

Office for Civil Rights and Civil Liberties

Business Operations Section



Homeland Security

The U.S. Department of Homeland Security (DHS), Office for Civil Rights and Civil Liberties (CRCL), Business Operations Section (BOS) is responsible for ensuring that CRCL and its employees have the resources and information needed to produce the highest quality products and services as efficiently as possible in a safe and secure environment. BOS lines of business include the following areas.

Communications/Public Affairs

Manages internal and external communications efforts for CRCL including: development and design of newsletters, news/press releases, information updates, fact sheets, promotional materials, talking points, speeches, presentations, correspondence, congressional reports, and other informational materials. Serves as primary liaisons to DHS Office of Public Affairs (OPA) to coordinate media outreach and engagement, including preparing CRCL talking points and other strategic messaging. Leads all web communications activities, including design and development of content on the DHS intranet and external websites.

Executive Secretariat

Serves as CRCL's liaison to the DHS Executive Secretariat and Front Office to respond to Department-wide taskers and data calls. Facilitates the Department-wide clearance/approval process for reports and documents submitted to Congress; including annual and quarterly reports, EEO reports, civil rights and civil liberties impact assessments, management directives, etc.

Financial Management/Budget

Manages and administers CRCL funds, as appropriated by Congress, and allotted by HQ Financial Operations. Generates and reviews memorandums of agreements associated with intra and interagency agreements. Prepares and finalizes technically accurate fiscal materials for senior leadership, as required for Congressional and Office of Management and Budget briefings, as well as in response to DHS and Government Accountability Office audit inquiries. Provides management staff with continuous guidance and information on fiscal policies, practices, and strategies. Recommends best courses of action to CRCL senior management and the DHS HQ Office of Financial Operations (OFO). Reviews and approves training requests that require funding.

Contracts and Procurement

Ensures the availability, obligation, and expenditure of all CRCL contract funds. Generates and reviews statements of work, independent government cost estimates, procurement package, and other documents pertinent to new and existing contracts. Provides management staff with continuous guidance and information on procurement policies, practices, and strategies. Recommends contracting strategies to CRCL senior management and DHS HQ Contracting Officer(s) related to award competition and pricing arrangements.

Continuity and Emergency Preparedness Programs

Manages office-wide efforts related to all continuity and emergency preparedness programs. These include: Continuity of Operations Plan (COOP); Devolutions of Operations Plan (DEVOP); Reconstitution Plan (RECON); Pandemic and Workforce Protection Plan (PWPP); Occupant Emergency Plan (OEP); and Medical Countermeasures Planning (MCM).

Human Resources

Facilitates the recruitment and selection process for all federal employees, detailees, contractors, and interns; manages the onboard/offboard process; advises CRCL senior leadership and staff on current personnel policies and changes in existing regulations and procedures, ensuring merit selection procedures are followed; conducts CRCL new hire orientation; advises leadership concerning employee compliance with mandatory training requirements; and assists users with DHS Headquarters Learning Management System access issues.

Facilities/IT

Manages day-to-day operations of the Office. This includes security and access control related to physical space; facility and IT related break/fixes; issuance and accountability for all real property assets; mail management; records management.