

DEPARTMENT REPORTING REQUIREMENTS

I. Purpose

This Directive establishes the Department Reporting Requirements to enhance information sharing and situational awareness regarding threats, incidents, and operations and associated capabilities for Department of Homeland Security (DHS) senior leadership. This Directive sets forth requirements and policies for Components and Joint Task Forces (JTFs) to provide senior DHS leadership, and homeland security partners, with time-sensitive information, including but not limited to: suspicious activities and emerging threats, incidents and events, operations and capabilities, and personnel and facilities, affecting the Department or the homeland security enterprise.

II. Scope

This Directive applies to all DHS Components (Operational and Support) and JTFs.

Nothing in this Directive requires, or should be interpreted as requiring, the violation of statute, presidential order, directive, delegation, regulation, or policy.

III. Authorities

- A. Homeland Security Act of 2002, as amended
- B. DHS Delegation No. 21000, "Delegation to the Director of the Office of Operations Coordination and Planning," (May 29, 2012)
- C. DHS Directive 252-01, "Organization of the Department of Homeland Security" (March 3, 2009)

IV. Responsibilities

- A. **Director, Office of Operations Coordination (OPS)** in coordination with, and without preempting the authorities of applicable Component(s):
 - 1. Implements and maintains the Department Reporting Requirements, consisting of policies, procedures, processes, and requirements;

2. Coordinates and promulgates Department-wide guidance for Department Reporting Requirements; and
3. Advises the Secretary of Homeland Security concerning the Department Reporting Requirements and directs necessary modifications.

B. **DHS Component heads and JTF Directors:**

1. Comply with the Department Reporting Requirements Directive and supporting instructions.
2. Issue applicable reporting guidance based on requirements for a specific mission/geographic area of responsibility; and
3. Coordinate supporting guidance with the impacted Components and JTFs for concurrence.

V. Policy and Procedures

A. **Policy.** Components and JTFs comply with reporting requirements , including policies, procedures, and processes, further defined in a supporting instruction for reporting on operations and associated capabilities, personnel and facilities, and threats to the homeland. For the purpose of enhancing the situational awareness of senior Department leadership, and consistent with any applicable department guidance, Components and JTFs provide timely, accurate, and relevant information:

1. Requested by the Office of the Secretary;
2. On DHS actions that may result, or have resulted, in White House, Congressional, or media attention;
3. On DHS actions that are heroic, life-threatening, or involve the use of lethal force;
4. On incidents/events that threaten, or may threaten, the homeland;
or
5. On actions, incidents, or events that affect or highlight the mission, operations, or functional status of Components or JTFs.

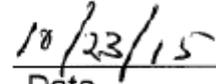
B. **Procedures.** Detailed requirements, including definitions, responsibilities, content, and procedures for implementing the Department Reporting Requirements are detailed in a supporting DHS Instruction.

VI. Questions

Address questions concerning this Directive to the Office of Operations Coordination.



Russell C. Deyo
Under Secretary for Management



Date