

DHS LEADERSHIP FORUMS

I. Purpose

This Directive details the Department of Homeland Security (DHS) policy, responsibilities and requirements, captured in DHS Secretary guidance regarding senior leadership forums, specifically the Senior Leaders Council (SLC) and the Deputy's Management Action Group (DMAG).

II. Scope

This Directive applies throughout DHS.

III. Authorities

- A. Homeland Security Act of 2002, P.L. 107–296, November 25, 2002
- B. Title 6 United States Code § 112 “Secretary functions”
- C. “Strengthening Departmental Unity of Effort” Memorandum, April 22, 2014
- D. DHS Delegation 0100.2 “Delegation to Deputy Secretary”

IV. Responsibilities

In accordance with the April 22, 2014 “Strengthening Departmental Unity of Effort” memorandum, the chairpersons of the SLC and DMAG are as follows:

- A. The **Secretary of Homeland Security** is the chairperson of the SLC.
- B. The **Deputy Secretary of Homeland Security** is the chairperson of the DMAG.
- C. The **Leadership Forum membership**
 - 1. For the **SLC**:
 - a. Meets twice monthly, or at the discretion of the Secretary to address issues and priorities at the highest level. The SLC

provides advice and recommendations to the Secretary on issues of overall policy, strategy, operations, and Departmental guidance.

b. Membership consists of the Secretary (Chairperson), Deputy Secretary, DHS Chief of Staff (COS), Support Components Heads, and Operational Components Heads. The Deputy may attend the SLC in the Component Heads absence. Additional offices and staff may be assigned as required at the discretion of the Secretary.

c. Subject matter experts may attend a SLC meeting if approved in advance by the SLC Executive Agent, in consultation with the DHS COS.

2. For the **DMAG**:

a. Meets twice monthly or at the discretion of the Deputy Secretary.

b. Discusses and provides recommendations to the Deputy Secretary regarding emerging issues, including specific initiatives in Departmental strategy, joint requirements development, program and budget review, acquisition reform, operational planning, and joint operations.

c. Membership varies at the discretion of the Deputy Secretary (Chairperson) and unless otherwise noted consists of the DHS COS, DHS Under Secretaries, Operational Component Deputies and Select Support Component Deputies and the DHS Chief Financial Officer. Exceptions to this rule are approved in advance by the DMAG Executive Agent, in consultation with the DHS COS. The Under Secretary for Management will serve as alternate chairperson in the Deputy Secretary's absence.

d. Subject matter experts may attend a meeting if approved in advance by the DMAG Executive Agent, in consultation with the DHS COS.

D. **The SLC and DMAG Executive Agent**:

1. Manages all aspects of this Directive, as administered by the Unity of Effort Integration Office, DHS Office of Policy (PLCY).

2. Administers the leadership forums on behalf of the Secretary and Deputy Secretary.

3. Manages the meeting agenda, in coordination with forum members and balances the topics, timing, and tempo of issues considered by

designated subordinate DHS governance bodies (e.g. Strategy and Policy Executive Steering Council, Joint Requirements Council, etc.) under the oversight of the SLC and DMAG.

4. Provides administrative support for SLC and DMAG meetings, manages correspondence and read-ahead material, monitors attendance, and ensures appropriateness of briefings for a senior-level audience.

V. Policy and Requirements

A. Policy

1. The SLC provides advice and recommendations to the Secretary on issues of overall policy, strategy, operations, and Departmental guidance.

2. The DMAG discusses and decides on emerging issues, including specific initiatives in Departmental strategy, joint requirements development, program and budget review, acquisition reform, operational planning, and joint operations.

3. The SLC and DMAG facilitate unity of effort; effective support to Components; the efficient and effective development, coordination, and implementation of DHS policies and programs; and the timely sharing of information on matters of mutual interest.

4. The management and oversight of DHS Component activities are conducted in a transparent and collaborative manner.

5. Members of the SLC and DMAG are expected to express their views openly and in an environment of non-attribution.

B. Requirements

1. Agendas for the SLC and DMAG meetings are announced by the Executive Agent in consultation with the Secretary and Deputy Secretary, or as determined by the Secretary and Deputy Secretary.

2. SLC and DMAG members may propose agenda items. Chairs of designated subordinate governance bodies also may present agenda items, after proposing and vetting these agenda items through their respective subordinate governance bodies. Vetting is conducted to promote transparency and to ensure proper sharing of issues and comprehensively analyzed options for DMAG consideration.

3. Read-ahead materials are due to the Executive Agent three (3) business days in advance of a SLC and DMAG meeting.
4. The Executive Agent ensures that read-ahead materials are submitted to the Secretary, Deputy Secretary, and members of the SLC and DMAG no less than two (2) business days prior to the SLC and DMAG meeting.
5. When SLC and DMAG meetings are rescheduled, SLC and DMAG members are directly notified in a timely manner. The broader SLC and DMAG support community has access to scheduling information via the internal DHS website, which is maintained by the SLC and DMAG Executive Agent.
6. The Executive Agent post meeting Summary of Conclusion, detailing guidance and decisions, from each DMAG and post them on the DMAG website.

VI. Questions

Address any questions or concerns regarding this Directive to the SLC and DMAG Executive Agent, Unity of Effort Integration Office, DHS PLCY.

RC Deyo

Russell C. Deyo

Under Secretary for Management

6/30/15

Date