

U.S. Department of Justice



National Domestic Communications Assistance Center
Executive Advisory Board
Meeting Minutes
April 11, 2018



Appendix A



National Domestic Communications Assistance Center

Executive Advisory Board

April 11, 2018

Call to Order – Welcome and Introduction

Preston Grubbs, *Chairman*

Introduction of EAB Members & Chairman's Remarks

Preston Grubbs, *Chairman*

Mission & Goals

Preston Grubbs, *Chairman*

NDCAC Update

Marybeth Paglino, *NDCAC Director*

- Review of NDCAC activity since last meeting

Overview of EastWest Institute Report

Kenn Kerns, *Chief Information Officer*

New York County District Attorney's Office

- EastWest Institute (EWI) Report - Encryption Policy in Democratic Regimes:
Finding Convergent Paths and Balanced Solutions

Report of the Administrative Subcommittee

Mr. Derrick Driscoll, *Subcommittee Chairman*

- Communications Plan
- Update of ongoing efforts

Report of the Technology Subcommittee

Mr. Michael Sachs, *Subcommittee Chairman*

- Review of initial meeting
- Summary of subcommittee input

Acknowledgement of Submitted Comments

Preston Grubbs, *Chairman*

Establishing EAB Schedule of Future Meetings

Alice Bardney-Boose, *Designated Federal Officer*

Adjournment

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Appendix B



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NDCAC EAB Members		
Name	Title	Organization
Alice Bardney-Boose [†]	Designated Federal Officer	Federal Bureau of Investigation
David Bowers	Inspector in Charge, Security & Crime Prevention	US Postal Inspection Service
Christopher Bubb [†]	Attorney, Office of the General Counsel (OGC)	Federal Bureau of Investigation
James A Cannon	Sheriff, Charleston County Sheriff's Office	Major County Sheriffs
Thomas Chittum	Chief, Special Operations Division	Bureau of Alcohol, Tobacco, and Firearms
Derrick Driscoll	Assistant Director, Investigative Operations Division	US Marshals Service
Alysa Erichs	Assistant Director, Information Management	Immigration and Customs Enforcement
G. Clayton Grigg*	Deputy Assistant Director, Operational Technology Division	Federal Bureau of Investigation
Preston Grubbs	Assistant Administrator, Operational Support Division	Drug Enforcement Administration
Patrick Haggan	First Assistant District Attorney, Suffolk County DA	National District Attorney's Association
Mark A. Keel	Chief, South Carolina Law Enforcement Division	Association of State Criminal Investigative Agencies
Lenny Millholland	Sheriff, Frederick County Sheriff's Office	National Sheriffs Association
Christopher Noelck	Special Agent in Charge, Investigative Operations, Iowa Department of Public Safety	National Narcotics Officers' Associations' Coalition
Robert Novy	Deputy Assistant Director, Office of Investigations	US Secret Service
Thomas G. Ruocco	Assistant Director/Chief, Criminal Investigations Division, Texas Department of Public Safety	International Association of Chiefs of Police
Michael Sachs	Executive Assistant District Attorney, County of New York District Attorney's Office	Association of Prosecuting Attorneys
Henry Stawinski	Chief of Police, Prince George's County	Major City Chiefs
Peter Winn [†]	Chief Privacy and Civil Liberties Officer, ODAG	Department of Justice

[†] Non-Voting Member; *Represented by proxy: Joseph Carrico, Deputy Assistant Director, Operational Technology Division

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Members of the Public in Attendance

Anthony DiClemente
Nisha Kumar

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Appendix D



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National Domestic Communications Assistance Center

Mission Statement

Mission

To leverage and share the collective knowledge and resources of the law enforcement community to address the challenges involving technical capabilities and solutions, technology sharing, and the implementation of the Communications Assistance for Law Enforcement Act (CALEA) and other legislation; and to strengthen law enforcement's relationship with industry.

Mission Priorities

- Research and assess the communications industry's advancing technology trends and use case scenarios to enhance its knowledge base and identify potential impacts to law enforcement's technical capabilities with respect to:
 - Lawful electronic surveillance capabilities;
 - Evidence collection on communications devices; and
 - Technical location capabilities.
- Leverage research efforts to enhance and promote understanding within the law enforcement community of trends and developments with respect to existing and emerging communications services and technologies.
- Enhance and promote understanding of technical challenges faced by federal, state, tribal, and local law enforcement agencies to advocate on their behalf to relevant decision makers.
- Promote awareness of available tools and capabilities through outreach to law enforcement.
- Provide and facilitate the leveraging of training with respect to industry trends, technical challenges, and viable solutions.
- Develop law enforcement technical needs / requirements documents.
- Facilitate the leveraging and exchange of information and methods among law enforcement and with external partners (e.g., industry) to enhance collaboration.
- Improve relations between law enforcement agencies and the communications industry.
- Promote the adoption of effective law enforcement standard practices.
- Promote awareness of the Communications Assistance for Law Enforcement Act (CALEA) and associated regulations.
- Facilitate the collection of statistical information to illustrate technical challenges associated with lawful electronic surveillance capabilities, evidence collection on communications devices, and technical location capabilities.
- Maintain law enforcement centric customer focus in all support functions and services.
- Understand the necessity to balance law enforcement needs with measures to protect privacy.



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Mission Statement

Strategic Objectives

Talent

Goal 1: Ensure state-of-the-art technical expertise.

The NDCAC will build technical expertise for the future by ensuring NDCAC personnel are educated on issues involving the changing technology environment.

Objective 1.1: Recruit Talent

- Foster a diverse, accomplished, and conscientious workforce.
 - o Assess workforce to identify skills gaps.
 - o Ensure recruiting and hiring processes focus on diversity, leadership and closing skill gaps.

Objective 1.2: Nurture Development

- Enable people to learn and grow through involvement in meaningful work.
 - o Identify candidates for career development and enrichment opportunities to advance skill sets, provide more career growth opportunities and retain talent.

Objective 1.3: Empower Employees

- Identify problems, develop solutions, and embrace the Mission.
- Promote a culture of accountability and transparency.

Communications

Goal 2: Foster the relationship between law enforcement and communications industry.

The NDCAC will strengthen relationships with various segments of the communication industry through aggressive and coordinated outreach. The outreach program will include educating providers, associations, and others about the difficulties law enforcement faces because of evolving technologies.

Objective 2.1: Promote Transparency

- Inform, educate and explain to all stakeholders the “why” and “how” NDCAC’s work balances law enforcement needs and privacy.
 - o Develop law enforcement training on how to engage with partners.

Objective 2.2: Share Broadly

- Facilitate a culture in which ideas and information are exchanged vertically and horizontally.
 - o Assess current communications practices and processes to identify gaps and develop systemic improvements.
 - o Assess existing and/or potential new systems to enhance information sharing.



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Mission Statement



Objective 2.3: Strengthen Partnerships

- Establish working group with members of law enforcement to identify existing barriers to collaboration, as well as identify, leverage, and develop innovative and effective technical solutions.

Capability

Goal 3: Provide valuable assistance and training to the law enforcement community regarding technological advances.

NDCAC personnel will provide state of the art assistance to Federal, State, local, and tribal law enforcement agencies in support of their investigations involving technical capabilities and solutions to lawful electronic surveillance; evidence collection on communications devices; and technical location capabilities. The NDCAC will keep records of the assistance given to requesting agencies and measure the quality of assistance by the degree to which it was considered valuable by the requesting agency.

Objective 3.1: Maximize Impact

- Do quality work with an emphasis on exemplary customer service.
 - Measure the timeliness of responses to requests for information and/or technical assistance.

Objective 3.2: Improve Capacity

- Leverage technology to be efficient, enhance performance, sustain access, and mitigate risk.
 - Identify and clarify the technical capabilities and features that law enforcement views as important to accomplishing its mission.
- Enhance knowledge base over time as needs evolve.
 - Assess technological innovations and their impact on Federal, State, local and tribal enforcement agencies and maintain ability to develop solutions and how to deploy them.
- Provide comprehensive curriculum to educate law enforcement on new and emerging services and technologies
 - Leverage existing training opportunities and make them available to law enforcement.
 - Develop in-house training curriculum to fill existing gaps in current training programs relevant to NDCAC mission.

Goal 4: Utilize tools and best practices to maximize the impact of the expenditure of agency funds.

The NDCAC will build capacity within its own ranks by adopting efficiency tools and best practices to ensure wise expenditure of agency funds.

Objective 4.1: Encourage Stewardship

- Use resources wisely and share best practices.
- Foster innovation.
- Embrace ingenuity when evaluating existing policies and practices.