

## NATIONAL NONSTRUCTURAL COMMITTEE CHARTER

1. **Purpose.** This charter establishes and prescribes the composition of the National Nonstructural Committee of the U.S. Army Corps of Engineers (herein referred to as the Committee) and states its objectives and responsibilities.

2. **Objectives.** The objectives of the Committee are to provide leadership in formulation, evaluation, and implementation of nonstructural flood and coastal storm risk measures; support Headquarters in the development and implementation of policies regarding nonstructural measures; serve as an integral part of the Headquarters flood risk management team; and, promote the use of nonstructural and flood proofing risk reduction measures, in accordance with law and policy.

3. **Function.** The Committee functions under the general direction of the Chief, Planning and Policy Division, Directorate of Civil Works, HQUSACE (Chief, Planning and Policy). The annual activities of the Committee are under the direction of the Deputy, Planning Community of Practice (Deputy), who represents the Chief, Planning and Policy.

In addition to the Deputy, and Advisory Panel, represented by the Flood Risk Management and Coastal Storm Risk Management Planning Centers of Expertise, and other Headquarters staff, not limited to Planning & Policy Division, on an as needed basis, is responsible for working with the Committee to:

- a. Provide input and advice reflecting a national perspective.
- b. Identify processes and methodology to advance the national nonstructural program.
- c. Oversee and approve nonstructural program communications.

The Advisory Panel functions under the direction of the Chief, Planning and Policy. The Deputy, serves as the chair of the Advisory Panel and represents the Chief, Planning and Policy.

4. **Roles and Responsibilities.** Under oversight from the Deputy, the Committee roles and responsibilities are as follows:

- a. Support HQUSACE by providing technical expertise on formulation, evaluation, and implementation of nonstructural flood and coastal storm risk management measures across national programs. Assist HQUSACE in the development of nonstructural policy and procedures.
- b. In concert with the Advisory Panel, the Committee will:
  - i. Develop and improve nonstructural techniques and procedures through research and testing as necessary.
  - ii. Develop nonstructural information pamphlets, guides, publications, fact sheets, and tools for dissemination through presentations, reports, the Committee website, and professional communication. Communications that are derivative from these cooperative developed documents will require additional review and approval of the Advisory Panel. Other communications should be assessed by the Advisory Panel before being made public.
- c. Support the Flood Risk Management Planning Center of Expertise, Coastal Storm Risk Management Planning Center of Expertise, Dam Safety Program, Levee Safety Program, and other national programs as appropriate, with the formulation, evaluation, and implementation of nonstructural measures.

d. Identify and develop the capacity and capability across USACE regarding the appropriate application of nonstructural measures. Maintain a roster of Subject Matter Experts with proficiency in nonstructural risk management measures.

e. At the request of the Chief, Planning and Policy, the Committee serves as the:

- i. USACE liaison for the National Flood Barrier Testing and Certification Program;
- ii. Proponent of PROSPECT Course #345; and
- iii. instructors of the nonstructural component to the Planning Associates course and to internal elements and external agencies for the advancement of nonstructural and flood proofing measures.

**5. Membership.** The Committee is a standing committee of current employees of the Corps of Engineers. Committee membership is described below and in detail within the accompanying SOP titled "Membership in the USACE National Nonstructural Committee".

a. Member Selection and Appointment. Member selection and appointment will be conducted through a selection process monitored by the Deputy and the Advisory Panel.

- i. The Deputy will request a resume, a Statement of Interest, and a Supervisor Confirmation from USACE employees interested in obtaining membership on the Committee.
- ii. The Advisory Panel will review candidate packets prior to referring potential members to the Chief, Planning and Policy.
- iii. The Chief, Planning and Policy appoints members to the Committee.

b. Officer Selection. The Committee has three officers: a Chairperson, Executive Secretary, and the Deputy. The Chairperson and Executive Secretary are selected from members appointed to the Committee.

c. Member Team. Each member will serve a 3-year term. There is no limit on the number of terms a member can serve, but the member must reapply at the end of each 3-year term.

## **6. Duties.**

a. Chairperson. The Chairperson will call and chair meetings; formulate agenda and establish the time and place of meetings; develop and provide follow-up reports on Committee action items; support development of a quarterly activity report, and sign all official Committee correspondence.

b. Executive Secretary. The Executive Secretary will record and report the minutes of each meeting and furnish timely minutes to each member. The Executive Secretary will also prepare a quarterly activity report to be utilized by the Deputy in carrying out their duties.

c. Deputy, Planning Community of Practice. The Deputy will report on Committee activities and submit Committee funding requirements to the Chief, Planning and Policy; manage Committee funds; retain all official Committee records, reports, and files; and coordinate interdivision activities of the Committee. The Deputy may designate an alternate to carry out the duties of the Deputy.

d. Committee Member. Members will attend full Committee meetings; aggressively carry out individual responsibilities; and perform assigned tasks in a timely manner.

**7. Meetings.** Committee meetings will be held at the call of the Chairperson.

a. Full Committee meetings will generally be held quarterly, but no less than one per fiscal year.

- b. The Committee and the Advisory Panel will meet no less than once per fiscal year.
- c. Meetings will be coordinated with other meetings, whenever appropriate, to facilitate efficient use of time and travel funding. Committee meetings may be held by teleconference or other means appropriate to accomplish meeting objectives.
- d. Meeting agendas will be coordinated with the Advisory Panel, allowing time to add or discuss topic items. Agenda topics should primarily focus on national issues rather than project specific issues, unless a project presents a new technical, policy, or legal challenge that can impact national nonstructural advancement.
- e. A majority of the members constitute a quorum, and the majority of those present rule. In the event of a tie, the Chairperson will cast the deciding vote.
- f. With advance approval from the Chairperson, members may have non-members participate in Committee meetings and assist in making reports and presentations to the Committee.

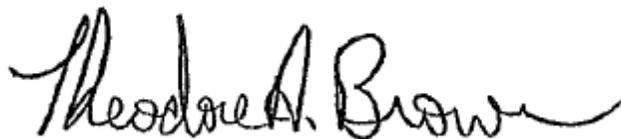
**8. Support.**

- a. The Committee may establish and staff, from among its members and other experts within USACE, ad hoc subcommittees or panels necessary for the conduct of Committee business.
- b. The Committee also may arrange for non-Committee staff assistance, expert services, and advisors/consultants, including support from Corps of Engineers laboratories.
- c. The Committee may continue existing, and develop new collaborative arrangements with Associations, Universities, State interests, and other flood and coastal storm risk management related stakeholders, to advance the concepts of sound floodplain management.
- d. The Committee may use the SME roster to identify experts from whom information and support can be solicited.

**9. Work, Correspondence, and Salaries.**

- a. Committee activities will require members to accomplish work at their duty station.
- b. Direct correspondence and communication are authorized and encouraged between Committee members.
- c. As appropriate, salaries, per diem, and travel expenses of Committee members, while engaged in routine Committee activities, generally will be paid using Flood Plain Management Services Program funds from a special "NNC" account established in the Committee members' duty station.
- d. Assistance provided by other Districts or entities will generally be funded by those customers.

**10. Periodic Review.** This charter expires in five years from date of approval. During the fifth year, the Charter will be reviewed and validated by the Deputy, and Committee, or, if the Committee is no longer needed, the Committee will disband at the direction of the Chief, Planning and Policy.



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