



# NATIONAL SECURITY COUNCIL SERVICE CHARTER

## Mission

To advise the President on national security related matters, provide supervision and guidance over the NICA and general supervision over the intelligence community, and coordinate the national government efforts in the pursuit of the national security goals and strategic objectives.

## Vision

A national security institution that is responsive to the changing challenges and opportunities, within and outside the country and a policy advisory body that will effectively contribute to the provision of an enabling environment that will enhance socio-economic development and national governance.

## Services Offered

1. Provision of Situational Awareness & Policy Advice
2. Coordination of Security Policy Implementation
3. Provision of Guidance on Intelligence Community

### Provision of Situational Awareness & Policy Advice

No	Client	Procedures	Duration	Specific Office	Person In Charge	Forms/Documents
		START				
1	Cabinet Security Members	Receive scan info. on cabinet security members' issues & concerns and NS alerts and advisories	1 hr	ODG	HEA/ ODG-Executive Staff	Routing Slip
2		Conduct environmental scanning/ monitoring	4 - 8 hrs	PSR	PSR Duty Officer	
3		Create situational awareness	1 hr	PSR	PSR Duty Officer	PSR Report
4		PR, EC, Agency meeting?	1 hr	DDG	NSA	
5		Conduct Research	8 hrs	PSSO	Policy or Strategic Researcher	Policy Assessment or Strategic Research
6		Conduct Crisis Management	8 hrs	CMO	Crisis Management Officer	Crisis Management Report
7		Submit Report to President	1 hr	PSR	PSR Commo Officer	
			1 hr	ODG	Records Officer	Receipt Form
		Service 2				
		END				

### Coordination of Security Policy Implementation

No.	Client	Procedures	Duration	Specific Office	Person In Charge	Forms/ Documents
		START				
1	Cabinet Clusters	Receive/initiate policy guidelines pursuant to EO16, EO82, EO24, EO34, MC94, JMC1	1 hr	ODG	Records Officer	Routing Slip
2		Review & provide instruction to TDDG on NS Policy Implementation Plan	8 hrs	ODG	NSA	
3		Coordination meeting to NSC Secretariat Executive Committee	8 hrs	CMO PSSO SMS IMO	TDDG	Routing Slip
4		Preparation of security policy implementation plan	40 hrs	CMO PSSO SMS IMO	CMO ADG PSSO ADG SMS ADG IMO DIR	
5		Review & Approve Implementation Plan	8 hrs	ODG	NSA	
6		Security-Policy coordination meeting with concerned agencies	8 hrs	CMO CMS	CMO ADG CMS DIR	
7		Preparation of report on Security Policy Implementation	8 hrs	CMO	CMO ADG	
8		Submit Report to President and cabinet officials	1 hr	ODG	Records Officer	Receipt Form
		END				

### Provision of Guidance on Intelligence Community

No	Client	Procedures	Duration	Specific Office	Person In Charge	Forms/ Documents
		START				
1	President, NSA, Cabinet Members	Receive Presidential intelligence requirement/ intelligence report	1 hr	ODG	HEA/ ODG Executive Staff	Routing Slip
2		Preparation of Essential Elements of Information	8 hrs	IMO PSSO ODG	IMO Director PSSO ADG HEA	Memo on EEI
3		Draft MEMO instructing NICA and other members of intelligence community	1 hr	ODG	NSA	
4		Dispatch MEMO to NICA and other members of intelligence community	1 hr	ODG	Records Officer	Receipt Form
		END				