

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY**  
**TRANSPORTATION SECURITY ADMINISTRATION**  
**AVIATION SECURITY ADVISORY COMMITTEE CHARTER**

**1. Committee's Official Designation**

Aviation Security Advisory Committee

**2. Authority:**

This charter establishes the Aviation Security Advisory Committee (ASAC) under the authority of Title 6, United States Code, section 451. 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:**

The committee provides advice and recommendations for improving aviation security measures to the Administrator of the Transportation Security Administration (TSA). Only tasks assigned by TSA shall be undertaken. ASAC's mission is to examine areas of civil aviation security and develop recommendations for the improvement of civil aviation security methods, equipment, and procedures.

**4. Description of Duties:**

The duties of ASAC are solely advisory in nature.

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

ASAC shall provide advice and recommendations to the Secretary of Homeland Security through the Administrator of TSA.

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

The Department of Homeland Security (DHS) is responsible for providing financial and administrative support to ASAC. Within DHS, the Office of Transportation Sector Network Management in TSA shall provide this support.

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

The estimated annual operating cost of ASAC is \$56,500, which includes approximately 0.40 staff years of support.

**8. Designated Federal Officer:**

The Administrator of TSA shall appoint fulltime permanent employees to serve as the ASAC Designated Federal Officer (DFO) and as alternative DFOs. The DFO or alternate DFOs shall approve and call ASAC 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 Administrator.

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

ASAC is expected to meet at least twice per year with the approval of the DFO, usually every six months. Members shall not be reimbursed for travel or per diem. Committee 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 subsection (c) of section 552b of title 5, United States Code.

**10. Duration:**

Continuing

**11. Termination:**

This charter shall be 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 2-year period in accordance with section 14 of FACA.

**12. Member Composition:**

ASAC members are appointed by and serve at the pleasure of the Secretary of Homeland Security. In the event that ASAC terminates, all appointments to the committee shall terminate. ASAC is composed of members representing nine key stakeholder groups affected by aviation security requirements. These membership categories are:

- Victims of Terrorist Acts Against Aviation;
- Law Enforcement and Security Experts;
- Aviation Consumer Advocates;
- Airport Tenants and General Aviation;
- Airport Operators;
- Airline Management;
- Airline Labor;
- Aircraft and Security Equipment Manufacturers; and
- Air Cargo Representatives.

The committee shall be composed of no more than 27 members. Each membership category shall have at least one member. Members shall serve as representatives and

speak on behalf of their respective organizations and are not Special Government Employees as defined in section 202(a) of title 18, United States Code.

**13. Officers:**

The Administrator of TSA shall appoint one of the members of ASAC as Chairperson and one of the members as Vice Chairperson. The Vice Chairperson shall act in the absence or incapacity of the Chairperson or in the event of a vacancy in the office of the Chair.

**14. Subcommittees:**

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

**15. Recordkeeping:**

The records of ASAC, 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:**

May 19, 2011  
Department Approval Date

May 24, 2011  
CMS Consultation Date

July 22, 2011  
Date Filed with Congress