

Issue Date: 02/02/2005

SECRETARY'S REMEDIAL ACTION MANAGEMENT PROGRAM (SEC RAMP)

I. Purpose

This Management Directive (MD) outlines the procedures and processes for identifying, analyzing, validating, assigning remediation responsibility for, and monitoring the remediation of critical department-level issues and problems resulting from or occurring during department-level participation in domestic threat or incident-related operations and/or department-level exercises or training events. This MD also establishes the requirement and prescribes the format for Secretary After Action Reports (SAARs).

DHS is responsible for coordinating and managing the integrated federal response to domestic threats and incidents. Issues and problems arising from actual and exercise operations conducted pursuant to this responsibility may involve multiple organizational elements (OEs) of the department. While a number of department OEs have institutionalized processes to address the remediation of internal issues, no single overarching system exists to coordinate the remediation of intradepartmental issues. The Secretary's Remedial Action Management Program (SEC RAMP) is designed to bridge this gap.

II. Scope

A. The provisions of this MD apply to all DHS OEs. This MD does not supersede or replace existing OE-level remedial or corrective action programs; however, OEs must have systemic provisions in place to ensure that critical issues in their respective areas of responsibility requiring departmental visibility are forwarded to the SEC RAMP. OEs will meet their inherent responsibility to resolve issues at the lowest level possible and ensure that only critical issues that require the attention of the Secretary are forwarded to the SEC RAMP.

B. DHS OEs will continue with currently established internal after action review processes. However, the DHS Operational Integration Staff (I-STAFF) will identify and designate the requirement for SAARs for those domestic threat or incident-related operations and/or department-level exercises or training events that involve multiple department OEs. SAARs will be compiled by the I-STAFF, with input provided by respective OEs, and include in the SEC RAMP in accordance with the format contained in this MD (see Attachment C).

III. Authorities

This MD derives its authorities from numerous Public Laws, regulations, rules, and other directives, including:

- A. The Homeland Security Act of 2002, codified in Title 6, US Code.
- B. The National Strategy for Homeland Security.
- C. The National Response Plan.
- D. The National Incident Management System.
- E. Homeland Security Presidential Directive Number 5 (HSPD-5).
- F. Homeland Security Presidential Directive Number 8 (HSPD-8).
- G. The Robert T. Stafford Disaster Relief and Assistance Act of 1974, P.L. 93-288, as amended.
- H. Operational Integration Staff Management Directive (MD Number: 0002).
- I. Office of the Assistant Secretary for Policy, Planning and International Affairs Management Directive (MD Number: 0011).

IV. Definitions

A. **DHS Organizational Element (OE)**: A major functional sub-organization (directorate, agency) within the Department of Homeland Security with a direct reporting relationship to the Secretary. The following department OEs will directly support the SEC RAMP:

- 1. Border and Transportation Security Directorate (BTS).
- 2. Emergency Preparedness and Response Directorate (EP&R).
- 3. Information Analysis and Infrastructure Protection Directorate (IAIP).
- 4. Office of the Under Secretary for Management (USM).
- 5. Science and Technology Directorate (S&T).
- 6. United States Coast Guard (USCG).
- 7. United States Secret Service (USSS).

8. United States Citizenship and Immigration Services (USCIS).
9. Office of State and Local Government Coordination and Preparedness.
10. Office of the General Counsel.
11. Office of the Private Sector.
12. Office of Public Affairs.
13. Office of Legislative Affairs.
14. Office of the Assistant Secretary for Policy, Planning and International Affairs.

B. **Hotwash**: A discussion group, led by an impartial facilitator, consisting of key leaders and staff, established to identify critical operational issues that could not be resolved during the operation, exercise or training event.

C. **Lesson Learned**: A problem or concern encountered during the operation, exercise or training event that results in the common recognition of one or both of the following:

1. A more efficient way of responding to a specific situation that is likely to recur, or
2. A response practice that proved ineffective for a specific situation that is likely to recur.

D. **Priority Remedial Action Issue**: A remedial action issue that one or more senior managers (Under Secretary or OE equivalent) recommend for designation as a “priority” (i.e., requiring urgent and prioritized attention). The Secretary and/or Deputy Secretary review the issue and may designate priority status. Issues designated “priority” are coordinated, managed and monitored to resolution, within a timeframe determined to be appropriate.

E. **Quick Look Report**: An abbreviated version of the SAAR that provides senior leaders a preliminary “snapshot” of issues arising from domestic threat or incident-related operation and/or department-level exercises or training events (see Attachment D).

F. **Remedial Action Issue**: An issue encountered in a domestic threat or incident-related operation and/or department-level exercise or training event that could not be resolved, and which requires department-level remediation. Unique one-time problems, or problems related to the performance of individual staff members will not be considered for remedial action.

G. **Remedial Action Coordinator**: An individual designated by a DHS OE to be the single point of contact for coordinating OE-assigned remedial action issues and status.

H. **Remedial Action Progress Review (RAPR)**: A quarterly Under Secretary-level meeting, chaired by the Deputy Secretary, to review the remediation status of open, assigned issues, and certify the adequacy of remediated issues.

I. **Secretary After Action Report (SAAR)**: The SAAR provides an official executive summary of domestic threat or incident-related operations and/or department-level exercises or training events. The report addresses the event's objectives, major participants, and limitations. The report documents the circumstances, facts, results, and key observations relevant to participants. SAARs also identify issues that were not resolved and require further consideration or action. SAARs may contain validated best practices and lessons learned for dissemination. SAARs may contain recommendations by the participants or by analysts reviewing the exercise or event for future action.

J. **Secretary's Remedial Action Management Program (SEC RAMP)**: A program to positively identify and promptly remedy intradepartmental programmatic/systemic problems occurring during or arising from both actual and exercise domestic threat or incident management operations.

K. **Secretary's Remedial Action Management Program Report (SEC RAMPREP)**: A monthly report to the Secretary, Deputy Secretary, and senior department staff, characterizing the resolution status of remedial action issues and critical remedial action issues.

L. **Smart Practice**: An innovative or modified practice that resulted in a successful outcome, and may merit adoption in more than one DHS OE agency or adoption at the Federal interagency level.

V. Responsibilities

A. **The Secretary/Deputy Secretary of Homeland Security**:

1. Ensure that senior department leadership supports the SEC RAMP.

2. Validate, assign, and provide suspense dates for remedial action issues to OE leadership for action.
3. Designate issues for priority resolution.
4. Chair the quarterly RAPR.
 - a. Review unresolved remedial action issues for adequate progress.
 - b. Concur or non-concur with OE recommendations to close out remedial action issues.

B. **Office of the Executive Secretary:**

1. Transmit I-STAFF requests for the development of, input to, and review of SAARs to DHS OEs to ensure senior-level awareness and attention.
2. Receive SEC RAMP remediation issues compiled by the I-STAFF, review the submissions for completeness and facilitate transmittal of all SEC RAMP related correspondence.
3. Transmit external agency issues to the Homeland Security Council (HSC) for coordinated interagency resolution, following coordination with the Assistant Secretary for Policy, Planning, and International Affairs.
4. Coordinate with the I-STAFF in response to OE non-concurrence with the assignment of SEC RAMP remediation responsibility.
5. Issue and distribute the monthly SEC RAMPREP under the authority of the Secretary.

C. **The DHS Operational Integration Staff (I-STAFF):**

1. Identify domestic threat or incident-related operations and/or department level exercises and training events requiring SAARs, and communicate requirements for OE input and review through the Office of the Executive Secretary.
2. Recommend to the Secretary/Deputy DHS OE lead for SAAR remediation issues.

3. Monitor adherence to the following SAAR reporting timelines for department level exercises and training events: Quick Look Report – 10 days; Tabletop Exercise SAAR – 45 days; Full Scale Exercise SAAR – 90 days.
4. Establish and monitor adherence to reporting timelines for remediation issues regarding domestic threat or incident-related operations based on urgency, scope or complexity.
5. Collect, compile, monitor the resolution of, and report the status of remedial action issues and priority remedial action issues.
6. Coordinate the assignment of SEC RAMP issues identified during the formal SAAR process or identified independently by an OE following threat or headquarters incident-related operations and/or department-level exercises or training events to the appropriate action OE through the Office of the Executive Secretary.
7. Coordinate with external agencies, through the Office of the Executive Secretary in coordination with the responsible OE to resolve DHS-led, interagency SEC RAMP issues. Forward non-DHS-led, interagency issues to the HSC, following coordination with the Assistant Secretary for Policy, Planning and International Affairs, through the DHS Office of the Executive Secretary, for coordinated interagency resolution.
8. Prepare the monthly SEC RAMPREP characterizing the status of resolved and unresolved SEC RAMP issues, and sharing new Lessons Learned and Smart Practices.
9. Schedule, coordinate, and administratively support quarterly RAPRs.
10. Administratively manage and maintain the SEC RAMP.

D. Office of the Assistant Secretary for Policy, Planning and International Affairs:

1. Act as the primary DHS interagency interface for policy matters with the Homeland Security Council, other White House and Executive Office of the President staffs, and other federal departments and agencies and international partners.
2. Advise and assist in responses on the status of SEC RAMP remedial action issues with policy implications, as well as those forwarded for interagency resolution.

E. **Under Secretaries and DHS Organizational Element Equivalents:**

1. Submit critical issues, Quick Look Report and SAAR input in accordance with this MD.
2. Ensure response to I-STAFF requests for input to and review of SAARs.
3. Forward internal issues to the SEC RAMP for resolution only following a thorough review of the issue at the OE level to ensure that alternative remedial measures have been considered.
4. Nominate and sponsor a remedial action issue as a “priority” when, in their judgment, the resolution of the issue is so critical to domestic incident management that it requires urgent and prioritized attention. “Sponsorship” means that the Under Secretary (or OE equivalent) is prepared to defend his/her rationale for designating an issue for accelerated resolution.
5. Evaluate remediation issues assigned by the Secretary/Deputy Secretary and, within 10 working days, either concur or non-concur with comment on the feasibility, efficacy, and resource availability of the recommended action (provide a justification when returning an issue through the Office of the Executive Secretary to the I-STAFF).
6. Promptly reassign each remedial action issue assigned to the OE to the appropriate functional sub-OE or sub-office for resolution and assure that OE resources and attention are committed to the prompt resolution of assigned routine remedial action issues and priority remedial action issues.
7. Submit a remediation action plan to the I-STAFF no later than 30 days after acceptance of an assigned issue.
8. Designate an OE Remedial Action Coordinator.
9. Participate in quarterly RAPRs.

F. **Organizational Element Remedial Action Coordinators:**

1. Monitor and report on remediation progress for assigned issues.
2. Update, at least monthly, the status of OE actions to resolve assigned remedial action issues.
3. Update, at least bi-weekly, the status of OE actions to resolve assigned priority remedial action issues.

4. Conduct an internal review process to validate issues under consideration for entry into the SEC RAMP prior to submission.

G. **Office of the General Counsel:** The Office of General Counsel is responsible to provide legal guidance to DHS leadership, resolve legal issues among OEs, and represent DHS in legal matters with outside agencies in regard to SEC RAMP remedial action issues.

VI. Policy & Procedures

A. **Issue Identification and Collection.** The I-STAFF will collect and compile potential SEC RAMP issues from three primary sources. All issues will be submitted on Remedial Action Issue Referral Form (Attachment A).

1. Issues identified during the formal SAAR process following threat or incident-related operations and/or department-level exercises or training events will be collected and compiled by the I-STAFF for direct submission into the SEC RAMP.

2. Issues identified independently during threat or incident-related operations and/or department-level exercises or training events through national-level, facilitated hotwashes, or otherwise, may be forwarded by Secretary, Deputy Secretary, an OE Under Secretary or DHS OE equivalent for direct entry into the SEC RAMP in advance of the formal SAAR process if the issue is determined to be sufficiently critical for immediate action.

3. Issues identified through other structured evaluations of exercises or real world events including local hotwashes, observations, data collection processes, or analysis may be directly referred to the SEC RAMP by OEs for departmental action. The OE Under Secretary or DHS OE equivalent will approve and forward issues to the SEC RAMP following an internal review for validity and consideration of alternative means of resolution.

B. **Prioritizing an Issue.**

1. Any SEC RAMP issue may be recommended as a “priority” issue by the respective Under Secretary or equivalent. The Secretary and/or Deputy Secretary also may designate a priority. A “priority” designation is made when, in the judgment of the senior department member, the resolution of the issue is so critical to effective domestic incident management operations that it must be resolved within a timeframe determined to be appropriate.

2. Priority SEC RAMP issues must be supported with written rationale that justifies the acceleration of the process. The originator may retract a recommendation for a priority designation at any time, with justification for retraction.

C. **Issue Assignment.**

1. Following Secretary/Deputy Secretary level review/decision, issues will be forwarded by the I-STAFF, through the Office of the Executive Secretary, for assignment to the appropriate action agency.

a. Issues identified and validated through the formal SAAR process will be forwarded by the I-STAFF, through the Office of the Executive Secretary, to the recommended responsible agency, using the Remedial Action Issue Referral Form.

b. All other issues (e.g. issues identified through a through national-level, facilitated hotwash or those directly referred to the SEC RAMP by DHS OEs) will be reviewed and validated by the Secretary/Deputy Secretary, then passed to the I-STAFF for forwarding to the Office of the Executive Secretary for assignment to a DHS OE.

c. External agency policy issues will be reviewed by the I-STAFF and referred to the HSC, following coordination with the Assistant Secretary for Policy, Planning and International Affairs, through the DHS Office of the Executive Secretary, for coordinated interagency resolution.

2. Assigned OEs will evaluate the issue and, within 10 working days, either concur or non-concur with comment on the feasibility, efficacy, and resource availability of the OE to develop a remediation action plan. For non-concurrence, OEs must provide a justification when returning an issue and use the Remedial Action Issue Referral Form. Returned issues will be returned to the I-STAFF through the Office of the Executive Secretary and reassigned in accordance with paragraph VI.C.1 above.

D. **Issue Remediation.**

1. A remediation action plan must be submitted to I-STAFF no later than 30 days after the OE has accepted an assigned issue. Remediation Action Plans (see Attachment B) must include or identify the following information elements:

a. The remediation strategy, including interim milestones.

b. A projected final remediation date.

c. External coordination requirements (with other DHS OEs or Federal departments/agencies).

d. A DHS OE remediation POC.

2. Priority remedial action issues will be remediated and resolved (or positive action initiated to achieve resolution) within the timeline assigned by the Secretary or Deputy Secretary.

3. Regular remedial action issues will be remediated and resolved as determined by the assigned OE. Assigned OE leads will be responsible for developing remediation action plans, establishing projected resolution dates, and updating the status of unresolved issues on at least a monthly basis. Assigned OE leads are also responsible to coordinate with the action officer contacts listed on the Remedial Action Issue Referral form as they develop the remediation action plans to ensure that the issue is fully and properly addressed.

E. **Issue Tracking and Monitoring.** The I-STAFF will track and monitor all SEC RAMP issues including both unclassified and classified issues.

F. **Issue Reporting.** The I-STAFF will publish and provide a RAMPREP to the Secretary, Deputy Secretary, and DHS Senior Staff on a monthly basis through the Office of the Executive Secretary. The RAMPREP will reflect the current remediation status, as provided by responsible OEs, of all unresolved SEC RAMP issues (priority and routine including those referred to the Homeland Security Council), and characterize and close out any permanently resolved issues.

G. **Issue Close-Out.**

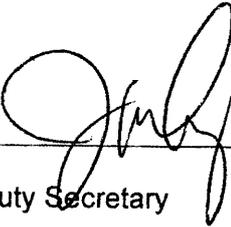
1. On a quarterly basis, the I-STAFF will schedule, coordinate and administratively support the quarterly RAPR. In preparation for the RAPR, OEs will provide an updated status of all assigned SEC RAMP issues and characterize each issue as either completed and prepared for closeout or as incomplete.

2. The Secretary or Deputy Secretary will chair the RAPR, attended by the OE Under Secretaries and OE equivalents. The RAPR will evaluate and approve the disposition of issues reported as remediated, as well as receive updates on issues that remain unresolved. SEC RAMP issues will not be considered officially closed out until approved by the RAPR.

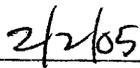
3. The National Exercise Program will establish procedures to review and, where feasible, include closed-out remediated SEC RAMP issues within the design of appropriate future exercise scenarios.

4. Closed-out remediated SEC RAMP issues that result in the identification of Smart Practices or Lessons Learned will be forwarded to the Office of State and Local Government Coordination and Preparedness (OSLGCP) for inclusion in the Lessons Learned Information System (LLIS) as appropriate based on their security classification and sensitivity.

H. **Smart Practices and Lessons Learned**. Smart Practices and Lessons Learned identified in a SAAR will be forwarded directly by the I-STAFF to OSLGCP for inclusion in the LLIS as appropriate based on their security classification and sensitivity.



Deputy Secretary



Date

Attachment A - SEC RAMP Remedial Action Issue Referral Form

Classification DEPARTMENT OF HOMELAND SECURITY REMEDIAL ACTION ISSUE REFERRAL			
THE FOLLOWING WILL BE COMPLETED BY THE REFERRING ORGANIZATION			
The following issue is submitted to the DHS/I-STAFF for inclusion in the Secretary's Remedial Action Management Program (SEC RAMP) because (check appropriate box(es) at right):	<input type="checkbox"/>	This is a critical issue that requires the attention of the Secretary.	
	<input type="checkbox"/>	The issue was identified through a department-level after-action process.	
	<input type="checkbox"/>	The issue is a direct referral from a DHS organizational element (OE) with Under Secretary concurrence.	
	<input type="checkbox"/>	The issue has been designated as a priority action item. Priority Designation authority (name and title):	
REFERRED BY: (ORGANIZATIONAL ELEMENT)			DATE REFERRED:
OPERATION, EXERCISE, OR TRAINING EVENT NAME			EVENT DATE:
ISSUE STATEMENT:	BRIEF ONE OR TWO SENTENCE ISSUE STATEMENT.		
DISCUSSION:	FULLY CHARACTERIZE THE ISSUE.		
(Optional) RECOMMENDATION:	DESCRIBE THE RECOMMENDED COURSE OF ACTION.		
(Optional) RECOMMENDED ACTION OFFICE:	FULLY CHARACTERIZE THE ISSUE.		
IMPACT IF NOT REMEDIATED:	DESCRIBE THE IMPACT OF THIS ISSUE ON OPERATIONS IF NOT REMEDIATED.		
JUSTIFICATION FOR REFERRAL:	EXPLAIN WHY THIS ISSUE IS BEING REFERRED TO THE SECRETARY'S RAMP.		
CONTACTS:	WHO SHOULD BE CONTACTED FOR MORE INFORMATION ABOUT THIS ISSUE?		
THE FOLLOWING WILL BE COMPLETED BY THE DHS/I-STAFF			
I-STAFF REVIEW:	<input type="checkbox"/> ACCEPTED FOR ASSIGNMENT <input type="checkbox"/> RETURNED TO REFERRING OE		
ISSUE NUMBER:			
ASSIGNED TO: (DHS OE)			DATE ASSIGNED:
PRIORITY ACTION?	<input type="checkbox"/> YES (IDENTIFY PRIORITIZER:) <input type="checkbox"/> NO		DATE REMEDIATION ACTION PLAN DUE:

SEC RAMP Remedial Action Issue Referral (with embedded directions)

_____ (For Official Use Only is the minimum recommended classification) _____ Classification DEPARTMENT OF HOMELAND SECURITY REMEDIAL ACTION ISSUE REFERRAL			
THE FOLLOWING WILL BE COMPLETED BY THE REFERRING ORGANIZATION			
The following issue is submitted to the DHS/I-STAFF for inclusion in the Secretary's Remedial Action Management Program (SEC RAMP) because (check appropriate box(es) at right):	<input type="checkbox"/>	This is a critical issue that requires the attention of the Secretary.	
	<input type="checkbox"/>	The issue was identified through a department-level after-action process.	
	<input type="checkbox"/>	The issue is a direct referral from a DHS organizational element (OE) with Under Secretary concurrence.	
	<input type="checkbox"/>	The issue has been designated as a priority action item. Priority Designation authority (name and title): <i>(Name and title; only Under Secretaries, Under Secretary equivalents, or above are authorized to prioritize an issue.)</i>	
REFERRED BY: (DHS OE)	<i>(Organizational Element Name, e.g. United States Coast Guard)</i>		DATE REFERRED:
			<i>(mmm/dd/yyyy)</i>
OPERATION, EXERCISE, OR TRAINING EVENT NAME	<i>(Example entries might include: Republican National Convention NSSE; TOPOFF 2 Full Scale Exercise; Hurricane Gilbert Response)</i>		INCLUSIVE EVENT DATES:
			<i>(Mmm/dd/yyyy) through (Mmm/dd/yyyy)</i>
ISSUE STATEMENT:	BRIEF ONE OR TWO SENTENCE ISSUE STATEMENT. <i>Enter a description of the issue focused on the root cause of the problem and not the effects resulting from the problem.</i>		
DISCUSSION:	FULLY CHARACTERIZE THE ISSUE. <i>Provide a complete description of the facts surrounding the issue. Include an example of the operational case that is the source of the issue. Note other affected agencies, legislation, policies, plans, and procedures if they have been identified.</i>		
(Optional) RECOMMENDATION:	DESCRIBE THE RECOMMENDED COURSE OF ACTION. <i>The referring DHS OE may provide a proposed solution or recommendation if analysis has been performed that indicates a potentially successful course of action.</i>		
(Optional) RECOMMENDED ACTION OFFICE:	FULLY CHARACTERIZE THE ISSUE. <i>The referring DHS OE may propose a recommended action agency to execute the recommendation or to lead the remediation effort. Advance coordination by the referring agency with the recommended agency is recommended.</i>		
IMPACT IF NOT REMEDIATED:	DESCRIBE THE IMPACT OF THIS ISSUE ON OPERATIONS IF NOT REMEDIATED. <i>Provide a brief description of the significant operational effects if the issue is not remediated.</i>		
JUSTIFICATION FOR REFERRAL:	EXPLAIN WHY THIS ISSUE IS BEING REFERRED TO THE SECRETARY'S RAMP. <i>Provide an explanation that addresses why the issue is critical, why the issue requires the attention of the Secretary, and the reason(s) why the referring agency cannot resolve the issue through other means.</i>		
CONTACTS:	WHO SHOULD BE CONTACTED FOR MORE INFORMATION ABOUT THIS ISSUE? <i>Provide a name, primary telephone number, and e-mail address for the following individuals: referring agency POC and persons involved in the identification and analysis of the issue prior to submission to the SEC RAMP.</i>		
THE FOLLOWING WILL BE COMPLETED BY THE DHS/I-STAFF			
I-STAFF REVIEW:	<input type="checkbox"/> ACCEPTED FOR ASSIGNMENT <input type="checkbox"/> RETURNED TO REFERRING OE		
ISSUE NUMBER:			
ASSIGNED TO: (DHS OE)	<i>(Organizational element Name, e.g. Immigration and Customs Enforcement)</i>		DATE ASSIGNED:
			<i>(mmm/dd/yyyy)</i>
PRIORITY ACTION?	<input type="checkbox"/> YES (IDENTIFY PRIORITIZER: <i>(Under Secretary or OE equivalent)</i>) <input type="checkbox"/> NO		DATE REMEDIATION ACTION PLAN DUE:
			<i>(mmm/dd/yyyy)</i>

Attachment B – SEC RAMP Remediation Action Plan Form

Classification DEPARTMENT OF HOMELAND SECURITY REMEDIATION ACTION PLAN				
THE FOLLOWING WILL BE COMPLETED BY THE ORGANIZATION ASSIGNED REMEDIATION RESPONSIBILITY				
ISSUE NUMBER:				
ISSUE STATEMENT:				
ISSUE REFERRAL DATE:				
DATE ASSIGNED TO (DHS OE):				
REMEDIATION STRATEGY:	OUTLINE ACTION PLAN FOR ADDRESSING AND REMEDIATING THE ASSIGNED ISSUE. INCLUDE INTERIM MILESTONES.			
REMEDIATION PARTNERS:	IDENTIFY OTHER ORGANIZATIONS/DHS OE THAT WILL REQUIRE INVOLVEMENT IN ACHIEVING REMEDIATION:			
REMEDIATION POC:	WHO ARE THE PRINCIPAL AND ALTERNATE POCs FOR ADDRESSING AND REMEDIATING THIS ISSUE?			
PROJECTED FINAL REMEDIATION DATE:		TIMES EXTENDED:		FINAL REMEDIATION DATE:
REMEDIATION RESULTS:	DESCRIBE COMPLETED REMEDIATION AND RESOLUTION <input type="checkbox"/> REQUEST ISSUES CLOSE-OUT			
THE FOLLOWING WILL BE COMPLETED BY THE DHS/I-STAFF				
I-STAFF REVIEW:	<input type="checkbox"/> ACCEPTED FOR RAPR REFERRAL <input type="checkbox"/> RETURNED TO ASSIGNED OE WITH JUSTIFICATION			
REMEDIATION ACTION PROGRESS REVIEW STATUS				
RAPR DECISION:	<input type="checkbox"/> REMEDIATION PROGRESS APPROVED <input type="checkbox"/> REMEDIATED -- ISSUE CLOSED-OUT I	DATE:		

SEC RAMP Remediation Action Plan Form (with embedded directions)

_____ (For Official Use Only is the minimum recommended classification) _____ Classification DEPARTMENT OF HOMELAND SECURITY REMEDIATION ACTION PLAN				
THE FOLLOWING WILL BE COMPLETED BY THE ORGANIZATION ASSIGNED REMEDIATION RESPONSIBILITY				
ISSUE NUMBER:	<i>(As stated on the associated REMEDIAL ACTION ISSUE REFERRAL form)</i>			
ISSUE STATEMENT:	<i>(As stated on the associated REMEDIAL ACTION ISSUE REFERRAL form)</i>			
ISSUE REFERRAL DATE:	<i>(As noted on the associated REMEDIAL ACTION ISSUE REFERRAL form)</i>			
DATE ASSIGNED TO (ORGANIZATIONAL ELEMENT):	<i>(As noted on the associated REMEDIAL ACTION ISSUE REFERRAL form)</i>			
REMEDIATION STRATEGY:	OUTLINE ACTION PLAN FOR ADDRESSING AND REMEDIATING THE ASSIGNED ISSUE. INCLUDE INTERIM MILESTONES. <i>Describe the remediation strategy addressing the following information elements:</i> <ul style="list-style-type: none"> <i>Short description of anticipated actions</i> <i>Anticipated completion date</i> <i>Strategy Timeline and Milestones with measurable completion criteria</i> <i>Anticipated impediments to completion (e.g. budgetary limitations, training requirements, pending legislation, etc.)</i>			
REMEDIATION PARTNERS:	IDENTIFY OTHER ORGANIZATIONS/DHS ORGANIZATIONAL ELEMENTS THAT WILL REQUIRE INVOLVEMENT IN ACHIEVING REMEDIATION: <i>Provide organizational element names, e.g. United States Coast Guard) or external agency names, e.g. United States Environmental Protection Agency or State of California, Department of Public Health</i>			
REMEDIATION POC:	WHO ARE THE PRINCIPAL AND ALTERNATE POCs FOR ADDRESSING AND REMEDIATING THIS ISSUE? <i>Provide a name, primary telephone number, and e-mail address for the following individuals: remediation agency POC and an alternate POC.</i>			
PROJECTED FINAL REMEDIATION DATE:	<i>(mmm/dd/yyyy)</i>	TIMES EXTENDED:	<i>(1, 2, 3, etc.)</i>	FINAL REMEDIATION DATE: <i>(mmm/dd/yyyy)</i>
REMEDIATION RESULTS:	DESCRIBE COMPLETED REMEDIATION AND RESOLUTION <i>Provide remediation results addressing the following information elements as indicated:</i> Remediation is not complete: <ul style="list-style-type: none"> <i>A near-term implementation plan addressing measures taken to immediately mitigate the effect of the issue on current or future operations</i> <i>Description of status of the remediation strategy, i.e. achievement of intermediate milestones, impact of anticipated or unanticipated impediments</i> Remediation is complete: <ul style="list-style-type: none"> <i>The date that remediation was completed</i> <i>How the issue was remediated</i> <i>A long-term implementation plan addressing future funding, training, staffing, or material sustainment measures</i> <i>Description of how the remediation measures were validated (e.g. exercise or practical application of the remediation measures)</i> <input type="checkbox"/> REQUEST ISSUES CLOSE-OUT			
THE FOLLOWING WILL BE COMPLETED BY THE DHS/I-STAFF				
I-STAFF REVIEW:	<input type="checkbox"/> ACCEPTED FOR RAPR REFERRAL <input type="checkbox"/> RETURNED TO ASSIGNED OE WITH JUSTIFICATION			
REMEDIATION ACTION PROGRESS REVIEW STATUS				
RAPR DECISION:	<input type="checkbox"/> REMEDIATION PROGRESS APPROVED <input type="checkbox"/> REMEDIATED -- ISSUE CLOSED-OUT I		DATE:	<i>(mmm/dd/yyyy)</i>

Attachment C – Secretary’s After Action Report Format

Executive Summary

1.0 Introduction

1.1 Background

1.2 Exercise objectives and outcomes (Exercise or Training Events only)

1.3 Summary of exercise structure (Exercise or Training Events only)

2.0 Actionable Issues and Recommended Courses of Action

Attach a separate completed and coordinated Remedial Action Issue Referral Form for each identified and validated issue.

3.0 Best Practices and Lessons Learned (Optional)

Attachment D – Quick Look Report Format

1.0 Introduction

1.1 Background

1.2 Exercise objectives and outcomes (Exercise or Training Events only)

1.3 Summary of exercise structure (Exercise or Training Events only)

2.0 Emerging Issues

Note: No Remedial Action Issue Referral Forms will be attached to the Quick Look Report.