

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

**1. Official Designation:**

Homeland Security Academic Advisory Council (HSAAC).

**2. Authority:**

Under the Secretary's authority in Title 6, United States Code, section 451, this charter establishes the HSAAC as a discretionary committee. This 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:**

The HSAAC will provide advice and recommendations to the Secretary and senior leadership on matters relating to student and recent graduate recruitment; international students; academic research; campus and community resiliency, security and preparedness; faculty exchanges; and cybersecurity.

**4. Description of Duties:**

The duties of the HSAAC are solely advisory in nature.

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

The HSAAC reports to the Secretary of Homeland Security.

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

The Department of Homeland Security (DHS) is responsible for providing financial and administrative support to the HSAAC. Within DHS, the Office of Academic Engagement will provide this support.

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

The estimated annual operating cost of the HSAAC is \$280,000, which includes 1.4 staff years of support.

**8. Designated Federal Officer:**

A full-time or permanent part-time employee of DHS shall be appointed by the Secretary as the HSAAC Designated Federal Officer (DFO). The DFO or the Alternate DFO shall approve or call HSAAC 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 Chair or Vice Chair as directed by the Secretary.

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

The HSAAC is expected to meet three times each year. Additional meetings may be held with the approval of the DFO. Members may be reimbursed for travel and per diem, and all travel for HSAAC business must be approved in advance by the DFO. HSAAC meetings are open to the public, unless a determination is made by the appropriate DHS official in accordance with DHS policy and directives, that the meeting should be closed in accordance 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 terminated sooner. The charter may be renewed at the end of this two-year period in accordance with section 14 of FACA.

## **12. Member Composition:**

The HSAAC is composed of up to 23 members who are appointed by and serve at the pleasure of the Secretary of Homeland Security. To ensure a diverse, balanced membership on the HSAAC, the members shall represent institutions of higher education, community colleges, school systems and/or partnership groups as follows:

- a. Up to 14 members representing the following academic institutions or organizations: state colleges and universities, community colleges, government universities, international education, women's colleges and universities, Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic Serving Institutions, Minority Serving Institutions, or the DHS Centers of Excellence. These members are appointed to represent the viewpoint of their respective academic institution or organization and are not Special Government Employees as defined in Title 18, United States Code, section 202(a). To the extent possible, each of the interests listed shall be represented on the committee.
- b. Other such individuals as the Secretary determines to be appropriate. The appropriate membership designation for each member in this category will be determined at the time of appointment by Department ethics officials.
- c. Members serve terms of office of up to three years, with approximately one-third of members' terms of office expiring each year. A member appointed to fill an unexpired term serves the remainder of that term. In the event the HSAAC terminates, all appointments to the HSAAC terminate.

**13. Officers:**

The Secretary of Homeland Security appoints one of the members of the HSAAC as the Chair and one of the members as the 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. The term of office of the Chair and Vice Chair will be one year, and members may serve more than one term.

**14. Subcommittees:**

The DFO may approve the establishment of subcommittees for any purpose consistent with this charter. Subcommittees shall be composed of a number of HSAAC and non-HSAAC members to be determined by the DFO. The DFO, with the consultation of the HSAAC Chair, shall designate a Chair for each of the subcommittees from among the HSAAC's members.

Subcommittees may not work independently of the chartered committee and must present their work to the HSAAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the HSAAC and may not report directly to the Federal Government or any other entity.

**15. Recordkeeping:**

The records of the HSAAC, formally and informally established subcommittees, or other subgroups of the HSAAC shall be handled in accordance with General Records Schedule 26, Item 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).

**16. Filing Date:**

February 8, 2014  
Department Approval Date

March 11, 2014  
CMS Consultation Date

March 13, 2014  
Date Filed with Congress