

# NATIONAL SECURITY TELECOMMUNICATIONS ADVISORY COMMITTEE CHARTER

## 1. Committee's Official Designation:

National Security Telecommunications Advisory Committee (NSTAC)

## 2. Authority:

The NSTAC is established under the authority of Executive Order 12382, dated September 13, 1982, as amended. The NSTAC 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:

- A. The NSTAC shall provide to the President, through the Secretary of Homeland Security, among other things, information and advice on national security and emergency preparedness (NS/EP) telecommunications. Recommendations shall be industry's perspective with respect to the implementation of key policy and implementation activities including, but not limited to, Executive Order 12472, *Assignment of National Security and Emergency Preparedness Telecommunications Functions*, and National Security Decision Directive Number 97, *National Security Telecommunications Policy*.

Additionally, the Committee shall provide information and advice to the President, through the Secretary of Homeland Security, regarding the feasibility of implementing specific measures to improve the telecommunications aspects of the national security posture.

- B. The NSTAC will address matters pertaining to NS/EP telecommunications including, but not limited to, emerging technologies, broadband, public safety, and cyber topics. The Committee shall provide technical information and advice in the identification and solution of problems that the Committee considers will affect national security telecommunications capability.
- C. The NSTAC will coordinate NS/EP telecommunications issues with the National Infrastructure Advisory Council and maintain a written record of coordination efforts.
- D. Matters for NSTAC study shall be determined and approved by the Manager of the National Communications System (NCS), in coordination with the Executive Office of the President.
- E. The Committee shall periodically report on matters in this section to the President through the Secretary of Homeland Security, as Executive Agent for the NCS.

**4. Description of Duties:**

The duties of the NSTAC are solely advisory in nature.

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

The NSTAC will report in writing to the President of the United States through the Secretary of Homeland Security, via the Designated Federal Officer (DFO). Additionally, the Manager of the NCS will assist in fulfilling the reporting requirements of section 6(b) of FACA.

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

The Department of Homeland Security (DHS) shall be responsible for providing financial and administrative support to the NSTAC. Within DHS, the Office of the Manager of the National Communications System shall provide this support. Funding for the NSTAC and committee support shall be approved by the DFO before activities begin.

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

- A. The estimated annual cost of operating the NSTAC and its subcommittees is \$1,850,000, including travel expenses, per diem, contractor support, reports preparation, and five staff years of support.
- B. Members of the NSTAC will serve on the committee without compensation. However, to the extent permitted by law, members shall be entitled to travel expenses, including per diem in lieu of subsistence.

**8. Designated Federal Officer:**

The Manager of the NCS shall appoint the DFO and an Alternate DFO. The DFO or the Alternate DFO shall set and approve agendas and work activities, approve or call NSTAC meetings, attend all committee and subcommittee meetings, adjourn any meetings when the DFO determines adjournment to be in the public interest, and chair the meeting in the absence of the designated Chair and Vice Chair.

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

Meetings of the NSTAC may be held with the approval of the DFO. The Committee is expected to meet at a minimum of once per year. NSTAC meetings shall be 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 552b.

**10. Duration:**

As authorized in section 1(h) of Executive Order 13585, dated September 30, 2011, the NSTAC shall continue until September 30, 2013.

**11. Termination:**

This charter is in effect for two years from the date it is filed with Congress unless sooner terminated (including termination by expiration of the Executive Order).

**12. Member Composition:**

The NSTAC will be composed of up to 30 members who are appointed by and serve at the pleasure of the President. Members are appointed to represent elements of the national telecommunications industry, and are not Special Government Employees as defined in section 202(a) of Title 18, United States Code.

Members serve up to a three-year term and are eligible for formal reappointment. Approximately one third of the committee's membership shall expire each year. A member appointed to fulfill a vacancy will serve the remainder of that term. In the event the NSTAC terminates, all appointments to the NSTAC shall terminate.

**13. Officers:**

The President shall annually designate a Chair and Vice Chair from among the members of the NSTAC. The NSTAC Chair shall preside at all NSTAC meetings (unless chaired by the Vice Chair or DFO) and work with the DFO to develop agendas. The Vice Chair will act as Chair in the absence of the Chair.

**14. Subcommittees:**

The DFO may establish subcommittees, as required, 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 the NSTAC members for full deliberation and discussion. Subcommittees have no authority to make decisions or to arrive at a consensus for/on behalf of the NSTAC and may not report or provide advice or recommendations directly to the Federal Government or any entity other than the NSTAC.

**15. Recordkeeping:**

The records of the NSTAC, 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:**

November 7, 2011  
Department Approval Date

October 11, 2011  
CMS Consultation Date

November 8, 2011  
Date Filed with Congress