

September 26, 2017

FOR REVIEW

MEMORANDUM FOR THE ACTING SECRETARY

THROUGH: Claire Grady
Under Secretary for Management
Department of Homeland Security (DHS)

FROM: Stephen Rice
Acting Chief Information Officer
DHS

Donna Roy
Executive Director, Information Sharing and Services Office (IS²O)
DHS

SUBJECT: **Termination of the Homeland Security Information Network Advisory Committee (HSINAC) and All Member Appointments**

Purpose: The purpose of this memo is to report the termination of the Homeland Security Information Network Advisory Committee (HSINAC), a discretionary advisory committee that was established in accordance with the provisions of the *Federal Advisory Committee Act* (FACA) (Title 5 U.S.C. Appendix). The HSINAC charter expired on September 8, 2017. Therefore, the HSINAC, along with all current member appointments, have been terminated.

Background: The HSINAC was established in 2006 to provide ~~organizational independent~~ advice and recommendations to DHS leadership, particularly to the Management Directorate Office of the Chief Information Officer, on the system requirements of the Homeland Security Information Network's (HSIN) federal, state, territorial, local, tribal, international, and private sector mission end-users. Due to resource constraints ~~and a desire to more effectively utilize the committee to its full potential~~, HSIN is not able to provide the support required to adequately administer the committee in Fiscal Year 2018. ~~In addition~~, FACA requires advisory committee charters to be renewed every two (2) years from the date last filed with Congress to take any action, such as convene meetings, develop reports ~~or~~ and recommendations ~~etc.~~ Based on guidance received from the DHS Committee Management Office, the HSIN Program Management Office (PMO) did not renew the committee's charter before its September 8, 2017, expiration.

As a result, the HSINAC has effectively been terminated until such time the DHS Secretary decides to officially reinstate the committee through the procedures outlined by FACA. Moreover, the provisions outlined in the committee's most recent charter dictate that all appointments to the committee terminate in the event the HSINAC terminates; thus, all active member appointments also ended on the same date as the charter's expiration on September 8, 2017.

Pursuant to FACA, the HSIN PMO will publish a notice in the Federal Register to publically announce the committee's termination.

Timeliness: The Acting Secretary's review and acknowledgement of this memo is requested at her earliest convenience.

Attachments:

- A. HSINAC Charter (expired September 8, 2017)
- B. HSINAC Bylaws
- C. HSINAC Membership Balance Plan
- D. HSINAC Committee Termination Federal Register Notice

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