



U.S. Department of Homeland Security

Identity, Credential, and Access Management Executive Steering Committee Charter

Version: 3.0

Date: September XX, 2022

Identity, Credential, and Access Management Executive Steering Committee Charter

AUTHORITY AND PURPOSE

DHS Identity, Credential, and Access Management (ICAM) comprises the programs, processes, technologies, and personnel used to create trusted digital identity representations of individuals and Non-Person Entities (NPEs), bind those identities to credentials that may serve as a proxy for the individual or NPE in access transactions, leverage the credentials to provide authorized access to an agency's resources, and to support key initiatives such as Zero Trust, Continuous Diagnostics and Mitigation, Trusted Workforce 2.0, Technology Modernization Projects, Logical and Physical Access Control Systems integration (LACS and PACS), ICAM across classification domains, and to perform continuous monitoring. This document, the DHS ICAM Executive Steering Committee (ESC) Charter defines the mission, authority, membership, responsibilities, and operating principles for the ESC, which provides governance and oversight to DHS ICAM as well as all related projects and initiatives to ensure the successful development and operations of Information Technology (IT) in support of mission objectives.

The Office of Program Accountability and Risk Management (PARM), the Office of General Counsel and the Office of the Chief Information Officer reviewed the ESC Charter. The DHS ICAM program manager has adequately addressed the review comments. The ESC charter is approved.

MISSION

The mission of the ICAM ESC is to provide effective governance, oversight, and guidance to the ICAM functional area and all related projects, and initiatives, to ensure the successful development and operation of IT services in support of mission objectives.

BACKGROUND

ICAM comprises the programs, processes, technologies, and personnel used to create trusted digital identity representations of individuals and NPEs, bind those identities to credentials that may serve as a proxy for the individual or NPE in access transactions, leverage the credentials to provide authorized access to an agency's resources, support key initiatives such as Zero Trust, Continuous Diagnostics and Mitigation, Trusted Workforce 2.0, Technology Modernization Projects, and perform continuous monitoring to establish situational awareness.

From an identity perspective, ICAM includes all individuals and NPEs also referred to as Digital Workers that utilize services provided by an agency and interact with related information or business processes. Individuals are often referred to as "internal" or "external" users. An internal user is defined as an employee, contractor and other individual tightly affiliated with an agency. These are users who have a primary affiliation to the agency, and for whom the agency typically collects digital identity records and provides credentials such as personal identity verification

(PIV) cards. An external user is defined as any individual attempting or requesting access to agency facilities or systems that is not an employee, contractor, or primary affiliate of the agency. Additionally, external users may be PIV holders or holders of other trusted federated credentials from another agency, business partners, or private citizens.

From a use case perspective, ICAM includes the creation and maintenance of digital identity records for internal and external users; performing background investigations for federal applicants; creation, issuance, and maintenance of credentials (including public key infrastructure [PKI] certificates, PIV cards and password tokens); provisioning and de-provisioning of user accounts for applications; granting physical and logical access (at runtime); encrypting and/or digitally signing documents with PKI credentials; and performing continuous monitoring of personnel and access.

SCOPE

The scope of the ICAM ESC is to oversee, govern, and coordinate ICAM related functionality and services across the DHS enterprise. It will coordinate the technical, enterprise architecture, business, budgetary and research aspects of ICAM services for the DHS enterprise. It will represent those interests within the DHS IT governance processes as well as overseeing interagency, intergovernmental, and external coordination on ICAM related issues. It will support this oversight and coordination through analysis, reports, studies, and other means conducted by the ICAM ESC, designated work groups, Program Management Office (PMO) support, other Headquarters support, or Component support.

MEMBERSHIP

ESC leadership and membership are designated by position. A roster of the individuals who hold those positions shall be maintained by the ESC and updated as necessary.

ESC members must have the authority to represent and make decisions on behalf of their offices/organizations and are expected to fully participate in the work of the ESC. If principal members cannot attend, they will designate a single alternate to consistently participate on their behalf. The designated alternate should be from the same organization as the regular member and will have the same powers as the regular member at the ESC meeting.

Length of service is indefinite due to the ESC's importance and critical nature. However, ESC membership is subject to change at the discretion of the Chairs or by mutual agreement of the voting members based on the needs of the program.

ESC co-chairs, at their discretion may assign a delegate (no lower than one-level) to represent their respective organization.

ESC Co-Chairs

- DHS Chief Information Officer (CIO)
- DHS Chief Security Officer (CSO)

- DHS Chief Information Security Officer

ESC Voting Members

- DHS Chief Human Capital Officer, or designated representative
- DHS Privacy Officer (PRIV), or designated representative
- CIO, or designated representative, from Customs and Border Protection (CBP), Federal Emergency Management Agency (FEMA), Federal Law Enforcement Training Center (FLETC), Immigration and Customs Enforcement (ICE), Intelligence and Analysis (I&A), Cybersecurity and Infrastructure Security Agency (CISA), Transportation Security Administration (TSA), Office of the Inspector General (OIG), United States Coast Guard (USCG), United States Citizenship and Immigration Services (USCIS) and United States Secret Service (USSS)
- CSO, or designated representative, from CBP, CISA, FEMA, FLETC, ICE, TSA, USCG, USCIS and USSS
- Executive Director, DHS Office of Strategy, Policy and Plans, Screening Coordination Office, or designated representative
- Division Director, DHS Science and Technology Cybersecurity

ESC Non-Voting Members

- Assistant Director, Office of Financial Operations, DHS Chief Financial Officer, or designated representative, of the DHS Office of the Chief Financial Officer
- DHS Deputy General Counsel, or designated representative
- Director, ICAM PMO, DHS Office of the Chief Information Officer
- Director, Enterprise Security Services Division (ESSD), DHS Office of the Chief Security Officer (OCSO)
- PARM, ICAM subject matter expert

ROLES AND RESPONSIBILITIES

ESC Chairs

The Chairs of the ESC will perform the following activities:

- Serve as the executive advocate of the ESC's mission.
- Develop processes and priorities for the work of the ESC to ensure that relevant issues are elevated to the ESC and addressed promptly.
- Set the schedule, agenda, and guest list for ESC meetings with assistance from the ESC Secretariat and in consultation with the ESC members.
- Chair the ESC meetings, to include:
 - Review action items;
 - Facilitate discussion and collaboration; and
 - Identify consensus decisions or initiate voting.
- Elevate unresolved issues, or issues outside the scope of ESC authority, to the appropriate senior governance body.

- Ensure appropriate reporting of program information and ESC activities and decisions to senior governance bodies, DHS Headquarters Components, Acquisition Decision Authority (ADA) and other stakeholders.
- Recommend ESC operational changes to the appropriate senior executives or governance bodies.

ESC Members

The duties of ESC members include, but are not limited to, the following:

- Provide strategic and tactical guidance; identify and communicate issues and concerns in a clear and timely manner.
- Act decisively to provide necessary assistance or make required changes to ensure program success.
- Serve as a liaison between the ICAM program and the member's functional area and/or organization.
- Execute activities, as assigned, in support of the ESC Chairs and/or the program.

Non-Members

The Chairs and members may invite subject matter experts to attend ESC meetings to present information and participate in discussions, as appropriate, subject to approval of the Chair. Members may also invite an appropriate number of support staff to attend ESC meetings in order to facilitate the members' ESC participation. The ESC is open to all Components (specifically system and business owners) to attend and observe. The Chair may exclude non-members in situations the Chair deems sensitive or inappropriate for non-member review, or if non-member attendance is not otherwise practical.

PMO and ESC Secretariat

It is the duty of the PMO for ICAM in collaboration with the OCSO ESSD to communicate all relevant information to the ESC and elevate issues regarding which the PMO requires assistance/resolution as soon as practicable.

The PMO also will serve as the secretariat for the ESC and perform the following activities:

- In consultation with the Chairs and ESC members, develop meeting agendas and recommend priorities for the work of the ESC.
- Plan and schedule ESC meetings and meeting rooms.
- Consolidate and disseminate meeting agendas and briefing materials in advance of the meeting.
- Help the ESC adhere to criteria and thresholds for issue consideration, documentation requirements, and other procedures as established by the ESC.
- Track and report all ESC action items, decisions, and recommendations to conclusion.
- Develop and disseminate all ESC meeting minutes.
- Utilize the DHS SharePoint ESC team site to manage and report ESC activities; serve as

the ESC SharePoint site administrator.

MEETING ATTENDANCE, QUORUM

- The Chairs, ESC Voting Members, PMO, and Secretariat are required to attend all meetings.
- ESC Voting Members must notify the Chairs at least one day in advance of the meeting when unable to attend and are responsible for arranging for the attendance of an approved alternate.
- At a minimum, 60 percent of ESC Voting Members (either the approved regular or alternate members) must be in attendance to constitute a quorum for meeting and voting.
- Participation via teleconference or other remote means constitutes "presence" for purposes of roll call, quorum calls, and attendance records, unless the Chairs determine that participation must be in person for a particular purpose.

DECISION MAKING

- The Chairs will strive to reach decisions through consensus of the committee members. Once a consensus is reached, the Chairs will clearly summarize the consensus decision, which will be recorded in the minutes.
- If the Chairs determine that a consensus decision or recommendation cannot be reached within a reasonable time, the Chairs may either call for a vote or escalate the issue to a senior decision authority.
- Notwithstanding the foregoing, the Chairs will conduct a vote at each decision point in any formal DHS review process conducted by the ESC, provided that final authority for acquisition decisions rests in the Chair to whom that authority has been granted by the ARB.
- In the event of a vote, each ESC Voting Member (either the approved regular or alternate member) has one vote. The Chairs do not vote except in the event of a tie, in which case the Chairs may break the tie or decide to escalate the issue to a senior decision authority.
- The Chairs may, as needed, invoke electronic comment and/or voting (or "E-Vote") via email or the ESC team site.
- If the Chairs can't agree on a decision within their authority to make, they will escalate the issue to a senior decision authority.

COMMUNICATION

- Read-ahead information will be provided to the membership at least five business days in advance of meetings.
- Meeting minutes and action items will be distributed no later than three business days after the meeting. Members shall submit comments on the minutes within five business days after receipt. The minutes from the previous ESC meeting shall be reviewed and

approved at the next subsequent ESC meeting.

- A teleconference line must be established for ESC meetings unless the Chairs determine that remote participation is not advisable for a particular meeting.
- Non-members may be included on communications distribution lists for any reason deemed appropriate by the Chairs.
- In performing the duties set forth in this Charter, the ESC Chairs must provide timely notification of their actions and decisions to the ADA to ensure that the ADA is fully informed of their plans and actions.

APPROVAL AND DURATION

This revised Charter issued by the ICAM ESC becomes effective upon approval. It will continue to be effective until formally changed or until the integrated project team is formally terminated at the discretion of the ICAM ESC.

SIGNATORIES

Digital Signature and Date: _____

Eric Hysen
ICAM ESC Co-Chair
DHS Chief Information Officer

Digital Signature and Date: _____

Richard D. McComb
ICAM ESC Co-Chair
DHS Chief Security Officer

Amendment History

Version Number	Brief Description of Change	Approved By	Date
1.14	First ICAM ESC Charter signed	Members	4/15/2011
2.0	ICAM ESC Charter re-written to expand scope to primary function level	ICAM ESC	9/27/2013
3.0	Charter revised to reflect alignment with 2022 ICAM Goals, Objectives, and Priorities		