

NATIONAL INCIDENT MANAGEMENT SYSTEM INTEGRATION CENTER

I. Purpose

This directive establishes a National Incident Management System Integration Center.

II. Scope

This directive applies to all Department of Homeland Security (DHS) organizational elements and offices.

III. Authorities

- A. Section 502 of the Homeland Security Act, 6 U.S.C. §§ 101 *et seq.*
- B. Homeland Security Presidential Directive (HSPD) 5.
- C. National Incident Management System document.

IV. Definitions

- A. "NIC" means the National Incident Management System Integration Center.
- B. "NIMS" means the National Incident Management System.

V. Responsibilities

- A. **Scope of NIC Activities.**

Subject to the overall direction of the DHS Secretary, the NIC is responsible for the following activities, which are discussed more fully in Tab A, the NIC "Concept of Operations and Staffing Plan":

1. Developing a national program for NIMS education and awareness, including specific instruction on the purpose of NIMS and responsibilities of the NIC as set forth in this directive and in strategic or other plans;
2. Promoting compatibility between national-level standards for the NIMS and those developed by other public, private, and/or professional groups;
3. Facilitating the development and publication of materials (such as supplementary documentation and desk guides) and standardized templates to support implementation and continuous refinement of the NIMS;
4. Developing assessment criteria for the various components of the NIMS, as well as compliance requirements and compliance timelines for Federal, State, local, and tribal entities regarding NIMS standards and guidelines;
5. Facilitating the definition of general training requirements and the development of national-level training standards and course curricula associated with the NIMS, including the following:
 - a. The use of modeling and simulation capabilities for training and exercise programs;
 - b. Field-based training, specification of mission-essential tasks, requirements for specialized instruction and instructor training, and course completion documentation for all NIMS users; and
 - c. The review and recommendation (in coordination with national professional organizations and Federal, State, local, tribal, private-sector, and nongovernmental entities) of discipline-specific NIMS training courses
6. Facilitating the development of national standards, guidelines, and protocols for incident management training and exercises, including consideration of existing exercise and training programs at all jurisdictional levels;
7. Facilitating the establishment and maintenance of a publication management system for documents supporting the NIMS and other NIMS-related publications and materials, including the development or coordination of general publications for all NIMS users, as well as their issuance via a NIMS publication management system;

8. Reviewing (in coordination with appropriate national professional standards-making, certifying, and accrediting organizations and with input from Federal, State, local, tribal, private-sector and nongovernmental entities) of the discipline-specific publication management requirements submitted by professional organizations and associations;
9. Facilitating the development and publication of national standards, guidelines, and protocols for the qualification and certification of emergency responder and incident management personnel, as appropriate;
10. Reviewing and approving (with the assistance of national professional organizations and with input from Federal, State, local, tribal, private-sector, and nongovernmental entities), as appropriate, the discipline-specific qualification and certification requirements submitted by emergency responder and incident management organizations and associations;
11. Facilitating the establishment and maintenance of a documentation and database system related to qualification, certification, and credentialing of incident management personnel and organizations, including reviewing and approving (in coordination with national professional organizations and with input from the Federal, State, local, tribal, private-sector and nongovernmental entities), as appropriate, of the discipline-specific requirements submitted by functionally oriented incident management organizations and associations;
12. Establishing a data maintenance system to provide incident managers with the detailed qualification, experience, and training information needed to credential personnel for prescribed "national" incident management positions;
13. Coordinating minimum professional certification standards and facilitation of the design and implementation of a credentialing system that can be used nationwide;
14. Facilitating the establishment of standards for the performance, compatibility, and interoperability of incident management equipment and communications systems, including the following:

- a. Facilitating, in coordination with appropriate Federal agencies, standards-making, certifying, and accrediting organizations, and appropriate State, local, tribal, private-sector, and nongovernmental organizations, the development and/or publication of national standards, guidelines, and protocols for equipment certification (including the incorporation of standards and certification programs already in existence and used by incident management and emergency response organizations nationwide)
- b. Reviewing and approving (in coordination with national professional organizations and with input from Federal, State, local, tribal, private-sector, and nongovernmental entities) lists of equipment that meet these established equipment certification requirements
- c. Collaborating with organizations responsible for emergency responder equipment evaluation and testing

15. Facilitating the development and issuance of national standards for the typing of resources;

16. Facilitating the definition and maintenance of the information framework required to guide the development of NIMS information systems, including the development of data standards for the following: incident notification and situation reports, status reporting, analytical data, geospatial information, wireless communications, identification and authentication, and incident reports, including "lessons learned" reports;

17. Coordinating the establishment of technical and technology standards for NIMS users in concert with the Under Secretary for Science and Technology of the Department of Homeland Security and recognized SDOs;

18. Integrating into the national R&D agenda, in coordination with the Under Secretary for Science and Technology of the Department of Homeland Security, the incident management science and technology needs of departments, agencies, disciplines, private-sector, and nongovernmental organizations operating within the NIMS at all levels; and

19. Establishing and maintaining a repository and clearinghouse for reports and lessons learned from actual incidents, training, and exercises, as well as for best practices, model structures, and model processes for NIMS-related functions.

B. **NIMS Changes.**

The NIC will review, consider, and publish any changes to the NIMS, subject to the overall approval of the Secretary.

C. **Coordination with DHS Offices and Organizational Elements.**

The NIC Director will coordinate all activities with other affected DHS elements or offices as they relate to applicable statutes, HSPDs or other relevant authorities as deemed necessary by the Secretary or the NIC Director.

VI. Policy & Procedures

A. **NIC Organization and Personnel.**

1. The approved Strategic Plan for the NIC's establishment, operation, and expansion is set forth at Tab A, which is incorporated in this Directive by reference.
2. The structure of the NIC is illustrated in Tab A. The NIC will consist of an Office of the NIC Director and the following functional branches:
 - a. Publications Management Branch;
 - b. Standards and Resource Branch;
 - c. Training and Exercises Branch;
 - d. System Evaluation and Compliance Branch; and
 - e. Technology/R&D Branch
3. Initial staff for the NIC organization will consist of the types and numbers of detailed employees from relevant DHS offices as illustrated in Tab B. Heads of DHS organizational elements or offices listed in the chart will arrange for detail of appropriate staff to the NIC. All details of DHS personnel or staff indicated in Tab B will be without reimbursement to the detailing office.
4. EP&R will provide administrative support to the NIC, including provision of facilities and office space and equipment for the NIC Director and associated staff.
5. The NIC Director will report to the Secretary through the Under Secretary for EP&R.

6. Any details of employees or officers from other federal agencies to the NIC will be subject to the procedures set forth in MD #3130.1, Employee Details.

B. Committees.

1. As outlined in Tab A, a NIC Advisory Committee or subcommittee will be established within the existing Homeland Security Advisory Committee structure, in a manner consistent with and to the extent permitted by that committee's procedures. The committee is intended to operate independently from internal NIC processes, will be inquisitive during reviews of pending standards and guidelines, and will engage in innovative development of standards and guidelines to address NIMS issues. The committee will encourage participation by and take advantage of the resources of subject matter experts from Federal, State, local and Tribal government as well as the private sector.

2. To meet its responsibilities, the NIC may establish such additional committees and working groups as determined necessary by the NIC Director. Committees shall be established and managed as provided in MD # 2300, Committee Management.

C. NIC Funding and Budgetary Matters.

1. As outlined in Tab A, funding for NIC activities will be absorbed by the various DHS activities or organizational elements at inception, but future budgetary projections or planning for the NIC organization and activities shall be considered, evaluated and included as a separate line item in DHS or EP&R budgetary or planning documents or materials, as determined by NIC Director and the Under Secretary for EP&R in consultation with the Under Secretary for Management.

2. Resources of other federal agencies, including details of personnel, may be requested as deemed necessary by the NIC where the cooperating or contributing agency's mission overlaps or is related to the NIC's roles and missions, or where a federal agency possesses unique capabilities or assets needed for accomplishment of the goals or mission of the NIC.

D. Questions or Concerns Regarding NIC.

Questions or concerns regarding this directive should be addressed to the Office of the NIC Director.

TAB A

**NIMS Integration Center (NIC)
Concept of Operations and Staffing Plan**

NIMS Integration Center (NIC)

Concept of Operations and Staffing Plan

This document provides a concept of operations and staffing plan for the National Incident Management System (NIMS) Integration Center (NIC). Homeland Security Presidential Directive (HSPD)-5 requires the Secretary of Homeland Security to establish a mechanism for ongoing coordination which will “provide strategic direction for and oversight of the NIMS, supporting both routine maintenance and the continuous refinement of the system and its components over the long term.” To this end, the NIMS requires the establishment of a multi-jurisdictional, multi-disciplinary NIC. Accordingly, the NIC will include mechanisms for direct participation from and/or regular consultation with other Federal departments and agencies; State, local, and tribal incident management entities; emergency responder and incident management professional organizations; and pertinent private sector and nongovernmental organizations

The process for managing and maintaining the NIMS must ensure that all users and stakeholders—including various levels of government, functional disciplines, and private entities—are given the opportunity to participate in NIC activities and programs. To accomplish this goal, the NIC will incorporate a multi-jurisdictional, multi-disciplinary perspective and will maintain appropriate liaison with private organizations.

The NIMS management and maintenance process relies heavily on lessons learned from actual incidents and domestic incident management training and exercises, as well as recognized NIMS component best-practices across jurisdictions and functional disciplines.

The Secretary of Homeland Security will establish and provide strategic direction for the NIC. Proposed changes to the NIMS will be submitted to the NIC for consideration, approval, and publication. The Secretary has ultimate authority and responsibility for publishing revisions and modifications to NIMS-related documents including supplementary standards, procedures, and other materials, in coordination with other Federal, State, local, tribal, and private entities with incident management and emergency responder responsibilities.

Roles and Responsibilities of the NIC

The NIMS identifies the following list of nineteen additional responsibilities that must be carried out by the NIC as part of ongoing management and maintenance of the NIMS and its components:

- developing a national program for NIMS education and awareness, including specific instruction on the purpose and content of this document and the NIMS in general;

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- promoting compatibility between national-level standards for the NIMS and those developed by other public, private, and/or professional groups;
- facilitating the development and publication of materials (such as supplementary documentation and desk guides) and standardized templates to support implementation and continuous refinement of the NIMS;
- developing assessment criteria for the various components of the NIMS, as well as compliance requirements and compliance timelines for Federal, State, local, and tribal entities regarding NIMS standards and guidelines;
- facilitating the definition of general training requirements and the development of national-level training standards and course curricula associated with the NIMS, including the following:
 - the use of modeling and simulation capabilities for training and exercise programs
 - field-based training, specification of mission-essential tasks, requirements for specialized instruction and instructor training, and course completion documentation for all NIMS users
 - the review and recommendation (in coordination with national professional organizations and Federal, State, local, tribal, private-sector, and nongovernmental entities) of discipline-specific NIMS training courses
- facilitating the development of national standards, guidelines, and protocols for incident management training and exercises, including consideration of existing exercise and training programs at all jurisdictional levels;
- facilitating the establishment and maintenance of a publication management system for documents supporting the NIMS and other NIMS-related publications and materials, including the development or coordination of general publications for all NIMS users, as well as their issuance via a NIMS publication management system;
- reviewing (in coordination with appropriate national professional standards-making, certifying, and accrediting organizations and with input from Federal, State, local, tribal, private-sector and nongovernmental entities) of the discipline-specific publication management requirements submitted by professional organizations and associations;

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- facilitating the development and publication of national standards, guidelines, and protocols for the qualification and certification of emergency responder and incident management personnel, as appropriate;
- reviewing and approving (with the assistance of national professional organizations and with input from Federal, State, local, tribal, private-sector, and nongovernmental entities), as appropriate, the discipline-specific qualification and certification requirements submitted by emergency responder and incident management organizations and associations;
- facilitating the establishment and maintenance of a documentation and database system related to qualification, certification, and credentialing of incident management personnel and organizations, including reviewing and approving (in coordination with national professional organizations and with input from the Federal, State, local, tribal, private-sector and nongovernmental entities), as appropriate, of the discipline-specific requirements submitted by functionally oriented incident management organizations and associations.
- establishment of a data maintenance system to provide incident managers with the detailed qualification, experience, and training information needed to credential personnel for prescribed “national” incident management positions;
- coordination of minimum professional certification standards and facilitation of the design and implementation of a credentialing system that can be used nationwide;
- facilitating the establishment of standards for the performance, compatibility, and interoperability of incident management equipment and communications systems, including the following:
 - facilitating, in coordination with appropriate Federal agencies, standards-making, certifying, and accrediting organizations, and appropriate State, local, tribal, private-sector, and nongovernmental organizations, the development and/or publication of national standards, guidelines, and protocols for equipment certification (including the incorporation of standards and certification programs already in existence and used by incident management and emergency response organizations nationwide)

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- reviewing and approving (in coordination with national professional organizations and with input from Federal, State, local, tribal, private-sector, and nongovernmental entities) lists of equipment that meet these established equipment certification requirements
- collaborating with organizations responsible for emergency responder equipment evaluation and testing
- facilitating the development and issuance of national standards for the typing of resources;
- facilitating the definition and maintenance of the information framework required to guide the development of NIMS information systems, including the development of data standards for the following: incident notification and situation reports, status reporting, analytical data, geospatial information, wireless communications, identification and authentication, and incident reports, including “lessons learned” reports;
- coordinating the establishment of technical and technology standards for NIMS users in concert with the Under Secretary for Science and Technology of the Department of Homeland Security and recognized SDOs;
- integrating into the national R&D agenda, in coordination with the Under Secretary for Science and Technology of the Department of Homeland Security, the incident management science and technology needs of departments, agencies, disciplines, private-sector, and nongovernmental organizations operating within the NIMS at all levels; and
- establishing and maintaining a repository and clearinghouse for reports and lessons learned from actual incidents, training, and exercises, as well as for best practices, model structures, and model processes for NIMS-related functions.

The NIC will be established in two phases beginning in March 2004.

Phase I (March-May 2004)

Organization

The Office of the Director and five functional branches will provide direct oversight for the ongoing management and maintenance of the NIMS and its major components utilizing an integrated approach. The five functional branches of the NIC include the following:

- Publications Management Branch;

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- Standards and Resource Branch;
- Training and Exercises Branch;
- System Evaluation and Compliance Branch; and
- Technology/R&D Branch.

Responsibilities

In Phase I, the NIC will focus on the following activities:

- Receive and broker initial feedback and questions on the NIMS;
- Facilitate the development and delivery of NIMS awareness training, education, and publications;
- Coordinate training and provide initial guidance and tools to Federal, State, local, and tribal entities on understanding, implementing, and complying with the NIMS (with a focus on those aspects of the NIMS with which states must be compliant by October 1, 2004);
- Identify existing capabilities, initiatives, and resources that support the NIMS and the NIC;
- Identify the process by which revisions to the NIMS are recommended, approved, and posted;
- Further define the organizational structure, collaborative processes, outreach mechanisms, and support requirements of the full NIC;
- Establish the NIC Advisory Committee, functional working groups, and associated program and product input, review, vetting, and approval processes;
- Develop internal operating guidance and procedures and bring on additional staff; and
- The NIC Director will coordinate all activities with other affected DHS elements or offices as they relate to applicable statutes, HSPDs or other relevant authorities as deemed necessary by the Secretary or the NIC Director.

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Structure and Process

The initial core staff of the NIC will be comprised of detailees from DHS directorates and headquarters staff offices. This initial core staff will leverage existing personnel billets, capabilities, programs, and contracts across DHS directorates and staff offices to the maximum extent possible in support of NIC activities and programs. Initial program responsibilities will be accomplished through task or function-specific working groups with cross-DHS, interagency, and multi-jurisdiction participation. The chiefs of the NIC functional branches will monitor and manage working group progress and report frequently on project/product status to the NIC Director. Work products will be staffed through appropriate DHS directorates and staff offices, Homeland Security Council Policy Coordination Committees, intergovernmental fora, and the NIC Advisory Committee (see below) prior to formal consideration and approval by the Secretary. The NIC Advisory Committee, using established Homeland Security Advisory Council (HSAC) subcommittees and working groups, will source Federal, State, local, tribal, and functional discipline subject matter expertise for the purposes of product review and vetting. The NIC Advisory Committee will provide counsel to the functional working groups as well as to the NIC Director and the Secretary. Existing EP&R infrastructure and administrative systems will support the NIC in accomplishing its day-to-day activities. The NIC Director will coordinate all HSPD-8-related activities with the Director of the Office of State and Local Government Coordination and Preparedness and other DHS offices.

Organizational Element	Initial Core Staff Required	
Office of the Director SES/GS15		<ul style="list-style-type: none"> • 2 DHS/TBD
Publications Management Branch Chief GS14/15 Staff GS9-13	<ul style="list-style-type: none"> • 0 initial staffing required; FEMA Publications will take on collateral duties to support NIMS publications 	
Standards & Resources Branch Chief GS14/15 Staff GS9-13	<ul style="list-style-type: none"> • EP&R will provide a core staffing component augmented by S&T/ODP 	<ul style="list-style-type: none"> • 2 DHS/EP&R • 1 DHS/S&T • 1 DHS/ODP
Training & Exercises Branch Chief GS14/15 Staff GS9-13	<ul style="list-style-type: none"> • NETC staff working in close coordination with DHS HQ Operational Integration Staff and with additional liaison to training community as appropriate 	<ul style="list-style-type: none"> • 2 DHS/EP&R • 1 DHS/ODP
System Evaluation & Compliance Branch Chief GS14/15 Staff GS9-13	<ul style="list-style-type: none"> • EP&R staff in conjunction with DHS HQ Operational Integration Staff 	<ul style="list-style-type: none"> • 1 DHS/EP&R • 1 DHS/ODP
Technology & R&D Branch Chief GS14/15 Staff GS9-13	<ul style="list-style-type: none"> • 0 initial staffing required; responsibilities begin in Phase II 	
Total FTEs		11

Staff Augmentation and Processes

As Phase I progresses, the NIC will evolve to a robust, fully integrated center building up from initial staffing, organizational elements, and infrastructure. The Office of the Director and the five functional branches will incorporate additional DHS employees, interagency detailees and liaisons, and State, local, and tribal government representatives as determined through further external stakeholder vetting and coordination during Phase I. The reliance on an interagency, multi-jurisdictional working group structure to maximize existing capacities will remain a focal point of the Center's operations. Tasking will be assigned to NIC functional branches and working group leads by the NIC Director based on subject matter expertise as a means to accomplish NIMS tasks and generate NIMS-related products.

Phase II (Beginning June 2004)

Responsibilities

In Phase II of the NIC implementation, the fully staffed Office of the Director and functional branches will be responsible for refining and implementing all NIC roles and responsibilities as specified in the NIMS. The chart below matches these roles and responsibilities with the NIC functional branch that will coordinate their refinement and implementation.

Integrated Approach to System Management: NIC	
Organizational Element	Responsibilities
Publications Management	<ul style="list-style-type: none"> • Facilitate the development and publication of materials (such as supplementary documentation and desk guides) and standardized templates to support implementation and continuous refinement of the NIMS • Facilitate the establishment and maintenance of a publication management system for documents supporting the NIMS and other NIMS-related publications and materials, including the development or coordination of general publications for all NIMS users as well as their issuance via a NIMS publication management system • Review (in coordination with appropriate national professional standards-making, certifying, and accrediting organizations, and with input from Federal, State, local, tribal, private sector and nongovernmental entities) of the discipline-specific publication management requirements submitted by professional organizations and associations

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Integrated Approach to System Management: NIC	
Organizational Element	Responsibilities
Standards and Resources	<ul style="list-style-type: none"> • Promote compatibility between national-level standards for the NIMS and those developed by other public, private, and/or professional groups • Facilitate the development and publication of national standards, guidelines, and protocols for the qualification and certification of emergency responder and incident management personnel, as appropriate • Facilitate the establishment and maintenance of a documentation and database system related to qualification, certification, and credentialing of incident management personnel and organizations, including reviewing and approving (in coordination with national professional organizations and with input from the Federal, State, local, tribal, private-sector and nongovernmental entities), as appropriate, of the discipline-specific requirements submitted by functionally oriented incident management organizations and associations • Establishment of a data maintenance system to provide incident managers with the detailed qualification, experience, and training information needed to credential personnel for prescribed “national” incident management positions • Coordination of minimum professional certification standards and facilitation of the design and implementation of a credentialing system that can be used nationwide • Facilitate the establishment of standards for the performance, compatibility, and interoperability of incident management equipment and communications systems • Facilitate the development and issuance of national standards for the typing of resources • Coordinate the establishment of technical and technology standards for NIMS users in concert with the Under Secretary for Science and Technology of the Department of Homeland Security and recognized SDOs

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Integrated Approach to System Management: NIC	
Organizational Element	Responsibilities
Training and Exercises	<ul style="list-style-type: none"> • Develop a national program for NIMS education and awareness, to include specific instruction on the purpose and content of this document and the NIMS in general • Facilitate the definition of general training requirements and the development of national-level training standards and course curricula associated with the NIMS • Facilitate the development of national standards, guidelines, and protocols for incident management training and exercises, including consideration of existing exercise and training programs at all jurisdictional levels
System Evaluation & Compliance	<ul style="list-style-type: none"> • Develop assessment criteria for the various components of the NIMS, as well as compliance requirements and compliance timelines for Federal, State, local, and tribal entities regarding NIMS standards and guidelines • Establish and maintain a repository and clearinghouse for reports and lessons learned from actual incidents, training, and exercises, as well as for best practices, model structures, and model processes for NIMS-related functions
Technology/R&D	<ul style="list-style-type: none"> • Facilitate the definition and maintenance of the information framework required to guide the development of NIMS information systems, including the development of data standards for the following: incident notification and situation reports, status reporting, analytical data, geospatial information, wireless communications, identification and authentication, and incident reports, including “lessons learned” reports • Integrate into the national R&D agenda, in coordination with the Under Secretary for Science and Technology of the Department of Homeland Security, the incident management science and technology needs of departments, agencies, disciplines, private-sector, and nongovernmental organizations operating within the NIMS at all levels

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Staffing

To ensure the successful implementation of its NIMS-related roles and responsibilities in Phase II, the NIC must be a multi-jurisdictional, multidisciplinary structure that is staffed by and/or consults with Federal departments and agencies as well as State, local, tribal, and private sector incident management entities; draws upon the experience of interagency and multi-jurisdiction working groups; and receives ongoing guidance from a senior-level advisory group. Stakeholders include those involved in incident management operations at various levels of government, functional disciplines, and private entities or those contributing significant response resources and expertise.

The table below outlines the proposed Phase II staffing plan for the NIC.

Organizational Element	DHS Employees	Interagency Detailees	Liaisons
Office of the Director	<ul style="list-style-type: none"> • 3 DHS/ 		
Publications Management	<ul style="list-style-type: none"> • 2 DHS/EP&R 		NWCG DHS/USCG
Standards & Resources	<ul style="list-style-type: none"> • 3 DHS/EP&R • 2 DHS/S&T • 1 DHS/ODP 	1 DOJ 1 HHS 1 EPA	NIST GSA DOE DOD NWCG
Training & Exercises	<ul style="list-style-type: none"> • 2 DHS/EP&R • 2 DHS/ODP • 1 DHS/USCG 	1 USDA/USFS 1 DOJ	DHS/BTS <ul style="list-style-type: none"> • NFA/NETC/ Noble • IPA's-State Police, Fire and EMS training systems HHS <ul style="list-style-type: none"> • DOT FLETC ODP Consortium DHS/USSS NWCG
System Evaluation & Compliance	<ul style="list-style-type: none"> • 1 DHS/EP&R • 1 DHS/ODP • 1 DHS/OSLC 	1 HHS	NWCG DHS/S&T DHS/IG

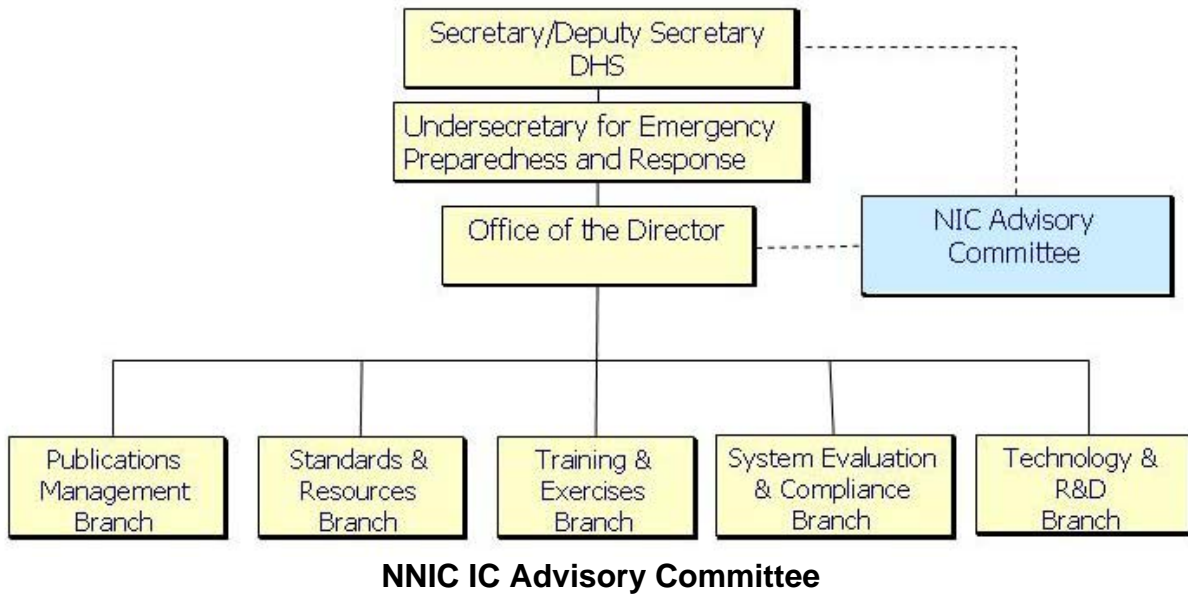
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Technology & R&D	<ul style="list-style-type: none"> • 1 DHS/EP&R • 1 DHS/S&T • 1 DHS/IAIP 	1 DOD 1 NIST 1 DOE	DHS/BTS
Total FTEs	22	9	N/A

The above staffing recommendations reflect initial estimates only and are subject to change following appropriate coordination with other DHS, Federal, State, local, tribal, and private-sector stakeholders.

The organizational structure of the NIC is depicted below.

NIMS Integration Center (NIC)



NIC Advisory Committee

The Secretary of Homeland Security will establish a NIC Advisory Committee (leveraging the existing HSAC subcommittee structure) to provide a channel for jurisdictional and functional discipline input into the full range of NIC processes and products. The NIC Advisory Committee will meet in plenary session with a frequency of at least once per quarter to facilitate recommendations for review and approval by the Secretary. Additionally, the NIC Advisory Committee will provide advice and product review in support of the NIC functional working groups on an ongoing basis as coordinated by the NIC staff.

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The NIC Advisory Committee will be comprised of recognized Federal, State, local, tribal, and private-sector leaders and subject matter experts in the law enforcement, fire, emergency medical services, hospital, public works, emergency management, and homeland security communities responsible for meeting NIMS standards and executing NIMS policies and procedures. The establishment of the NIC Advisory Committee will ensure that the NIC operates as a multi-jurisdictional and multi-disciplinary entity. The NIC Advisory Committee membership will be appointed by the Secretary of Homeland Security. The Secretary shall designate a Chair and a Vice Chair for the NIC Advisory Committee from among its members.

The NIC Advisory Committee will be *independent* of internal NIC organizational constructs and processes, *inquisitive* in its review of pending NIC standards and guidelines, and *innovative* in its approach to standards and guidelines development, and NIMS issue resolution. As technical and operational experts in their respective fields, and consistent with the execution of the spectrum of incident management operations, the NIC Advisory Committee will, upon request or on its own initiative, provide expert, timely, coordinated, and comprehensive, advice and assistance to the Secretary, the NIC Director and staff, and functional working groups. Additionally, the NIC Advisory Committee will assist the NIC Director in establishing relationships with key NIMS-related associations and organizations.

The Secretary, through the NIC Director, may establish NIC Advisory Committee Working Groups comprised of NIC Advisory Committee Members and members of the private sector, academia, critical infrastructure service providers, professional service associations, Federally Funded Research and Development Centers, nongovernmental organizations, State and local governments, and other appropriate professions and communities as required.

Governance

In accordance with the NIMS, the Secretary of Homeland Security establishes the NIC and is ultimately responsible for accomplishment of NIC roles and responsibilities. The Secretary approves NIC mission-related work agendas, programs, and activities.

Day-to-day oversight of the NIC and associated programs and activities is the responsibility of a Director appointed by the Secretary of Homeland Security. The NIC Director will report to the Secretary through the Undersecretary for Emergency Preparedness and Response. The Undersecretary for Emergency Preparedness and Response is responsible for overall NIC oversight from a programmatic perspective, as well as for the housing of the NIC and associated staff.

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Resources and Requirements

The Office of the Director and functional branches will be housed in the FEMA headquarters facility at 500 C Street SW in Washington, DC, and other FEMA-provided work space as required. The NIC staff will identify final facility and space requirements based on an estimate of 220 square feet per FTE, which includes personal work space, common workspace, and conference rooms. The initial estimate for total square feet required is approximately 7,900 square feet.

NIC staff members designated from organizations outside the DHS Emergency Preparedness and Response (EP&R) Directorate will be detailed to the NIC on a non-reimbursable basis. Operational costs associated with specific NIMS-related projects and products will be borne by EP&R, the Office of State and Local Government Coordination and Preparedness, or the Undersecretary for Science and Technology according to the functional breakdown established for each organization by the *Homeland Security Act*. Expenses relating to the administrative housing of the NIC will be borne by EP&R.

NIC Action Items

Initial Work Plan

During the next month, a number of tasks will be undertaken to ensure that the NIC will achieve initial Phase I operating capability in April. The action items to be accomplished to establish the initial functions of the NIC are outlined in the table below.

Action	Completion
Identify key leadership	March 2004
Identify space	March 2004
Announce creation of the office, location, and key leadership	March 2004
Request detailees to staff the NIC	March 2004
Finalize office space preparations, including computer and telecommunication needs	March 2004
Establish processes for reporting and providing feedback to Secretary, DHS	March 2004
Formally announce the NIC	March 2004
Staff report to designated space	April, 2004
Reach out to key stakeholders	April 2004
Establish NIC Advisory Committee	April 2004
Convene meeting of the NIC Advisory Committee	May 2004
Establish advisory groups, working teams, and stakeholder groups for offices and branches within the NIC	May 2004
Review progress and make final recommendations as to staffing size and composition	June 2004