

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY
OFFICE OF OPERATIONS COORDINATION AND PLANNING**

Homeland Security Information Network Advisory Committee

1. Committee's Official Designation:

Homeland Security Information Network Advisory Committee (HSINAC)

2. Authority:

Under the Secretary's authority in Title 6, United States Code, section 451, this charter establishes HSINAC as a discretionary advisory committee. This committee is established in accordance with and shall operate under the provisions of the *Federal Advisory Committee Act* (FACA) (Title 5, United States Code, Appendix).

3. Objectives and Scope of Activities:

HSINAC shall provide advice and recommendations to the U.S. Department of Homeland Security (DHS) on matters relating to the Homeland Security Information Network (HSIN). These matters include system requirements, operating policies, community organization, knowledge management, interoperability and federation with other systems, and any other aspect of HSIN that supports the operations of DHS and its federal, state, territorial, local, tribal, international, and private sector mission partners.

4. Description of Duties:

HSINAC shall provide independent advice and recommendations to the leadership of DHS regarding HSIN. The duties of HSINAC are solely advisory in nature.

5. Officials to Whom the Committee Reports:

HSINAC shall provide advice and recommendations to the Secretary of Homeland Security through the Director of the Office of Operations Coordination and Planning (OPS), and the Management Directorate's Office of the Chief Information Officer.

6. Agency Responsible for Providing Necessary Support:

DHS is responsible for providing support to HSINAC. OPS through the HSIN Program Management Office, provides this support.

7. Estimated Annual Operating Costs and Staff Years:

The estimated annual operating cost of HSINAC is approximately \$91,000, which includes approximately 0.48 staff years of support.

8. Designated Federal Officer:

A full-time or permanent part-time employee of OPS shall be appointed by the Director of OPS as the HSINAC Designated Federal Officer (DFO). The DFO or Alternate DFO shall approve or call HSINAC 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 when directed to do so by the Director of OPS.

9. Estimated Number and Frequency of Meetings:

HSINAC is expected to meet approximately three-four times annually, usually once every four months, either in person or virtually via electronic and telephonic means. Additional meetings may be held with the approval of the DFO. Members may be reimbursed for travel and per diem, and all travel for HSINAC business must be approved in advance by the DFO. Committee 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 (2) 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:

HSINAC shall be composed of up to 20 members who are appointed by and serve at the pleasure of the Secretary of Homeland Security. HSINAC members shall each have expertise, knowledge, and experience regarding the business processes and information sharing needs of one or more of the homeland security mission areas. In the event HSINAC terminates, all appointments to the committee terminate. Members shall be appointed based on their expertise in professions and disciplines engaged in homeland security operations and in support of homeland security mission requirements. Because a balance of perspectives is essential to ensure that HSINAC truly represents the broad spectrum of HSIN users, HSINAC membership shall expressly include individuals from federal, state, local, tribal, and territorial governments and the private sector including:

- A. Three members from state, tribal, territorial, or local law enforcement
- B. One member from federal law enforcement
- C. Two members who are non-federal state Homeland Security Advisors
- D. Two members from emergency management
- E. Two members from non-federal fire services

- F. Two members from non-federal public health or agriculture sectors
- G. Three members from private sector industries deemed critical infrastructure or key resources in National Infrastructure Protection Plan
- H. One member from the Office of the Adjutant General of the National Guard
- I. One member who is a state or local Chief Information Security Officer or holds a cyber-related position within state or local government
- J. One member from local, county/parish, or city government
- K. One member from tribal government
- L. One member from any discipline with relevant expertise and currently serving in state, local, tribal, or territorial homeland security.

Of the above-described members, two shall serve in, or have direct oversight of, different state or major urban area fusion centers.

The members described on lines A, C, E, F, G, I, J, K, and L above shall serve as Special Government Employees as defined in Title 18, United States Code, section 202(a). The members described on lines B and H shall serve as Regular Government Employees. The appropriate membership designation for each member in paragraph D will be determined at the time of appointment by DHS ethics officials.

13. Officers:

The Chair and Vice Chair of the Committee shall be chosen by a majority of the committee members. 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 the Chair and Vice Chair may serve more than one term.

14. Subcommittees:

The DFO may approve the establishment of subcommittees for any purpose consistent with this charter. Such subcommittees may not work independently of the chartered committee and must report their recommendations and advice to HSINAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of HSINAC and may not report directly to the Federal Government or any other entity.

15. Recordkeeping:

The records of the HSINAC, formally and informally established subcommittees, or other subgroups of the committee, 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:

July 8, 2013
Agency Approval Date

July 10, 2013
CMS Consultation Date

July 12, 2013
Date Filed with Congress