

**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, Appendix.

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

HSAC shall provide organizationally independent, strategic, timely, specific and actionable advice to the Secretary and senior leadership 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, and 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 shall approve or convene HSAC meetings; approve meeting agendas; attend all committee, subcommittee, and task force meetings; adjourn any meeting when the DFO determines adjournment to be in the public interest; and chair meetings in the absence of the Chair or Vice Chair, or as directed by the Secretary.

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

Meetings of the HSAC may be held with the approval of the DFO; it is expected that the HSAC will meet as frequently as the Secretary desires. Committee meetings are open to the public unless a determination that the meeting should be closed is made by the appropriate DHS official 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.

All members shall serve as Special Government Employees as defined in section 202(a) of Title 18 United States Code. Term length shall be up to three years and approximately one-third of the terms shall expire each year to promote membership continuity and currency of expertise. 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 HSAC must be professionally, technically, and culturally diverse. These members shall all be national leaders found within diverse and appropriate professions and communities nationwide. The membership shall be drawn from the following fields:

- Police, fire, emergency medical services, and public works;
- Public health;
- 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.

### **Officers:**

The Secretary shall designate a Chair and a Vice-Chair from among the appointed members of HSAC. 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:**

The Secretary may establish subcommittees, task forces, or working groups for any purpose consistent with this charter. In the event the subcommittee or HSAC

terminates, all appointments to the subcommittee shall terminate. Subcommittees shall be composed of a number of HSAC and non-HSAC members to be determined by the DFO. The DFO, with the consultation of the HSAC Chair, shall designate a Chair and Vice Chair for each of the subcommittees from among the HSAC's 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, formally and informally established subcommittees or other subgroups of the committee, 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:**

March 4, 2019  
Agency Approval Date

March 8, 2019  
GSA Consultation Date

March 11, 2019  
Date Filed with Congress