



# InfraGard National Sector Security and Resiliency Program (NSSRP)



## National Sector Chief (NSC) and Sector Subject Matter Expert (SME) qualifications, responsibilities and duties

Dear InfraGard Member,

Critical Infrastructures are the enablers of our entire American way of life. Assuring their protection, security, operational resilience, and all condition preparedness, is the most fundamental of National and Homeland Security imperatives and vital to ensuring America's and its citizens' safety, security, quality of life and future.

Unfortunately, it is these Critical Infrastructures that are increasingly viewed as legitimate targets by an ever-growing array of global actors ranging from opportunists, criminals, hackers and hacktivists, to terrorists and Nation States.

To enhance timely, accurate and effective dissemination and exchange of information across all Critical Infrastructure sectors, the *InfraGard National Members Alliance* (InfraGard National) and *Federal Bureau of Investigation* (FBI) established the Sector Program with the goal:

*To protect, secure, and ensure the operational resilience of the nation's interdependent, globally and Internet reliant critical infrastructure(s) by providing comprehensive expertise to communities throughout the land to assist all FBI field offices in protecting, securing and ensuring critical infrastructure resilience and all-condition preparedness in their areas of operations.*

## I. MINIMUM QUALIFICATIONS FOR NATIONAL SECTOR CHIEF AND SUBJECT MATTER EXPERT CANDIDATES

*The following qualifications apply to both Sector SME and NSC candidates:*

1. Be an InfraGard member in good standing with your IMA.
2. Hold, at a minimum, a Bachelor's Degree in an area related to your sector; Masters or PhD level degree preferred.
3. Have been actively working within the target sector:
  - A. Five (5) years minimum for **SME** candidates; and
  - B. Ten (10) years minimum for **NSC** candidates.
4. Maintain awareness of current trends and threats in the sector through active engagement with multiple sector relevant professional organizations.
5. Demonstrate expertise (as specified in section III) as an SME and/or important stakeholder with a broad understanding, experience, and knowledge of the sector with interest in critical infrastructure protection in one or more of the following ways:
  - A. Authored books/articles in area of expertise;

- B. Hold requisite licenses, certifications, and/or trainings needed for expertise;
  - C. Testified in a court of law as a SME;
  - D. Been acknowledged in the media as a SME;
  - E. Hold a reputation in your field as a SME, and can provide multiple references acknowledging your expertise; or
  - F. Otherwise demonstrated expertise at national or global reach.
6. Possess strong briefing and communication skills.
  7. Demonstrates ability to build effective relationships within their sector, other sectors, other communities (such as intel/fusion centers, DHS Protective Security Advisors, or other public/regulatory agencies).

## **II. NATIONAL SECTOR CHIEF RESPONSIBILITIES, DUTIES and TERM of OFFICE**

1. Responsibilities:
  - A. Responsible and accountable to the *InfraGard National Chairman* for strategic alignment of sector activities with over-arching InfraGard strategic plan, and to seek Board approval for significant projects and initiatives.
  - B. Responsible and accountable to *InfraGard National President* for service and support to IMA Presidents and for local Sector Chief Program mentoring.
  - C. Responsible and accountable to the *National Sector Program Manager (NSPM)* for accomplishment of below listed duties and responsibilities.
2. Duties:
  - A. Serve as the National leader, spokesperson and Subject Matter Expert (SME) representative for their Sector in all InfraGard National meeting, conferences, and annual Congress.
  - B. Lead and sustain a CISC for your sector to serve as a pool of SMEs to support build-out and sustainment of local IMA Sector Programs and to support FBI critical infrastructure protection priorities.
  - C. Maintain currency on all FBI Headquarters and IMA sourced Critical Infrastructure threats, concerns, and information requirements.
  - D. Provide proactive expertise, advice and assistance to the FBI, partners, and federal sector oversight agencies.
  - E. Provide sector expertise, advice, and assistance to the InfraGard National Board, fellow NSCC members, Regional Representatives, and IMA Sector Programs.
  - F. Enable sharing of relevant, timely, accurate, and actionable information to and from the FBI via personal contact, InfraGard Portal, FBI IGCs and/or iGuardian.
  - G. Communicate regularly with other NSCs and IMA Sector Chiefs regarding:
    - Two-way information exchange and community outreach efforts;
    - Development of critical infrastructure education opportunities;
    - Discovery of critical infrastructure protection, security and resilience innovations;

- Identification and resolution of critical infrastructure issues (e.g. single points of weakness and/or failure); and
  - Capture of community critical infrastructure performance requirements.
- H. Advise IMAs on recruitment and retention of Critical Infrastructure owners and operators within their sector.
  - I. Enable community outreach for critical infrastructure awareness, training opportunities, conduct of exercises, and continuing professional education programs.
  - J. Prepare an annual program-plan for the sector, attend NSCC meetings (calls), and produce periodic reports of sector activities and achievements.
  - K. Able to meet time and activity commitments of (15-20 hours/month) to successfully discharge the duties as defined in this section.
3. TERM of OFFICE

NSCs will be appointed to a two-year term by the NSSRP Program Manager. Reappointments or extensions are made at the discretion of the NSSRP Program Manager. The Program Manager, a Director on the InfraGard National Board of Directors, will provide the NSC's resume to the board for comments.

## **II. SECTOR SME RESPONSIBILITIES, DUTIES and TERM of OFFICE**

1. Responsibilities:
  - A. Responsible and accountable to their Sector NSC for accomplishment of below listed duties and responsibilities.
  - B. Responsible to INMA and IMA leadership, and to the FBI to serve as a Subject Matter Expert (SME) for their Sector.
2. Duties:
  - A. Maintain currency on all FBI Headquarters and IMA sourced Critical Infrastructure threats, concerns, and information requirements.
  - B. Provide expertise, advice and assistance to the FBI, partners, and other sector oversight agencies.
  - C. Provide sector expertise, advice, and assistance to the InfraGard National Board, fellow NSCC members, Regional Representatives, and IMA Sector Programs.
  - D. Share relevant, timely, accurate, and actionable information to and from the FBI via personal contact, InfraGard Portal, FBI IGCs and/or iGuardian.
  - E. Contribute within your CISC to help build-out and sustain local IMA Sector Programs and to support FBI critical infrastructure protection priorities.
  - F. Support community outreach for critical infrastructure awareness, training opportunities, conduct of exercises, and continuing professional education programs.
3. TERM of OFFICE

There is no term of office for SMEs but continual evaluation of the engagement and contribution to the success of the NSSRP ensures each SME provides value to the program.