

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

**CHARTER**

**1. Official Designation:**

Homeland Security Advisory Council (HSAC)

**2. Authority:**

This charter establishes HSAC under the authority of Title 6 United States Code, Section 451. This discretionary committee is established in accordance with and operates under the provisions of the *Federal Advisory Committee Act (FACA)*, Title 5 United States Code, ch. 10.

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

HSAC shall provide organizationally independent, strategic, timely, specific, and actionable advice to the Secretary on matters related to homeland security. HSAC serves strictly as an advisory body with the purpose of providing advice upon the request of the Secretary. HSAC advice to the Secretary may encompass:

- 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 for 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 for 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 for the efficiency and effectiveness of Department of Homeland Security (DHS) programs to prevent,

protect against, respond to, and recover from terrorist attacks, major disasters, or other emergencies.

**4. Descriptions of Duties:**

The duties of the HSAC are solely advisory in nature.

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

HSAC reports to the Secretary of Homeland Security.

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

DHS is responsible for providing financial and administrative support to the HSAC. Within DHS, the Office of Partnership and Engagement provides this support.

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

Estimated annual operating costs for the HSAC are \$800,000.00 which includes travel and per diem, other administrative expenses, and three Full-Time Equivalent employees to support the Council.

**8. Designated Federal Officer:**

A full-time or permanent part-time employee of DHS shall be appointed by the Secretary as the HSAC Designated Federal Officer (DFO). The DFO or the Alternate DFO (ADFO) shall approve or convene HSAC 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 in the absence of the Co-Chairs or Vice Chair, or as directed by the Secretary.

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

The HSAC will meet approximately four times annually, or as frequently as the Secretary desires. Committee meetings are open to the public unless the Secretary determines that the meeting should be closed in accordance with DHS policy and directives, and with Title 5, United States Code, subsection (c) of Section 552b.

**10. Duration:**

Continuing.

## **11. Termination:**

This charter is in effect for 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.

## **12. Member Composition:**

HSAC shall be composed of not more than 40 members who are appointed by, and serve at the pleasure of, the Secretary.

HSAC members shall serve as Special Government Employees as defined in section 202(a) of Title 18 United States Code. HSAC members are required to submit a New Entrant Confidential Financial Disclosure Report (OGE-450) every year and receive yearly ethic training from the DHS Ethics Office. Term lengths for all members shall be one to three years. 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 Council must be diverse with regard to professional and technical expertise. DHS is committed to pursuing opportunities, consistent with applicable law, to compose a committee that reflects the diversity of the nation's people. The Secretary will select members from the following fields:

- Police, fire, emergency medical services, and public works;
- Public health;
- Non-profit organizations;
- State, local, and tribal officials;
- National policy makers;
- Experts in academia and the research community; and
- Leaders from the private sector including, but not limited to, owners and operators of critical industries, resources, and infrastructure.

The Secretary may designate two co-Chairs and a Vice-Chair from among the appointed members of HSAC. The Vice-Chair will act as a co-Chair in the absence or incapacity of one or both co-Chairs, or in the event of a vacancy in the office of a co-Chair.

### **13. Subcommittees:**

The Secretary may establish subcommittees for any purpose consistent with this charter. In the event the subcommittee or HSAC terminates, all appointments to the subcommittee shall terminate. Subcommittees may be composed of both HSAC and non-HSAC members at the discretion of the DFO. Subcommittee members who are not members of the parent committee must sign a non-disclosure agreement and gratuitous services agreement and may be required to submit a Confidential Financial Disclosure Report (OGE 450). The DFO, in consultation with the HSAC Co-Chairs, shall designate a Chair and, as necessary, a Vice Chair for each subcommittee from among the HSAC members.

Subcommittees may not work independently of HSAC and must present their work to 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.

### **14. Recordkeeping:**

The records of HSAC and its subcommittees shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, in accordance with the *Freedom of Information Act* (Title 5, United States Code, section 552).

### **15. Filing Date:**

03/06/2023  
Agency Approval Date

03/06/2023  
GSA Consultation Date

03/07/2023  
Date Filed with Congress