

PERSONNEL ACCOUNTABILITY DIRECTIVE

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) personnel accountability program. The DHS personnel accountability program allows DHS leadership to maintain mission capability and effectiveness by ensuring personnel safety, security and status during widespread, local, or employee personal emergencies.

II. Scope

This Directive applies throughout DHS.

III. Authorities

- A. Title 6, United States Code, Section 753, "Federal Preparedness"
- B. Federal Continuity Directive 1, "Federal Executive Branch National Continuity Program and Requirements"
- C. Presidential Policy Directive 8, "National Preparedness"
- D. Executive Order 12656, "Assignment of Emergency Preparedness Responsibility"
- E. DHS Delegation 00002, "Delegation to the Under Secretary for Management"

IV. Responsibilities

- A. The **Executive Director, Office of Emergency Preparedness**:
 - 1. Advises the Secretary and the Under Secretary for Management on all issues involving employee accountability.

2. Ensures Component`s establish, maintain, and practice a personnel accountability program.
3. Surveys Components to gather personnel accountability program status, lessons learned and best practices.

B. **Chief Human Capital Officer:**

1. Ensures personnel workplace and work practice guidance includes information and requirements necessary to support personnel accountability program execution.

C. **Component Heads:**

1. Develop specific processes necessary to implement their respective personnel accountability program.
2. Designate a senior official associated with operational continuity, emergency preparedness, or human capital as the Component's personnel accountability program manager.
3. Ensure Component procedures require personnel to provide and maintain current and complete personal contact information.
4. Review Component procedures and processes and confirm they ensure the most efficient and expeditious accounting of all Component employees and detailees.

D. **Managers and Supervisors:**

1. Account for the location, safety, and availability of employees in case of widespread, local, or employee personal emergencies.
2. For emergencies affecting work locations during working hours, ensure timely and accurate accounting of all personnel in the area of responsibility, including on-site contractors and visitors.
3. Ensure employees maintain accurate personal information with their supervisor, and in the personnel accountability system, that supports reliable contact in an emergency and during non-working hours.
4. Ensure employees know and comply with the requirement to report their status, during working or non-working hours, when an emergency occurs.

5. Ensure their employees have all supervisor's necessary contact information in order to contact leadership as required.

E. **DHS Employees:**

1. Update and/or verify personal contact information annually with their supervisor and in the personnel accountability system, or within 30 days of a change in the information.

2. Respond to all orders to account issued by supervisors and/or the personnel accountability system.

3. Notify supervisors, during working or non-working hours, of any changes to the ability to report and perform assigned duties.

4. In a widespread, local, or personal emergency, attempts to contact their first or second-line supervisor as soon as possible and until successful.

F. **Contracting Officers and Representatives:**

1. In the case of an emergency, when contractors are not present, verifies with the Contracting officer that contractors are able to meet requirements.

2. Ensure that emergency contact information for all contracts is up to date, including information for non-working hours.

V. Policy and Requirements

It is DHS policy to fully account for the well-being, location, and mission capability of all personnel during a widespread, local, or employee personal emergency.

A. The personnel accountability program:

1. Ensures DHS mission capability.

2. Uses current employee-provided contact information to accomplish a timely and accurate accounting of DHS personnel.

B. Components develop, maintain, and exercise personnel accountability program procedures and practices based on unique Component missions. All Component personnel accountability procedures must comply with this Directive.

C. Upon receipt of an order to account, personnel respond in accordance with their Component's personnel accountability procedures and practices.

D. When an order to account is issued, Components report based on the following timeframes:

1. On-site employees: One hour.
2. Emergency Relocation Group members: Four hours.
3. All others: Before the start of the next scheduled shift.

E. DHS ensures emergency contact information is current and protected in accordance with applicable policies.

VI. Questions

Address any questions or concerns regarding this Directive to the Management Directorate, Office of Emergency Preparedness.



Russell C. Deyo
Under Secretary for Management



Date