

Department of Homeland Security
Office of the Secretary and Executive Management
Budget Overview



Fiscal Year 2018
Congressional Justification

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Office of the Secretary and Executive Management

Appropriation Organization Structure

Organization Name	Level	Fund Type (* Includes Defense Funding)
Office of the Secretary and Executive Management	Component	
Operations and Support	Appropriation	
Office of the Secretary	PPA	Discretionary - Appropriation
Office of Policy	PPA	Discretionary - Appropriation
Office of Public Affairs	PPA	Discretionary - Appropriation
Office of Legislative Affairs	PPA	Discretionary - Appropriation
Office of Partnership and Engagement	PPA	Discretionary - Appropriation
Office of General Counsel	PPA	Discretionary - Appropriation
Office for Civil Rights and Civil Liberties	PPA	Discretionary - Appropriation
Office of the Citizenship and Immigration Services Ombudsman	PPA	Discretionary - Appropriation
Privacy Office	PPA	Discretionary - Appropriation

Office of the Secretary and Executive Management Strategic Context

Component Overview

The Office of the Secretary and Executive Management (OSEM) is comprised of the following mission-oriented programs that support achievement of the DHS strategic missions, goals, and objectives.

Office of the Secretary: The Office of the Secretary's role is to provide executive leadership, management, direction, and oversight for the Department's components. The Secretary represents the Department of Homeland Security (DHS) to the President, Congress, and the general public.

Office of Policy: The Office of Policy (PLCY) serves as a central resource to the Secretary and other Department leaders for policy development and review, strategic planning and analysis, and facilitation of decision-making on the full breadth of issues that may arise across the dynamic homeland security enterprise. PLCY is responsible for strengthening our Nation's homeland security by developing DHS-wide policies, programs, and planning to promote and ensure the highest level of performance, quality, consistency, and integration in the execution of all homeland security missions.

Office of Public Affairs: The Office of Public Affairs (OPA) is responsible for managing external and internal communications. The office responds to national media inquiries, maintains and updates the Department's website, writes speeches for senior Department officials, and coordinates speaking events for Department officials. OPA fosters strategic communication throughout the Department and with external stakeholders through development and coordination of major DHS announcements and rollouts as well as setting common goals to promote common objectives.

Office of Legislative Affairs: The Office of Legislative Affairs (OLA) serves as the Department's primary liaison to Congress. OLA advocates the policy interest of the Administration and the Secretary. OLA also ensures that all DHS Components are actively engaged with Congress in their specific areas of responsibility. OLA articulates views on behalf of DHS Components and their legislative initiatives and responds to requests and inquiries from congressional committees, individual members of Congress, and their staffs. OLA also participates in the Senate confirmation process for all DHS Presidential nominees.

Office of Partnership and Engagement: The Office of Partnership and Engagement (OPE) coordinates the Department of Homeland Security's outreach efforts with critical stakeholders nationwide, including state, local, tribal, territorial (SLTT) governments, SLTT elected officials, SLTT law enforcement, the private sector, and colleges and universities, ensuring a unified approach to external engagement. OPE advocates and represents interests of these stakeholders through the Department's policy making process and as a conduit for the Secretary to engage with stakeholders or share information.

Office of the General Counsel: The Office of the General Counsel (OGC) is the chief legal officer for DHS and oversees and integrates more than 1,800 attorneys throughout the Department. OGC is responsible for ensuring that Departmental activities comply with applicable legal requirements, as well as establishing that the Department's efforts to secure the Nation are consistent with the civil rights and civil liberties of the public and observe the rule of law. OGC provides legal advice on areas such as national security, immigration, litigation, international law, maritime safety and security, transportation security, border security law, cyber security, fiscal and appropriations law, environmental law, and many others. OGC also provides legal services in areas where the law intersects with the achievement of mission goals, such as the coordination of the Department's rulemaking activities, managing interdepartmental clearance of proposed legislation, and providing legal training for law enforcement officers.

Office for Civil Rights and Civil Liberties: The Office for Civil Rights and Civil Liberties (CRCL) supports the Department as it secures the nation while preserving individual liberty, fairness, and equality under the law. CRCL is involved in all of the Department's missions and performs four key functions to integrate civil rights and civil liberties into Departmental activities: 1) advising Department leadership, personnel, and partners about civil rights and civil liberties issues; ensuring respect for civil rights and civil liberties in policy decisions and in the implementation of those decisions; 2) Communicating with individuals and communities whose civil rights and civil liberties may be affected by DHS activities; 3) Investigating and resolving civil rights and civil liberties complaints filed by the public; and 4) leading the Department's equal employment opportunity programs and promoting personnel diversity and merit system principles.

Citizenship and Immigration Services Ombudsman: The Citizenship and Immigration Services Ombudsman (CISOMB) assists individuals and employers in resolving problems connected with cases pending before United States Citizenship and Immigration Services (USCIS). In addition, as required by statute, CISOMB identifies common problems experienced by individuals and employers when seeking USCIS services, and proposes changes to mitigate such problems and improve the delivery of immigration services. In accomplishing each of these missions, the CISOMB works impartially, soliciting information and feedback from USCIS, other government agencies, immigration benefits applicants, and the immigration stakeholder community.

Office of Privacy: The Privacy Office protects the collection, use, and disclosure of Personally Identifiable Information (PII) and departmental information. It ensures that appropriate access to information is consistent with the vision, strategic mission, and core values of the Department; and implements the policies of the Department to defend and protect individual rights, liberties, and information interests of our citizens. The Privacy Office has oversight of all privacy and disclosure policy matters, including compliance with the *Privacy Act of 1974*, the *Freedom of Information Act*, and the completion of privacy impact statements for all new programs and systems, as required by the *E-Government Act of 2002* and Section 222 of the *Homeland Security Act*. The DHS Privacy Office is the first statutorily-mandated Privacy Office within the Federal Government.

Component Contributions to Achieving Departmental Missions

The table below shows the alignment of the OSEM programs to the DHS Missions and Mature and Strengthen Homeland Security.

Programs	DHS Missions					*Mature and Strengthen Homeland Security
	*Prevent Terrorism and Enhance Security	*Secure and Manage Our Borders	*Enforce and Administer Our Immigration Laws	*Safeguard and Secure Cyberspace	*Strengthen National Preparedness and Resilience	
Office of the Secretary						100%
Office of Policy						100%
Office of Public Affairs						100%
Office of Legislative Affairs						100%
Office of Partnership and Engagement						100%
Office of General Council						100%
Office for Civil Rights and Civil Liberties						100%
Citizenship and Immigration Services Ombudsman			46%			54%
Privacy Office						100%

**Totals account for rounding*

Mission 3: Enforce and Administer Our Immigration Laws

Resources Requested

OSEM resources supporting *Enforce and Administer Our Immigration Laws* are provided in the table below.

Program Name	FY 2016 Revised Enacted		FY 2017 Annualized CR		FY 2018 President's Budget	
	\$	FTE	\$	FTE	\$	FTE
Citizenship and Immigration Services Ombudsman	3,073	15	2,784	14	2,762	13
Total	3,073	15	2,784	14	2,762	13

Performance Measures

For *Enforce and Administer Our Immigration Laws*, Management Measures are displayed to provide a more thorough context of expected performance results.

Management Measures

Citizenship and Immigration Services Ombudsman

Measure: Number of outreach activities conducted by the Ombudsman to obtain feedback on the delivery of citizenship and immigration services						
Description: This measure reports the number of outreach activities conducted by the Citizenship and Immigration Ombudsman (CISOMB) to capture feedback on the delivery of citizenship and immigration services by U.S. Citizenship and Immigration Services (USCIS). CISOMB regularly conducts outreach events to identify areas in which individuals and employers encounter problems dealing with USCIS to propose changes in its administrative practices and mitigate identified problems.						
Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Target:	N/A	50	85	90	95	100
Result:	N/A	99	100	103	N/A	N/A

Measure: Percent of case-related inquiries regarding the delivery of citizenship and immigration services that were acted on by USCIS after receiving a CIS Ombudsman inquiry						
Description: This measure reports the percent of CIS Ombudsman customers whose case was acted on by USCIS after a CIS Ombudsman inquiry. A case is considered to have been acted on when USCIS makes a decision to approve or deny the petition or benefit in question. It is intended to measure the timeliness of actions taken by the CIS Ombudsman's office when resolving a request for case assistance. This measure is also intended to gauge the value provided to customers of CIS Ombudsman case assistance services.						
Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Target:	N/A	N/A	N/A	N/A	70%	71%
Result:	N/A	N/A	N/A	N/A	N/A	N/A

Measure: Percent of case-related inquiries submitted to the Ombudsman regarding the delivery of citizenship and immigration services where action has been taken to resolve within 45 days of receipt						
Description: This measure reports the percent of requests for case assistance submitted to Citizenship and Immigration Services Ombudsman (CISOMB) regarding the delivery of citizenship and immigration services by U.S. Citizenship and Immigration Services (USCIS) where action has been taken by CISOMB to resolve the issue within 45 days of receipt. CISOMB takes action on requests for case assistance by inquiring with the responsible USCIS office to ensure the customer's concern is addressed. CISOMB's mission is to assist individuals and employers when they encounter difficulty with USCIS.						
Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Target:	N/A	85%	87%	88%	75%	76%
Result:	N/A	89%	93%	93% *	N/A	N/A

*The CISOMB changed the requirement to take action on requests for case assistance from 90 days in FY 2016 to 45 days in FY 2017. Due to the shorter time period to take action, the CISOMB lowered the target for FY 2017.

Mature and Strengthen Homeland Security

Resources Requested

OSEM resources supporting *Mature and Strengthen Homeland Security* are provided in the table below.

Program Name	FY 2016 Revised Enacted		FY 2017 Annualized CR		FY 2018 President's Budget	
	\$	FTE	\$	FTE	\$	FTE
Office of the Secretary	18,697	67	18,525	69	18,043	68
Office of Policy	38,777	186	37,839	175	36,837	169
Office of Public Affairs	5,147	23	5,292	25	5,143	24
Office of Legislative Affairs	5,243	26	5,193	26	5,056	25
Office of Partnership and Engagement	21,301	48	12,833	47	12,603	45
Office of General Council	20,017	96	18,822	81	18,501	79
Office for Civil Rights and Civil Liberties	21,680	94	21,158	96	20,679	93
Citizenship and Immigration Services Ombudsman	3,550	15	3,315	14	3,183	13
Privacy Office	8,209	40	7,713	39	7,501	38
Total	142,621	595	130,690	572	127,546	554

Performance Measures

For *Mature and Strengthen Homeland Security*, Management Measures are displayed to provide a more thorough context of expected performance results.

Management Measures

The Office for Civil Rights and Civil Liberties

Measure: Percent of Equal Employment Opportunity complaints timely adjudicated						
Description: This measure tracks CRCL's ability to adjudicate EEO claims in a timely manner. Timeliness is defined by the EEO regulations - CRCL has between 45 and 60 days to issue a Final Agency Decision, depending on the type of case. (See 29 C.F.R. sec. 1614).						
Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Target:	40%	40%	45%	50%	40%	45%
Result:	41%	53%	41%	35%	N/A	N/A

Measure: Percent of the Office of Civil Rights and Civil Liberties (CRCL) reports of investigation in which CRCL's recommendations to the DHS components are implemented						
Description: CRCL reports of investigations include recommendations which, if accepted and implemented, will improve the respective program. This measure reflects the percent of recommendations made by CRCL that are accepted and implemented by the Department of Homeland Security (DHS). CRCL tracks the recommendations that are issued until they have been implemented.						
Fiscal Year:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Target:	85%	86%	87%	87%	88%	89%
Result:	95%	100%	93%	N/A	N/A	N/A

Office of the Secretary and Executive Management Budget Comparison and Adjustments

Comparison of Budget Authority and Request

Dollars in Thousands

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Operations and Support	613	609	\$145,332	631	585	\$133,474	609	567	\$130,307	(22)	(18)	(\$3,167)
Total	613	609	\$145,332	631	585	\$133,474	609	567	\$130,307	(22)	(18)	(\$3,167)
Subtotal Discretionary - Appropriation	613	609	\$145,332	631	585	\$133,474	609	567	\$130,307	(22)	(18)	(\$3,167)

Office of the Secretary and Executive Management Comparison of Obligations

Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$137,466		
Transfers & Reprogrammings	\$8,227		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	(\$361)		
Revised Enacted/Request	\$145,332	\$133,474	\$130,307
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$145,332	\$133,474	\$130,307
Collections – Reimbursable Resources	\$14,900	\$15,319	\$15,783
Total Budget Resources	\$160,232	\$148,793	\$146,090
Obligations (Actual/Projections/Estimates)	\$160,232	\$148,792	\$146,090
Personnel: Positons and FTE			
Enacted/Request Positions	613	631	609
Enacted/Request FTE	609	585	567
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	716	712	691
FTE (Actual/Estimates/Projections)	681	666	649

Office of the Secretary and Executive Management Personnel Compensation and Benefits

Pay Summary *Dollars in Thousands*

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Operations and Support	613	609	\$85,342	\$138.56	631	585	\$90,414	\$152.17	609	567	\$92,954	\$161.3	(22)	(18)	\$2,540	\$9.13
Total	613	609	\$85,342	\$138.56	631	585	\$90,414	\$152.17	609	567	\$92,954	\$161.3	(22)	(18)	\$2,540	\$9.13
Discretionary - Appropriation	613	609	\$85,342	\$138.56	631	585	\$90,414	\$152.17	609	567	\$92,954	\$161.3	(22)	(18)	\$2,540	\$9.13

* The FTE Rate calculation does not include Object Class 11.8-Special Personal Services Payments or 13.0-Benefits for Former Personnel.

Pay by Object Class *Dollars in Thousands*

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$57,606	\$61,645	\$63,183	\$1,538
11.3 Other than Full-Time Permanent	\$6,651	\$4,836	\$5,184	\$348
11.5 Other Personnel Compensation	\$852	\$1,017	\$1,054	\$37
11.8 Special Personal Services Payments	\$912	\$1,394	\$1,497	\$103
12.1 Civilian Personnel Benefits	\$19,271	\$21,522	\$22,036	\$514
13.0 Benefits for Former Personnel	\$50	-	-	-
Total - Personnel Compensation and Benefits	\$85,342	\$90,414	\$92,954	\$2,540
Positions and FTE				
Positions - Civilian	613	631	609	(22)
FTE - Civilian	609	585	567	(18)

Office of the Secretary and Executive Management Non Pay Budget Exhibits

Non Pay Summary *Dollars in Thousands*

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Operations and Support	\$59,990	\$43,060	\$37,353	(\$5,707)
Total	\$59,990	\$43,060	\$37,353	(\$5,707)
Discretionary - Appropriation	\$59,990	\$43,060	\$37,353	(\$5,707)

Non Pay by Object Class *Dollars in Thousands*

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$3,824	\$4,192	\$4,006	(\$186)
23.1 Rental Payments to GSA	\$8,843	\$9,135	\$8,970	(\$165)
23.3 Communications, Utilities, and Misc. Charges	\$43	-	-	-
24.0 Printing and Reproduction	\$101	\$12	\$12	-
25.1 Advisory and Assistance Services	\$21,036	\$7,447	\$6,035	(\$1,412)
25.2 Other Services from Non-Federal Sources	\$7,499	\$4,944	\$4,031	(\$913)
25.3 Other Goods and Services from Federal Sources	\$17,372	\$16,106	\$12,907	(\$3,199)
25.4 Operation and Maintenance of Facilities	\$3	-	-	-
25.7 Operation and Maintenance of Equipment	\$387	\$475	\$684	\$209
26.0 Supplies and Materials	\$550	\$632	\$654	\$22
31.0 Equipment	\$309	\$117	\$54	(\$63)
42.0 Insurance Claims and Indemnities	\$23	-	-	-
Total - Non Pay Object Classes	\$59,990	\$43,060	\$37,353	(\$5,707)

**Office of the Secretary and Executive Management
Supplemental Budget Justification Exhibits**

Working Capital Fund

Dollars in Thousands

Appropriation and PPA	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget
Operations and Support	\$24,018	\$21,557	\$19,802
Office of the Secretary	\$3,190	\$2,897	\$2,433
Office of Policy	\$6,070	\$4,963	\$4,687
Office of Public Affairs	\$1,110	\$955	\$1,075
Office of Legislative Affairs	\$1,092	\$949	\$897
Office of Partnership and Engagement	\$1,306	\$1,086	\$1,076
Office of General Counsel	\$4,191	\$4,501	\$3,860
Office for Civil Rights and Civil Liberties	\$4,210	\$3,724	\$3,575
Office of the Citizenship and Immigration Services Ombudsman	\$1,317	\$1,179	\$1,021
Privacy Office	\$1,532	\$1,303	\$1,178
Total Working Capital Fund	\$24,018	\$21,557	\$19,802

Office of the Secretary and Executive Management

Status of Congressionally Requested Studies, Reports and Evaluations

Fiscal Year	Due Date	Reference/Citation	Requirement	Status
2017	1/30/2017	S1/S2 Travel-Q1- HR 114-215	p. 8 - Quarterly travel reports shall be provided to the Committee not later than 30 days after the end of each fiscal quarter. The report shall detail all direct and indirect costs of official and nonofficial travel by the Secretary and Deputy Secretary within each appropriation. p. 93 - Section 539. The Committee continues a provision related to the official travel costs of the Department's Secretary and the Deputy Secretary.	N/A
2017	4/30/2017	S1/S2 Travel-Q2- HR 114-215	p. 8 - Quarterly travel reports shall be provided to the Committee not later than 30 days after the end of each fiscal quarter. The report shall detail all direct and indirect costs of official and nonofficial travel by the Secretary and Deputy Secretary within each appropriation. p. 93 - Section 539. The Committee continues a provision related to the official travel costs of the Department's Secretary and the Deputy Secretary.	N/A
2017	7/30/2017	S1/S2 Travel-Q3- HR 114-215	p. 8 - Quarterly travel reports shall be provided to the Committee not later than 30 days after the end of each fiscal quarter. The report shall detail all direct and indirect costs of official and nonofficial travel by the Secretary and Deputy Secretary within each appropriation. p. 93 - Section 539. The Committee continues a provision related to the official travel costs of the Department's Secretary and the Deputy Secretary.	N/A
2017	10/30/2017	S1/S2 Travel-Q4- HR 114-215	p. 8 - Quarterly travel reports shall be provided to the Committee not later than 30 days after the end of each fiscal quarter. The report shall detail all direct and indirect costs of official and nonofficial travel by the Secretary and Deputy Secretary within each appropriation. p. 93 - Section 539. The Committee continues a provision related to the official travel costs of the Department's Secretary and the Deputy Secretary.	N/A
2017	Unspecified	Border Security Status Reports-Q1- Public Law 114-4 Joint Explanatory Statement p. 4; Senate Report 113-198 p. 16	p. 11 - The Committee continues its requirement that the Department submit quarterly Border Security Status reports...	With component for draft and review
2017	Unspecified	Border Security Status Reports-Q2- Public Law 114-4 Joint Explanatory Statement p. 4; Senate Report 113-198 p. 16	p. 11 - The Committee continues its requirement that the Department submit quarterly Border Security Status reports...	With component for draft and review

2017	Unspecified	Border Security Status Reports-Q3- Public Law 114-4 Joint Explanatory Statement p. 4; Senate Report 113-198 p. 16	p. 11 - The Committee continues its requirement that the Department submit quarterly Border Security Status reports...	With component for draft and review
2017	Unspecified	Border Security Status Reports-Q4- Public Law 114-4 Joint Explanatory Statement p. 4; Senate Report 113-198 p. 16	p. 11 - The Committee continues its requirement that the Department submit quarterly Border Security Status reports...	With component for draft and review
2017	2/15/2017	Overseas Personnel- Public Law 114-4 Joint Explanatory Statement p. 4; Senate Report 113-198 p. 16	p. 10 - In developing future budget requests for its international activities, the Office of Policy is directed to use the findings of the International Engagement Strategy footprint review, as well as objectives included in its Plan of Action and Milestones. By not later than February 15, 2017, the office shall provide a comprehensive review to the Committee of the number and locations of all DHS personnel deployed overseas; the amount of resources supporting the deployment; identifiable capability gaps including tracking and how these assignments support DHS strategic objectives.	N/A
2017	NLT 180 days AE	Use of International Mobile Subscriber Identity Catcher Technology- SR 114-264	p. 18 - The Committee directs the Department, including all of its agencies, to report to the appropriate congressional committees, within 180 days of the of the date enactment of this act, with the number of times International Mobile Subscriber Identity [IMSI] Catchers and similar surveillance technology devices have been deployed, how many individuals have been apprehended using IMSI Catchers and related technologies, and how many times IMSI Catchers and related technologies have been utilized to gather evidence relevant to a case against any apprehended individuals.	N/A
2017	With PB	Expenditure plans- SR 14-68; HR 114-215	p. 10 - The Committee expects the Department to provide complete justification materials with the fiscal year 2018 budget request, including expenditure plan data for the offices within this account.	Transmitted
2017	NLT 60 DAE	Countering Violent Extremism- JES, HR 114-215	p. 12 - The Office is directed to provide a detailed report on department-wide CVE programs and initiatives, including personnel and funding levels, not later than 60 days after the date of enactment of this Act. p. 16 - DHS shall keep the Committee apprised of its CVE efforts.	Transmitted

**Office of the Secretary and Executive Management
Authorized/Unauthorized Appropriations**

Dollars in Thousands

Budget Activity	Last year of Authorization	Authorized Level	Appropriation in Last Year of Authorization	FY 2018 President's Budget
	Fiscal Year	Amount	Amount	Amount
Operations and Support				\$19,802
Office of the Secretary	2002			\$2,433
Office of Policy	2002			\$4,687
Office of Public Affairs	2002			\$1,075
Office of Legislative Affairs	2002			\$897
Office of Partnership and Engagement	2002			\$1,076
Office of General Counsel	2002			\$3,860
Office for Civil Rights and Civil Liberties	2002			\$3,575
Office of the Citizenship and Immigration Services Ombudsman	2002			\$1,021
Privacy Office	2002			\$1,178
Total Direct Authorization/Appropriation				\$19,802

Office of the Secretary and Executive Management
Proposed Legislative Language
Operations and Support

For necessary expenses of the Office of the Secretary of Homeland Security for operations and support, as authorized by section 102 of the Homeland Security Act of 2002 (6 U.S.C. 112), and executive management of the Department of Homeland Security, as authorized by law, [\$136,451,000] **\$130,307,000**: *Provided*, That not to exceed \$45,000 shall be for official reception and representation expenses.[: *Provided further*, That all official costs associated with the use of government aircraft by Department of Homeland Security personnel to support official travel of the Secretary and the Deputy Secretary shall be paid from amounts made available for the Immediate Office of the Secretary and the Immediate Office of the Deputy Secretary.] *Note.—A full-year 2017 appropriation for this account was not enacted at the time the budget was prepared; therefore, the budget assumes this account is operating under the Further Continuing Appropriations Act, 2017 (P.L. 114-254). The amounts included for 2017 reflect the annualized level provided by the continuing resolution.*

Language Provision	Explanation
[\$136,451,000] <u>\$130,307,000</u>	Dollar change only. No substantial change proposed.
[: <i>Provided further</i> , That all official costs associated with the use of government aircraft by Department of Homeland Security personnel to support official travel of the Secretary and the Deputy Secretary shall be paid from amounts made available for the Immediate Office of the Secretary and the Immediate Office of the Deputy Secretary.]	Language removed from this section to be placed in the Administrative Provisions section.

Office of the Secretary and Executive Management Reimbursable Resources

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Change		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Defense - Department of Defense	Source	1	1	\$193	2	2	\$393	2	\$424	-	-	\$31
Operations and Support	Location	1	1	\$193	2	\$393	2	\$424	-	-	-	\$31
Office of the Secretary	Location	1	1	\$193	1	\$193	1	\$224	-	-	-	\$31
Office of Legislative Affairs	Location	-	-	-	1	\$200	1	\$200	-	-	-	-
Department of Homeland Security - Department of Homeland Security	Source	2	2	\$2,557	1	\$750	1	\$974	-	-	-	\$224
Operations and Support	Location	2	2	\$2,557	1	\$750	1	\$974	-	-	-	\$224
Office of Policy	Location	1	1	\$367	1	\$200	1	\$224	-	-	-	\$24
Office of Partnership and Engagement	Location	1	1	\$2,190	-	-	-	-	-	-	-	-
Privacy Office	Location	-	-	-	-	\$550	-	\$750	-	-	-	\$200
Department of Homeland Security - Federal Emergency Management Agency	Source	2	2	\$192	1	\$43	1	\$43	-	-	-	-
Operations and Support	Location	2	2	\$192	1	\$43	1	\$43	-	-	-	-
Office of General Counsel	Location	1	1	\$47	1	\$43	1	\$43	-	-	-	-
Privacy Office	Location	1	1	\$145	-	-	-	-	-	-	-	-
Department of Homeland Security - Federal Law Enforcement Training Center	Source	1	1	\$12	-	-	-	-	-	-	-	-
Operations and Support	Location	1	1	\$12	-	-	-	-	-	-	-	-
Office of the Citizenship and Immigration Services Ombudsman	Location	1	1	\$12	-	-	-	-	-	-	-	-
Department of Homeland Security - Transportation Security Administration	Source	2	1	\$142	2	\$24	2	\$24	-	-	-	-
Operations and Support	Location	2	1	\$142	2	\$24	2	\$24	-	-	-	-
Office of General Counsel	Location	2	1	\$142	2	\$24	2	\$24	-	-	-	-
Department of Homeland Security - US Immigration and Customs Enforcement	Source	5	5	\$914	2	\$1,637	3	\$1,837	1	1	\$200	\$200
Operations and Support	Location	5	5	\$914	2	\$1,637	3	\$1,837	1	1	\$200	\$200
Office of Partnership and Engagement	Location	1	1	\$150	-	\$1,500	-	\$1,500	-	-	-	-
Office of General Counsel	Location	2	2	\$430	2	\$137	2	\$137	-	-	-	-
Office for Civil Rights and Civil Liberties	Location	1	1	\$134	-	-	1	\$200	1	1	\$200	\$200
Privacy Office	Location	1	1	\$200	-	-	-	-	-	-	-	-
Department of Homeland Security - Citizenship and Immigration Services	Source	3	2	\$355	2	\$125	2	\$125	-	-	-	-
Operations and Support	Location	3	2	\$355	2	\$125	2	\$125	-	-	-	-
Office of General Counsel	Location	3	2	\$355	2	\$125	2	\$125	-	-	-	-
Department of Homeland Security - Science and Technology	Source	7	6	\$1,248	12	\$1,900	12	\$1,900	-	-	-	-
Operations and Support	Location	7	6	\$1,248	12	\$1,900	12	\$1,900	-	-	-	-
Office of General Counsel	Location	7	6	\$1,248	12	\$1,900	12	\$1,900	-	-	-	-
Department of Homeland Security - United States Secret Service	Source	1	1	\$50	1	\$43	1	\$43	-	-	-	-
Operations and Support	Location	1	1	\$50	1	\$43	1	\$43	-	-	-	-
Office of General Counsel	Location	1	1	\$50	1	\$43	1	\$43	-	-	-	-

Department of Homeland Security

Office of the Secretary and Executive Management

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Change		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Homeland Security - United States Coast Guard Source	1	1	\$70	1	1	\$61	1	1	\$61	-	-	-
Operations and Support Location	1	1	\$70	1	1	\$61	1	1	\$61	-	-	-
Office of General Counsel Location	1	1	\$70	1	1	\$61	1	1	\$61	-	-	-
Department of Homeland Security - National Protection and Programs Directorate Source	40	32	\$6,053	40	40	\$7,900	40	40	\$7,900	-	-	-
Operations and Support Location	40	32	\$6,053	40	40	\$7,900	40	40	\$7,900	-	-	-
Office of General Counsel Location	40	32	\$6,053	40	40	\$7,900	40	40	\$7,900	-	-	-
Department of Homeland Security - US Customs and Border Protection Source	21	2	\$515	2	2	\$95	2	2	\$95	-	-	-
Operations and Support Location	21	2	\$515	2	2	\$95	2	2	\$95	-	-	-
Office of Partnership and Engagement Location	1	1	\$500	-	-	-	-	-	-	-	-	-
Office of General Counsel Location	20	1	\$15	2	2	\$95	2	2	\$95	-	-	-
Department of Homeland Security - Analysis and Operations Source	9	8	\$1,492	9	9	\$1,200	9	9	\$1,200	-	-	-
Operations and Support Location	9	8	\$1,492	9	9	\$1,200	9	9	\$1,200	-	-	-
Office of Partnership and Engagement Location	1	1	\$360	-	-	-	-	-	-	-	-	-
Office of General Counsel Location	8	7	\$1,132	9	9	\$1,200	9	9	\$1,200	-	-	-
Department of Justice - Department of Justice Source	1	1	\$60	-	-	-	-	-	-	-	-	-
Operations and Support Location	1	1	\$60	-	-	-	-	-	-	-	-	-
Office of Partnership and Engagement Location	1	1	\$60	-	-	-	-	-	-	-	-	-
Department of State - Department of State Source	1	1	\$16	-	-	-	-	-	-	-	-	-
Operations and Support Location	1	1	\$16	-	-	-	-	-	-	-	-	-
Office of Policy Location	1	1	\$16	-	-	-	-	-	-	-	-	-
Department of Interior - Department of the Interior Source	1	1	\$2	-	-	-	-	-	-	-	-	-
Operations and Support Location	1	1	\$2	-	-	-	-	-	-	-	-	-
Office of Policy Location	1	1	\$2	-	-	-	-	-	-	-	-	-
Department of Homeland Security - Office of Health Affairs Source	2	2	\$355	2	2	\$452	2	2	\$452	-	-	-
Operations and Support Location	2	2	\$355	2	2	\$452	2	2	\$452	-	-	-
Office of Partnership and Engagement Location	1	1	\$100	-	-	-	-	-	-	-	-	-
Office of General Counsel Location	1	1	\$255	2	2	\$452	2	2	\$452	-	-	-
Department of Homeland Security - Domestic Nuclear Detection Office Source	2	2	\$465	3	3	\$481	3	3	\$481	-	-	-
Operations and Support Location	2	2	\$465	3	3	\$481	3	3	\$481	-	-	-
Office of General Counsel Location	2	2	\$465	3	3	\$481	3	3	\$481	-	-	-
Office of Director of National Intelligence Source	1	1	\$209	1	1	\$215	1	1	\$224	-	-	\$9
Operations and Support Location	1	1	\$209	1	1	\$215	1	1	\$224	-	-	\$9
Office of Policy Location	1	1	\$209	1	1	\$215	1	1	\$224	-	-	\$9
Total Collections	103	72	\$14,900	81	81	\$15,319	82	82	\$15,783	1	1	\$464

Department of Homeland Security
Office of the Secretary and Executive Management
Operations and Support



Fiscal Year 2018
Congressional Justification

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Operations and Support

Budget Comparison and Adjustments

Comparison of Budget Authority and Request

Dollars in Thousands

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of the Secretary	67	67	\$18,697	70	69	\$18,525	69	68	\$18,043	(1)	(1)	(\$482)
Office of Policy	186	186	\$38,777	186	175	\$37,839	180	169	\$36,837	(6)	(6)	(\$1,002)
Office of Public Affairs	23	23	\$5,147	27	25	\$5,292	26	24	\$5,143	(1)	(1)	(\$149)
Office of Legislative Affairs	26	26	\$5,243	28	26	\$5,193	27	25	\$5,056	(1)	(1)	(\$137)
Office of Partnership and Engagement	52	48	\$20,940	54	47	\$12,833	48	45	\$12,603	(6)	(2)	(\$230)
Office of General Counsel	96	96	\$20,017	91	81	\$18,822	89	79	\$18,501	(2)	(2)	(\$321)
Office for Civil Rights and Civil Liberties	94	94	\$21,680	102	96	\$21,158	99	93	\$20,679	(3)	(3)	(\$479)
Office of the Citizenship and Immigration Services Ombudsman	29	29	\$6,622	30	27	\$6,099	29	26	\$5,944	(1)	(1)	(\$155)
Privacy Office	40	40	\$8,209	43	39	\$7,713	42	38	\$7,501	(1)	(1)	(\$212)
Total	613	609	\$145,332	631	585	\$133,474	609	567	\$130,307	(22)	(18)	(\$3,167)
Subtotal Discretionary - Appropriation	613	609	\$145,332	631	585	\$133,474	609	567	\$130,307	(22)	(18)	(\$3,167)

Overview

Mission Statement: With honor and integrity, we will safeguard the American people, our homeland, and our values.

Budget Activities:

OSEM provides resources for nine Program, Project, and Activities (PPAs): Office of the Secretary, Office of Policy (PLCY), Office of Public Affairs (OPA), Office of Legislative Affairs (OLA), Office of Partnership and Engagement (OPE), Office of the General Counsel (OGC), Office for Civil Rights and Civil Liberties (CRCL), Office of the Citizenship and Immigration Services Ombudsman (CISOMB), and the Privacy Office (PRIV). Below are brief descriptive summaries of the PPAs.

Office of the Secretary: The Office of the Secretary's role is to provide executive leadership, management, direction, and oversight for the Department's Components. The Secretary represents DHS to the President, Congress, state, local, tribal and territorial partners, and the general public. The Deputy Secretary supports the Secretary by providing leadership to the Department, especially regarding internal management and direction. The Chief of Staff is responsible for coordinating policy initiatives and other actions of the Department's components, directorates, and offices. The Executive Secretary (ESEC) supports the Offices of the Secretary and Deputy Secretary with management of their correspondence, decision documents, and other written communications; Congressional

questions for the record, and testimony for all Departmental hearings. ESEC is charged with ensuring that all materials presented to the Secretary and Deputy Secretary for signature have been thoroughly cleared with all relevant components.

Office of Policy: The office serves as a central resource to the Secretary and other Department leaders for policy development and review, strategic planning and analysis, and facilitation of decision-making on the full breadth of issues that may arise across the dynamic homeland security enterprise. PLCY is responsible for strengthening our Nation's homeland security by developing DHS-wide policies, programs, and planning to promote and ensure the highest level of performance, quality, consistency, and integration in the execution of all homeland security missions. PLCY represents and coordinates the consolidated DHS position at White House interagency committee meetings. The Office develops and articulates the long-term strategic view of the Department and translates the Secretary's strategic priorities into the Quadrennial Homeland Security Review (QHSR), DHS Strategic Plan, and other planning products that drive increased operational effectiveness through integration, prioritization, and resource allocation.

Office of Public Affairs: OPA is responsible for managing the Department's external and internal communications. The office responds to media inquiries, maintains and updates the Department's website, writes speeches for senior Department officials, and coordinates speaking events. The office manages the Department's organizational identity program, which includes usage of the DHS seal and related guidelines. Also, the office oversees the Department's employee communication activities, which include coordinating communications for Department-wide initiatives, town hall meetings between management and employees, and the operation and management of an intranet site. Per the Homeland Security Presidential Directive (HSPD) 5, OPA's incident communications program guides overall Federal incident communication activity and coordinates with state, local, and international partners to ensure accurate and timely information is provided to the public during a crisis.

Office of Legislative Affairs: OLA serves as the Department's primary liaison to Congress. OLA advocates for the policy interests of the Administration and the Secretary. OLA also ensures that all DHS Components are actively engaged with Congress in their specific areas of responsibility. OLA articulates views on behalf of DHS Components and their legislative initiatives, responding to requests and inquiries from congressional committees, individual Members of Congress, and their staffs. OLA also participates in the Senate confirmation process for all DHS Presidential nominees.

Office of Partnership and Engagement: OPE coordinates DHS outreach efforts with critical stakeholders nationwide ensuring collective efforts and shared responsibilities of Federal, state, local, tribal, territorial (SLTT), nongovernmental, and private-sector partners as well as individuals, families, and communities, to maintain critical homeland security capabilities. In addition, OPE serves as an advocate & represents the interests of these stakeholders in the DHS policy making process.

Office of the General Counsel: The General Counsel is the chief legal officer for DHS and oversees and integrates more than 1,800 attorneys throughout the Department. OGC is responsible for ensuring that Departmental activities comply with applicable legal requirements, as well as establishing that the Department's efforts to secure the Nation are consistent with the civil rights and civil liberties of the public and observe the rule of law. OGC provides legal advice on areas such as national security, immigration, litigation, international law, maritime safety and security, transportation security, border security law, cyber security, fiscal and appropriations law, environmental law, and many others. OGC also provides legal services in several areas where the law intersects with the achievement of mission goals, such as the coordination of the Department's rulemaking activities, managing interdepartmental clearance of proposed legislation, and providing legal training for law enforcement officers. OGC provides legal counsel for all DHS offices (except those specifically excluded by statute).

Office for Civil Rights and Civil Liberties: CRCL supports the Department as it secures the Nation while preserving individual liberty, fairness, and equality under the law. CRCL performs four key functions to integrate civil rights and civil liberties into Departmental activities:

- Advising Department leadership, personnel, and partners about civil rights and civil liberties issues; ensuring respect for civil rights and civil liberties in policy decisions and in the implementation of those decisions.
- Communicating with individuals and communities whose civil rights and civil liberties may be affected by DHS activities, informing them about policies and avenues of redress, and promoting appropriate attention within the Department to their experiences and concerns.
- Investigating and resolving civil rights and civil liberties complaints filed by the public.
- Leading the Department's Equal Employment Opportunity (EEO) programs and promoting personnel diversity and merit system principles.

Citizenship and Immigration Services Ombudsman: CISOMB assists individuals and employers in resolving problems connected with pending United States Citizenship and Immigration Services (USCIS) cases. In addition, as required by statute, CISOMB identifies common problems experienced by individuals and employers when seeking USCIS services, and proposes changes to mitigate such problems and improve the delivery of immigration services. In accomplishing each of these missions, the CISOMB works impartially, soliciting information and feedback from USCIS, other government agencies, immigration benefits applicants, and the immigration stakeholder community.

Privacy Office (PRIV): PRIV protects the collection, use, and disclosure of Personally Identifiable Information (PII) and Departmental information. It ensures that appropriate access to information is consistent with the vision, strategic mission, and core values of the Department. PRIV also implements the policies of the Department to defend and protect individual rights, liberties, and information interests of the public. PRIV has oversight of all privacy and disclosure policy matters, including compliance with the Privacy Act of

1974, the Freedom of Information Act (FOIA), and the completion of privacy impact statements on all new programs and systems, as required by the E-Government Act of 2002 and Section 222 of the Homeland Security Act. The DHS Privacy Office is the first statutorily-mandated Privacy Office within the Federal Government.

Operations and Support
Budget Authority and Obligations
Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$137,466		
Transfers & Reprogrammings	\$8,227		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	(\$361)		
Revised Enacted/Request	\$145,332	\$133,474	\$130,307
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$145,332	\$133,474	\$130,307
Collections – Reimbursable Resources	\$14,900	\$15,319	\$15,783
Total Budget Resources	\$160,232	\$148,793	\$146,090
Obligations (Actual/Projections/Estimates)	\$160,232	\$148,792	\$146,090
Personnel: Positions and FTE			
Enacted/Request Positions	613	631	609
Enacted/Request FTE	609	585	567
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	716	712	691
FTE (Actual/Estimates/Projections)	681	666	649

*The total Onboard and FTE counts show here include reimbursable FTE and positions.

Budget Request Summary: The Office of the Secretary and Executive Management requests 609 positions, 567 full-time equivalents (FTE), and \$130.307 million in FY 2018 to continue providing central leadership, management, direction, and oversight over all of the Department's Components. Included in this submission is 82 reimbursable positions, 82 reimbursable FTE, and \$15.783 million in reimbursable resources.

Operations and Support Collections – Reimbursable Resources

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Defense - Department of Defense Source	1	1	\$193	2	2	\$393	2	2	\$424
Department of Homeland Security - Department of Homeland Security Source	2	2	\$2,557	1	1	\$750	1	1	\$974
Department of Homeland Security - Federal Emergency Management Agency Source	2	2	\$192	1	1	\$43	1	1	\$43
Department of Homeland Security - Federal Law Enforcement Training Center Source	1	1	\$12	-	-	-	-	-	-
Department of Homeland Security - Transportation Security Administration Source	2	1	\$142	2	2	\$24	2	2	\$24
Department of Homeland Security - US Immigration and Customs Enforcement Source	5	5	\$914	2	2	\$1,637	3	3	\$1,837
Department of Homeland Security - Citizenship and Immigration Services Source	3	2	\$355	2	2	\$125	2	2	\$125
Department of Homeland Security - Science and Technology Source	7	6	\$1,248	12	12	\$1,900	12	12	\$1,900
Department of Homeland Security - United States Secret Service Source	1	1	\$50	1	1	\$43	1	1	\$43
Department of Homeland Security - United States Coast Guard Source	1	1	\$70	1	1	\$61	1	1	\$61
Department of Homeland Security - National Protection and Programs Directorate Source	40	32	\$6,053	40	40	\$7,900	40	40	\$7,900
Department of Homeland Security - US Customs and Border Protection Source	21	2	\$515	2	2	\$95	2	2	\$95
Department of Homeland Security - Analysis and Operations Source	9	8	\$1,492	9	9	\$1,200	9	9	\$1,200
Department of Justice - Department of Justice Source	1	1	\$60	-	-	-	-	-	-
Department of State - Department of State Source	1	1	\$16	-	-	-	-	-	-
Department of Interior - Department of the Interior Source	1	1	\$2	-	-	-	-	-	-
Department of Homeland Security - Office of Health Affairs Source	2	2	\$355	2	2	\$452	2	2	\$452
Department of Homeland Security - Domestic Nuclear Detection Office Source	2	2	\$465	3	3	\$481	3	3	\$481
Office of Director of National Intelligence Source	1	1	\$209	1	1	\$215	1	1	\$224
Total Collections	103	72	\$14,900	81	81	\$15,319	82	82	\$15,783

Operations and Support
Summary of Budget Changes
Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	613	609	\$137,466
Transfer in for CVE	-	-	\$8,227
Total Above Threshold Reprogrammings/Transfers	-	-	\$8,227
Recission of Prior Year Lapse Balance	-	-	(\$361)
Total Rescissions	-	-	(\$361)
FY 2016 Revised Enacted	613	609	\$145,332
FY 2017 Annualized CR	631	585	\$133,474
FY 2018 Base Budget	631	585	\$133,474
Transfer to A&O from OSEM/CRCL due to A&O WCF Activity Costs Removal	-	-	(\$2)
Transfer to A&O from OSEM/OGC due to A&O WCF Activity Costs Removal	-	-	(\$3)
Transfer to A&O from OSEM/PLCY due to A&O WCF Activity Costs Removal	-	-	(\$9)
Transfer to A&O from OSEM/PRIV due to A&O WCF Activity Costs Removal	-	-	(\$1)
Transfer to A&O from OSEM/SEC due to A&O WCF Activity Costs Removal	-	-	(\$2)
Transfer to OSEM/OGC from CBP due to OGC WCF Activity Costs Removal	-	-	\$30
Transfer to OSEM/OGC from DNDO due to OGC WCF Activity Costs Removal	-	-	\$1
Transfer to OSEM/OGC from FEMA due to OGC WCF Activity Costs Removal	-	-	\$30
Transfer to OSEM/OGC from FLETC due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to OSEM/OGC from ICE due to OGC WCF Activity Costs Removal	-	-	\$30
Transfer to OSEM/OGC from OHA due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to OSEM/OGC from OIG due to OGC WCF Activity Costs Removal	-	-	\$2
Transfer to OSEM/OGC from S&T due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to OSEM/OGC from TSA due to OGC WCF Activity Costs Removal	-	-	\$15
Transfer to OSEM/OGC from USCG due to OGC WCF Activity Costs Removal	-	-	\$114
Transfer to OSEM/OGC from USM due to OGC WCF Activity Costs Removal	-	-	\$28
Transfer to OSEM/OGC from USSS due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to USM/CHCO from OSEM/CISOMB due to CHCO WCF Activity Costs Removal	-	-	(\$5)
Transfer to USM/CHCO from OSEM/CRCL due to CHCO WCF Activity Costs Removal	-	-	(\$5)

Budget Formulation Activity	Positions	FTE	Amount
Transfer to USM/CHCO from OSEM/OGC due to CHCO WCF Activity Costs Removal	-	-	(\$25)
Transfer to USM/CHCO from OSEM/OLA due to CHCO WCF Activity Costs Removal	-	-	(\$3)
Transfer to USM/CHCO from OSEM/OPA due to CHCO WCF Activity Costs Removal	-	-	(\$5)
Transfer to USM/CHCO from OSEM/OPE due to CHCO WCF Activity Costs Removal	-	-	(\$3)
Transfer to USM/CHCO from OSEM/PLCY due to CHCO WCF Activity Costs Removal	-	-	(\$21)
Transfer to USM/CHCO from OSEM/PRIV due to CHCO WCF Activity Costs Removal	-	-	(\$3)
Transfer to USM/CHCO from OSEM/SEC due to CHCO WCF Activity Costs Removal	-	-	(\$30)
Transfer to USM/CIO from OSEM/CISOMB due to CIO WCF Activity Costs Removal	-	-	(\$40)
Transfer to USM/CIO from OSEM/CRCL due to CIO WCF Activity Costs Removal	-	-	(\$125)
Transfer to USM/CIO from OSEM/OGC due to CIO WCF Activity Costs Removal	-	-	(\$186)
Transfer to USM/CIO from OSEM/OLA due to CIO WCF Activity Costs Removal	-	-	(\$36)
Transfer to USM/CIO from OSEM/OPA due to CIO WCF Activity Costs Removal	-	-	(\$51)
Transfer to USM/CIO from OSEM/OPE due to CIO WCF Activity Costs Removal	-	-	(\$55)
Transfer to USM/CIO from OSEM/PLCY due to CIO WCF Activity Costs Removal	-	-	(\$242)
Transfer to USM/CIO from OSEM/PRIV due to CIO WCF Activity Costs Removal	-	-	(\$48)
Transfer to USM/CIO from OSEM/SEC due to CIO WCF Activity Costs Removal	-	-	(\$128)
Transfer to USM/CRSO from OSEM/CISOMB due to CRSO WCF Activity Costs Removal	-	-	(\$32)
Transfer to USM/CRSO from OSEM/CRCL due to CRSO WCF Activity Costs Removal	-	-	(\$93)
Transfer to USM/CRSO from OSEM/OGC due to CRSO WCF Activity Costs Removal	-	-	(\$141)
Transfer to USM/CRSO from OSEM/OLA due to CRSO WCF Activity Costs Removal	-	-	(\$30)
Transfer to USM/CRSO from OSEM/OPA due to CRSO WCF Activity Costs Removal	-	-	(\$33)
Transfer to USM/CRSO from OSEM/OPE due to CRSO WCF Activity Costs Removal	-	-	(\$35)
Transfer to USM/CRSO from OSEM/PLCY due to CRSO WCF Activity Costs Removal	-	-	(\$241)
Transfer to USM/CRSO from OSEM/PRIV due to CRSO WCF Activity Costs Removal	-	-	(\$50)
Transfer to USM/CRSO from OSEM/SEC due to CRSO WCF Activity Costs Removal	-	-	(\$290)
Transfer to USM/CSO from OSEM/CRCL due to CSO WCF Activity Costs Removal	-	-	(\$2)
Transfer to USM/CSO from OSEM/OGC due to CSO WCF Activity Costs Removal	-	-	(\$2)
Transfer to USM/CSO from OSEM/PLCY due to CSO WCF Activity Costs Removal	-	-	(\$3)
Total Transfers	-	-	(\$1,718)
2018 Pay Raise	-	-	\$1,286
Annualization of 2017 Pay Raise	-	-	\$475

Budget Formulation Activity	Positions	FTE	Amount
Reduction to OCP for Positions and Funding not Annualized in FY2017	(4)	-	-
Total, Pricing Increases	(4)	-	\$1,761
Total Adjustments-to-Base	(4)	-	\$43
FY 2018 Current Services	627	585	\$133,517
Base Absorption of Pay Raises	(8)	(8)	(\$1,761)
Reduction Due to Hiring Freeze	(10)	(10)	(\$1,449)
Total, Program Decreases	(18)	(18)	(\$3,210)
FY 2018 Request	609	567	\$130,307
FY 2017 TO FY 2018 Change	(22)	(18)	(\$3,167)

Operations and Support Justification of Pricing Changes

Dollars in Thousands

Pricing Changes	FY 2018 President's Budget		
	Positions	FTE	Amount
Pricing Change 1 - 2018 Pay Raise	-	-	\$1,286
Office of the Secretary	-	-	\$133
Office of Policy	-	-	\$363
Office of Public Affairs	-	-	\$53
Office of Legislative Affairs	-	-	\$65
Office of Partnership and Engagement	-	-	\$103
Office of General Counsel	-	-	\$206
Office for Civil Rights and Civil Liberties	-	-	\$218
Office of the Citizenship and Immigration Services Ombudsman	-	-	\$66
Privacy Office	-	-	\$79
Pricing Change 2 - Annualization of 2017 Pay Raise	-	-	\$475
Office of the Secretary	-	-	\$50
Office of Policy	-	-	\$134
Office of Public Affairs	-	-	\$20
Office of Legislative Affairs	-	-	\$24
Office of Partnership and Engagement	-	-	\$38
Office of General Counsel	-	-	\$76
Office for Civil Rights and Civil Liberties	-	-	\$80
Office of the Citizenship and Immigration Services Ombudsman	-	-	\$24
Privacy Office	-	-	\$29
Pricing Change 3 - Reduction to OCP for Positions and Funding not Annualized in FY2017	(4)	-	-
Office of Partnership and Engagement	(4)	-	-
Total Pricing Changes	(4)	-	\$1,761

Pricing Changes:

- Pay Raises – The Office of the Secretary and Executive Management calculated the annualization of the 2017 Pay Raise at 2.1% for one quarter of the fiscal year and a total of \$475 thousand and calculated the 2018 Pay Raise at 1.9% for three quarters of the fiscal year and a total of \$1.286 million.
- Office of Community Partnerships – The Consolidated Appropriations Act of 2016, Public Law 114-113, funded the Office of Community Partnerships at the level of \$3.108 million, 16 positions, 12 FTE. At the time the budget request was prepared, DHS had not received a 2017 enacted appropriation. As a result, OCP will reduce 4 positions/FTE to a level of 12 positions/FTE.

Operations and Support
Justification of Program Changes
Dollars in Thousands

Program Changes	FY 2018 President's Budget		
	Positions	FTE	Amount
Program Change 1 - Base Absorption of Pay Raises	(8)	(8)	(\$1,761)
Office of the Secretary	(1)	(1)	(\$183)
Office of Policy	(3)	(3)	(\$497)
Office of Public Affairs	-	-	(\$73)
Office of Legislative Affairs	-	-	(\$89)
Office of Partnership and Engagement	(1)	(1)	(\$141)
Office of General Counsel	(1)	(1)	(\$282)
Office for Civil Rights and Civil Liberties	(2)	(2)	(\$298)
Office of the Citizenship and Immigration Services Ombudsman	-	-	(\$90)
Privacy Office	-	-	(\$108)
Program Change 2 - Reduction Due to Hiring Freeze	(10)	(10)	(\$1,449)
Office of the Secretary	-	-	(\$32)
Office of Policy	(3)	(3)	(\$473)
Office of Public Affairs	(1)	(1)	(\$60)
Office of Legislative Affairs	(1)	(1)	(\$68)
Office of Partnership and Engagement	(1)	(1)	(\$137)
Office of General Counsel	(1)	(1)	(\$251)
Office for Civil Rights and Civil Liberties	(1)	(1)	(\$247)
Office of the Citizenship and Immigration Services Ombudsman	(1)	(1)	(\$76)
Privacy Office	(1)	(1)	(\$105)
Total Program Changes	(18)	(18)	(\$3,210)

Program Change**OSEM - Absorption of Pay Raises and Civilian Hiring Freeze****Description**

The Office of the Secretary and Executive Management (OSEM) requests a decrease of 8 positions, 8 FTE, and \$1.8 million in order to cover the cost of the FY 2018 pay raise and the Annualization of the FY 2017 pay raise. This reduction will be achieved through attrition of positions and reduction of general expenses such as contracts, travel, and supplies.

Further, in accordance with the freeze on the hiring of Federal civilian employees as directed by the President on January 23, 2017, OSEM is requesting a reduction of 10 positions, 10 FTE, and \$1.4 million. This savings will be achieved by strategic workforce reduction through attrition.

Justification

Absorption of pay raises

OSEM has conducted a “personnel compensation and benefits” assessment for each office including all personnel currently on-board or in the pipeline and including projections for pay raises, within grade increases, overtime, awards, promotions, etc. The results of this assessment indicated that in order to fully cover the pay increase the OSEM offices must decrease staffing in order to cover the FY18 pay raise and annualization of the FY17 pay raise. The offices will do this through a combination of attrition and strategic elimination of vacant positions in order to ensure Department priorities will remain intact to the greatest extent possible. In some cases personnel may be shifted from one program to another within a PPA, however it is not known exactly where those shifts will occur at this time as we do not know exactly where attrition will occur.

Civilian Hiring Freeze

In addition to the reductions taken to absorb pay raise, OSEM offices will look for more reductions in accordance with the guidance outlined in OMB Memorandum 17-22 dated April 11, 2017. In order to meet the initial requirements set forth, OSEM has applied the hiring freeze reductions proportionately across each of the PPAs. As we continue to examine how many people are required to perform tasks at the level required within each program area these numbers may change. OSEM offices will conduct a review as each position becomes vacant to determine the following:

- Whether the duties of the position, qualifications and skills requirements, or organizational placement of the duties reflects current mission needs;
- Whether duties can be reassigned to lower organizational levels and replacement, if needed, at a lower grade; and
- How any appropriate changes to the position can be accomplished in a timely and efficient manner.

Performance

OSEM offices will work to maintain current performance levels throughout this process.

Operations and Support Personnel Compensation and Benefits

Pay Summary *Dollars in Thousands*

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of the Secretary	67	67	\$9,011	\$120.52	70	69	\$9,505	\$117.93	69	68	\$10,214	\$128.59	(1)	(1)	\$709	\$10.66
Office of Policy	186	186	\$24,226	\$130.25	186	175	\$25,177	\$143.87	180	169	\$26,861	\$158.94	(6)	(6)	\$1,684	\$15.07
Office of Public Affairs	23	23	\$3,401	\$147.87	27	25	\$3,705	\$148.2	26	24	\$3,636	\$151.5	(1)	(1)	(\$69)	\$3.3
Office of Legislative Affairs	26	26	\$3,744	\$144	28	26	\$4,140	\$159.23	27	25	\$3,936	\$157.44	(1)	(1)	(\$204)	(\$1.79)
Office of Partnership and Engagement	52	48	\$5,960	\$124.17	54	47	\$7,272	\$154.72	48	45	\$7,119	\$158.2	(6)	(2)	(\$153)	\$3.48
Office of General Counsel	96	96	\$14,459	\$150.34	91	81	\$14,720	\$181.41	89	79	\$14,767	\$186.58	(2)	(2)	\$47	\$5.17
Office for Civil Rights and Civil Liberties	94	94	\$14,093	\$149.93	102	96	\$15,706	\$163.6	99	93	\$16,347	\$175.77	(3)	(3)	\$641	\$12.17
Office of the Citizenship and Immigration Services Ombudsman	29	29	\$4,570	\$157.59	30	27	\$4,380	\$162.22	29	26	\$4,034	\$155.15	(1)	(1)	(\$346)	(\$7.07)
Privacy Office	40	40	\$5,878	\$146.95	43	39	\$5,809	\$148.95	42	38	\$6,040	\$158.95	(1)	(1)	\$231	\$10
Total	613	609	\$85,342	\$138.56	631	585	\$90,414	\$152.17	609	567	\$92,954	\$161.3	(22)	(18)	\$2,540	\$9.13
Discretionary - Appropriation	613	609	\$85,342	\$138.56	631	585	\$90,414	\$152.17	609	567	\$92,954	\$161.3	(22)	(18)	\$2,540	\$9.13

* The FTE Rate calculation does not include Object Class 11.8-Special Personal Services Payments or 13.0-Benefits for Former Personnel.

The Office of the Secretary and Executive Management conducted an assessment of the number of positions and FTE across each PPA. The requested level of FTE in each PPA directly corresponds to the requested level of dollars for personnel compensation and benefits. The amount of funding requested equates to fully burning the number of requested FTE over the course of the fiscal year. The position level for each PPA accounts for the projected number of onboard positions in an office. As a result of attrition and gaps in backfilling, the number of positions in an office will generally be higher than the number of FTE.

Operations and Support
Pay by Object Class
Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$57,606	\$61,645	\$63,183	\$1,538
11.3 Other than Full-Time Permanent	\$6,651	\$4,836	\$5,184	\$348
11.5 Other Personnel Compensation	\$852	\$1,017	\$1,054	\$37
11.8 Special Personal Services Payments	\$912	\$1,394	\$1,497	\$103
12.1 Civilian Personnel Benefits	\$19,271	\$21,522	\$22,036	\$514
13.0 Benefits for Former Personnel	\$50	-	-	-
Total - Personnel Compensation and Benefits	\$85,342	\$90,414	\$92,954	\$2,540
Positions and FTE				
Positions - Civilian	613	631	609	(22)
FTE - Civilian	609	585	567	(18)

Operations and Support

Permanent Positions by Grade – Appropriation

Grades and Salary Range	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
Total, SES	66	84	80	-4
Total, EX	4	-	-	-
GS-15	174	178	169	-9
GS-14	145	142	136	-6
GS-13	69	88	85	-3
GS-12	58	61	61	-
GS-11	52	31	31	-
GS-9	29	36	36	-
GS-8	4	1	1	-
GS-7	8	6	6	-
GS-5	1	3	3	-
GS-4	3	1	1	-
Total Permanent Positions	613	631	609	-22
Unfilled Positions EOY	98	-	-	-
Position Locations				
Headquarters	609	626	604	-22
Foreign Field	4	5	5	-
Averages				
Average Personnel Costs, ES Positions	170,459	172,675	172,500	-175
Average Personnel Costs, GS Positions	112,261	113,721	107,556	-6,165
Average Grade, GS Positions	14	14	13	-1

Operations and Support Non Pay Budget Exhibits

Non Pay Summary *Dollars in Thousands*

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of the Secretary	\$9,686	\$9,020	\$7,829	(\$1,191)
Office of Policy	\$14,551	\$12,662	\$9,976	(\$2,686)
Office of Public Affairs	\$1,746	\$1,587	\$1,507	(\$80)
Office of Legislative Affairs	\$1,499	\$1,053	\$1,120	\$67
Office of Partnership and Engagement	\$14,980	\$5,561	\$5,484	(\$77)
Office of General Counsel	\$5,558	\$4,102	\$3,734	(\$368)
Office for Civil Rights and Civil Liberties	\$7,587	\$5,452	\$4,332	(\$1,120)
Office of the Citizenship and Immigration Services Ombudsman	\$2,052	\$1,719	\$1,910	\$191
Privacy Office	\$2,331	\$1,904	\$1,461	(\$443)
Total	\$59,990	\$43,060	\$37,353	(\$5,707)
Discretionary - Appropriation	\$59,990	\$43,060	\$37,353	(\$5,707)

Operations and Support Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$3,824	\$4,192	\$4,006	(\$186)
23.1 Rental Payments to GSA	\$8,843	\$9,135	\$8,970	(\$165)
23.3 Communications, Utilities, and Misc. Charges	\$43	-	-	-
24.0 Printing and Reproduction	\$101	\$12	\$12	-
25.1 Advisory and Assistance Services	\$21,036	\$7,447	\$6,035	(\$1,412)
25.2 Other Services from Non-Federal Sources	\$7,499	\$4,944	\$4,031	(\$913)
25.3 Other Goods and Services from Federal Sources	\$17,372	\$16,106	\$12,907	(\$3,199)
25.4 Operation and Maintenance of Facilities	\$3	-	-	-
25.7 Operation and Maintenance of Equipment	\$387	\$475	\$684	\$209
26.0 Supplies and Materials	\$550	\$632	\$654	\$22
31.0 Equipment	\$309	\$117	\$54	(\$63)
42.0 Insurance Claims and Indemnities	\$23	-	-	-
Total - Non Pay Object Classes	\$59,990	\$43,060	\$37,353	(\$5,707)

*Office of the Secretary – PPA***Budget Comparison and Adjustments****Comparison of Budget Authority and Request***Dollars in Thousands*

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of the Secretary	67	67	\$18,697	70	69	\$18,525	69	68	\$18,043	(1)	(1)	(\$482)
Total	67	67	\$18,697	70	69	\$18,525	69	68	\$18,043	(1)	(1)	(\$482)
Subtotal Discretionary - Appropriation	67	67	\$18,697	70	69	\$18,525	69	68	\$18,043	(1)	(1)	(\$482)

Office of the Secretary – PPA
Budget Authority and Obligations
Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$18,967		
Transfers & Reprogrammings	(\$270)		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$18,697	\$18,525	\$18,043
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$18,697	\$18,525	\$18,043
Collections – Reimbursable Resources	\$193	\$193	\$224
Total Budget Resources	\$18,890	\$18,718	\$18,267
Obligations (Actual/Projections/Estimates)	\$18,890	\$18,718	\$18,267
Personnel: Positons and FTE			
Enacted/Request Positions	67	70	69
Enacted/Request FTE	67	69	68
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	68	71	70
FTE (Actual/Estimates/Projections)	68	70	69

Office of the Secretary – PPA
Collections - Reimbursable Resources

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Defense - Department of Defense Source	1	1	\$193	1	1	\$193	1	1	\$224
Total Collections	1	1	\$193	1	1	\$193	1	1	\$224

Office of the Secretary – PPA Summary of Budget Changes

Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	67	67	\$18,967
OSEM BTR	-	-	(\$270)
Total Below Threshold Reprogrammings	-	-	(\$270)
FY 2016 Revised Enacted	67	67	\$18,697
FY 2017 Annualized CR	70	69	\$18,525
FY 2018 Base Budget	70	69	\$18,525
Transfer to A&O from OSEM/SEC due to A&O WCF Activity Costs Removal	-	-	(\$2)
Transfer to USM/CHCO from OSEM/SEC due to CHCO WCF Activity Costs Removal	-	-	(\$30)
Transfer to USM/CIO from OSEM/SEC due to CIO WCF Activity Costs Removal	-	-	(\$128)
Transfer to USM/CRSO from OSEM/SEC due to CRSO WCF Activity Costs Removal	-	-	(\$290)
Total Transfers	-	-	(\$450)
2018 Pay Raise	-	-	\$133
Annualization of 2017 Pay Raise	-	-	\$50
Total, Pricing Increases	-	-	\$183
Total Adjustments-to-Base	-	-	(\$267)
FY 2018 Current Services	70	69	\$18,258
Base Absorption of Pay Raises	(1)	(1)	(\$183)
Reduction Due to Hiring Freeze	-	-	(\$32)
Total, Program Decreases	(1)	(1)	(\$215)
FY 2018 Request	69	68	\$18,043
FY 2017 TO FY 2018 Change	(1)	(1)	(\$482)

PPA Description

Office of the Secretary

The Secretary is appointed by the President and confirmed by the Senate to lead DHS and act as the principal adviser to the President on homeland security matters. The Secretary ensures a coordinated national effort for the accomplishment of all DHS mission requirements, which include but are not limited to the prevention of terrorist attacks in the United States, the reduction of vulnerability

to and minimization of impacts from catastrophic events, and the recovery from damage that may occur. The Secretary is a member of the Homeland Security Council, and serves as the principal spokesperson on homeland security issues for the Administration when testifying before the House Homeland Security Committee, the Senate Homeland Security and Government Affairs Committee, and the House and Senate Appropriations Committees.

Joint Requirement Council

The Joint Requirements Council (JRC) formulates recommendations to DHS leadership on options to meet the capability needs of DHS operators and provide a vital link between strategic guidance and investments. The JRC will look at cross-component requirements and develop recommendations for investment, as well as changes to training, organization, operational processes and procedures, and proposed law changes. Additionally, the JRC will improve traceability and defensibility of DHS resource decision making to committee oversight and Components.

Office of the Deputy Secretary

The Immediate Office of the Deputy Secretary supports the Secretary by providing leadership with a focus on the internal management and direction of the Department to ensure its efficient and effective operation. The Deputy Secretary's role is to provide internal oversight of all Departmental operations, which allows the Secretary to focus on external matters concerning homeland security and DHS

Chief of Staff

The COS is responsible for coordinating policy initiatives and other actions of the Department's components, directorates, and offices. The COS oversees DHS activities, assists the Deputy in managing DHS operations, and supports the Secretary.

Executive Secretary

ESEC establishes effective and efficient protocols for processing all internal communications, decision management briefings, Congressional questions for the record and reports, and Department-wide testimony. ESEC is the principal liaison between the Department and its Components, and coordinates all external correspondence for the Immediate Office of the Secretary and all directorates.

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of the Secretary – PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office of the Secretary Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF)	Totals by Office
Secretary	4	974	2,107	105	183	386	3,755
Deputy Secretary	6	996	300	38	34	257	1,625
Chief of Staff	12	1,855	176	4	30	444	2,509
Executive Secretary	35	4,348	5	7	83	846	5,289
Joint Requirements Council	12	2,041	15	2,287	21	501	4,865
Total	69	10,214	2,603	2,441	351	2,434	18,043

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Joint Requirements Council	Analytic and Programmatic Support (FFRDC)	2,287	Q1
Secretary, Deputy Secretary, COS, and ESEC	SES Employee Engagement Initiative	6	Q2
Secretary, Deputy Secretary, COS, and ESEC	Federal Occupational Health	9	Q2

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Secretary, Deputy Secretary, COS, and ESEC	OPM Credit Monitoring	4	Q2
Total Planned Contracts		2,306	
Secretary	International Fund Cites - Dept. of State	100	Q1,Q2,Q3,Q4
Deputy Secretary	International Fund Cites - Dept. of State	35	Q1,Q2,Q3,Q4
Total Planned IAAs		135	
TOTAL		2,441	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$6,187.50	\$3,919.50	\$3,900.50	\$4,035.50
Obligations By Percent	34%	22%	22%	22%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	9,011	9,505	10,214
Travel	2,217	2,683	2,603
Contracts & IAAs	4,060	3,186	2,441
Other	219	254	351
WCF	3,190	2,897	2,434
Total	18,697	18,525	18,043

Office of the Secretary – PPA Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of the Secretary	67	67	\$9,011	\$120.52	70	69	\$9,505	\$117.93	69	68	\$10,214	\$128.59	(1)	(1)	\$709	\$10.66
Total	67	67	\$9,011	\$120.52	70	69	\$9,505	\$117.93	69	68	\$10,214	\$128.59	(1)	(1)	\$709	\$10.66
Discretionary - Appropriation	67	67	\$9,011	\$120.52	70	69	\$9,505	\$117.93	69	68	\$10,214	\$128.59	(1)	(1)	\$709	\$10.66

* The FTE Rate calculation does not include Object Class 11.8-Special Personal Services Payments or 13.0-Benefits for Former Personnel.

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 1 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects an increase associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Office of the Secretary-PPA
Pay by Object Class
Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$4,734	\$4,179	\$4,491	\$312
11.3 Other than Full-Time Permanent	\$1,533	\$1,008	\$1,083	\$75
11.5 Other Personnel Compensation	\$48	\$59	\$63	\$4
11.8 Special Personal Services Payments	\$886	\$1,368	\$1,470	\$102
12.1 Civilian Personnel Benefits	\$1,760	\$2,891	\$3,107	\$216
13.0 Benefits for Former Personnel	\$50	-	-	-
Total - Personnel Compensation and Benefits	\$9,011	\$9,505	\$10,214	\$709
Positions and FTE				
Positions - Civilian	67	70	69	(1)
FTE - Civilian	67	69	68	(1)

Office of the Secretary – PPA Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of the Secretary	\$9,686	\$9,020	\$7,829	(\$1,191)
Total	\$9,686	\$9,020	\$7,829	(\$1,191)
Discretionary - Appropriation	\$9,686	\$9,020	\$7,829	(\$1,191)

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$2,217	\$2,683	\$2,603	(\$80)
23.1 Rental Payments to GSA	\$1,010	\$1,041	\$1,013	(\$28)
24.0 Printing and Reproduction	\$18	\$2	\$2	-
25.1 Advisory and Assistance Services	\$3,479	\$2,648	\$2,287	(\$361)
25.2 Other Services from Non-Federal Sources	\$567	\$82	\$154	\$72
25.3 Other Goods and Services from Federal Sources	\$2,244	\$2,330	\$1,501	(\$829)
26.0 Supplies and Materials	\$132	\$215	\$250	\$35
31.0 Equipment	\$19	\$19	\$19	-
Total - Non Pay Object Classes	\$9,686	\$9,020	\$7,829	(\$1,191)

Office of the Secretary – PPA Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$2,217	\$2,683	\$2,603	\$(80)
Inter/Intra Agency Agreements (IAAs) and Contractual Services	\$4,060	\$2,415	\$2,441	\$26
Services from Federal Sources (WCF)	\$3,190	\$3,668	\$2,434	\$(1,234)
Other Costs	\$219	\$254	\$351	\$97
Total – Non Pay Cost Drivers	\$9,686	\$9,020	\$7,829	(\$ 1,191)

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: Travel expenses consist of airfare, lodging, meals, and miscellaneous and incidentals expenses. The Office of the Secretary travels via executive aircraft, Acela train, and helicopter. These travel expenses are paid for by funding made available to the Secretary and Deputy Secretary.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: The Joint Requirements Council, a branch within the Secretary's office, utilizes contractor support to assist in analytic and programmatic support in validating and prioritizing DHS' operational capability investments in addition the Secretary's office contribute a proportionate amount to several shared services contracts. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): The Office of the Secretary incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: The Office of the Secretary incurs expenses for items such as paper, toner, educational tools, printing, and other office supplies and equipment.

*Office of Policy - PPA***Budget Comparison and Adjustments****Comparison of Budget Authority and Request***Dollars in Thousands*

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of Policy	186	186	\$38,777	186	175	\$37,839	180	169	\$36,837	(6)	(6)	(\$1,002)
Total	186	186	\$38,777	186	175	\$37,839	180	169	\$36,837	(6)	(6)	(\$1,002)
Subtotal Discretionary - Appropriation	186	186	\$38,777	186	175	\$37,839	180	169	\$36,837	(6)	(6)	(\$1,002)

Office of Policy-PPA
Budget Authority and Obligations
Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$39,077		
Transfers & Reprogrammings	(\$300)		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$38,777	\$37,839	\$36,837
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$38,777	\$37,839	\$36,837
Collections – Reimbursable Resources	\$594	\$415	\$448
Total Budget Resources	\$39,371	\$38,254	\$37,285
Obligations (Actual/Projections/Estimates)	\$39,371	\$38,254	\$37,285
Personnel: Positons and FTE			
Enacted/Request Positions	186	186	180
Enacted/Request FTE	186	175	169
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	190	188	182
FTE (Actual/Estimates/Projections)	190	177	171

Office of Policy-PPA

Collections – Reimbursable Resources

Dollars in Thousands

Collections		FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
		Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Homeland Security - Department of Homeland Security	Source	1	1	\$367	1	1	\$200	1	1	\$224
Department of State - Department of State	Source	1	1	\$16	-	-	-	-	-	-
Department of Interior - Department of the Interior	Source	1	1	\$2	-	-	-	-	-	-
Office of Director of National Intelligence	Source	1	1	\$209	1	1	\$215	1	1	\$224
Total Collections		4	4	\$594	2	2	\$415	2	2	\$448

Office of Policy - PPA
Summary of Budget Changes
Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	186	186	\$39,077
OSEM BTR	-	-	(\$300)
Total Below Threshold Reprogrammings	-	-	(\$300)
FY 2016 Revised Enacted	186	186	\$38,777
FY 2017 Annualized CR	186	175	\$37,839
FY 2018 Base Budget	186	175	\$37,839
Realignment to OSEM/OGC from OSEM/PLCY due to OGC WCF Activity Costs Removal	-	-	(\$13)
Transfer to A&O from OSEM/PLCY due to A&O WCF Activity Costs Removal	-	-	(\$9)
Transfer to USM/CHCO from OSEM/PLCY due to CHCO WCF Activity Costs Removal	-	-	(\$21)
Transfer to USM/CIO from OSEM/PLCY due to CIO WCF Activity Costs Removal	-	-	(\$242)
Transfer to USM/CRSO from OSEM/PLCY due to CRSO WCF Activity Costs Removal	-	-	(\$241)
Transfer to USM/CSO from OSEM/PLCY due to CSO WCF Activity Costs Removal	-	-	(\$3)
Total Transfers	-	-	(\$529)
2018 Pay Raise	-	-	\$363
Annualization of 2017 Pay Raise	-	-	\$134
Total, Pricing Increases	-	-	\$497
Total Adjustments-to-Base	-	-	(\$32)
FY 2018 Current Services	186	175	\$37,807
Base Absorption of Pay Raises	(3)	(3)	(\$497)
Reduction Due to Hiring Freeze	(3)	(3)	(\$473)
Total, Program Decreases	(6)	(6)	(\$970)
FY 2018 Request	180	169	\$36,837
FY 2017 TO FY 2018 Change	(6)	(6)	(\$1,002)

PPA Description***Office of Policy***

The Office of Policy (PLCY) serves as the Department's principal source of policy development and decision analysis for DHS senior leadership and Secretarial initiatives and for other critical matters that may arise in a dynamic threat environment. PLCY includes five sub-offices, all of which are managed by the PLCY Executive Office.

Office of Policy Executive Office

The Executive Office includes the Assistant Secretary and Principal Deputy Assistant Secretary positions and also manages the following: the Executive Secretariat functions; training and education programs, which include intern and Presidential Management Fellow programs; operations and resource management; Freedom of Information Act requests and inquiries; Privacy and Audit Liaison functions; and the Department's coordination process for Policy Coordination Committees (PCCs). Moreover, The Executive Office provides a centralized coordination point for developing and communicating policies across multiple sub-offices within PLCY, throughout the Department, and across the homeland security enterprise. The Assistant Secretary serves as the coordinator of Department-wide policies and planning to advance and ensure consistency and integration among DHS missions.

Threat Prevention & Security Policy

Threat Prevention and Security Policy (TPSP) is responsible for the policy development and policy coordination in all DHS mission areas related to screening coordination, law enforcement, and information sharing policies. DHS has substantial federal law enforcement responsibilities, and TPSP ensures coordination and consistency across the Department's law enforcement agencies and with other U.S. Government law enforcement agencies. TPSP also works to improve screening coordination and risk-based programs and policies to allow the Department to interdict threats at the earliest opportunities. DHS is both a producer and a consumer of information used by the national security, intelligence, and military communities, and TPSP ensures proper sharing and coordination of information essential to DHS's ability to fulfill its mission.

Strategy, Plans, Analysis & Risk

Strategy, Plans, Analysis & Risk (SPAR) provides the Department with an integrated and DHS-wide capability for strategy development, strategic planning, long-term assessment, and decision analysis, including statistical and economic analysis and risk assessment and modeling. SPAR serves as the Department's primary point of contact for strategy and policy planning offices in DHS Components, other federal departments and agencies, and the White House. SPAR also represents DHS on the National Security Council's Strategic Planning Policy Coordination Committee (PCC) and major interagency strategy reviews. SPAR serves a leading role in implementing the Secretary's Guidance to Results' efforts within the Department to link strategy and policy with capabilities and joint requirements analysis, programming and budgeting, operational planning and major investment oversight. SPAR is also leading many initiatives, intended to build and mature the Department into one that is greater than the sum of its parts, enhancing

traceability between strategic objectives, budgeting, acquisition decisions, operational planning and mission execution, in order to improve both Departmental cohesiveness and operational effectiveness.

Border, Immigration & Trade Policy

Border, Immigration & Trade (BIT) provides policy development and analysis across the Department's mission priorities, including foreign investment, trade, transport security, immigration, and America's policies. BIT develops and coordinates policy for security of transportation systems and the global supply chain and advises on policy matters and leadership decisions regarding the impact of trade and immigration/migration flows on border and cargo security. BIT leads DHS engagement with governments, international organizations, and regional groups in the Western Hemisphere on the full range of issues within the DHS portfolio. BIT serves as the Department's primary representative to the National Security Council PCCs related to the topics outlined above and to include Transborder Security, Maritime Security, Immigration, the Arctic, Unmanned Aircraft System, country-specific PCCs for Western Hemisphere Countries, Beyond the Border, 21st Century Border, and North American Leaders' Summit. BIT also supports the Department's engagement with Western Hemisphere countries and leads intra-DHS policy deliberations and processes.

International Engagement

International Engagement provides the Department with planning, integration, and facilitation of international engagement activities and serves as the principal coordinator to the Office of the Secretary and other leadership of the Department for cross-Component international activities outside of the Western Hemisphere. Additionally, International Engagement coordinates, integrates, and facilitates the strategic development and execution of the Department's international plans and policies, including international relations, initiatives, training, visits, and preparation and placement of personnel abroad, for the countries of Africa, Asia, Europe, and the Middle East.

International Engagement conducts, coordinates, and facilitates DHS multilateral, regional, and bilateral relations with foreign governments, international organizations, and international non-governmental organizations, as well as serves as a lead departmental representative in coordinating DHS positions in interagency policy deliberations affecting foreign relations, for countries outside of the Western Hemisphere. In addition, OIE leverages DHS expertise enterprise-wide to expand the scope of DHS international training and technical assistance ("Security Sector Assistance").

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of Policy – PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office of Policy Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF)	Totals by Office
Policy Executive Office	24	\$3,581	\$60	\$0	\$43	\$625	\$4,309
Threat Prevention & Security Policy	37	\$5,521	\$144	\$0	\$66	\$963	\$6,695
Strategy, Plans, Analysis & Risk	41	\$6,118	\$48	\$400	\$73	\$1,068	\$7,707
Border, Immigration & Trade Policy	54	\$8,058	\$108	\$2,424	\$96	\$1,406	\$12,092
International Engagement	15	\$2,238	\$210	\$1,545	\$27	\$391	\$4,411
Cyber, Infrastructure & Resilience Policy	9	\$1,343	\$30	-	\$16	\$234	\$1,623
Total	180	\$26,861	\$600	\$4,369	\$320	\$4,687	\$36,837

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Border, Immigration & Trade Policy	CFIUS case management support	\$1,400	Q3
Border, Immigration & Trade Policy	License fee for maintaining statistical analysis software	\$44	Q2

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Border, Immigration & Trade Policy	Contract support for OIS's Data Integration Initiative	\$700	Q4
Border, Immigration & Trade Policy	Technical document layout and 508 remediation for OIS publications	\$60	Q4
Border, Immigration & Trade Policy	OIS computer support at DC1	\$220	Q2
Total Planned Contracts		\$2,424	
International Engagement	Attaché Funding	\$600	Q1/Q2/Q3/Q4
International Engagement	(1) International Cooperative Administrative Support Services and (2) Capital Security Cost Sharing & Maintenance Cost Sharing	\$900	
International Engagement	Support provided by DOS posts abroad for TDY visits	\$15	Q1/Q2/Q3/Q4
International Engagement	Interpretation and translation service provided by DOS	\$30	Q1
Strategy, Plans, Analysis & Risk	PM support to the QHSR	\$400	Q1
Total Planned IAAs		\$1,945	
TOTAL		\$4,369	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$8,547	\$8,381	\$10,417	\$9,492
Obligations By Percent	23%	23%	28%	26%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$24,226	\$25,177	\$26,861
Travel	\$604	\$615	\$600
Contracts & IAAs	\$7,579	\$6,767	\$4,369
Other	\$298	\$317	\$320
WCF	\$6,070	\$4,963	\$4,687
Total	\$38,777	\$37,839	\$36,837

Office of Policy – PPA
Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of Policy	186	186	\$24,226	\$130.25	186	175	\$25,177	\$143.87	180	169	\$26,861	\$158.94	(6)	(6)	\$1,684	\$15.07
Total	186	186	\$24,226	\$130.25	186	175	\$25,177	\$143.87	180	169	\$26,861	\$158.94	(6)	(6)	\$1,684	\$15.07
Discretionary - Appropriation	186	186	\$24,226	\$130.25	186	175	\$25,177	\$143.87	180	169	\$26,861	\$158.94	(6)	(6)	\$1,684	\$15.07

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a total decrease of 6 FTE which consists of a reduction of 3 FTE to cover the annualization of the 2017 pay increase and 2018 pay raise within base resources and a reduction of 3 FTE due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects a decrease associated with the overall reduction in funding.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$17,444	\$18,021	\$19,226	\$1,205
11.3 Other than Full-Time Permanent	\$964	\$1,033	\$1,102	\$69
11.5 Other Personnel Compensation	\$289	\$415	\$443	\$28
12.1 Civilian Personnel Benefits	\$5,529	\$5,708	\$6,090	\$382
Total - Personnel Compensation and Benefits	\$24,226	\$25,177	\$26,861	\$1,684
Positions and FTE				
Positions - Civilian	186	186	180	(6)
FTE - Civilian	186	175	169	(6)

Office of Policy – PPA Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of Policy	\$14,551	\$12,662	\$9,976	(\$2,686)
Total	\$14,551	\$12,662	\$9,976	(\$2,686)
Discretionary - Appropriation	\$14,551	\$12,662	\$9,976	(\$2,686)

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$604	\$615	\$600	(\$15)
23.1 Rental Payments to GSA	\$1,742	\$1,812	\$1,832	\$20
24.0 Printing and Reproduction	\$8	\$10	\$10	-
25.1 Advisory and Assistance Services	\$4,940	\$3,021	\$2,160	(\$861)
25.2 Other Services from Non-Federal Sources	\$1,035	\$58	\$74	\$16
25.3 Other Goods and Services from Federal Sources	\$5,932	\$6,753	\$4,983	(\$1,770)
25.4 Operation and Maintenance of Facilities	\$3	-	-	-
25.7 Operation and Maintenance of Equipment	\$122	\$220	\$220	-
26.0 Supplies and Materials	\$72	\$80	\$67	(\$13)
31.0 Equipment	\$93	\$93	\$30	(\$63)
Total - Non Pay Object Classes	\$14,551	\$12,662	\$9,976	(\$2,686)

Office of Policy – PPA Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$604	\$615	\$600	(\$15)
Inter/Intra Agency Agreements and Contractual Services	\$7,579	\$6,767	\$4,369	(\$2,398)
Services from Federal Sources (WCF)	\$6,070	\$4,963	\$4,687	\$(276)
Other Costs	\$298	\$317	\$320	\$3
Total – Non Pay Cost Drivers	\$14,551	\$12,662	\$9,976	(\$2,686)

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: Travel expenses consist of airfare, lodging, meals, and miscellaneous and incidentals expenses. PLCY personnel travel in direct support of the Department's priorities related to raising international aviation security standards, improving global cargo and supply chain security, enhancing domestic and foreign security operations, and expanding international collaboration in travel, border security, and cybersecurity. In addition, travel plays a key role in enforcing congressionally mandated initiatives, including Visa Waiver Program negotiations, compliance, and enforcement as well as CFIUS monitoring, compliance, and enforcement.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: Several divisions within the Office of Policy leverage contract support and interagency agreements to procure a variety of different services. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): PLCY incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: PLCY has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.

*Office of Public Affairs - PPA***Budget Comparison and Adjustments****Comparison of Budget Authority and Request***Dollars in Thousands*

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of Public Affairs	23	23	\$5,147	27	25	\$5,292	26	24	\$5,143	(1)	(1)	(\$149)
Total	23	23	\$5,147	27	25	\$5,292	26	24	\$5,143	(1)	(1)	(\$149)
Subtotal Discretionary - Appropriation	23	23	\$5,147	27	25	\$5,292	26	24	\$5,143	(1)	(1)	(\$149)

Office of Public Affairs – PPA
Budget Authority and Obligations
Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$5,472		
Transfers & Reprogrammings	(\$325)		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$5,147	\$5,292	\$5,143
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$5,147	\$5,292	\$5,143
Collections – Reimbursable Resources	-	-	-
Total Budget Resources	\$5,147	\$5,292	\$5,143
Obligations (Actual/Projections/Estimates)	\$5,147	\$5,292	\$5,143
Personnel: Positons and FTE			
Enacted/Request Positions	23	27	26
Enacted/Request FTE	23	25	24
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	23	27	26
FTE (Actual/Estimates/Projections)	23	25	24

Office of Public Affairs – PPA Summary of Budget Changes

Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	23	23	\$5,472
OSEM BTR	-	-	(\$325)
Total Below Threshold Reprogrammings	-	-	(\$325)
FY 2016 Revised Enacted	23	23	\$5,147
FY 2017 Annualized CR	27	25	\$5,292
FY 2018 Base Budget	27	25	\$5,292
Transfer to USM/CHCO from OSEM/OPA due to CHCO WCF Activity Costs Removal	-	-	(\$5)
Transfer to USM/CIO from OSEM/OPA due to CIO WCF Activity Costs Removal	-	-	(\$51)
Transfer to USM/CRSO from OSEM/OPA due to CRSO WCF Activity Costs Removal	-	-	(\$33)
Total Transfers	-	-	(\$89)
2018 Pay Raise	-	-	\$53
Annualization of 2017 Pay Raise	-	-	\$20
Total, Pricing Increases	-	-	\$73
Total Adjustments-to-Base	-	-	(\$16)
FY 2018 Current Services	27	25	\$5,276
Base Absorption of Pay Raises	-	-	(\$73)
Reduction Due to Hiring Freeze	(1)	(1)	(\$60)
Total, Program Decreases	(1)	(1)	(\$133)
FY 2018 Request	26	24	\$5,143
FY 2017 TO FY 2018 Change	(1)	(1)	(\$149)

PPA Description

Office of Public Affairs

The Office of Public Affairs (OPA) is responsible for oversight and management of all external and internal communications. On a daily basis, OPA responds to media inquiries, maintains and updates the Department's website, writes speeches for principals and reviews and coordinates speaking events for Department officials. OPA fosters strategic communication throughout DHS and with external stakeholders.

Incident Communications

This division brings unity of effort to crisis communications between the Federal interagency community and its many partners at the state, local, tribal, nongovernmental, and private-sector levels.

Strategic Communications

This division provides overall management for implementation of communication plans relating to DHS programs and policies, rules/regulations, and complex domestic and international issues requiring extensive outreach and public education.

Press Secretary

This division coordinates media relations and serve as the spokespersons for the Secretary, senior leadership, and the Department.

Communications Operations

This division provide information directly to the public through our Department and components websites. Coordinating, integrating and synchronizing employee communications efforts of the Components and DHS headquarters

Missions Support

This division provides day to day oversight and support to the office of public affairs.

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of Public Affairs PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office of Public Affairs Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAA's	Other Expenses	Working Capital Fund (WCF)	Totals by Office
Public Affairs	26	\$3,636	\$50	\$358	\$24	\$1,075	\$5,143
Total	26	\$3,636	\$50	\$358	\$24	\$1,075	\$5,143

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
OPA	Bulletin News	\$249	Q4
OPA	Credit Monitoring	\$1	Q1
OPA	Federal Occupational Health	\$2	Q1
Total Planned Contracts		\$252	
OPA	IAA with USCG (photographer)	\$106	Q1,Q2,Q3,Q4
Total Planned IAAs		\$106	
TOTAL		\$358	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$1,197	\$1,198	\$1,302	\$1,445
Obligations By Percent	23%	23%	25%	28%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$3,401	\$3,705	\$3,636
Travel	\$85	\$45	\$50
Contracts & IAAs	\$504	\$567	\$358
Other	\$47	\$20	\$24
WCF	\$1,110	\$955	\$1,075
Total	\$5,147	\$5,292	\$5,143

Office of Public Affairs PPA
Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of Public Affairs	23	23	\$3,401	\$147.87	27	25	\$3,705	\$148.2	26	24	\$3,636	\$151.5	(1)	(1)	(\$69)	\$3.3
Total	23	23	\$3,401	\$147.87	27	25	\$3,705	\$148.2	26	24	\$3,636	\$151.5	(1)	(1)	(\$69)	\$3.3
Discretionary - Appropriation	23	23	\$3,401	\$147.87	27	25	\$3,705	\$148.2	26	24	\$3,636	\$151.5	(1)	(1)	(\$69)	\$3.3

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 1 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects a decrease associated with the overall reduction in funding.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$1,776	\$1,926	\$1,899	(\$27)
11.3 Other than Full-Time Permanent	\$840	\$864	\$878	\$14
11.5 Other Personnel Compensation	\$1	\$21	\$21	-
12.1 Civilian Personnel Benefits	\$784	\$894	\$838	(\$56)
Total - Personnel Compensation and Benefits	\$3,401	\$3,705	\$3,636	(\$69)
Positions and FTE				
Positions - Civilian	23	27	26	(1)
FTE - Civilian	23	25	24	(1)

Office of Public Affairs – PPA Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of Public Affairs	\$1,746	\$1,587	\$1,507	(\$80)
Total	\$1,746	\$1,587	\$1,507	(\$80)
Discretionary - Appropriation	\$1,746	\$1,587	\$1,507	(\$80)

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$85	\$45	\$50	\$5
23.1 Rental Payments to GSA	\$524	\$543	\$549	\$6
25.1 Advisory and Assistance Services	\$13	\$3	\$3	-
25.2 Other Services from Non-Federal Sources	\$403	\$564	\$249	(\$315)
25.3 Other Goods and Services from Federal Sources	\$674	\$412	\$632	\$220
26.0 Supplies and Materials	\$47	\$20	\$24	\$4
Total - Non Pay Object Classes	\$1,746	\$1,587	\$1,507	(\$80)

Office of Public Affairs – PPA

Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$85	\$45	\$50	\$5
Inter/Intra Agency Agreements and Contractual Services	\$504	\$567	\$358	\$81
Services from Federal Sources (WCF)	\$1,110	\$955	\$1,075	(\$170)
Other Costs	\$47	\$20	\$24	\$4
Total – Non Pay Cost Drivers	\$1,746	\$1,587	\$1,507	\$(80)

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: Travel expenses consist of airfare, lodging, meals, and miscellaneous and incidentals expenses. OPA travel will be conducted throughout the year to oversee and coordinate the Department of Homeland Security's public outreach and media relations efforts and serve as the principal communications advisor to the secretary.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: Office of Public Affairs leverages contract support and interagency agreements to procure a variety of different services. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): OPA incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: OPA has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.

*Office of Legislative Affairs –PPA***Budget Comparison and Adjustments****Comparison of Budget Authority and Request***Dollars in Thousands*

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of Legislative Affairs	26	26	\$5,243	28	26	\$5,193	27	25	\$5,056	(1)	(1)	(\$137)
Total	26	26	\$5,243	28	26	\$5,193	27	25	\$5,056	(1)	(1)	(\$137)
Subtotal Discretionary - Appropriation	26	26	\$5,243	28	26	\$5,193	27	25	\$5,056	(1)	(1)	(\$137)

Office of Legislative Affairs – PPA Budget Authority and Obligations

Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$5,363		
Transfers & Reprogrammings	(\$120)		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$5,243	\$5,193	\$5,056
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$5,243	\$5,193	\$5,056
Collections – Reimbursable Resources	-	\$200	\$200
Total Budget Resources	\$5,243	\$5,393	\$5,256
Obligations (Actual/Projections/Estimates)	\$5,243	\$5,393	\$5,256
Personnel: Positons and FTE			
Enacted/Request Positions	26	28	27
Enacted/Request FTE	26	26	25
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	26	29	28
FTE (Actual/Estimates/Projections)	26	27	26

**Office of Legislative Affairs – PPA
Collections – Reimbursable Resources**

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Defense - Department of Defense Source	-	-	-	1	1	\$200	1	1	\$200
Total Collections	-	-	-	1	1	\$200	1	1	\$200

Office of Legislative Affairs –PPA Summary of Budget Changes

Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	26	26	\$5,363
OSEM BTR	-	-	(\$120)
Total Below Threshold Reprogrammings	-	-	(\$120)
FY 2016 Revised Enacted	26	26	\$5,243
FY 2017 Annualized CR	28	26	\$5,193
FY 2018 Base Budget	28	26	\$5,193
Transfer to USM/CHCO from OSEM/OLA due to CHCO WCF Activity Costs Removal	-	-	(\$3)
Transfer to USM/CIO from OSEM/OLA due to CIO WCF Activity Costs Removal	-	-	(\$36)
Transfer to USM/CRSO from OSEM/OLA due to CRSO WCF Activity Costs Removal	-	-	(\$30)
Total Transfers	-	-	(\$69)
2018 Pay Raise	-	-	\$65
Annualization of 2017 Pay Raise	-	-	\$24
Total, Pricing Increases	-	-	\$89
Total Adjustments-to-Base	-	-	\$20
FY 2018 Current Services	28	26	\$5,213
Base Absorption of Pay Raises	-	-	(\$89)
Reduction Due to Hiring Freeze	(1)	(1)	(\$68)
Total, Program Decreases	(1)	(1)	(\$157)
FY 2018 Request	27	25	\$5,056
FY 2017 TO FY 2018 Change	(1)	(1)	(\$137)

PPA Description

Office of Legislative Affairs

OLA serves as the Department's primary liaison to Congress and advocates for the policy interests of the Administration and the Secretary. OLA ensures that all DHS Components are actively engaged with Congress in their specific areas of responsibility. OLA responds to requests and inquiries from congressional committees, individual Members of Congress, and their staffs, and participates in the Senate confirmation process for all DHS Presidential nominees.

Office of the Assistant Secretary

OLA is led by an Assistant Secretary, who reports directly to the Secretary of Homeland Security and serves as the Department's primary point of contact with the Congress. Additionally, the Assistant Secretary serves as the principle point of contact between OLA and the White House Office of Legislative Affairs.

Directorate of Operations / Finance

This Directorate of Operations / Finance oversees the daily operations of the office, including managing and overseeing the Operations Support Staff, which includes Budget, Human Resources, Performance Management, Travel, Executive Secretariat and Administrative services. This organization insures that all personnel & promotions are handled in a confidential and timely manner. This division also works diligently with DHS stakeholders ensuring focus on items critical to continuity of operations for the office. To meet the many needs of Congress, this Directorate collaborates with other components within DHS to negotiate staffing of detailed personnel to fulfill staffing requirements. This Directorate monitors the budget closely, ensuring proper allocations of funds and staying fiscally solvent.

Legislative and Congressional Affairs

Primary liaison to Congress and advocates for the policy interests of the Administration and the Secretary, ensures that all DHS Components are actively engaged with Congress, responds to requests and inquiries from congressional committees, individual Members of Congress, and their staffs, and participates in the Senate confirmation process for all DHS Presidential nominees.

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of Legislative Affairs – PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office of Legislative Affairs Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF)	Totals by Office
Office of the Assistant Secretary	5	\$729	\$23	\$36	\$8	\$166	\$962
Directorate of Operations / Finance	6	\$875	\$2	\$2	\$10	\$199	\$1,088
Legislative and Congressional Affairs	16	\$2,332	\$27	\$90	\$25	\$531	\$3,006
Total	27	\$3,936	\$52	\$128	\$43	\$897	\$5,056

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Legislative Affairs	National Journal Subscription	\$11	Q4
Legislative Affairs	Congressional Quarterly Transcript Service	\$116	Q4
Legislative Affairs	Lexis Nexis-Legal Research Subscription	\$1	Q4
TOTAL		\$128	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$1,232	\$1,232	\$1,232	\$1,360
Obligations By Percent	24%	24%	24%	27%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$3,744	\$4,140	\$3,936
Travel	\$20	\$30	\$52
Contracts & IAAs	\$345	\$80	\$128
Other	\$43	\$36	\$43
WCF	\$1,091	\$907	\$897
Total	\$5,243	\$5,193	\$5,056

Office of Legislative Affairs – PPA
Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of Legislative Affairs	26	26	\$3,744	\$144	28	26	\$4,140	\$159.23	27	25	\$3,936	\$157.44	(1)	(1)	(\$204)	(\$1.79)
Total	26	26	\$3,744	\$144	28	26	\$4,140	\$159.23	27	25	\$3,936	\$157.44	(1)	(1)	(\$204)	(\$1.79)
Discretionary - Appropriation	26	26	\$3,744	\$144	28	26	\$4,140	\$159.23	27	25	\$3,936	\$157.44	(1)	(1)	(\$204)	(\$1.79)

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 1 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects an increase associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$2,412	\$2,797	\$2,536	(\$261)
11.3 Other than Full-Time Permanent	\$444	\$300	\$467	\$167
11.5 Other Personnel Compensation	\$19	\$19	\$19	-
12.1 Civilian Personnel Benefits	\$869	\$1,024	\$914	(\$110)
Total - Personnel Compensation and Benefits	\$3,744	\$4,140	\$3,936	(\$204)
Positions and FTE				
Positions - Civilian	26	28	27	(1)
FTE - Civilian	26	26	25	(1)

Office of Legislative Affairs – PPA
Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of Legislative Affairs	\$1,499	\$1,053	\$1,120	\$67
Total	\$1,499	\$1,053	\$1,120	\$67
Discretionary - Appropriation	\$1,499	\$1,053	\$1,120	\$67

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$20	\$30	\$52	\$22
23.1 Rental Payments to GSA	\$470	\$484	\$498	\$14
25.1 Advisory and Assistance Services	\$168	-	-	-
25.2 Other Services from Non-Federal Sources	\$125	\$84	\$132	\$48
25.3 Other Goods and Services from Federal Sources	\$624	\$423	\$399	(\$24)
25.7 Operation and Maintenance of Equipment	\$49	-	-	-
26.0 Supplies and Materials	\$43	\$32	\$39	\$7
Total - Non Pay Object Classes	\$1,499	\$1,053	\$1,120	\$67

Office of Legislative Affairs – PPA Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$20	\$30	\$52	\$22
Inter/Intra Agency Agreements and Contractual Services	\$345	\$80	\$128	\$48
Services from Federal Sources (WCF)	\$1,091	\$907	\$897	(\$10)
Other Costs	\$43	\$36	\$43	\$7
Total – Non Pay Cost Drivers	\$1,499	\$1,053	\$1,120	\$67

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: Travel expenses consist of airfare, lodging, meals, and miscellaneous and incidentals expenses. OLA Travel will be conducted throughout the year to accomplish the mission and goals of the Office

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: Office of Legislative Affairs leverages contract support and interagency agreements to procure a variety of different services. See the chart labeled “Contracts & Interagency Agreements” above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): OLA incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of administrative support services to DHS for services provided. This centrally-managed account provides Department-wide functions, such as: finance, budget, and accounting support; information technology; and personnel administration. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: OLA has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.

Office of Partnership and Engagement –PPA

Budget Comparison and Adjustments

Comparison of Budget Authority and Request

Dollars in Thousands

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of Partnership and Engagement	52	48	\$20,940	54	47	\$12,833	48	45	\$12,603	(6)	(2)	(\$230)
Total	52	48	\$20,940	54	47	\$12,833	48	45	\$12,603	(6)	(2)	(\$230)
Subtotal Discretionary - Appropriation	52	48	\$20,940	54	47	\$12,833	48	45	\$12,603	(6)	(2)	(\$230)

Office of Partnership and Engagement -PPA

Budget Authority and Obligations

Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$13,074		
Transfers & Reprogrammings	\$8,227		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	(\$361)		
Revised Enacted/Request	\$20,940	\$12,833	\$12,603
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$20,940	\$12,833	\$12,603
Collections – Reimbursable Resources	\$3,360	\$1,500	\$1,500
Total Budget Resources	\$24,300	\$14,333	\$14,103
Obligations (Actual/Projections/Estimates)	\$24,300	\$14,332	\$14,103
Personnel: Positons and FTE			
Enacted/Request Positions	52	54	48
Enacted/Request FTE	48	47	45
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	58	54	48
FTE (Actual/Estimates/Projections)	54	47	45

Office of Partnership and Engagement -PPA Collections – Reimbursable Resources

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Homeland Security - Department of Homeland Security Source	1	1	\$2,190	-	-	-	-	-	-
Department of Homeland Security - US Immigration and Customs Enforcement Source	1	1	\$150	-	-	\$1,500	-	-	\$1,500
Department of Homeland Security - US Customs and Border Protection Source	1	1	\$500	-	-	-	-	-	-
Department of Homeland Security - Analysis and Operations Source	1	1	\$360	-	-	-	-	-	-
Department of Justice - Department of Justice Source	1	1	\$60	-	-	-	-	-	-
Department of Homeland Security - Office of Health Affairs Source	1	1	\$100	-	-	-	-	-	-
Total Collections	6	6	\$3,360	-	-	\$1,500	-	-	\$1,500

Office of Partnership and Engagement –PPA

Summary of Budget Changes

Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	52	48	\$13,074
Transfer in for CVE	-	-	\$8,227
Total Above Threshold Reprogrammings/Transfers	-	-	\$8,227
Recission of Prior Year Lapse Balance	-	-	(\$361)
Total Rescissions	-	-	(\$361)
FY 2016 Revised Enacted	52	48	\$20,940
FY 2017 Annualized CR	54	47	\$12,833
FY 2018 Base Budget	54	47	\$12,833
Transfer to USM/CHCO from OSEM/OPE due to CHCO WCF Activity Costs Removal	-	-	(\$3)
Transfer to USM/CIO from OSEM/OPE due to CIO WCF Activity Costs Removal	-	-	(\$55)
Transfer to USM/CRSO from OSEM/OPE due to CRSO WCF Activity Costs Removal	-	-	(\$35)
Total Transfers	-	-	(\$93)
2018 Pay Raise	-	-	\$103
Annualization of 2017 Pay Raise	-	-	\$38
Reduction to OCP for Positions and Funding not Annualized in FY2017	(4)	-	-
Total, Pricing Increases	(4)	-	\$141
Total Adjustments-to-Base	(4)	-	\$48
FY 2018 Current Services	50	47	\$12,881
Base Absorption of Pay Raises	(1)	(1)	(\$141)
Reduction Due to Hiring Freeze	(1)	(1)	(\$137)
Total, Program Decreases	(2)	(2)	(\$278)
FY 2018 Request	48	45	\$12,603
FY 2017 TO FY 2018 Change	(6)	(2)	(\$230)

PPA Description***Office of Partnership and Engagement***

The Office of Partnership and Engagement (OPE) serves as the Department's lead for engagement with external stakeholders to include Governors, Mayors, Tribal Officials, County officials, law enforcement, private sector and business leaders, academic institutions, as well as all the national associations that represent all of these stakeholders. Also, the Assistance Secretary for OPE has been designated as the Chair of the DHS Blue Campaign.

OPE consists of the Office of Intergovernmental Affairs, Office for State and Local Law Enforcement, Private Sector Office, Office of Academic Engagement, Committee Management Office, Secretary's Homeland Security Advisory Council, the Blue Campaign, Office of Community Partnership, as well as the "If You See Something, Say SomethingTM" public awareness campaign.

Office of Intergovernmental Affairs

The Office of Intergovernmental Affairs (IGA) promotes an integrated national approach to homeland security by coordinating and advancing DHS interaction with state, local, tribal, and territorial (SLTT) governments. IGA is responsible for opening the homeland security dialogue with executive-level partners, including elected officials, at the SLTT level, along with the national associations that represent them.

SLTT governments play an important role in the creation and implementation of national policy, and IGA strives to provide a readily accessible method of direct communication for SLTT officials to raise awareness of their concerns. IGA also houses the below two programs within OPE.

"If You See Something, Say SomethingTM" Public Awareness Campaign

The nationwide "If You See Something, Say SomethingTM" public awareness campaign is a simple and effective program to raise public awareness of indicators of terrorism and terrorism-related crime, and to emphasize the importance of reporting suspicious activity to the proper local law enforcement authorities. Recent expansions of the "If You See Something, Say SomethingTM" campaign include partnership with numerous sports teams and leagues, transportation agencies, private sector partners, states, cities, law enforcement, and universities.

DHS Blue Campaign

The Blue Campaign, as the unified voice for DHS efforts to combat human trafficking, works in collaboration with law enforcement, government, non-governmental organizations, and private industry to pursue the Department's objective of identifying, investigating, and disrupting illicit activity. Through the Blue Campaign, DHS raises awareness about human trafficking by leveraging partnerships to educate the public to recognize human trafficking indicators and report suspected instances to law enforcement. It offers training to

law enforcement, the public, and community members to increase detection and investigation of human trafficking, as well as to protect victims and bring suspected traffickers to justice. Below is a summary of fiscal year 2016 spending by line item. In FY 2016 the program management office personnel were non-reimbursable detailees.

FY 2016 Blue Campaign Spending

Requirement	Amount (\$K)
GOVLOOP IAA with DOI for development and maintenance of training materials and courses	\$176
FLETC IAA for training	\$150
CBP IAA for printing services	\$400
BPA Task Order for marketing and advertising contract support	\$4,425
Total	\$5,151

Office for State and Local Law Enforcement

The Office for State and Local Law Enforcement provides the Department with primary coordination, liaison, and advocacy for state, local, tribal, and territorial law enforcement agencies. The office leads the coordination of Department-wide activities relating to the role of state and local law enforcement in preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other incidents within the United States.

Private Sector Office

The Private Sector Office (PSO) provides the Secretary and Department leaders with advice on issues relevant to the private sector, including academia, non-profits, Non-Governmental Organizations, and businesses. PSO also coordinates active engagement between DHS and the private sector to build strong partnership and enhance internal and external dialogue.

Office of Academic Engagement

The Office of Academic Engagement (OAE) manages the Homeland Security Academic Advisory Council (HSAAC) which provides advice and recommendations to the Secretary and senior leadership on matters related to homeland security and the academic community. Additionally OAE works with academia and the Department on issues related to campus resiliency at the Federal Emergency Management Agency (FEMA), academic research at Science and Technology (S&T), student intern program, as well as working with Immigration and Customs Enforcement (ICE) on the Student and Exchange Visitor Program.

Committee Management Office

The Committee Management Office (CMO) exercises control and lends oversight to all DHS Federal Advisory Committee Act (FACA) related committees; equips the Designated Federal Officials (DFO) and Alternate Designated Official (DFO) of each committee with the tools necessary to carry out their committee duties, facilitates stakeholder discussions; offers innovative solutions to FACA issues; and routinely provides the Department's senior leaders with a snapshot of the FACA program.

Homeland Security Advisory Council

The Homeland Security Advisory Council is composed of external senior leaders who provide advice and recommendations to the Secretary on matters related to homeland security. The council's subcommittees address several key homeland security issues including: enhancing DHS's cybersecurity workforce; collaboration between CBP and public/private partners on improving border-crossing infrastructure through the Donation Acceptance Program; and improving information sharing with faith-based communities.

Office of Community Partnerships

The Office of Community Partnerships (OCP) is dedicated to the mission of countering violent extremism (CVE) and the building of community partnerships necessary to support CVE efforts. This will foster greater cooperation with the technology industry, philanthropic support for private CVE efforts, and position DHS to coordinate both its internal CVE efforts as well as those in coordination with other federal agencies, including through the interagency CVE Task Force.

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of Partnership and Engagement – PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office of Partnership & Engagement Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF)	Totals by Office
Intergovernmental Affairs	16	\$2,256	\$121	\$3,388	\$40	\$341	\$5,974
State & Local Law Enforcement	7	\$987	\$75	\$0	\$18	\$149	\$1,289
Private Sector Office	6	\$846	\$65	\$0	\$15	\$128	\$1,105
Homeland Security Advisory Council	2	\$282	\$5	\$0	\$5	\$43	\$352
Committee Management Office	3	\$423	\$10	\$0	\$8	\$64	\$530
Office of Academic Engagement	2	\$281	\$10	\$0	\$5	\$42	\$356
Office of Community Partnerships	12	\$2,044	\$0	\$644	\$0	\$309	\$2,997
Total	48	\$7,119	\$286	\$4,032	\$90	\$1,076	\$12,603

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
“See, Say” Public Awareness Campaign office	“See Something, Say Something” Campaign	\$3,030	Q4
OPE	PALMS	\$3	Q1
OPE	SES Development	\$3	Q4
OPE	Credit Monitoring	\$3	Q1
OPE	CRM Database O&M	\$309	Q4
IGA	Sign Language contract	\$40	Q4
Total Planned Contracts		\$3,388	
OCP	Rent for OCP	\$350	Q1/Q2
OCP	Anticipated WCF Increase for A-LAN/C-LAN	\$294	Q3
Total Planned IAAs		\$644	
TOTAL		\$4,032	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$2,493	\$2,143	\$2,440	\$5,528
Obligations By Percent	20%	17%	19%	44%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$5,960	\$7,272	\$7,119
Travel	\$299	\$283	\$286
Contracts & IAAs	\$13,482	\$4,146	\$4,032
Other	\$254	\$45	\$90
WCF	\$1,306	\$1,087	\$1,076
Total	\$21,301	\$12,833	\$12,603

* FY 2016 amount does not include the \$361 thousand for a Sec. 505 rescission.

Office of Partnership and Engagement – PPA

Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of Partnership and Engagement	52	48	\$5,960	\$124.17	54	47	\$7,272	\$154.72	48	45	\$7,119	\$158.2	(6)	(2)	(\$153)	\$3.48
Total	52	48	\$5,960	\$124.17	54	47	\$7,272	\$154.72	48	45	\$7,119	\$158.2	(6)	(2)	(\$153)	\$3.48
Discretionary - Appropriation	52	48	\$5,960	\$124.17	54	47	\$7,272	\$154.72	48	45	\$7,119	\$158.2	(6)	(2)	(\$153)	\$3.48

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 2 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects a decrease of 6 FTP associated with the overall reduced funding level for OPE.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$3,325	\$5,454	\$5,339	(\$115)
11.3 Other than Full-Time Permanent	\$1,205	\$144	\$141	(\$3)
11.5 Other Personnel Compensation	\$34	\$34	\$33	(\$1)
12.1 Civilian Personnel Benefits	\$1,396	\$1,640	\$1,606	(\$34)
Total - Personnel Compensation and Benefits	\$5,960	\$7,272	\$7,119	(\$153)
Positions and FTE				
Positions - Civilian	52	54	48	(6)
FTE - Civilian	48	47	45	(2)

Office of Partnership and Engagement – PPA

Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of Partnership and Engagement	\$14,980	\$5,561	\$5,484	(\$77)
Total	\$14,980	\$5,561	\$5,484	(\$77)
Discretionary - Appropriation	\$14,980	\$5,561	\$5,484	(\$77)

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$299	\$283	\$286	\$3
23.1 Rental Payments to GSA	\$478	\$501	\$506	\$5
23.3 Communications, Utilities, and Misc. Charges	\$43	-	-	-
25.1 Advisory and Assistance Services	\$9,771	\$539	\$40	(\$499)
25.2 Other Services from Non-Federal Sources	\$3,350	\$3,047	\$3,039	(\$8)
25.3 Other Goods and Services from Federal Sources	\$828	\$1,146	\$1,214	\$68
25.7 Operation and Maintenance of Equipment	\$154	-	\$309	\$309
26.0 Supplies and Materials	\$49	\$45	\$90	\$45
31.0 Equipment	\$8	-	-	-
Total - Non Pay Object Classes	\$14,980	\$5,561	\$5,484	(\$77)

*GSA Rent increases from FY2017 to FY2018 due to OCP's anticipated move at the end of FY2017. OCP was previously paying for rent outside the WCF.

Office of Partnership and Engagement – PPA

Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$299	\$283	\$286	\$3
Inter/Intra Agency Agreements and Contractual Services	\$13,482	\$4,146	\$4,032	(\$114)
Services from Federal Sources (WCF)	\$1,306	\$1,087	\$1,076	(\$11)
Other Costs	\$254	\$45	\$90	\$45
Total – Non Pay Cost Drivers	\$15,341	\$5,561	\$5,484	(\$77)

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: Travel expenses consist of airfare, lodging, meals, and miscellaneous and incidentals expenses. Travel is used to directly support the Department's priorities related to OPE's mission requirements. OPE senior leadership and staff travel throughout the country to facilitate communication and serve as Departmental liaisons between DHS, SLTT governments, law enforcement, academia, the private sector, local community members, and the organizations that represent them. OPE's participation at meetings, regional summits, and other conferences to discuss the Administration's and Departmental goals and priorities demonstrates to stakeholders the Department's commitment to collaborate with them, as well as provides useful information about Department efforts and programs available to stakeholders. DHS stakeholders have communicated the importance of DHS's presence at these local meetings, summits, and on the ground engagement because DHS is able to see firsthand the challenges stakeholders face.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: Office of Partnership and Engagement leverages contract support and interagency agreements to procure a variety of different services. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): OPE incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: OPE has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.

*Office of General Counsel – PPA***Budget Comparison and Adjustments****Comparison of Budget Authority and Request***Dollars in Thousands*

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of General Counsel	96	96	\$20,017	91	81	\$18,822	89	79	\$18,501	(2)	(2)	(\$321)
Total	96	96	\$20,017	91	81	\$18,822	89	79	\$18,501	(2)	(2)	(\$321)
Subtotal Discretionary - Appropriation	96	96	\$20,017	91	81	\$18,822	89	79	\$18,501	(2)	(2)	(\$321)

Office of General Counsel – PPA Budget Authority and Obligations

Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$19,472		
Transfers & Reprogrammings	\$545		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$20,017	\$18,822	\$18,501
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$20,017	\$18,822	\$18,501
Collections – Reimbursable Resources	\$10,262	\$12,461	\$12,461
Total Budget Resources	\$30,279	\$31,283	\$30,962
Obligations (Actual/Projections/Estimates)	\$30,279	\$31,283	\$30,962
Personnel: Positons and FTE			
Enacted/Request Positions	96	91	89
Enacted/Request FTE	96	81	79
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	184	168	166
FTE (Actual/Estimates/Projections)	153	158	156

Office of General Counsel – PPA Collections – Reimbursable Resources

Dollars in Thousands

Collections		FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
		Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Homeland Security - Federal Emergency Management Agency	Source	1	1	\$47	1	1	\$43	1	1	\$43
Department of Homeland Security - Transportation Security Administration	Source	2	1	\$142	2	2	\$24	2	2	\$24
Department of Homeland Security - US Immigration and Customs Enforcement	Source	2	2	\$430	2	2	\$137	2	2	\$137
Department of Homeland Security - Citizenship and Immigration Services	Source	3	2	\$355	2	2	\$125	2	2	\$125
Department of Homeland Security - Science and Technology	Source	7	6	\$1,248	12	12	\$1,900	12	12	\$1,900
Department of Homeland Security - United States Secret Service	Source	1	1	\$50	1	1	\$43	1	1	\$43
Department of Homeland Security - United States Coast Guard	Source	1	1	\$70	1	1	\$61	1	1	\$61
Department of Homeland Security - National Protection and Programs Directorate	Source	40	32	\$6,053	40	40	\$7,900	40	40	\$7,900
Department of Homeland Security - US Customs and Border Protection	Source	20	1	\$15	2	2	\$95	2	2	\$95
Department of Homeland Security - Analysis and Operations	Source	8	7	\$1,132	9	9	\$1,200	9	9	\$1,200
Department of Homeland Security - Office of Health Affairs	Source	1	1	\$255	2	2	\$452	2	2	\$452
Department of Homeland Security - Domestic Nuclear Detection Office	Source	2	2	\$465	3	3	\$481	3	3	\$481
Total Collections		88	57	\$10,262	77	77	\$12,461	77	77	\$12,461

Office of General Counsel PPA Summary of Budget Changes

Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	96	96	\$19,472
OSEM BTR	-	-	\$545
Total Below Threshold Reprogrammings	-	-	\$545
FY 2016 Revised Enacted	96	96	\$20,017
FY 2017 Annualized CR	91	81	\$18,822
FY 2018 Base Budget	91	81	\$18,822
Realignment to OSEM/OGC from OSEM/CISOMB due to OGC WCF Activity Costs Removal	-	-	\$2
Realignment to OSEM/OGC from OSEM/CRCL due to OGC WCF Activity Costs Removal	-	-	\$5
Realignment to OSEM/OGC from OSEM/PLCY due to OGC WCF Activity Costs Removal	-	-	\$13
Realignment to OSEM/OGC from OSEM/PRIV due to OGC WCF Activity Costs Removal	-	-	\$5
Transfer to A&O from OSEM/OGC due to A&O WCF Activity Costs Removal	-	-	(\$3)
Transfer to OSEM/OGC from CBP due to OGC WCF Activity Costs Removal	-	-	\$30
Transfer to OSEM/OGC from DNDO due to OGC WCF Activity Costs Removal	-	-	\$1
Transfer to OSEM/OGC from FEMA due to OGC WCF Activity Costs Removal	-	-	\$30
Transfer to OSEM/OGC from FLETC due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to OSEM/OGC from ICE due to OGC WCF Activity Costs Removal	-	-	\$30
Transfer to OSEM/OGC from OHA due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to OSEM/OGC from OIG due to OGC WCF Activity Costs Removal	-	-	\$2
Transfer to OSEM/OGC from S&T due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to OSEM/OGC from TSA due to OGC WCF Activity Costs Removal	-	-	\$15
Transfer to OSEM/OGC from USCG due to OGC WCF Activity Costs Removal	-	-	\$114
Transfer to OSEM/OGC from USM due to OGC WCF Activity Costs Removal	-	-	\$28
Transfer to OSEM/OGC from USSS due to OGC WCF Activity Costs Removal	-	-	\$3
Transfer to USM/CHCO from OSEM/OGC due to CHCO WCF Activity Costs Removal	-	-	(\$25)
Transfer to USM/CIO from OSEM/OGC due to CIO WCF Activity Costs Removal	-	-	(\$186)
Transfer to USM/CRSO from OSEM/OGC due to CRSO WCF Activity Costs Removal	-	-	(\$141)
Transfer to USM/CSO from OSEM/OGC due to CSO WCF Activity Costs Removal	-	-	(\$2)

Budget Formulation Activity	Positions	FTE	Amount
Total Transfers	-	-	(\$70)
2018 Pay Raise	-	-	\$206
Annualization of 2017 Pay Raise	-	-	\$76
Total, Pricing Increases	-	-	\$282
Total Adjustments-to-Base	-	-	\$212
FY 2018 Current Services	91	81	\$19,034
Base Absorption of Pay Raises	(1)	(1)	(\$282)
Reduction Due to Hiring Freeze	(1)	(1)	(\$251)
Total, Program Decreases	(2)	(2)	(\$533)
FY 2018 Request	89	79	\$18,501
FY 2017 TO FY 2018 Change	(2)	(2)	(\$321)

PPA Description

OGC Front Office

The OGC Front Office includes a Presidentially-appointed and Senate-confirmed General Counsel, a Principal Deputy General Counsel, two Deputy General Counsels, a Counselor to the General Counsel, a Confidential Assistant, and two administrative employees. The General Counsel is the Department's chief legal officer and is the principal legal advisor to the Secretary of Homeland Security, and is responsible for overseeing approximately 1,800 DHS attorneys in 90 cities throughout the country. Each Deputy General Counsel (including the Principal Deputy) manages a portfolio that oversees several legal divisions within OGC as well as several Component Chief Counsel Offices.

The General Law Division

The General Law Division advises the Secretary and other senior Department leaders on legal issues associated with the management and operation of the Department, including administrative law, fiscal law, appropriations, the Vacancy Reform Act, grants, labor and employment law, torts, acquisition and procurement law, delegations and authorities, and environmental and property law matters. The General Law Division also regularly coordinates with counsel in the operating components on critical legal issues in these areas that are relevant to multiple DHS components. Additionally, the General Law Division operates and oversees the Board for Correction of Military Records of the United States Coast Guard.

Regulatory Affairs Law Division

The Regulatory Affairs Law Division advises the Secretary and other senior Department leaders on legal and economic issues associated with DHS regulatory actions and ensures that those actions comply with constitutional, statutory, and other legal requirements. The Regulatory Affairs Law Division manages the DHS regulatory docket, oversees the regulatory process for the Department and its components, and provides leadership for regulatory and administrative law practice matters. For example, this Division provides substantive legal review of numerous DHS regulations and manages clearance of hundreds of interagency regulations each year.

The Operations and Enforcement Law Division

The Operations and Enforcement Law Division advises the Secretary and other senior Department leaders on legal issues associated with enforcement and operational activities designed to protect the United States from, respond to, and recover from both natural and man-made threats. The Operations and Enforcement Law Division becomes involved in operations and enforcement legal issues that concern Secretarial authorities, two or more DHS components, or the Department's role in relation to the interagency.

Intelligence Law Division

The Intelligence Law Division supports the Intelligence and Analysis (I&A) Directorate, which is led by a Senate-confirmed Under Secretary. The Intelligence Law Division advises I&A as well as other senior DHS leadership on the legal issues associated with Departmental and national intelligence activities and information safeguarding, including extensive legal support for the Department's data and information sharing initiatives. The Intelligence Law Division also represents DHS in engagements with counterparts in other agencies and throughout Federal, state and local governments, to address intelligence law matters in a coordinated manner.

Technology Programs Law Division

The Technology Programs Law Division supports the Science and Technology Directorate, which is led by a Senate-confirmed Under Secretary. The Technology Programs Law Division also provides legal support for the Office of Health Affairs and the Domestic Nuclear Detection Office. This Division addresses legal issues related to research and development, compliance, grants, acquisition, technology transfer, and medical and health security matters, including biodefense and bio-surveillance. The Technology Programs Law Division also works with its clients on international cooperative agreements; medical and public health matters; biodefense and bio-surveillance; Federally Funded Research and Development Centers; and technology transfers. Additionally, the Technology Programs Law Division is home to the Department's Intellectual Property Group, which provides Department-wide legal support for intellectual property law matters, including but not limited to patent, trademark, copyright, data rights, and litigation issues.

Immigration Law Division

The Immigration Law Division advises the Secretary and other senior Department leaders on immigration and nationality law. The Immigration Law Division works on legal issues related to removal, arrest and detention, national security, asylum, refugees, unaccompanied minors and victims of human trafficking, visa adjudication, and international human rights treaty obligations. The Immigration Law Division also assists with immigration-related administrative and federal court litigation and legislative, regulatory and policy initiatives. The Immigration Law Division coordinates agency views on immigration law matters, especially when different views throughout the operational components may conflict and thus require Department level resolution.

Legal Counsel Division

The Legal Counsel Division advises the Secretary and other senior Department leaders on legal issues associated with significant litigation, legislation, the Freedom of Information Act, civil rights and civil liberties, privacy, and oversight matters involving Congress, the U.S. Government Accountability Office, and the DHS Inspector General. The Legal Counsel Division regularly coordinates agency positions across the Department in high profile legislative and litigation matters, including numerous cases before the Supreme Court, that have large-scale implications for DHS and its components.

Ethics Division

The Ethics Division advises the Secretary, other senior Department leaders, and headquarters employees on the application of conflict of interest statutes and regulations, ethics regulations, and Departmental ethics policy. Critical legal issues handled by this Division include advice regarding gift acceptance, endorsement and preferential treatment mitigation, impartiality, misuse of position, post-Government employment and rules about teaching, speaking and writing engagements. The Ethics Division also coordinates and manages the DHS Ethics Program, including training and implementation of the financial disclosure program for over 3,000 DHS employees.

Management Division

The Management Division, which is led by the OGC Chief of Staff, provides management, operational, and mission support for OGC headquarters (HQ). Specific responsibilities include financial oversight and budget planning, personnel management, employee training, management of controlled and executive correspondence through the Executive Secretary, systems management, and strategic planning. The Division also regularly engages with component counsel and with counterparts in other DHS HQ offices on cross-cutting management issues that affect multiple DHS offices and interests.

Secretary's Honors Program

The Secretary's Honors Program for Attorneys (Honors Attorney Program) is the cornerstone program for entry-level attorney hiring within DHS OGC. This program has been an integral part of OGC's attorney recruitment and training process since 2007.

Approximately 90% of the honors attorneys continue with DHS after completion of the program. The Honors Attorney Program offers entry-level attorneys the opportunity to practice law in a variety of subject areas at the Department either directly after graduation or following a judicial clerkship. Honors Attorneys are hired for a two-year term during which they participate in four six-month rotations at OGC Headquarters and in the component legal offices. At the end of the two years, these attorneys move into open attorney positions either at OGC Headquarters or in one of the component legal offices. OGC is responsible for the program operation, salary and benefits, recruitment, hiring, training and management of participating attorneys.

Adjustments to Base Justification

Adjustments to base include funding transfers out and transfers in due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of General Counsel – PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office of General Counsel Engagement Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF) ¹	Totals by Office
OGC Front Office	10	\$1,659	\$20	\$56	\$9	\$334	\$2,079
General Law	16	\$2,655	\$32	\$90	\$14	\$535	\$3,326
Regulatory Affairs Law	11	\$1,825	\$22	\$62	\$10	\$368	\$2,287
Operations and Enforcement Law	9	\$1,493	\$18	\$50	\$8	\$301	\$1,871
Intelligence Law	1	\$166	\$2	\$6	\$1	\$33	\$208
Technology Programs Law	4	\$664	\$8	\$22	\$4	\$134	\$832
Immigration Law	5	\$830	\$10	\$28	\$4	\$167	\$1,039
Legal Counsel	10	\$1,659	\$20	\$56	\$9	\$334	\$2,079
Ethics	7	\$1,161	\$14	\$39	\$6	\$234	\$1,455
Management	14	\$2,323	\$28	\$78	\$13	\$468	\$2,910
Secretary's Honors Program for Attorneys	2	\$332	\$4	\$11	\$2	\$67	\$416
Total	89	\$14,767	\$180	\$499	\$80	\$2,975	\$18,501

¹OGC receives reimbursable funding for attorney's detailed to other components, of which a portion covers OGCs WCF expenses. This results in a difference between the total (including reimbursable) OGC WCF amount of \$3.86 million shown in the WCF tables and the OGC WCF direct expenses of \$2.975 million displayed in this section.

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
General Counsel	Legal Subscriptions: West Legal Ed, West Print, Bloomberg	\$59	Q3
Total Planned Contracts		\$59	
General Counsel	Intra-agency Agreements for SES Career Development Program, Credit Monitoring, IT Infrastructure	\$153	Q1,Q2,Q3,Q4
General Counsel	e-Docket Regulatory Services	\$287	Q2
Total Planned IAAs		\$440	
TOTAL		\$499	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$4,941	\$4,560	\$4,501	\$4,501
Obligations By Percent	27%	25%	24%	24%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$14,459	\$14,720	\$14,767
Travel	\$150	\$180	\$180
Contracts & IAAs	\$1,128	\$233	\$499
Other	\$89	\$155	\$80
WCF	\$4,191	\$3,534	\$2,975
Total	\$20,017	\$18,822	\$18,501

Office of General Counsel – PPA Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of General Counsel	96	96	\$14,459	\$150.34	91	81	\$14,720	\$181.41	89	79	\$14,767	\$186.58	(2)	(2)	\$47	\$5.17
Total	96	96	\$14,459	\$150.34	91	81	\$14,720	\$181.41	89	79	\$14,767	\$186.58	(2)	(2)	\$47	\$5.17
Discretionary - Appropriation	96	96	\$14,459	\$150.34	91	81	\$14,720	\$181.41	89	79	\$14,767	\$186.58	(2)	(2)	\$47	\$5.17

* The FTE Rate calculation does not include Object Class 11.8-Special Personal Services Payments or 13.0-Benefits for Former Personnel.

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 2 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects an increase associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$10,146	\$10,329	\$10,362	\$33
11.3 Other than Full-Time Permanent	\$828	\$843	\$846	\$3
11.5 Other Personnel Compensation	\$250	\$255	\$255	-
11.8 Special Personal Services Payments	\$26	\$26	\$27	\$1
12.1 Civilian Personnel Benefits	\$3,209	\$3,267	\$3,277	\$10
Total - Personnel Compensation and Benefits	\$14,459	\$14,720	\$14,767	\$47
Positions and FTE				
Positions - Civilian	96	91	89	(2)
FTE - Civilian	96	81	79	(2)

Office of General Counsel - PPA Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of General Counsel	\$5,558	\$4,102	\$3,734	(\$368)
Total	\$5,558	\$4,102	\$3,734	(\$368)
Discretionary - Appropriation	\$5,558	\$4,102	\$3,734	(\$368)

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$150	\$180	\$180	-
23.1 Rental Payments to GSA	\$1,660	\$1,720	\$1,499	(\$221)
24.0 Printing and Reproduction	\$25	-	-	-
25.1 Advisory and Assistance Services	\$148	\$246	\$440	\$194
25.2 Other Services from Non-Federal Sources	\$810	\$90	\$81	(\$9)
25.3 Other Goods and Services from Federal Sources	\$2,701	\$1,814	\$1,476	(\$338)
25.7 Operation and Maintenance of Equipment	-	\$5	\$5	-
26.0 Supplies and Materials	\$41	\$42	\$48	\$6
31.0 Equipment	\$13	\$5	\$5	-
42.0 Insurance Claims and Indemnities	\$10	-	-	-
Total - Non Pay Object Classes	\$5,558	\$4,102	\$3,734	(\$368)

Office of General Counsel – PPA Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$150	\$180	\$180	\$0
Inter/Intra Agency Agreements and Contractual Services	\$1,128	\$233	\$499	\$266
Services from Federal Sources (WCF) ²	\$4,191	\$3,534	\$2,975	(\$559)
Other Costs	\$89	\$155	\$80	(\$75)
Total – Non Pay Cost Drivers	\$5,558	\$4,102	\$3,734	(\$368)

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: OGC travels in direct support of the Department's priorities related to providing legal counsel for all Departmental offices. Travel requirements for FY 2018 include, but are not limited to, OGC Leadership site visits to operating component regional offices, international travel to support pre-clearance agreement negotiations, travel to support the Committee on Foreign Investment in the United States (CFIUS) program, and travel to conduct training at the Federal Law Enforcement Training Center.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: OGC leverages contract support and interagency agreements to procure a variety of different services. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): OGC incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: OGC has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.

² OGC receives reimbursable funding for attorney's detailed to other components, of which a portion covers OGCs WCF expenses. This results in a difference between the total (including reimbursable) OGC WCF amount of \$3.86 million shown in the WCF tables and the OGC WCF direct expenses of \$2.975 million displayed in this section.

Office of Civil Rights and Civil Liberties – PPA

Budget Comparison and Adjustments

Comparison of Budget Authority and Request

Dollars in Thousands

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office for Civil Rights and Civil Liberties	94	94	\$21,680	102	96	\$21,158	99	93	\$20,679	(3)	(3)	(\$479)
Total	94	94	\$21,680	102	96	\$21,158	99	93	\$20,679	(3)	(3)	(\$479)
Subtotal Discretionary - Appropriation	94	94	\$21,680	102	96	\$21,158	99	93	\$20,679	(3)	(3)	(\$479)

Office of Civil Rights and Civil Liberties – PPA

Budget Authority and Obligations

Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$21,800		
Transfers & Reprogrammings	(\$120)		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$21,680	\$21,158	\$20,679
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$21,680	\$21,158	\$20,679
Collections – Reimbursable Resources	\$134	-	\$200
Total Budget Resources	\$21,814	\$21,158	\$20,879
Obligations (Actual/Projections/Estimates)	\$21,814	\$21,158	\$20,879
Personnel: Positons and FTE			
Enacted/Request Positions	94	102	99
Enacted/Request FTE	94	96	93
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	95	102	100
FTE (Actual/Estimates/Projections)	95	96	94

**Office of Civil Rights and Civil Liberties – PPA
Collections – Reimbursable Resources**

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Homeland Security - US Immigration and Customs Enforcement Source	1	1	\$134	-	-	-	1	1	\$200
Total Collections	1	1	\$134	-	-	-	1	1	\$200

Office of Civil Rights and Civil Liberties – PPA

Summary of Budget Changes

Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	94	94	\$21,800
OSEM BTR	-	-	(\$120)
Total Below Threshold Reprogrammings	-	-	(\$120)
FY 2016 Revised Enacted	94	94	\$21,680
FY 2017 Annualized CR	102	96	\$21,158
FY 2018 Base Budget	102	96	\$21,158
Realignment to OSEM/OGC from OSEM/CRCL due to OGC WCF Activity Costs Removal	-	-	(\$5)
Transfer to A&O from OSEM/CRCL due to A&O WCF Activity Costs Removal	-	-	(\$2)
Transfer to USM/CHCO from OSEM/CRCL due to CHCO WCF Activity Costs Removal	-	-	(\$5)
Transfer to USM/CIO from OSEM/CRCL due to CIO WCF Activity Costs Removal	-	-	(\$125)
Transfer to USM/CRSO from OSEM/CRCL due to CRSO WCF Activity Costs Removal	-	-	(\$93)
Transfer to USM/CSO from OSEM/CRCL due to CSO WCF Activity Costs Removal	-	-	(\$2)
Total Transfers	-	-	(\$232)
2018 Pay Raise	-	-	\$218
Annualization of 2017 Pay Raise	-	-	\$80
Total, Pricing Increases	-	-	\$298
Total Adjustments-to-Base	-	-	\$66
FY 2018 Current Services	102	96	\$21,224
Base Absorption of Pay Raises	(2)	(2)	(\$298)
Reduction Due to Hiring Freeze	(1)	(1)	(\$247)
Total, Program Decreases	(3)	(3)	(\$545)
FY 2018 Request	99	93	\$20,679
FY 2017 TO FY 2018 Change	(3)	(3)	(\$479)

PPA Description***Office for Civil Rights and Civil Liberties***

CRCL's staff is organized into eight functional units that focus on civil rights and liberties issues that are affected by the Department's activities.

CRCL Front Office

The CRCL Front Office is comprised of CRCL leadership and senior advisors who provide DHS leadership on civil rights and civil liberties issues impacting the DHS programs and/or activities.

Business Operations Division

The Business Operations Division provides day-to-day operational support in the following areas: space and facility management, emergency preparedness programs, budget and procurement, Freedom of Information Act (FOIA) and records management, internal and external communications, and human resources.

HQ Equal Employment Opportunity Office

The HQ Equal Employment Opportunity Office strives to ensure that all DHS HQ employees and applicants for employment enjoy equal opportunity and employment decisions free from discrimination. HQ EEO also seeks to attain a Model EEO Program as outlined in Management Directive 715, and to identify barriers to equal employment opportunity.

Equal Employment Opportunity Branch and the Diversity Management Branch

The Equal Employment Opportunity Branch and the Diversity Management Branch lead the Department's efforts toward ensuring that all DHS employees and applicants enjoy equal employment opportunity, and issue final agency decisions on complaints of employment discrimination brought by DHS employees and applicants.

Programs Branch

The Programs Branch provides policy advice to the Department on civil rights and civil liberties issues; conducts training of DHS personnel and state and local law enforcement partners; and coordinates outreach and engagement activities in communities whose civil rights and civil liberties are particularly affected by DHS programs. The Programs Branch has four sections: Community Engagement; Immigration; Security, Intelligence, and Information Policy; and the Civil Rights and Civil Liberties Institute.

Compliance Branch

The Compliance Branch investigates complaints from the public alleging violations of civil rights or civil liberties by DHS personnel, programs, or activities.

Anti-Discrimination Group

The Anti-Discrimination Group works to ensure that the Department's programs and activities do not discriminate or prohibit access to the Department's programs against individuals on the basis of race, color, national origin, limited English proficiency, age, sex, or disability.

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of Civil Rights and Civil Liberties – PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office for Civil Rights & Civil Liberties Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF)	Totals by Office
CRCL Front Office	4	\$660	\$8	\$0	\$0	\$144	\$812
Business Operations	10	\$1,651	\$0	\$238	\$40	\$361	\$2,290
Programs and Compliance -Front Office	5	\$826	\$0	\$0	\$0	\$181	\$1,007
Programs Branch	26	\$4,293	\$85	\$0	\$0	\$939	\$5,317
Compliance Section	19	\$3,137	\$8	\$234	\$0	\$686	\$4,065
Equal Employment - Front Office	5	\$826	\$0	\$5	\$0	\$181	\$1,012
HQ Equal Employment Office	7	\$1,156	\$0	\$119	\$0	\$253	\$1,528
EEO-Diversity Management Section	6	\$991	\$0	\$0	\$0	\$217	\$1,208
EEO - Complaints Management	16	\$2,642	\$0	\$0	\$0	\$578	\$3,220
EEO - Alternative Dispute Resolution	1	\$165	\$14	\$6	\$0	\$36	\$221
Total	99	\$16,347	\$115	\$602	\$40	\$3,575	\$20,679

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Compliance	Compliance Support Investigators	\$84	Q4
Compliance	Suicide Prevention SME	\$10	Q2
Compliance	Medical SME	\$50	Q4
Compliance	Penology SME	\$50	Q4
Compliance	Mental Health SME	\$20	Q4
Compliance	Nursing SME	\$20	Q4
HQ EEO	EEO HQ Investigation and Counseling Services	\$79	Q4
EEO ADR	EEO Mediation	\$6	Q4
HQ EEO	Sign Language BPA	\$40	Q4
Business Operation Section	Language Services BPA	\$25	Q4
Business Operation Section	CHCO Employee Engagement Initiative	\$5	Q4
EEO Section	Final Agency Decision (FAD)	\$50	Q3
Business Operation Section	Facilities Equipment	\$10	Q4
Business Operation Section	GSA Move Services Contract	\$5	Q1
Business Operation Section	Overtime Utility Payment	\$27	Q4
Total Planned Contracts		\$ 481	
Business Operation Section	MicroPact IAA w/ OCIO	\$61	Q4
Business Operation Section	Attorney Staff IAA w/ OGC	\$59	Q1
Business Operation Section	FOIA Appeals IAA w/ USCG	\$1	Q4
Total Planned IAAs		\$ 121	
TOTAL		\$602	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$5,083	\$5,029	\$5,069	\$5,497
Obligations By Percent	25%	24%	25%	27%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$14,093	\$15,706	\$16,347
Travel	\$318	\$257	\$115
Contracts & IAAs	\$2,907	\$1,405	\$602
Other	\$152	\$65	\$40
WCF	\$4,210	\$3,725	\$3,575
Total	\$21,680	\$21,158	\$20,679

Office of Civil Rights and Civil Liberties – PPA

Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office for Civil Rights and Civil Liberties	94	94	\$14,093	\$149.93	102	96	\$15,706	\$163.6	99	93	\$16,347	\$175.77	(3)	(3)	\$641	\$12.17
Total	94	94	\$14,093	\$149.93	102	96	\$15,706	\$163.6	99	93	\$16,347	\$175.77	(3)	(3)	\$641	\$12.17
Discretionary - Appropriation	94	94	\$14,093	\$149.93	102	96	\$15,706	\$163.6	99	93	\$16,347	\$175.77	(3)	(3)	\$641	\$12.17

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 3 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects an increase associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$10,300	\$11,588	\$12,061	\$473
11.3 Other than Full-Time Permanent	\$453	\$291	\$303	\$12
11.5 Other Personnel Compensation	\$128	\$135	\$141	\$6
12.1 Civilian Personnel Benefits	\$3,212	\$3,692	\$3,842	\$150
Total - Personnel Compensation and Benefits	\$14,093	\$15,706	\$16,347	\$641
Positions and FTE				
Positions - Civilian	94	102	99	(3)
FTE - Civilian	94	96	93	(3)

Office of Civil Rights and Civil Liberties – PPA

Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office for Civil Rights and Civil Liberties	\$7,587	\$5,452	\$4,332	(\$1,120)
Total	\$7,587	\$5,452	\$4,332	(\$1,120)
Discretionary - Appropriation	\$7,587	\$5,452	\$4,332	(\$1,120)

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$318	\$257	\$115	(\$142)
23.1 Rental Payments to GSA	\$1,884	\$1,942	\$1,995	\$53
24.0 Printing and Reproduction	\$25	-	-	-
25.1 Advisory and Assistance Services	\$1,865	\$990	\$602	(\$388)
25.2 Other Services from Non-Federal Sources	\$885	\$415	-	(\$415)
25.3 Other Goods and Services from Federal Sources	\$2,456	\$1,783	\$1,580	(\$203)
25.7 Operation and Maintenance of Equipment	\$27	-	-	-
26.0 Supplies and Materials	\$105	\$65	\$40	(\$25)
31.0 Equipment	\$10	-	-	-
42.0 Insurance Claims and Indemnities	\$12	-	-	-
Total - Non Pay Object Classes	\$7,587	\$5,452	\$4,332	(\$1,120)

Office of Civil Rights and Civil Liberties – PPA

Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$318	\$257	\$115	(\$142)
Inter/Intra Agency Agreements and Contractual Services	\$2,907	\$1,405	\$602	(\$803)
Services from Federal Sources (WCF)	\$4,210	\$3,725	\$3,575	(\$150)
Other Costs	\$152	\$65	\$40	(\$25)
Total – Non Pay Cost Drivers	\$7,587	\$5,452	\$4,332	\$(1,120)

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: CRCL travels in direct support of the Department's priorities related to its Community Engagement and countering violent extremism outreach efforts. The Community Engagement Section expects to coordinate and participate in engagement events in at least 17 metropolitan areas with 15 regularly held roundtable meetings, and maintain engagement in Washington, DC; Chicago, IL; Los Angeles, CA; Boston, MA; Detroit, MI; Tampa/Orlando, FL; Columbus, OH; Seattle, WA; Atlanta, GA; Denver, CO; Houston, TX; New York, NY; Phoenix, AZ; and Minneapolis, MN.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: CRCL leverages contract support and interagency agreements to procure a variety of different services. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): CRCL incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: CRCL has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.

Office of the Citizenship and Immigration Services Ombudsman Details – PPA

Budget Comparison and Adjustments

Comparison of Budget Authority and Request

Dollars in Thousands

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Office of the Citizenship and Immigration Services Ombudsman	29	29	\$6,622	30	27	\$6,099	29	26	\$5,944	(1)	(1)	(\$155)
Total	29	29	\$6,622	30	27	\$6,099	29	26	\$5,944	(1)	(1)	(\$155)
Subtotal Discretionary - Appropriation	29	29	\$6,622	30	27	\$6,099	29	26	\$5,944	(1)	(1)	(\$155)

Office of the Citizenship and Immigration Services Ombudsman Details – PPA Budget Authority and Obligations

Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$6,272		
Transfers & Reprogrammings	\$350		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$6,622	\$6,099	\$5,944
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$6,622	\$6,099	\$5,944
Collections – Reimbursable Resources	\$12	-	-
Total Budget Resources	\$6,634	\$6,099	\$5,944
Obligations (Actual/Projections/Estimates)	\$6,634	\$6,099	\$5,944
Personnel: Positions and FTE			
Enacted/Request Positions	29	30	29
Enacted/Request FTE	29	27	26
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	30	30	29
FTE (Actual/Estimates/Projections)	30	27	26

**Office of the Citizenship and Immigration Services Ombudsman Details – PPA
Collections – Reimbursable Resources**

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Homeland Security - Federal Law Enforcement Training Center Source	1	1	\$12	-	-	-	-	-	-
Total Collections	1	1	\$12	-	-	-	-	-	-

Office of the Citizenship and Immigration Services Ombudsman Details – PPA Summary of Budget Changes

Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	29	29	\$6,272
OSEM BTR	-	-	\$350
Total Below Threshold Reprogrammings	-	-	\$350
FY 2016 Revised Enacted	29	29	\$6,622
FY 2017 Annualized CR	30	27	\$6,099
FY 2018 Base Budget	30	27	\$6,099
Realignment to OSEM/OGC from OSEM/CISOMB due to OGC WCF Activity Costs Removal	-	-	(\$2)
Transfer to USM/CHCO from OSEM/CISOMB due to CHCO WCF Activity Costs Removal	-	-	(\$5)
Transfer to USM/CIO from OSEM/CISOMB due to CIO WCF Activity Costs Removal	-	-	(\$40)
Transfer to USM/CRSO from OSEM/CISOMB due to CRSO WCF Activity Costs Removal	-	-	(\$32)
Total Transfers	-	-	(\$79)
2018 Pay Raise	-	-	\$66
Annualization of 2017 Pay Raise	-	-	\$24
Total, Pricing Increases	-	-	\$90
Total Adjustments-to-Base	-	-	\$11
FY 2018 Current Services	30	27	\$6,110
Base Absorption of Pay Raises	-	-	(\$90)
Reduction Due to Hiring Freeze	(1)	(1)	(\$76)
Total, Program Decreases	(1)	(1)	(\$166)
FY 2018 Request	29	26	\$5,944
FY 2017 TO FY 2018 Change	(1)	(1)	(\$155)

PPA Description

Office of the Citizenship and Immigration Services Ombudsman

CISOMB's staff is organized into four functional units that focus on assisting individuals and employers in resolving problems with U.S. Citizenship and Immigration Services (USCIS); identifying areas in which individuals and employers are experiencing systemic

issues with USCIS; and proposing changes in the administrative practices of USCIS to mitigate “pervasive and serious” problems. CISOMB works to resolve requests for assistance, issues policy recommendations to USCIS, engages with stakeholders in various ways including hosting an annual conference, and submits an Annual Report directly to Congress each year.

Executive Division

The CISOMB Executive Division functions as the liaison between the Ombudsman and DHS leaders, as well as the USCIS front office. The Executive Division approves policies and procedures, establishes program level priorities and deadlines, oversees planning, and provides guidance to the other divisions of the office. It also coordinates and directs dialogue with external stakeholders and facilitates interagency collaboration. This division conducts outreach through meetings and teleconferences with individuals, community-based organizations and other external stakeholders across the country.

Operational Division

This division provides programmatic support in the areas of human capital, budget, property and facilities; and monitors administrative policy implementation and compliance.

Case Work Division

This division assists individuals and employers in resolving case-specific immigration benefits problems in the areas of humanitarian, family, employment, and USCIS customer service/integrity.

Policy Division

This division analyzes stakeholder complaints and requests for assistance to identify trends and systemic issues; performs research and makes formal and informal recommendations to USCIS; drafts an annual report to Congress; and organizes the annual conference.

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Office of the Citizenship and Immigration Services Ombudsman Details - PPA FY 2018 Expenditure Plan

Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Office of Citizenship & Immigration Services Ombudsman Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF)	Totals by Office
Executive Division	3	\$416	\$27	\$110	\$17	\$106	\$675
Policy Division	4	\$556	\$22	\$146	\$22	\$141	\$886
Casework Division	17	\$2,365	\$22	\$404	\$94	\$598	\$3,483
Operations Division	5	\$697	\$0	\$0	\$28	\$176	\$901
Total	29	\$4,034	\$70	\$659	\$160	\$1,021	\$5,944

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Policy Division	Annual Report costs	\$31	Q1
Policy Division	Annual Conference Rental	\$6	Q1
Executive Division	Mission Support Contractors	\$95	Q4
Policy Division	Mission Support Contractors	\$95	Q4
Casework Division	Mission Support Contractors	\$284	Q4
Total Planned Contracts		\$509	
Executive, Policy, Casework Divisions	Case Assistance Analytics and Data Integration (CAADI) O&M	\$150	Q2
Total Planned IAAs		\$150	
TOTAL		\$659	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$1,358	\$1,472	\$1,322	\$1,795
Obligations By Percent	23%	25%	22%	30%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$4,570	\$4,380	\$4,034
Travel	\$76	\$66	\$70
Contracts & IAAs	\$515	\$391	\$659
Other	\$144	\$169	\$160
WCF	\$1,317	\$1,093	\$1,021
Total	\$6,622	\$6,099	\$5,944

Office of the Citizenship and Immigration Services Ombudsman Details – PPA Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Office of the Citizenship and Immigration Services Ombudsman	29	29	\$4,570	\$157.59	30	27	\$4,380	\$162.22	29	26	\$4,034	\$155.15	(1)	(1)	(\$346)	(\$7.07)
Total	29	29	\$4,570	\$157.59	30	27	\$4,380	\$162.22	29	26	\$4,034	\$155.15	(1)	(1)	(\$346)	(\$7.07)
Discretionary - Appropriation	29	29	\$4,570	\$157.59	30	27	\$4,380	\$162.22	29	26	\$4,034	\$155.15	(1)	(1)	(\$346)	(\$7.07)

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 1 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects a decrease associated with the reduction of 1 FTE.

Average Cost Change FY 2017-2018: The 2018 pay request reflects a decreased average cost change associated with reduction of FTE and average grade.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$3,344	\$3,156	\$2,907	(\$249)
11.3 Other than Full-Time Permanent	\$110	\$28	\$26	(\$2)
11.5 Other Personnel Compensation	\$21	\$26	\$24	(\$2)
12.1 Civilian Personnel Benefits	\$1,095	\$1,170	\$1,077	(\$93)
Total - Personnel Compensation and Benefits	\$4,570	\$4,380	\$4,034	(\$346)
Positions and FTE				
Positions - Civilian	29	30	29	(1)
FTE - Civilian	29	27	26	(1)

Office of the Citizenship and Immigration Services Ombudsman Details – PPA Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Office of the Citizenship and Immigration Services Ombudsman	\$2,052	\$1,719	\$1,910	\$191
Total	\$2,052	\$1,719	\$1,910	\$191
Discretionary - Appropriation	\$2,052	\$1,719	\$1,910	\$191

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$76	\$66	\$70	\$4
23.1 Rental Payments to GSA	\$571	\$588	\$564	(\$24)
24.0 Printing and Reproduction	\$25	-	-	-
25.1 Advisory and Assistance Services	\$508	-	\$503	\$503
25.2 Other Services from Non-Federal Sources	\$36	\$99	\$95	(\$4)
25.3 Other Goods and Services from Federal Sources	\$753	\$646	\$458	(\$188)
25.7 Operation and Maintenance of Equipment	\$35	\$250	\$150	(\$100)
26.0 Supplies and Materials	\$35	\$70	\$70	-
31.0 Equipment	\$13	-	-	-
Total - Non Pay Object Classes	\$2,052	\$1,719	\$1,910	\$191

Office of the Citizenship and Immigration Services Ombudsman Details – PPA Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$76	\$66	\$70	\$4
Inter/Intra Agency Agreements and Contractual Services	\$515	\$305	\$659	\$354
Services from Federal Sources (WCF)	\$1,317	\$1,179	\$1,021	(\$158)
Other Costs	\$144	\$169	\$160	(\$9)
Total – Non Pay Cost Drivers	\$2,052	\$1,719	\$1,910	\$191

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: CISOMB travel is directly related to its statutory mission to identify systemic issues. The Ombudsman travels to meet with a variety of stakeholders across the country, including USCIS leadership at their facilities. Site visits are critical to the office's review of USCIS' operations, practices, and procedures, providing the opportunity for the Ombudsman to learn important information used in the drafting of recommendations and other policy work.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: CISOMB leverages contract support and interagency agreements to procure a variety of different services. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): CISOMB incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: CISOMB has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.

*Privacy Office– PPA***Budget Comparison and Adjustments****Comparison of Budget Authority and Request***Dollars in Thousands*

Organization	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget			FY 2017 to FY 2018 Total Changes		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Privacy Office	40	40	\$8,209	43	39	\$7,713	42	38	\$7,501	(1)	(1)	(\$212)
Total	40	40	\$8,209	43	39	\$7,713	42	38	\$7,501	(1)	(1)	(\$212)
Subtotal Discretionary - Appropriation	40	40	\$8,209	43	39	\$7,713	42	38	\$7,501	(1)	(1)	(\$212)

Privacy Office – PPA
Budget Authority and Obligations
Dollars in Thousands

Budget Authority	FY 2016	FY 2017	FY 2018
Enacted	\$7,969		
Transfers & Reprogrammings	\$240		
Delta in Enacted Fee Estimate to Fee Actuals	-		
Enacted Rescissions to Prior Year	-		
Revised Enacted/Request	\$8,209	\$7,713	\$7,501
Carryover and/or Recoveries (Actual/Estimates/Projections)	-	-	-
Rescissions to Current Year/Budget Year	-	-	-
Net Sequestered Resources	-	-	-
Supplementals	-	-	-
Total Budget Authority	\$8,209	\$7,713	\$7,501
Collections – Reimbursable Resources	\$345	\$550	\$750
Total Budget Resources	\$8,554	\$8,263	\$8,251
Obligations (Actual/Projections/Estimates)	\$8,554	\$8,263	\$8,251
Personnel: Positions and FTE			
Enacted/Request Positions	40	43	42
Enacted/Request FTE	40	39	38
Onboard and Actual FTE; Includes Collections - Reimbursable Resources			
Onboard (Actual/Estimates/Projections)	42	43	42
FTE (Actual/Estimates/Projections)	42	39	38

Privacy Office – PPA Collections – Reimbursable Resources

Dollars in Thousands

Collections	FY 2016 Revised Enacted			FY 2017 Annualized CR			FY 2018 President's Budget		
	Pos.	FTE	Amount	Pos.	FTE	Amount	Pos.	FTE	Amount
Department of Homeland Security - Department of Homeland Security Source	-	-	-	-	-	\$550	-	-	\$750
Department of Homeland Security - Federal Emergency Management Agency Source	1	1	\$145	-	-	-	-	-	-
Department of Homeland Security - US Immigration and Customs Enforcement Source	1	1	\$200	-	-	-	-	-	-
Total Collections	2	2	\$345	-	-	\$550	-	-	\$750

Privacy Office – PPA
Summary of Budget Changes
Dollars in Thousands

Budget Formulation Activity	Positions	FTE	Amount
FY 2016 Enacted	40	40	\$7,969
OSEM BTR	-	-	\$240
Total Below Threshold Reprogrammings	-	-	\$240
FY 2016 Revised Enacted	40	40	\$8,209
FY 2017 Annualized CR	43	39	\$7,713
FY 2018 Base Budget	43	39	\$7,713
Realignment to OSEM/OGC from OSEM/PRIV due to OGC WCF Activity Costs Removal	-	-	(\$5)
Transfer to A&O from OSEM/PRIV due to A&O WCF Activity Costs Removal	-	-	(\$1)
Transfer to USM/CHCO from OSEM/PRIV due to CHCO WCF Activity Costs Removal	-	-	(\$3)
Transfer to USM/CIO from OSEM/PRIV due to CIO WCF Activity Costs Removal	-	-	(\$48)
Transfer to USM/CRSO from OSEM/PRIV due to CRSO WCF Activity Costs Removal	-	-	(\$50)
Total Transfers	-	-	(\$107)
2018 Pay Raise	-	-	\$79
Annualization of 2017 Pay Raise	-	-	\$29
Total, Pricing Increases	-	-	\$108
Total Adjustments-to-Base	-	-	\$1
FY 2018 Current Services	43	39	\$7,714
Base Absorption of Pay Raises	-	-	(\$108)
Reduction Due to Hiring Freeze	(1)	(1)	(\$105)
Total, Program Decreases	(1)	(1)	(\$213)
FY 2018 Request	42	38	\$7,501
FY 2017 TO FY 2018 Change	(1)	(1)	(\$212)

PPA Description***Privacy Office***

The DHS Privacy Office is the first statutorily created privacy office in any Federal agency, as set forth in Section 222 of the Homeland Security Act, as amended. The mission of the Privacy Office is to protect individuals by embedding and enforcing privacy protections and transparency in all DHS activities. Since its inception, the Privacy Office has implemented its statutory mandate to ensure that privacy protections and transparency are embedded into the lifecycle of homeland security programs, systems, processes and services.

The work of the Privacy Office supports all DHS missions. We work with every component to foster a culture of disclosure and to ensure that privacy considerations are addressed when planning or updating any program, system, or initiative. In particular, we strive to ensure that technologies used at the Department sustain, and do not erode, privacy protections. To do this, we use the DHS Fair Information Practice Principles as our policy framework to enhance privacy protections by assessing the nature and purpose for all personally identifiable information collected to fulfill the Department's mission. Additionally, through training, outreach, and participation in program development and key departmental agreements, the office advances and supports the important cross-cutting privacy and disclosure issues faced by the Department.

FOIA Team

The FOIA Team coordinates Department-level compliance with FOIA by developing Department-wide policy needed to implement important FOIA initiatives. Additionally, the FOIA Team performs coordination and oversight of Component FOIA operations, provides FOIA training, and prepares required annual reports of the Department's FOIA performance activities. The FOIA Team also processes initial FOIA and Privacy Act requests on behalf of the Office of the Secretary and nine DHS Components.

Policy and Oversight Team

The Policy and Oversight Team bears primary responsibility for the development of DHS privacy policy, as well as providing subject matter expertise and support for policy development throughout the Department in areas that affect individual privacy. It will implement accountability and continuous improvement of DHS privacy processes and programs by conducting Privacy Compliance Reviews and investigations, managing privacy incidents, and providing response and redress for privacy complaints. In addition, it carries out critical functions involving privacy training and outreach.

Security, Safeguarding and Information Sharing Team

The Security, Safeguarding and Information Sharing Team provides subject matter expertise and support for policy development throughout the Department in areas that affect individual privacy such as information sharing, enterprise data management, cybersecurity, and international engagement.

Compliance Team

The Compliance Team oversees the privacy compliance activities for the Department, including supporting Component privacy professionals and programs in completing the required privacy documentation and reporting. In addition, team responsibilities include managing reviews of intelligence products, and providing privacy support for DHS intelligence activities.

Privacy Administrative Coordination Team

The Privacy Administrative Coordination Team (PACT) focuses on ensuring the efficiency of office operations and recruiting and maintaining a superior workforce of talented subject-matter experts. In addition to providing administrative support for key Privacy Office functions, this team manages resources, planning, official correspondence, workforce policy, staff development, resilience, and infrastructure requirements.

Adjustments to Base Justification

Adjustments to base include funding transfers out due to the removal of activities from the Working Capital Fund and reductions to non-pay cost categories to account for the annualization of the 2017 Pay Raise and the 2018 Pay Raise within base funding.

Privacy Office – PPA
FY 2018 Expenditure Plan
Dollars in Thousands

In response to direction provided in Senate Report 114-68, accompanying the FY 2016 Consolidated Appropriation Act (P.L. 114-113), expenditure plan information is being included for all PPAs within this account.

Privacy Office Planned Obligations:							
Program Areas	Positions	Salaries and Benefits	Travel	Contracts/ IAAs	Other Expenses	Working Capital Fund (WCF)	Totals by Office
PRIV Front Office	4	\$575	\$50	\$207	\$2	\$112	\$947
Administrative Coordination Team	5	\$719	\$0	\$0	\$3	\$140	\$862
FOIA	14	\$2,013	\$0	\$0	\$9	\$393	\$2,414
Policy and Oversight	8	\$1,150	\$0	\$0	\$5	\$224	\$1,379
Compliance	5	\$719	\$0	\$0	\$3	\$140	\$862
Security, Information Sharing and Safeguarding	6	\$864	\$0	\$0	\$4	\$169	\$1,036
Total	42	\$6,040	\$50	\$207	\$26	\$1,178	\$7,501

Contracts & Interagency Agreements

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
PRIV Front Office	International Association of Privacy Professionals	\$10	Q3
PRIV Front Office	Tech Op Solutions	\$184	Q1
PRIV Front Office	OPM Credit Monitoring	\$1	Q2
PRIV Front Office	SES Employee Engagement Initiative / PALMS	\$7	Q2

FY 2018 Contracts/ Interagency Agreements			
Office	Contract Description	Planned Obligation Amounts	Expected Contract Award Date (Quarter)
Total Planned Contracts		\$202	
PRIV Front Office	IAA with the USCG for FOIA Appeals	\$5	Q1
Total Planned IAAs		\$5	
TOTAL		\$207	

Obligation Schedule

	Q1 FY 2018 Planned	Q2 FY 2018 Planned	Q3 FY 2018 Planned	Q4 FY 2018 Planned
Obligations	\$2,013	\$1,832	\$1,834	\$1,824
Obligations By Percent	27%	24%	24%	24%

Appropriated Funds Comparison

	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 Projected
Personnel Compensation & Benefits	\$5,878	\$5,809	\$6,040
Travel	\$55	\$33	\$50
Contracts & IAAs	\$512	\$505	\$207
Other	\$232	\$63	\$26
WCF	\$1,532	\$1,303	\$1,178
Total	\$8,209	\$7,713	\$7,501

Privacy Office - PPA
Personnel Compensation and Benefits

Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted				FY 2017 Annualized CR				FY 2018 President's Budget				FY 2017 to FY 2018 Total Changes			
	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate	Pos.	FTE	Amount	Rate
Privacy Office	40	40	\$5,878	\$146.95	43	39	\$5,809	\$148.95	42	38	\$6,040	\$158.95	(1)	(1)	\$231	\$10
Total	40	40	\$5,878	\$146.95	43	39	\$5,809	\$148.95	42	38	\$6,040	\$158.95	(1)	(1)	\$231	\$10
Discretionary - Appropriation	40	40	\$5,878	\$146.95	43	39	\$5,809	\$148.95	42	38	\$6,040	\$158.95	(1)	(1)	\$231	\$10

NARRATIVE EXPLANATION OF CHANGES

FTE Change FY 2017-2018: The 2018 FTE request includes a decrease of 1 FTE resulting from a reduction in funding due to the hiring freeze.

PCB Change FY 2017-2018: The 2018 pay request reflects an increase associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Average Cost Change FY 2017-2018: The 2018 pay request reflects an increased average cost change associated with the annualization of 2017 pay increase, and a 2018 pay raise of 1.9 percent.

Pay by Object Class

Dollars in Thousands

Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
11.1 Full-time Permanent	\$4,125	\$4,195	\$4,362	\$167
11.3 Other than Full-Time Permanent	\$274	\$325	\$338	\$13
11.5 Other Personnel Compensation	\$62	\$53	\$55	\$2
12.1 Civilian Personnel Benefits	\$1,417	\$1,236	\$1,285	\$49
Total - Personnel Compensation and Benefits	\$5,878	\$5,809	\$6,040	\$231
Positions and FTE				
Positions - Civilian	40	43	42	(1)
FTE - Civilian	40	39	38	(1)

Privacy Office – PPA
Non Pay Budget Exhibits

Non Pay Summary

Dollars in Thousands

Organization	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Privacy Office	\$2,331	\$1,904	\$1,461	(\$443)
Total	\$2,331	\$1,904	\$1,461	(\$443)
Discretionary - Appropriation	\$2,331	\$1,904	\$1,461	(\$443)

Non Pay by Object Class

Dollars in Thousands

Non-Pay Object Classes	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Change
21.0 Travel and Transportation of Persons	\$55	\$33	\$50	\$17
23.1 Rental Payments to GSA	\$504	\$504	\$514	\$10
25.1 Advisory and Assistance Services	\$144	-	-	-
25.2 Other Services from Non-Federal Sources	\$288	\$505	\$207	(\$298)
25.3 Other Goods and Services from Federal Sources	\$1,160	\$799	\$664	(\$135)
26.0 Supplies and Materials	\$26	\$63	\$26	(\$37)
31.0 Equipment	\$153	-	-	-
42.0 Insurance Claims and Indemnities	\$1	-	-	-
Total - Non Pay Object Classes	\$2,331	\$1,904	\$1,461	(\$443)

Privacy Office – PPA Non Pay Cost Drivers

Dollars in Thousands

Leading Non Pay Cost-Drivers	FY 2016 Revised Enacted	FY 2017 Annualized CR	FY 2018 President's Budget	FY 2017 to FY 2018 Total Changes
Travel	\$55	\$33	\$50	\$17
Inter/Intra Agency Agreements and Contractual Services	\$512	\$505	\$207	(\$298)
Services from Federal Sources (WCF)	\$1,532	\$1,303	\$1,178	(\$125)
Other Costs	\$232	\$63	\$26	(\$37)
Total – Non Pay Cost Drivers	\$2,331	\$1,904	\$1,461	(\$443)

NARRATIVE EXPLANATION OF CHANGES

FY 2018 Non- Pay Cost Driver- Travel: PRIV travels to directly support the Department's priorities related to: training DHS units, and other law enforcement agencies pursuant to the 9/11 Commission Act; engagement with international counterparts to negotiate information-sharing agreements; and the conduct of in-person meetings of the Data Privacy and Integrity Advisory Committee, comprised of private-sector and nonprofit experts.

FY 2018 Non- Pay Cost Driver- IAAs and Contracts: PRIV leverages contract support and interagency agreements to procure a variety of different services. See the chart labeled "Contracts & Interagency Agreements" above for more details.

FY 2018 Non- Pay Cost Driver- Services from Federal Sources (WCF): PRIV incurs expenses payable to the DHS Working Capital Fund (WCF), which is a fully reimbursable fund that finances a full range of support services to DHS for services provided. This centrally-managed account provides Department-wide functions, of which the top five activity costs are the following: GSA Rent; financial and accounting shared services; information technology; CLAN operations; and mail services. WCF allocates costs based on various algorithms, depending on the service provided.

FY 2018 Non- Pay Cost Driver- Other Costs: PRIV has budgeted for items such as training, paper, toner, training tools, books, and other office supplies and equipment.