

Department of Homeland Security
DHS Directives System
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INTEGRATED PRODUCT TEAMS FOR RESEARCH AND DEVELOPMENT COORDINATION

I. Purpose

This Directive establishes the policy and framework for using Integrated Product Teams (IPTs) to coordinate Research and Development (R&D)¹ activities conducted or funded by the Department, including any of its Components.

II. Scope

This Directive applies throughout the Department of Homeland Security (DHS), with the exception of the Office of Inspector General.

III. Authorities

- A. 6 United States Code (U.S.C.) §182(12)
- B. 6 U.S.C. §186(b)
- C. 6 U.S.C. § 592
- D. Delegation to the Under Secretary for Science and Technology, DHS Delegation 10001 Revision 01, April 28, 2014
- E. Delegation to the Director of the Domestic Nuclear Detection Office, DHS Delegation 18000, January 31, 2006
- F. Memorandum for Component Heads, Establishment of Integrated Product Teams, August 25, 2015

¹ See Delegation to the Under Secretary for Science and Technology Annex A, DHS Delegation 10001 Revision 1, April 28, 2014, for definition of "Research and Development".

G. Memorandum for DHS Leadership, Strengthening Departmental Unity of Effort, April 22, 2014

IV. Responsibilities

A. The **Under Secretary for Science and Technology (USST) or designee** is responsible for the following:

1. Establishing IPTs and leading the overall IPT effort to coordinate R&D activities across the mission areas of the Department;
2. Chairing and coordinating the objectives of the DHS S&T Research Council (SRC), as described in Section V of this Directive;
3. In conjunction with the DHS Chief Financial Officer (CFO), developing guidance for the Components on identifying and reporting R&D spending data;
4. Reporting to the Deputy Secretary and the Secretary of Homeland Security on the status of DHS R&D activities and related spending, based on inputs from the DHS CFO and the SRC; and
5. In conjunction with the SRC, developing and maintaining guidance on the DHS IPT Process described in Section V of this Directive.

B. The **Component Heads** (including DHS Headquarters offices) are responsible for the following:

1. Identifying and reporting R&D activities in progress, funded, planned, and/or recently completed in their respective organizations, in accordance with Section V of this Directive;
2. Designating and empowering senior members of their staff (Senior Executive Service (SES) and Flag) to serve as leads of relevant IPTs, as requested by the USST;
3. Designating staff to support the DHS IPT Process, as needed; and
4. Reviewing and implementing SRC recommendations.

C. The **DHS CFO** is responsible for the following:

1. Evaluating financial data reported by the SRC as part of the annual DHS budget process to identify R&D activities in DHS;

2. In conjunction with the USST or designee and in consultation with the SRC, developing guidance for the Components on identifying and reporting R&D financial data; and
 3. Designating staff to support the DHS IPT Process, as needed.
- D. The **DHS SRC** is responsible for the following:
1. Coordinating R&D activities in accordance with the DHS IPT Process;
 2. In conjunction with the USST, developing and maintaining the DHS IPT Process guidance;
 3. Reviewing and validating or re-designating IPT-prioritized gaps and corresponding R&D efforts, and recommending additional R&D investments as needed; and
 4. Reporting to the Deputy Secretary and Secretary of Homeland Security, all ongoing DHS R&D activities and recommended R&D efforts to address high-priority gaps across the mission areas of the Department.
- E. The **Technical Advisory Board**² is responsible for the following:
1. Functioning as an advisory body in support of the SRC; and
 2. Providing expert policy, resource planning, legal, and budgetary review and advice on SRC recommendations and draft products.
- F. The **DHS Joint Requirements Council (JRC)** manages the Department's requirements generation process and is responsible for the following:
1. Informing the IPT Process with pertinent operational capability gaps identified from execution of the Joint Requirements Integration and Management System;
 2. Designating and empowering a senior member of the JRC (SES and Flag) to serve on the SRC;
 3. Designating staff to support the DHS IPT Process, as needed; and
 4. Reviewing and providing feedback on draft products from the SRC.

² See TAB Charter, January 2016/Policy/maintained by IPT Operations

V. Requirements

A. To coordinate R&D activities across the Department, the DHS IPT Process is established. The IPT Process consists of three major activities: (1) Identify; (2) Prioritize; and (3) Validate and Report.

1. **Identify:** Through the IPTs, DHS components identify R&D activities in progress, funded, planned, and/or recently completed in their respective mission areas, as well as any resulting technological capability gaps.
2. **Prioritize:** The IPTs prioritize technological capability gaps and corresponding R&D efforts to address those gaps.
3. **Validate and Report:** The SRC reviews all inputs from the IPTs and validates or re-designates priority technological capability gaps and corresponding R&D efforts. The SRC then compiles the results for review by the USST and JRC and ultimate delivery to the Deputy Secretary and Secretary of Homeland Security.

B. The SRC coordinates R&D activities conducted or funded by the Department. Objectives for the SRC include the following:

1. Identify and recommend ways to mitigate duplication and/or overlap of DHS R&D efforts;
2. Leverage, where appropriate, planned, current, or completed R&D activities; and
3. Coordinate future R&D efforts and investments to address DHS priority missions.

VI. Questions

Questions or concerns regarding this Directive may be sent to the Science & Technology Executive Secretary.



Chip Fulghum
Deputy Under Secretary for Management and
Chief Financial Officer

1/19/2017

Date