues of relevance and concern to the mission of the Department and the security of America. The HSAC shall provide the Secretary advisory services as follows:

A. POLICY DEVELOPMENT: *Advisory recommendations on developing the implementation of comprehensive national strategies to secure the United States from terrorist threats, attacks, and/or national emergencies;*

B. COORDINATION: *Advisory recommendations on coordinating the implementation of such comprehensive national strategies within the Department; among the Department’s Federal Government partners; and among state local and tribal governments, first responders, the private sector, and experts within academia and the research communities;*

C. IMPLEMENTATION: *Advisory recommendations on the feasibility and effectiveness of implementing specific measures to detect, prepare for, prevent, protect against, respond to, and recover from terrorist threats, attacks, or national emergencies within the United States;*

D. IMPLEMENTATION EVALUATION: *Advisory recommendations to the Secretary on ways to improve coordination, cooperation, and communication among Federal, State, local, and tribal officials; the private sector; and other organizations through the evaluation of the Secretary’s policies and plans in light of the actual implementation of those plans;*

E. FORCE MULTIPLICATION: *Providing a vital means for the Secretary to leverage diverse expertise by collecting and analyzing scholarly research, technological advice, and “best practice” processes and organizational management techniques from Federal, state, tribal and local governments; the private sector; and other organizations throughout the nation.*

III. MEMBERSHIP, OFFICERS, AND ORGANIZATION

The HSAC shall be composed of not more than 21 members and a number of *ex officio* members as appointed by the Secretary for specified terms as defined by the Secretary. Term length shall generally be 3 years in order to promote membership continuity and currency of expertise. No member’s term shall exceed 4 years duration without the approval of the Executive Director. In order for the Secretary to fully leverage broad-ranging education and experience, the HSAC must be professionally, technically, and culturally diverse. These members shall all be national leaders found within diverse and appropriate professions and communities. Within the membership shall be included:

- A. Police, Fire, and Public Works,
- B. Public Health, and Hospital Managers,
- C. State, Local, and Tribal Officials
- D. National Policy Makers,
- E. Experts in Academia and the Research Community,
- F. Private Sector Officials,
- G. 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, the Vice Chair of the following without concern to the term limitation designated above:

- H. The National Infrastructure Advisory Council,
- I. The National Security Telecommunications Advisory Committee,
- J. The Panel on the Science and Technology of Combating Terrorism, President’s Council of Advisors on Science and Technology.

The Secretary shall designate a Chair and a Vice Chair from among the appointed members of the HSAC, and shall appoint a Designated Federal Officer pursuant to FACA and the related guidelines from the General Services Administration (GSA) at 41 CFR Parts 101-6 and 102-3 to act as the Executive Director of the HSAC.

The HSAC Chair, with the concurrence of the Executive Director, may establish any number of subcommittee, task force, or working group entities to exchange information with other entities and to advise the HSAC. Subcommittees shall be composed of a number of members to be determined from time to time by the Chair subject to the appointment to that position by the Executive Director or the Secretary. The Executive Director, with the concurrence of the HSAC Chair, shall designate a Chair and a Vice Chair for each of the subcommittees from among the HSAC’s members. The Chair of each subcommittee in consultation with or at the direction of

the HSAC may establish task force or working group entities to exchange information with other entities and to advise the subcommittees or the HSAC.

IV. OFFICIAL TO WHOM THE COUNCIL REPORTS

The HSAC reports to the Secretary of the Department.

V. ESTIMATED COSTS, COMPENSATION, AND STAFF SUPPORT

Subject to the availability of appropriations, the Department envisions the need for and shall provide the HSAC with administrative support in the form of 9 FTE positions, and with such funds as may be necessary to cover operating expenses and administrative costs generated in conducting its business, and the costs associated with funding its members' travel expenses and per diem in lieu of subsistence. The estimated annual operating costs for Fiscal Year 2005 are \$1,287,000 plus personnel costs for 5 of the 9 envisioned permanent staff members. The estimated annual operating costs for Fiscal Year 2006 are \$1,420,000 plus personnel costs.

VI. MEETINGS

The HSAC shall physically meet at least quarterly. The HSAC may and components of the HSAC may meet in the form of standing subcommittees, in *ad hoc* task force entities, or working groups as HSAC functions require or as tasked by the Secretary.

VII. DURATION

The HSAC shall function on a continuing basis until the earlier of:

- A. Two years from the date of filing indicated below,
- B. Renewal by the Secretary pursuant to section 871(b) of the Homeland Security Act of 2002 and FACA, 5 U.S.C. App. 2 § 14, or
- C. Termination by the Secretary.

VIII. CHARTER FILING DATE:

April 4, 2005.