

OFFICE OF THE UNDER SECRETARY FOR MANAGEMENT

I. Purpose

This Directive outlines the Department of Homeland Security (DHS) Office of the Under Secretary for Management (MGMT). MGMT is supported by the Lines of Business Chiefs, which include the Chief Financial Officer, Chief Information Officer, Chief Human Capital Officer, Chief Procurement Officer, Chief Readiness Support Officer, and Chief Security Officer.

II. Scope

- A. This Directive applies throughout DHS.
- B. The Management Directive 0100, "Organization of the Office of the Under Secretary for Management," is hereby superseded.

III. Authorities

- A. Public Law 107–296, "The Homeland Security Act," as codified in Title 6, United States Code (U.S.C.):
 - 1. Section 112, "Secretary; functions"
 - 2. Section 341, "Under Secretary for Management"
 - 3. Section 342, "Chief Financial Officer"
 - 4. Section 343, "Chief Information Officer"
 - 5. Section 344, "Chief Human Capital Officer"
- B. Title 41, U.S.C., Section 1702, "Chief Acquisition Officers and Senior Procurement Executives"
- C. Title 41, U.S.C., Section 1703, "Acquisition Workforce"

D. DHS Delegation 00002, "Delegation to the Under Secretary for Management"

E. DHS Delegation 00003, "Management Directorate Succession Order and Delegation of Authorities for Named Positions"

IV. Responsibilities

To fulfill the responsibilities and functions listed in the Homeland Security Act, there is an Office of the Under Secretary for Management (MGMT) led by an **Under Secretary for Management**, appointed by the President with the advice and consent of the Senate. The Under Secretary for Management serves as the principal advisor to the Secretary on matters related to the management of the Department, including management integration and transformation in support of homeland security operations and programs. The six Lines of Business are headed by Chief Officers, who collaborate with DHS Component Heads, ensuring consistency and continuity in each respective Line of Business.

A. The **Chief Financial Officer (CFO)**¹ is appointed by the President, with the advice and consent of the Senate, who oversees Department-level activities related to the following:

1. Budget
2. Financial Management
3. Financial Operations
4. Program Analysis and Evaluation
5. Cost Analysis
6. Risk Management and Assurance
7. Resource Management and Transformation
8. Financial Assistance Policy and Oversight
9. Liaison to the Government Accountability Office and the Office of Inspector General

B. The **Chief Information Officer (CIO)**² is appointed by the President, who oversees Department-level activities related to the following:

1. Information Technology Services
2. The Chief Information Security Officer
3. Information Sharing and Services
4. The Chief Technology Officer
5. Business Management

¹ The Chief Financial Officer (CFO) reports to the Secretary. The CFO also reports to the Under Secretary for Management for financial management matters.

² The Chief Information Officer (CIO) reports to the Secretary. The CIO also reports to the Under Secretary for Management for information management matters.

6. Accessible Systems and Technology
7. DHS Digital Service³

C. The **Chief Human Capital Officer (CHCO)** oversees Department-level activities related to the following:

1. Human Capital Policy and Programs
2. Human Resources Management and Services
3. Human Capital Business Solutions
4. Strategic Workforce Planning and Analysis
5. Strategic Learning, Development, and Engagement
6. Strategic Recruitment, Diversity, and Inclusion
7. Workforce Health and Safety

D. The **Chief Procurement Officer (CPO)**, also the **Senior Procurement Executive**, oversees Department-level activities related to the following:

1. Policy and Acquisition Workforce
2. Oversight, Systems and Support
3. Procurement Operations
4. Small & Disadvantaged Business Utilization⁴
5. Strategic Programs
6. Selective Acquisitions

E. The **Chief Readiness Support Officer (CRSO)** oversees Department-level activities related to the following:

1. Sustainability and Environmental Programs
2. Facilities and Operational Support
3. Assets and Logistics

F. The **Chief Security Officer (CSO)** oversees Department-level activities related to the following:

1. Enterprise Security Operations and Support
2. Emergency Preparedness
3. Threat Management Operations
4. Headquarters Support
5. Special Access Programs Control

³ DHS Digital Service is governed by the DHS Transformation Executive Council (TEC) and reports into the United States Digital Service for intragovernmental strategic coordination.

⁴ The Executive Director of the Office of Small & Disadvantaged Business Utilization also reports to the DHS Deputy Secretary.

V. Policy and Requirements

The Office of the Under Secretary for Management operates in accordance with the Homeland Security Act. The Under Secretary for Management's functions include the responsibility for, and oversight of, the following areas:

- A. The budget, appropriations, expenditures of funds, accounting, and finance.
- B. Procurement.
- C. Human resources and personnel.
- D. Information technology and communications systems, including policies and directives to achieve and maintain interoperable communications among DHS Components.
- E. Facilities, property, equipment, vehicle fleets, and other material resources.
- F. Security for personnel, information technology and communications systems, facilities, property, equipment, and other material resources, including investigations.
- G. Strategic management planning and annual performance planning and identification and tracking of performance measures relating to the responsibilities of the Department.
- H. Grants and other assistance management programs.
- I. The management integration and transformation within each functional management discipline of the Department, including information technology, financial management, acquisition management, and human capital management, to ensure an efficient and orderly consolidation of functions and personnel in the Department.
- J. The development of a transition and succession plan, before December 1 of each year in which a Presidential election is held, to guide the transition of Department functions to a new Presidential administration, and making such plan available to the next Secretary and Under Secretary for Management and to the congressional homeland security committees.

K. Reporting to the Government Accountability Office to demonstrate measurable, sustainable progress made in implementing the corrective action plans of the Department to address the designation of the management functions of the Department on the biennial high risk list of the Government Accountability Office, until the Comptroller General of the United States submits to the appropriate congressional committees written notification of removal of the high-risk designation.


L. The conduct of internal audits and management analyses of the programs and activities of the Department.

M. Any other management duties that the DHS Secretary may designate.

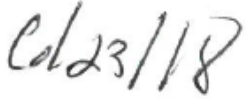
VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Under Secretary for Management or see the following policies listed below.

Chief Financial Officer	Directive 252-10, Financial Management Line of Business Integration and Management
Chief Information Officer	Directive 142-02, Information Technology Integration and Management
Chief Human Capital Officer	Directive 258-01, Human Capital Line of Business Integration and Management
Chief Procurement Officer	Directive 252-07, Procurement Line of Business Integration and Management
Chief Readiness Support Officer	Directive 252-04, Readiness Support Business Integration Management
Chief Security Officer	Directive 121-01, Chief Security Officer



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 Deputy Under Secretary for Management



 Date