

DEPARTMENT EXECUTIVE AGENTS

I. Purpose

This Directive establishes DHS policy and responsibilities in authorizing an Executive Agent. An Executive Agent (EA) is a DHS official designated by the Under Secretary for Management, assigned specific duties and authorities to develop departmental policies and operational requirements in coordination with DHS operational stakeholders, provide defined levels of support for operational missions, program management, or administrative requirements, or fulfill other designated duties that involve two or more DHS Components. Additional roles and functions, as specific to the responsibilities being levied, are prescribed at the time of the assignment.

II. Scope

This Directive applies throughout DHS.

III. Authorities

- A. Title 6, United States Code, Section 112, "Secretary; Functions"
- B. DHS Delegation 00002, "Delegation to the Under Secretary of Management"

IV. Responsibilities

- A. The **Under Secretary for Management**.
 - 1. Issues guidelines, as appropriate, to define further the policies, responsibilities and functions, and authorities contained in this Directive.
 - 2. Appoints Executive Agents with defined duties, reporting responsibilities, and periods of performance.
 - 3. Ensures a roster of Executive Agent designations is retained.

4. Ensures that budget submissions, including requirements supporting Executive Agent assignments and associated arrangements, are included into the DHS Planning, Programming, and Budgeting Execution process.

B. The **Under Secretary, Office of Strategy, Policy, and Plans** considers requests for Executive Agents and provides input on such to the Under Secretary for Management prior to appointment.

C. The **DHS Executive Agents**:

1. Ensure proper coordination with the DHS Components for the responsibilities and activities assigned to provide continuous and sustainable support as required.

2. Develop departmental operational requirements in coordination with DHS operational stakeholders.

3. Identify requirements and resources, including force structure to the extent permitted by law, necessary to execute assigned responsibilities and functions.

4. Monitor resources used in performing assigned responsibilities and functions.

5. Develop, maintain, and report performance results of Executive Agent responsibilities and functions, as may be required by law, the Under Secretary for Management, Office of Management and Budget, Congressional, or other requirements.

6. Obtain reports and information, as necessary, to execute Executive Agent responsibilities, functions, and authorities.

7. Establish, maintain, and preserve information as records, which document the transaction of business and mission of the Executive Agent as required by DHS Directive 141-01, "Records and Information Management."

8. Report to the Component or organizational office specified in the Executive Agent's assignment instructions.

9. Designate a point of contact, within any of the responsible organizational offices or Components, to coordinate matters regarding the establishment, identification, and evaluation of Executive Agent support arrangements.

D. The ***DHS Components Heads***, when receiving DHS Executive Agent support:

1. Ensure component support is provided as necessary to the Executive Agent.
2. Designate a point of contact to coordinate component matters with the Executive Agent.

E. The ***General Counsel*** provides legal counsel and advice on DHS issuances that assign or modify DHS Executive Agent designations.

V. Policy and Requirements

A. DHS Executive Agent designations are conferred when:

1. No existing means to accomplish an objective exists;
2. DHS resources need to be focused on a specific area or areas of responsibility in order to minimize duplication or redundancy; or
3. Such designation is required by law, Executive Order, or U.S. Government-wide regulation.

B. The nature and scope of the Executive Agent's duties (e.g., responsibilities and functions) and authorities remain in effect until revoked, superseded, or period of performance identified upon appointment has concluded.

C. Within the scope of assigned duties, the Executive Agent's responsibilities and functions may take precedence over the authority of other DHS Component officials performing related or collateral joint or multi-Component support responsibilities and functions. The scope of authority will be defined when the Executive Agent is appointed by the Under Secretary for Management.

D. Executive Agent's arrangements are structured in a manner permitting the effective and efficient accomplishment of assigned responsibilities, functions, and authorities.

VI. Questions

Address any concerns regarding this Directive to the Office of the Under Secretary for Management.



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Date