

UNITED STATES DEPARTMENT OF HOMELAND SECURITY

**FEDERAL EMERGENCY MANAGEMENT AGENCY NATIONAL ADVISORY
COUNCIL**

NATIONAL ADVISORY COUNCIL CHARTER

1. Committee's Official Designation:

The Federal Emergency Management Agency (FEMA) National Advisory Council.

2. Authority:

Title 6, United States Code, Section 318 directs the Secretary of Homeland Security to establish the National Advisory Council (NAC). The NAC 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:

The NAC shall advise the Administrator of the FEMA on all aspects of emergency management. The NAC shall incorporate state, local and tribal government and private sector input in the development and revision of FEMA's plans and strategies.

4. Description of Duties:

The duties of the NAC are solely advisory in nature.

5. Officials to Whom the Committee Reports:

The NAC reports to the Administrator of FEMA.

6. Agency Responsible for Providing Necessary Support:

FEMA shall be responsible for providing financial and administrative support to the NAC.

7. Estimated Annual Operating Costs and Staff Years:

The estimated annual operating cost associated with supporting the NAC's functions is estimated to be \$445,000 per year, which includes two full time employees.

8. Designated Federal Officer:

A full-time or permanent part-time employee of FEMA shall be appointed as the NAC Designated Federal Officer (DFO). The Administrator may also appoint an Alternate DFO. The DFO or Alternate DFO shall approve or call the meeting(s) of the NAC or any of its subcommittees; approve the agenda of all meetings; attend all committee and subcommittee meetings; adjourn any meeting when he or she determines it to be in the public interest; and, chair meetings when directed to do so by the Administrator.

9. Estimated Number and Frequency of Meetings:

The NAC will meet in public session approximately two times a year. It is anticipated that the NAC may hold at least one teleconference meeting with public call-in lines. All travel for NAC business must be approved in advance by the DFO and be in accordance with applicable law including the Federal Travel Regulation. Committee meetings shall be open to the public unless a determination is made by the appropriate Department of Homeland Security (DHS) official in accordance with DHS policy and directives that the meeting should be closed in accordance with subsection (c) of section 552b of title 5, United States Code.

10. Duration:

Continuing.

11. Termination:

Section 14(a)(2) of the Federal Advisory Committee Act (5 U.S.C. Appendix.) shall not apply to the NAC. This charter shall be in effect for two years from the date it is filed with Congress and must be renewed in accordance with section 14(b) of FACA.

12. Member Composition:

The NAC shall consist of up to 35 members appointed by the Administrator. Members are designated as Representatives, Special Government Employees (SGEs), Regular Government Employees (RGEs), or *Ex Officio*. SGEs are defined in section 202(a) of Title 18, United States Code. To the extent practicable, the members shall be geographically diverse and represent a substantive cross-section of officials, emergency managers, and emergency response providers from state,¹ local, and tribal governments, the private sector, and nongovernmental organizations, as follows:

- **Emergency Management:** Up to three members representing the interests of the emergency management field. These members represent the viewpoint of the emergency management field and shall serve as Representative members.

¹ Pursuant to section 101 of title 6, United States Code, state is defined to mean “any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States.”

- **Emergency Response Providers:** Up to three members representing the interests of emergency response providers, including fire service, law enforcement, hazardous materials response, and emergency medical services, or organizations representing such individuals. These members represent the viewpoint of the emergency response providers and shall serve as Representative members.
- **Health Scientists:** One member drawn from the discipline of health scientists. This member brings his or her expertise and experience to the NAC and shall serve as an SGE.
- **Emergency Medical Providers:** One member drawn from the discipline of emergency medical providers, such as doctors, medics, or individuals practicing medicine in emergencies. This member brings his or her expertise and experience to the NAC and shall serve as an SGE.
- **In-Patient Medical Providers:** One member drawn from the discipline of in-patient medical providers. This member brings his or her expertise and experience to the NAC and shall serve as an SGE.
- **Public Health:** One member drawn from the discipline of public health professionals. This member brings his or her expertise and experience to the NAC and shall serve as an SGE.
- **Standards Setting and Accrediting:** Up to two members from the Federal, state, local, and tribal governments, and the private sector, representing standards setting and accrediting organizations, including from the voluntary consensus codes and standards development community, with expertise in the emergency preparedness and response field. These one to two members represent the viewpoint of the standards setting and accrediting organizations and shall serve as Representative members.
- **Non-Elected State Government Officials:** One member drawn from non-elected state government officials, including Adjutants General, with expertise in preparedness, protection, response, recovery, and mitigation. This member represents the viewpoint of state governments and shall serve as a Representative member.
- **Non-Elected Local Government Officials:** One member drawn from non-elected local government officials, with expertise in preparedness, protection, response, recovery, and mitigation. This member represents the viewpoint of local governments and shall serve as a Representative member.
- **Non-Elected Tribal Government Officials:** One member drawn from non-elected tribal government officials, with expertise in preparedness, protection, response, recovery, and mitigation. This member represents the viewpoint of tribal governments and shall serve as a Representative member.
- **Elected State Government Officials:** One member drawn from elected state government officials to represent executives of state governments. This member represents the viewpoint of state governments and shall serve as a Representative member.
- **Elected Local Government Officials:** One member drawn from elected local government officials to represent executives of local governments. This member represents the viewpoint of local governments and shall serve as a Representative member.

- **Elected Tribal Government Officials:** One member drawn from elected tribal government officials to represent executives of tribal governments. This member represents the viewpoint of tribal governments and shall serve as a Representative member.
- **Infrastructure Protection:** One member drawn from the discipline of infrastructure protection. This member brings his or her expertise and experience to the NAC and shall serve as an SGE.
- **Cyber Security:** One member drawn from the discipline of cyber security. This member brings his or her expertise and experience to the NAC and shall serve as an SGE.
- **Communications:** One member drawn from the discipline of communications. This individual brings his or her expertise and experience to the NAC and shall serve as an SGE.
- **Disabilities and Functional And Access Needs:** Up to two members to represent the viewpoint of people with disabilities and other populations with access and functional needs. These one or two members will bring their expertise and experience to the NAC and shall serve as SGEs.
- **Administrator Selections:** One or more members drawn from disciplines where the Administrator determines additional expertise to be appropriate, which may include experts employed by other Federal departments or agencies. These individuals bring their expertise and experience to the NAC and shall serve as SGEs (or RGEs if employed by another Federal department or agency).
- **Ex Officio:** One or more officers of the Federal Government to serve as *ex officio* members. Members designated as *ex officio* will be entitled to vote on NAC business.

In the selection of members who are health or emergency medical service professionals, the Administrator shall work with the Secretary of Health and Human Services and the Secretary of Transportation, or their respective designees.

The term of office of each member shall be three years. The Administrator may appoint a member to serve more than one term. Members will not serve in excess of two terms or six years unless specifically authorized by the Administrator. A member appointed to fill an unexpired term shall serve the remainder of that term. In the event that the NAC terminates, all appointments to the NAC shall terminate.

13. Officers:

The Administrator shall appoint one member of the NAC as the Chair and one member as 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.

14. Subcommittees:

FEMA may establish subcommittees for any purpose consistent with this charter, provided that the creation and operation of the subcommittees are approved by FEMA. Subcommittees may not work independently of the NAC and must report their recommendations and advice to the NAC for full deliberation and discussion.

Subcommittees have no authority to make decisions on behalf of the NAC and may not report directly to a Federal officer or agency.

15. Recordkeeping:

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

April 6, 2015
Agency Approval Date

April 8, 2015
GSA Consultation Date

April 9, 2015
Date Filed with Congress