The Emergency Management Issues (EMI) Special Interest Group (SIG) was established in 1986 as the Emergency Preparedness Special Interest Group and renamed in 1991 to include all phases of emergency management planning, preparedness, integration, response and recovery. Its membership includes DOE and contractor emergency managers, coordinators, planners, technology experts, continuity personnel, analysts, first and field responders, trainers and others who provide support to DOE/NNSA emergency management operations.

The EMI SIG is currently managed by the Project Enhancement Corporation (PEC), under contract number DE-DT00011426 between PEC and the U.S. Department of Energy (DOE)/National Nuclear Security Administration (NNSA), and is sponsored by the Office of Emergency Management Plans and Policy (NA-41).

This charter has been revised by the EMI SIG Steering Committee in order to better define the mission, purpose and structure of the EMI SIG. Amendments to this charter will occur biennially for the purposes of better accomplishing its intended mission and support of the emergency management needs of the DOE complex.

TABLE OF CONTENTS

TABLE OF CONTENTS ................................................................................................................................................................................. 1
MISSION ........................................................................................................................................................................................................ 2
PURPOSE ....................................................................................................................................................................................................... 2
EMI SIG SUBCOMMITTEE DESCRIPTIONS ............................................................................................................................................ 3
   Continuity of Operations Subcommittee (COOPSC) .......................................................................................................................... 3
   DOE Meteorological Subcommittee (DMSC) ........................................................................................................................................... 4
   Emergency Public Information Subcommittee (EPISC) .......................................................................................................................... 4
   Emergency Readiness Assurance Subcommittee (ERASC) ......................................................................................................................... 4
   First and Field Responders Subcommittee (FFRSC) ............................................................................................................................. 5
   Subcommittee for Emergency Management Planners (SEMPER) ......................................................................................................... 5
   Subcommittee For Emergency Management Technologies (SEMTECH) ............................................................................................... 5
   Subcommittee On Technical Analysis And Response Support (STARS) ............................................................................................... 6
   Training And Drills Subcommittee (TDSC) ............................................................................................................................................... 6
MEMBERSHIP DESCRIPTION, SELECTION, ROLES & RESPONSIBILITIES ......................................................................................... 7
APPENDIX ..................................................................................................................................................................................................... 16
MISSION

The mission of the EMI SIG is to exchange information, ideas and resources among its membership that identify policy issues, standard procedures, current initiatives, lessons learned and best practices to better implement emergency management programs, complex wide.

PURPOSE

The purpose of the EMI SIG is to coordinate activities that provide insight, expertise, training opportunities and technical support; and, facilitate communication, coordination and collaboration between DOE sites/facilities contractor and federal employees and DOE/NNSA Headquarters (NA-41) on emergency management topics of interest and shared needs.

This purpose is accomplished through:

- Leadership of the **EMI SIG Steering Committee** comprised of DOE sponsor and DOE contractor personnel.
- Opportunities for **Subcommittee Membership** to communicate through
  - Regularly scheduled videoconferences/teleconferences.
  - EMI SIG website, SharePoint sites, virtual applications, and or social media accounts.
  - Offsite meetings and or workshops when face-to-face interaction is deemed necessary to accomplish Steering Committee approved objectives.
- The **EMI SIG Annual Meeting** that includes:
  - A meeting venue in close proximity to a DOE/NNSA facility/site that will accommodate 250-300 EMI SIG members.
  - Pre- and post-meeting workshops, presentations, panel discussions, Subcommittee breakout sessions, concurrent sessions, site tours, networking opportunities and other professional development events that provide information on a wide variety of emergency management topics.
  - Site Benchmarking eXchange (SBX) that provides booths for interested sites to benchmark documents or materials/applications such as company-directives, emergency procedures, checklists, manuals, guides, hand-outs, technology/systems, etc. on a wide variety of programmatic areas within emergency management and continuity of operations programs across DOE/NNSA sites and facilities.
EMI SIG subcommittees foster information sharing and product development for the DOE/NNSA emergency management community.

Subcommittees are established by the EMI SIG Steering Committee to address emergency management program elements through the:

- Creation and approval of a charter that identifies its mission, purpose, long-term goals and benefits to the DOE/NNSA community.
- Conduct of regularly scheduled video/teleconference calls and or meetings, as needed.
- Planning and organization of pre- or post-workshops, breakout sessions, and other events at the EMI SIG Annual Meeting.
- Identification and development of training products or technical applications that support and promote emergency management benchmarks and best practices.

Working Groups are established within a subcommittee to address specific topical areas within the scope of the Subcommittee in more detail.

Task Groups are subgroups of a subcommittee for short-term missions or initiatives such as product development or resolution of a specific issue.

CONTINUITY OF OPERATIONS SUBCOMMITTEE (COOPSC)

The mission of the EMI SIG COOPSC is to leverage the experiences, expertise, and insight of members to ensure that continuity of operations services and products are aligned with the mission and goals of the DOE/NNSA.

The purpose of the COOPSC is to provide a forum to ensure appropriate coordination, collaboration, information sharing and to facilitate the interaction between DOE/NNSA and its contractor personnel with common interests in identifying and resolving continuity of operations issues throughout the DOE/NNSA complex.
DOE METEOROLOGICAL SUBCOMMITTEE (DMS)

The DMS provides subject matter expertise on specific weather-related fields, assists with the coordination of the operational meteorological programs at DOE/NNSA sites and encourages meteorological research to enhance these programs. In its coordinating function, DMS encourages DOE/NNSA meteorological program managers and staff to share best practices and advances in the science to avoid duplication of effort.

EMERGENCY PUBLIC INFORMATION SUBCOMMITTEE (EPISC)

The mission of the EPISC is to develop, improve, and/or provide emergency public information resources for the DOE/NNSA community. The EPISC will promote and assist in developing resources that serve the needs of DOE/NNSA, by sharing information, expertise, and resources for the continual improvement of emergency public information throughout the DOE/NNSA complex.

The purpose of the EPISC is to provide a forum for, and to facilitate the interaction between, DOE/NNSA and their contractor personnel with common interests in identifying and resolving emergency public information issues throughout the DOE/NNSA complex.

EMERGENCY READINESS ASSURANCE SUBCOMMITTEE (ERASC)

The mission of the ERASC is to utilize its professionalism through the collective collaboration of experience, expertise, and vision of its members to promote mission and goals of the DOE/NNSA.

The purpose of the ERASC is to provide an interdependent forum utilizing cross functional management to communicate with and enhance the ERASC capabilities to facilitate the continued development and improvement of the readiness assurance program: to include assessments, exercises, performance indicators, continuous improvement, lessons learned, and Emergency Readiness Assurance Plans, through collaboration.
FIRST AND FIELD RESPONDERS SUBCOMMITTEE (FFRSC)

The mission of the FFRSC is to leverage the experiences, expertise, and knowledge of members to ensure that First and Field Responder services and products are aligned with the mission and goals of the DOE/NNSA.

The purpose of the FFRSC is to provide a forum to ensure appropriate coordination, collaboration, information sharing, and to facilitate the interaction between DOE/NNSA and its contractor personnel with common interests in identifying and resolving First and Field Responder issues throughout the DOE/NNSA complex.

SUBCOMMITTEE FOR EMERGENCY MANAGEMENT PLANNERS (SEMPER)

The mission of SEMPER is to provide a network forum for emergency management professionals with common interests in the DOE/NNSA complex to coordinate, collaborate, and share information related to emergency management planning.

The purpose of SEMPER is to leverage the experiences, expertise, and insight of emergency management professionals to promote the sharing of emergency planning information to include development and implementation of All-Hazards Emergency Management Plans, Emergency Plan Implementing Procedures, Emergency Plan Administrative Procedures, and other related plans, procedures, templates, forms, and checklists; Document Control and records management processes; and strategic approaches to emergency management, with special emphasis on planning and implementation of protective actions and protective action recommendations.

SUBCOMMITTEE FOR EMERGENCY MANAGEMENT TECHNOLOGIES (SEMTECH)

The mission of to leverage the experiences, expertise, and insight of members to identify and promote services and technologies aligned with the mission and goals of DOE/NNSA. The purpose of SEMTECH is to provide a forum for coordination, collaboration, information sharing, and to facilitate the interaction between DOE/NNSA and its contractor personnel with common interests in identifying and resolving system issues throughout the DOE/NNSA complex.
SUBCOMMITTEE ON TECHNICAL ANALYSIS AND RESPONSE SUPPORT (STARS)

The mission of the STARS is to leverage the experiences, expertise, and insight of members to ensure that the data, technical analyses, services, and products related to all hazards analysis, and consequence analysis are aligned with the mission and goals of the DOE/NNSA.

The purpose of the STARS is to enhance the ability of the DOE emergency management and response community in identifying and understanding the potential hazards posed by radiological, chemical, and biological materials. Additionally, to enhance the foundation of the community for conducting effective and timely emergency management decisions to protect the health and safety of workers, members of the public and ecological resources in the event of a hazardous materials release.

TRAINING AND DRILLS SUBCOMMITTEE (TDSC)

The mission of the TDSC is to leverage the experiences, expertise, and insight of members to ensure that training and drills services and products are aligned with the mission and goals of the DOE/NNSA.

The purpose of the TDSC is to provide a forum to ensure appropriate coordination, collaboration, and information sharing and to facilitate the interaction between DOE/NNSA and its contractor personnel with common interests in identifying and resolving training issues throughout the DOE/NNSA complex. In addition, the TDSC should collaborate on development, review and revision of training materials related to emergency management complex-wide.
MEMBERSHIP DESCRIPTION, SELECTION, ROLES & RESPONSIBILITIES

The EMI SIG is open to all Department of Energy Departmental and National Nuclear Security Administration elements, its contractors, vendors and non-DOE/NNSA affiliated personnel with occupations or responsibilities for managing, overseeing, or implementing emergency management requirements in coordination/collaboration with DOE/NNSA organizations.

EMI SIG Membership consists of:

- DOE/NNSA employees (current or retired).
- DOE/NNSA contractor employees who provide direct support to current DOE/NNSA emergency management operations.
- Vendors who provide products/services that directly support current DOE/NNSA emergency management initiatives/tasks at HQ, DOE/NNSA fields, sites, or facilities.
- Non-DOE affiliated personnel from Federal, Tribal, State, County or Municipal Emergency Management organizations who have mutual aid agreements or interdependence with DOE/NNSA sites/facilities.

EMI SIG SPONSOR

The EMI SIG is sponsored by the NNSA Office of the Associate Administrator for Emergency Operations, Office of Plans and Policy (NA-41).

<table>
<thead>
<tr>
<th>Selection</th>
<th>Selected by Sponsoring Organization, NA-41.</th>
</tr>
</thead>
</table>
| Responsibilities | 1. Must be a standing member of the EMI SIG Steering Committee.  
2. Represents EMI SIG interests to the Department/Administration.  
3. Secures and approves funding of EMI SIG activities.  
4. Develops and proposes annual objectives and priorities to the Steering Committee.  
5. Works with the EMI SIG Program Administrator and Steering Committee to discuss and resolve EMI SIG common issues among DOE contractor personnel.  
6. Ensures the EMI SIG’s integrity in meeting complex-wide needs.  
7. Appoints DOE advisors to subcommittees.  
8. Reviews progress regularly. |
EMI SIG STEERING COMMITTEE MEMBER

The EMI SIG Steering Committee is composed of the NA-41 sponsor, a duly elected Steering Committee Chair & co-Chair, the EMI SIG Program Administrator, and members from various DOE contractor sites that reflect representation of the entire DOE/NNSA complex, including NNSA sites, large and small Labs, and hazardous materials and core programs.

All Steering Committee members must represent a DOE/NNSA prime contractor, be actively involved in the EMI SIG and hold positions of responsibility that allow them to make key recommendations and decisions that provide vital support to the EMI SIG. The terms of Steering Committee members are indefinite in order to attain cohesiveness and avoid interruptions in SIG operations.

Selection

- Elected by a quorum (simple majority) of Steering Committee members with concurrence of NA-41 Sponsor.
- New members are nominated and elected by the incumbent Steering Committee from among EMI SIG Members who are actively involved in the EMI SIG.
- Nominees must have the backing of their management to provide their time, participate in meetings, provide resources, and otherwise support the EMI SIG.

Responsibilities

1. Steering Committee Member:
   - Oversees the EMI SIG plans and activities.
   - Discusses common emergency management issues particularly as it relates to the EMI SIG’s role in meeting complex-wide needs.
   - Reviews and assist the approval of submitted products and initiatives.

2. Subcommittee Advisor:
   - Ensures subcommittee activities and objectives support EMI SIG interests.
   - Acts as liaison between EMI SIG Steering Committee and subcommittee.
   - Provides EMI SIG Steering Committee input to subcommittee activities, products, meetings, and issues.
   - Reviews product proposal requests, reviews draft scripts, reviews final products for public release.
   - Obtains annual report from assigned Subcommittee Chair 1-month prior to Annual Meeting.
**EMI SIG Charter**

Updated and Revised December 2018  
Approved by the EMI SIG Steering Committee

---

### EMI SIG PROGRAM ADMINISTRATOR

<table>
<thead>
<tr>
<th><strong>Selection</strong></th>
<th>Appointed by Project Enhancement Corporation with approval of NA-41 sponsor.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibilities</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. Manages EMI SIG operations.  
2. Appoints EMI SIG operations support staff.  
3. Manages the work of technical experts under the PEC contract who support EMI SIG activities.  
4. Works with NA-41 sponsor and is a standing member of the Steering Committee.  
5. Maintains minutes and documents Steering Committee meetings, votes and discussion.  
6. Ensures EMI SIG operations support staff facilitate activities and provides administrative support to respective subcommittees.  
7. Schedules and plans EMI SIG Annual Meeting, workshops, and other activities of interest, as requested by the EMI SIG sponsor and Steering Committee.  
8. Manages the Annual Meeting approval process within established DOE guidelines and procedures.  
9. Works with EMI SIG sponsor and Steering Committee to discuss and resolve issues.  
10. Manages product approval and development.  
11. Ensures that all EMI SIG products are technically edited, corrected, reviewed, and approved by the Steering Committee prior to distribution or posting on the EMI SIG Website pages. |

---

### EMI SIG FEDERAL ADVISOR

<table>
<thead>
<tr>
<th><strong>Selection</strong></th>
<th>Federal employee that is selected by the NA-41 sponsor.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibilities</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. Participates in scheduled Subcommittee, Working Group, and Task Group teleconferences/meetings to which they are assigned or arrange for other NA-41 staff members to attend in their absence.  
2. Informs NA-41 personnel of the activities of the Subcommittee, Working Group, and Task Group to which they are assigned.  
3. Provides Departmental input to subcommittee activities and objectives.  
4. Informs the NA-41 Director if it appears that the Subcommittee, Working Group, or Task Group is exceeding its charter.  
5. Ensures coordination and review of subcommittee products among the NA-41 staff and other DOE Advisors.  
6. Develops proposals for presentations at the EMI SIG annual meeting in their areas of expertise and coordinates those proposals with the NA-41 Director prior to submission to the EMI SIG Program Administrator. |
### EMI SIG ANNUAL MEETING SITE HOST

**Selection**
Company or organization that provides direct support to current DOE/NNSA emergency management operation, with active EMI SIG members, nearest to the Annual Meeting venue, selected by the Steering Committee to host the EMI SIG Annual Meeting.

**Responsibilities**
1. Obtains a Color Guard and auditions/selects National Anthem Singer(s) (recording of National Anthem is also an option) (Performance fee to be paid by NA-41).
2. Ensures a Senior Site Line Manager is available and capable of presenting “Site Host Welcome” (PowerPoint presentation).
3. If needed, assists with organizing at least one networking event, professional development, or educational excursion (Rental fee to be paid by NA-41).
4. If available, assists with securing volunteer drivers to transport attendees to and from off-site events (All associated rental car/bus fees to be paid by NA-41).

### EMI SIG SUBCOMMITTEE COORDINATOR

**Selection**
Selected by the EMI SIG Program Administrator with approval of the NA-41 sponsor.

**Responsibilities**
1. Acts as the liaison between the subcommittee and EMI SIG Program Administrator for subcommittee support needs and/or member requests, including the identification and resolution of subcommittee issues.
2. Facilitates communications among Subcommittee Leadership [Chair, Vice-Chair and or Co-Chair(s)] and members for announcements, agendas, presentations, conference calls, and meetings via email, SharePoint, and social media.
   a. Schedules subcommittee teleconferences, distributes meeting invite and posts dates on SharePoint calendar.
   b. Provides Subcommittee Leadership draft agendas for completion and distributes approved agendas to membership.
   c. Maintains subcommittee membership roster and WebEx teleconference attendance.
   d. Transcribes meeting highlights and submits to Subcommittee Leadership for review/approval, distributes approved highlights to membership and posts to subcommittee SharePoint page.
3. Manages product proposals, development of products, monitors resources, tracks subcommittee action items and provides quality assurance throughout product lifecycle.
4. Works with Subcommittee Leadership to maintain subcommittee SharePoint libraries.
5. Coordinates subcommittee SharePoint and web page reviews, revisions and updates.
6. Conducts research for subcommittee special projects/presentations, as needed.

EMI SIG SUBCOMMITTEE CHAIR

Selection

Selected by the vote of subcommittee membership with the following recommendations; however, each subcommittee will identify requirements in their individual charters:

- Nominations are obtained through electronic survey 30 days prior to the annual meeting.
- Elections can be held via ballot or a show of hand vote at the annual meeting.
- In usual circumstances, the Chair/Vice-Chair assume their positions after the annual meeting.
- The Chair serves in his/her position for a two-year term and can be re-elected by the membership.
- If the Chair cannot fulfill the position and resigns, the Vice-Chair will fill the role for the remainder of the current term. If the Vice-Chair is unable to fulfill the Chair position, one of the Co-Chairs will be appointed to assume the Chair role.
- The Vice-Chair should succeed any outgoing Chair to ensure consistency in the subcommittee mission.

Responsibilities

1. Coordinates and collaborates with the subcommittee coordinator for additional support duties.
2. Enlists DOE and or Steering Committee advisors for support duties.
3. Vice-Chair assumes responsibilities of the Chair, when required.

Teleconferences:

- Prepares, organizes and facilitates conference calls and meetings with the assistance of subcommittee coordinators.
- Completes teleconference agendas for membership distribution.
- Identifies and schedules speakers for subcommittee teleconferences, as applicable.
- Facilitates conference calls and meetings.
- Reviews and approves teleconference highlights.

Subcommittee Activities, Products and Projects:

- Acts as the main point of contact and provides input for all subcommittee activities.
- Ensures progress on subcommittee activities, projects, products, etc. are made at a predetermined pace and deliverables are completed on time and as specified by the subcommittee.
- Selects and delegates working or task groups to address topics with projects and products.
12. Completes Product Proposal forms for Steering Committee review/approval.

**EMI SIG Charter**

**Updated and Revised December 2018**
**Approved by the EMI SIG Steering Committee**

**Annual Meeting and Report:**
13. Coordinates development of the Annual Meeting Subcommittee Breakout Session agenda. Submits final agenda to subcommittee coordinator for posting to SharePoint annual meeting page.
14. Works with the subcommittee coordinator and Steering Committee advisor to prepare the EMI SIG Annual Meeting Subcommittee Report to be presented at the annual meeting.
15. Submits finalized EMI SIG Annual Meeting Subcommittee Report to his/her assigned DOE Advisor for review and revisions on the first Tuesday of March, prior to the EMI SIG Annual Meeting.
16. Presents EMI SIG Subcommittee Annual Report, approved by the DOE advisor, to the EMI SIG Steering Committee members at established time during the Annual Meeting.
17. Finalizes and submits approved EMI SIG Subcommittee Annual Report to the EMI SIG Subcommittee Coordinator to post on EMI SIG SharePoint by the first Tuesday of June, after the conclusion of the EMI SIG Annual Meeting.

**EMI SIG SUBCOMMITTEE VICE-CHAIR**

<table>
<thead>
<tr>
<th>Selection</th>
<th>Selected by the Chair from volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
<td>If the Chair cannot fulfill the position requirements, resigns, and or employment ends, the Vice-Chair will fill the role for the remainder of the current term and assumes all responsibilities of the Chair.</td>
</tr>
<tr>
<td><strong>Subcommittee activities, products and projects:</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Attends and actively participates in all conference calls and meetings.</td>
</tr>
<tr>
<td>2.</td>
<td>Oversees all Working Group initiatives and keeps Chair informed.</td>
</tr>
<tr>
<td>3.</td>
<td>Assists Chair with preparing the Annual Meeting Report.</td>
</tr>
<tr>
<td>4.</td>
<td>Acts as the main point of contact and provides input for all subcommittee activities when the Chair is unavailable or at the direction of the Chair.</td>
</tr>
</tbody>
</table>

**EMI SIG SUBCOMMITTEE CO-CHAIR**

<table>
<thead>
<tr>
<th>Selection</th>
<th>Selected by the Chair from volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
<td>If the Vice-Chair cannot fulfill the position requirements, resigns, and or employment ends, the Co-Chair will fill the role for the remainder of the current term and assumes all Vice-Chair responsibilities.</td>
</tr>
<tr>
<td><strong>Subcommittee activities, products and projects:</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Attends and actively participates in all conference calls and meetings.</td>
</tr>
<tr>
<td>2.</td>
<td>Oversees all Task Group initiatives and keeps Chair informed.</td>
</tr>
<tr>
<td>3.</td>
<td>Acts as the main point of contact and provides input for all subcommittee activities when the Chair or Vice-Chair are unavailable or at the direction of the Vice-Chair.</td>
</tr>
</tbody>
</table>
EMI SIG Charter

Updated and Revised December 2018
Approved by the EMI SIG Steering Committee

GENERAL EMI SIG MEMBER, PARTNER

Selection
DOE/NNSA employees, DOE/NNSA contractor employees, Vendors, and Partners that have completed the EMI SIG User Self-Registration form, agreed to uphold the EMI SIG Code of Conduct and have been vetted based on the following approval process:

<table>
<thead>
<tr>
<th>Type of request</th>
<th>EMI SIG Support Action</th>
<th>Account Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request from .gov, .mil and other approved domains.</td>
<td>SharePoint account is approved and activated.</td>
<td>Can join any subcommittee or other EMI SIG group and is added to the general member distribution list.</td>
</tr>
<tr>
<td>Request from other domestic domain (edu or non-recognized .com)</td>
<td>Contacts requester and asks for affiliation with DOE. If verified, SharePoint account is approved and activated.</td>
<td>Can join any subcommittee or other EMI SIG Group and is added to the general member distribution list.</td>
</tr>
</tbody>
</table>
| Request from foreign domain or non-DOE affiliated domain (State, County, etc.) | Contacts requester and asks for Emergency Management affiliation. If verified, forwards information to EMI SIG Program Administrator for vetting. If verified, SharePoint account is approved and activated. | Is added to the general member distribution list and can access the SharePoint homepage. Cannot to any of the following, without Chair permission and sponsorship:  
  - Access or download any Exercise Builder and EPIcode.  
  - Join a Subcommittee.  
  - Attend the EMI SIG Annual Meeting. |

Responsibilities
1. Upholds the NA-40 Enterprise SharePoint Portal Code of Conduct (Refer to Appendix).
2. Reviews EMI SIG general announcements, participates in roundtable discussions, and reviews bi-weekly Emergent newsletter.
3. Updates SharePoint account membership information annually.
**EMI SIG SUBCOMMITTEE MEMBER**

<table>
<thead>
<tr>
<th>Selection</th>
<th>In addition to the general EMI SIG member selection requirements, special circumstances may require additional vetting and or approval from the Steering Committee and or Subcommittee Chair.</th>
</tr>
</thead>
</table>
| Responsibilities | In addition to general EMI SIG member responsibilities, an EMI SIG subcommittee member:  
1. Participates in the interaction between DOE/NNSA and its contractor personnel with common interests in identifying and resolving issues throughout the DOE/NNSA Complex.  
2. Attends and participates in teleconferences, special meetings and annual meeting.  
3. Encourages and assists in developing resources that promote best practices that serve the needs of DOE/NNSA.  
4. Collaborates with other EMI SIG and DOE/NNSA subcommittees that have mutual interests.  
5. Participates in voting for Subcommittee Chairs.  
6. Accesses subcommittee SharePoint page and resources on a regular basis.  
7. Reviews subcommittee SharePoint announcements and participates in discussion board posts.  
8. Participates on assigned Task and Working Groups to compete projects and products as assigned by the Chair. |

**WORKING GROUP LEADER AND OR MEMBER**

| Selection | ▪ A working group leader is appointed by the Subcommittee Chair once a topical area has been identified that necessitates increased attention by the subcommittee membership.  
▪ Working Group Members are selected by the Chair from volunteers or members are assigned if there are no volunteers. Members must obtain approval from their management to support their participation in the working group effort. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
<td>In addition to general EMI SIG and subcommittee member responsibilities, working group leaders/members are responsible for participating in working group activities and providing support related to the topical area.</td>
</tr>
</tbody>
</table>
## TASK GROUP LEADER AND OR MEMBER

| Selection | A task group leader is appointed by the Subcommittee Chair once a product proposal has been drafted and approved by the Steering Committee.  
|           | Task group members are selected by the Chair from volunteers or members are assigned if there are no volunteers. Members must have approval from their management to support their participation on the task group. |
| Responsibilities | In addition to general EMI SIG and subcommittee member responsibilities, task group leaders/members are responsible for analyzing, designing, developing, implementing and evaluating products that were approved by the Steering Committee. |

## PARTNER AND OR VENDOR

| Selection | Must obtain written approval from Subcommittee Chair to attend, participate, or present in any subcommittee teleconferences or meetings.  
|           | Must have Subcommittee Chair sponsorship to attend, participate, or present in any subcommittee breakout session(s) during an EMI SIG Annual Meeting. |
| Responsibilities | 1. Upholds the NA-40 Enterprise SharePoint Portal Code of Conduct (Refer to Appendix).  
|                  | 2. Reviews EMI SIG general announcements, participates in roundtable discussions, and reviews bi-weekly Emergent newsletter.  
|                  | 3. Updates SharePoint account membership information annually. |
APPENDIX

NA-40 Enterprise SharePoint Portal Code of Conduct

The NA-40 Enterprise SharePoint Portal is for the exclusive use of DOE/NNSA emergency responders. By agreeing to the terms of this Code of Conduct, I understand the responsibilities I have accepted as a General User of the NA-40 Enterprise SharePoint Portal. I acknowledge that, at a minimum, I shall:

1. Access only the data, control information, and software for which I am authorized access and have a need-to-know.
2. Not redistribute information acquired from this SharePoint Portal without approval of the Site Owner.
3. Protect my password.
4. Immediately report the following to the Site Owner or the NA-40 Support Team:
   a. All security incidents and potential threats and vulnerabilities involving the information system.
   b. Any compromise or suspected compromise of my password.
5. Immediately inform the appropriate Site Owner or NA-40 Support Team when access to SharePoint is no longer required.
6. Comply with all DOE/NNSA and system-specific rules and regulations governing the secure operation and authorized use of the information system.
7. Use the NA-40 Enterprise SharePoint Portal only for official government business.
8. Understand the provisions of the SharePoint log-on banner, which outlines the privacy/security expectations of using a government computer system.

As a General User of the NA-40 Enterprise SharePoint Portal, I further acknowledge I shall not:

1. Introduce malicious code into any information system or physically damage the system.
2. Attempt to bypass, strain, or test security mechanisms.
3. Introduce or use unauthorized software, firmware, or hardware.
4. Share my password or access authorization with others.
5. Assume the roles and privileges of others and/or attempt to gain access to information for which I have no authorization.
6. Collect information from this site for marketing or solicitation purposes.