SCIENCE AND TECHNOLOGY REQUIREMENTS COUNCIL (SRC)

I. Purpose

This directive establishes the Department of Homeland Security (DHS) Science and Technology (S&T) Requirements Council (SRC) and its membership and outlines the SRC functions, coordination responsibilities and operating procedures.

The SRC will assist in the successful solicitation, validation, and prioritization of all S&T requirements from the DHS components and recommend appropriate funding levels that correspond to those priority requirements. This Directive applies only to funding directed to the Under Secretary for S&T, and does not apply to funding specifically appropriated to the agencies.

II. Scope

This directive applies to all DHS organizational elements.

III. Authorities

A. The Homeland Security Act of 2002, specifically Section 302.

B. DHS Management Directive 0010.1, Management Directives System and DHS Announcements, 3/1/2003.

C. DHS Management Directive 1400, *Investment Review Process*, 5/23/2003.

MD # 10120

IV. Definitions

A. ***Enterprise Architecture Board (EAB)***: In accordance with MD 1400, the EAB reviews and approves Level 1 and 2 IT investments for consistency with established S&T Enterprise Architecture. The EAB also reviews and makes recommendations to the Investment Review Board (IRB) and the Management Review Committee (MRC) regarding Level 1 and Level 2 IT investments. On an annual and ongoing basis, the EAB approves business cases; participates in strategic planning and develops IT strategic guidance; and establishes standing and ad hoc committees as necessary.

B. ***Investment Review Process***: The system of reviewing DHS investments, capital assets, and services described in MD 1400.

C. ***Joint Requirements Council (JRC)***: The JRC is a senior requirements review board that conducts program reviews to oversee the requirements generation process, validate mission needs statements, review cross-functional needs and requirements, and make programmatic recommendations to the IRB on proposed new programs.

D. ***Level 1, 2, 3, or 4 Investments***: The category level (threshold) at which an investment is reviewed and approved during the investment review process in accordance with MD 1400.

E. ***Management Review Council (MRC)***: The MRC is the review authority for DHS Level 2 investments and supports portfolio management.

F. ***Organizational Elements***: The definition of this term in MD 0010.1, paragraph 4.D., is hereby incorporated by this reference.

V. Responsibilities

In response to section 302 of the Homeland Security Act of 2002, the SRC is chartered as a senior-level review board responsible for soliciting, validating, and prioritizing science and technology requirements from all DHS organizational elements. The SRC will make recommendations to the Under Secretary for Science and Technology regarding program priorities and the allocation of S&T resources across the DHS mission areas to develop the most effective S&T program possible using existing resources. The SRC will prioritize remaining programs requiring additional resources. The Under Secretary will consider these recommendations in conjunction with externally derived S&T requirements (e.g., statutory, national guidance).

VI. Policies and Procedures

A.   ***SRC Membership***.

1.   The SRC membership consists of those officials identified in Table 1 below. The Assistant Secretary for Plans, Programs and Budgets, Science and Technology, will serve as the SRC chairperson. Additional staff may be assigned as necessary.

a.   The SRC will charter Integrated Product Teams (IPT), as necessary, to address specific issues. Their scope, duration and membership will be defined by the SRC.

MD # 10120

TABLE 1

SCIENCE AND TECHNOLOGY REQUIREMENTS COUNCIL

TITLE	REPRESENTATIVE
CHAIRPERSON	Assistant Secretary for Plans, Programs and Budgets, S&T
EXECUTIVE SECRETARY	Special Assistant for S&T Policy Planning
PERMANENT MEMBERS	

IAIP
Assistant Secretary for Infrastructure Protection
Assistant Secretary for Information Analysis

BTS
Operations Manager
Director of the U.S. Citizenship and Immigration Services
Administrator for Transportation Security Administration
Commissioner of Customs and Border Protection

U.S. CITIZEN AND IMMIGRATION SERVICES
Assistant Secretary for U.S. Immigration and Customs Enforcement

EP&R
Division Director for Preparedness
Division Director for Response
Division Director for Mitigation
Administrator of the U.S. Fire Administration

USCG
Assistant Commandant for Command, Control, Communications, Computers and Information Technology

USSS
Deputy Assistant Director of the Office of Protective Research

Management
Chief of Staff

MD # 10120

NON-VOTING MEMBERS

                       CIO
                           Chief Technology Officer

                       OIG
                           Assistant Inspector General for Audit

B.   ***SRC Functions***.

The SRC will:

    1.   Conduct reviews of DHS operational requirements and needed capabilities that require S&T solutions,

    2.   Identify opportunities for cross-cutting technology solutions,

    3.   Validate and prioritize requirements against agreed upon mission and performance criteria,

    4.   Make recommendations to the Under Secretary for Science and Technology regarding program priorities within existing funding constraints,

    5.   Propose priorities for programs requiring additional resources,

    6.   Develop an annual review and reporting process to monitor program progress against performance goals to assist in out-year program prioritization, and

    7.   Charter IPTs, as necessary, to address specific SRC issues.

C.   ***Coordination with the Enterprise Architecture Board (EAB)***.

The EAB reviews Level 1 and 2 Information Technology (IT) investments that require an OMB 300 submission and makes recommendations to the IRB and MRC via the Joint Requirements Council (JRC). The EAB provides technical support to the JRC on IT issues. The SRC will report proposed IT investments and program initiatives to the EAB as necessary.

D.   ***Coordination with the Investment Review Process***.

The SRC process and associated products will fully support the DHS investment review process and timelines. The SRC will develop an annual cycle that takes into account the Department's annual investment cycle and development of the Future-Year Homeland Security Program.

E.   ***Operating Procedures***.

1.   The SRC will convene annually to review and prioritize DHS-related S&T requirements.

2.   On an as-needed basis, the SRC will convene to consider new DHS S&T requirements needing urgent action, develop program trades and make recommendations to the Under Secretary for Science and Technology regarding proposed program adjustments.

3.   The Under Secretary for Science and Technology will notify the Secretary and appropriate DHS components of any program adjustments that exceed Department reprogramming authority.

4.   SRC meetings will be announced in advance and will be held during normal working hours.

5.   The SRC Chairperson shall chair the annual SRC meeting and call ad hoc meetings of the council as needed to respond to new, urgent requirements. The Chairperson will notify the Under Secretary for Science and Technology of SRC decisions and recommend priorities for the DHS S&T program.

6.   SRC members will:

    a.   Attend all meetings,

    b.   Be responsible for representing their respective Organizational Elements with prioritized S&T requirements and needed capabilities,

    c.   Bring subject matter experts from their Organizational Elements to present and defend the requirement or capability needed, and

    d.   Report pertinent information to their respective Organizational Elements.

7.   The SRC Executive Secretary will:

    a.   Support the SRC Chairperson and the SRC in executing SRC responsibilities,

    b.   Establish the agenda for SRC meetings,

MD # 10120

c.   Provide the SRC with read-ahead materials and information for council-related activities.

d.   Coordinate issues that involve the EAB, the JRC, and the Investment Review Process,

e.   Promulgate SRC decision memorandums and prepare written recommendations for the SRC Chairperson's approval,

f.   Develop and promulgate the SRC administrative procedures,

g.   Appoint a SRC Recorder to record SRC actions and maintain SRC historical information,

h.   Publish SRC meeting minutes, and

i.   Perform al other SRC process oversight, facilitation, and integration functions as directed by the SRC.