

Issue Date: 2/20/2017

OFFICE OF PROGRAM ACCOUNTABILITY AND RISK MANAGEMENT DIRECTIVE

I. Purpose

This Directive establishes the Department of Homeland Security's (DHS) strategic governance for the Department's Office of Program Accountability and Risk Management (PARM) activities, including the related authorities and responsibilities of the Under Secretary for Management (USM); Chief Acquisition Officer (CAO); Executive Director, PARM (ED PARM); Deputy Executive Director, PARM (DED PARM); and Management Directorate (MGMT) Component Acquisition Executive (CAE). It applies the concept of functional integration and reinforces DHS's commitment to a unified Department in both mission accomplishment and support systems performance with a centralized acquisition authority.

II. Scope

This Directive applies throughout DHS, with the exception of the Office of Inspector General. This Directive supersedes all previous CAE designations within the MGMT Directorate.

Nothing in this Directive impedes the statutory authorities of the CAO, Senior Procurement Executive, Chief Financial Officer (CFO), Chief Information Officer (CIO), and/or other Acquisition Review Board (ARB) members.

III. Authorities

- A. Title 6, United States Code (U.S.C.), Section 341, "Under Secretary for Management"
- B. Title 41, U.S.C., Section 131, "Acquisition"
- C. Title 41, U.S.C., Section 1702, "Chief Acquisition Officers and senior procurement executives"
- D. DHS Delegation 00002, Delegation to the Under Secretary for Management

- E. DHS Delegation 00701, Delegation to the Chief Acquisition Officer
- F. DHS Delegation 0702 or successor, Delegation to the Senior Procurement Executive
- G. DHS Delegation 0704, Delegation to the Executive Director, Office of Program Accountability and Risk Management
- H. Office of Management and Budget Circular A-130, "Managing Information as a Strategic Resource"

IV. Responsibilities

A. The **USM** is the DHS **CAO**, and is responsible for the management, administration and oversight of the Department's acquisition function according to 41 U.S.C. § 1702. The authorities, accountability, and responsibilities vested in the USM and CAO are further delineated in DHS Delegation 00701, Delegation to the Chief Acquisition Officer; DHS Delegation 00002, Delegation to the Under Secretary for Management; Directive 102-01, Acquisition Management Directive; and Directive 252-07, Revision 01, Procurement Line of Business Integration and Management.

B. The ***DHS Line of Business Chiefs (LOB Chiefs)*** are responsible and accountable for adhering to the Department's Acquisition Management Directive 102-01, and its implementing instructions and procedures and for recognizing their shared, related, and interdependent responsibility to collaborate and deliver effective and efficient capabilities throughout the Department to meet mission requirements. Their responsibilities and authorities are established according to applicable law, delegation letters, and Department policy. These LOB Chiefs include: the CFO; the CIO; the Chief Human Capital Officer; the Chief Procurement Officer; the Chief Readiness Support Officer; and the Chief Security Officer.

C. The **ED PARM** reports directly to the USM, as the CAO, and exercises leadership and authority, to the extent delegated, over the acquisition lifecycle management and acquisition program management functions as defined in this Directive. The authorities, accountability, and responsibilities vested in the ED PARM are further delineated in DHS Delegation 0704, DHS Delegation to the Executive Director, Office of Program Accountability and Risk Management, and Directive 102-01, Acquisition Management Directive. Principal authorities and responsibilities include:

1. Serving as the executive agent for acquisition program governance, oversight and decision support to the Secretary, Deputy Secretary, USM, CAO, ARB, and other agency officials;

2. Defining, developing, and maintaining agency-wide acquisition lifecycle management and acquisition program management policy, procedures, guidance, and processes (regardless of the funding source or type);
3. Overseeing and monitoring the CAEs and their program management structures; providing input to the Component Head and recommendations to the CAO on the nomination and designation of CAEs; and in coordination with the CAEs, conducting staffing assessments to identify CAE office and program staffing gaps and mitigation strategies;
4. Establishing guidelines for acquisition program oversight and governance to include portfolio review requirements for Level 3 acquisition programs, and acquisition program reporting standards;
5. Supporting CAEs with policy creation, process establishment and governance of non-major acquisition programs, when requested;
6. Advising the Department Acquisition Career Manager on certification and training standards for acquisition program management disciplines;
7. Providing acquisition program management support and subject matter expertise in program management, systems engineering, and lifecycle logistics;
8. Establishing standards for, and through relevant agency officials, the planning and execution of acquisition program health assessments and other acquisition performance measurements;
9. In coordination with the CFO, CAEs, and program offices, develop, review, and submit the annual Comprehensive Acquisition Status Report and its quarterly updates;
10. In coordination with the CIO, develop and manage the Department's acquisition program management and investment source system(s) [currently the Investment Evaluation, Submission, & Tracking System];
11. Maintaining the department's Master Acquisition Oversight List; and
12. Serving as the Co-Chair of the Test and Evaluation Council.

D. The **Deputy ED PARM (DED PARM)** is designated as the **MGMT CAE**. The DED PARM assists and advises the ED PARM in exercising leadership and authority, to the extent delegated, over the acquisition lifecycle management and acquisition program management functions as defined in this Directive. Principal authorities and responsibilities include:

1. Defining, developing, and maintaining acquisition lifecycle management and acquisition program management policy, procedures, guidance, and processes for all MGMT Level 3 acquisition activities (regardless of the funding source or type).

E. The **Component Heads** are responsible and accountable for:

1. Adhering to the Department's Directive 102-01, Acquisition Management Directive and its implementing instructions;
2. Recognizing their shared, related, and interdependent responsibility to collaborate and deliver effective and efficient capabilities throughout the Department in meeting mission requirements; and
3. Nominating the CAE, in consideration of input from the ED PARM; and including the ED PARM or DED PARM on the hiring panel for any new CAE hiring or nomination.

F. The **MGMT CAE** is the CAO's senior acquisition official for MGMT Level 3 acquisition programs and is responsible for implementation, management, and oversight of MGMT's acquisition lifecycle management processes, and as appropriate, coordinating those processes with the MGMT LOBs (or as delegated). The MGMT CAE's responsibilities are as described in Directive 102-01, Acquisition Management Directive and its implementing Instructions. Additionally, the CAE is responsible for:

1. Chairing the MGMT ARB (MARB) and authorizing the progress of MGMT Level 3 acquisition programs through the acquisition lifecycle;
2. Documenting MARB decisions in acquisition decision memoranda (ADMs);
3. In coordination with the CIO, ensuring acquisition programs are reporting in the Department's source system(s) based on the standard set forth by the ED PARM;
4. Certifying information in the Department's source system(s), at least twice annually, on a timeline defined by the ED PARM; and

5. Providing an annual briefing to the ED PARM and, as required, to Congress, regarding MGMT Level 3 acquisition programs and governance activities based on the standard set by the ED PARM.

V. Policy and Requirements

- A. The ED PARM is the DHS executive agent for acquisition management who oversees, defines, measures and directs the participation in Department-wide acquisition lifecycle management and acquisition program management activities, in coordination with the ARB members;
- B. The ED PARM, supported by the DHS LOB Chiefs, assists the CAO in achieving functional integration throughout the Department and is responsible for managing and evaluating the DHS-wide acquisition lifecycle management and acquisition program management functions;
- C. Component Heads, CAEs, and Component LOB Chiefs share accountability with the ED PARM for successful planning and implementation of acquisition lifecycle management and acquisition program management functional integration;
- D. The DED PARM, as MGMT CAE, in consultation with the DHS LOB Chiefs (or as delegated), manages and oversees the MGMT Level 3 and delegated Level 2 acquisition programs; and
- E. The DED PARM, as MGMT CAE, in coordination with the DHS LOB Chiefs (or as delegated), provides oversight of Level 1 and 2 MGMT acquisition programs and provides CAE approval of the associated acquisition documentation.

VI. Questions

Address any questions or concerns regarding this Directive to PARM.



Chip Fulghum
Acting Under Secretary for Management

2/20/17

Date