

# JOINT REQUIREMENTS INTEGRATION AND MANAGEMENT SYSTEM

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## I. Purpose

This Directive provides the overall policy and structure for the establishment and execution of the Joint Requirements Integration and Management System (JRIMS) within the Department of Homeland Security (DHS). In addition, this Directive provides management procedures and responsibilities augmenting existing policies, regulations, and statutes.

## II. Scope

This Directive is applicable throughout DHS, with the exception of the Office of Inspector General. This Directive applies to all mission capabilities, requirements and capability analyses conducted by DHS Components or other Sponsors (see Section IV.F) that fall under DHS governance. This Directive is intended to complement DHS Directive 102-01, "Acquisition Management," its associated implementing instruction DHS Instruction Manual 102-01-001, "Acquisition Instruction Guidebook," and the JRIMS Manual. The terms used in this Directive are explained and/or defined in JRIMS Manual and/or the DHS Lexicon. Components retain the authority to set internal processes and procedures consistent with the intent of this Directive, as long as they comply with the development of suitable and acceptable capability documentation as outlined within this Directive and DHS Instruction Manual 107-01-001-01, "DHS Manual for the Operation of the JRIMS."

## III. Authorities

- A. Federal Information Technology Acquisition Reform Act (FITARA), Title 40, United States Code, Chapter 113, Subchapter II; December 19, 2014
- B. Secretary Johnson Memorandum for DHS Leadership, "Strengthening Departmental Unity of Effort," April 22, 2014
- C. Secretary Johnson Memorandum for DHS Leadership, "DHS Joint Requirements Council," June 26, 2014
- D. DHS Directive 071-01, "DHS Leadership Forums"
- E. DHS Directive 071-02, "The Joints Requirement Council"

F. Charter for the Department of Homeland Security Joint Requirements Council (JRC), November 13, 2014

## IV. Responsibilities

A. **Deputy's Management Action Group (DMAG):**

1. Provides direction and guidance to the JRC regarding capability validation, prioritization and management.
2. Reviews JRC validated capability gaps, needs and requirements; endorses and/or directs related follow-on JRC activities.

B. **Under Secretary for Management (USM):** Is the DHS Chief Acquisition Officer and provides personnel and analytic support to the JRC in support of the JRIMS through the Chief Financial Officer (CFO), Executive Director of the Office of Program Accountability and Risk Management (PARM), Chief Information Officer (CIO), and Chief Procurement Officer (CPO). See [Appendix A](#), for these responsibilities.

C. **Assistant Secretary, Office of Policy (PLCY):**

1. Provides Department-level strategy, policy and guidance which form the basis of Sponsors' mission analysis. Requirements presented in resulting documentation must be traceable to this guidance.
2. Collaborates with the JRC in executing the Department's Joint Assessment of Requirements (JAR) process.

D. **DHS Joint Requirements Council (JRC):**

1. Governs JRIMS execution and provides the DMAG & Acquisition Review Board with materiel and non-materiel recommendations.
2. Charters the Portfolio Teams (PT) to exercise oversight of designated areas. This oversight includes mandating joint development of JRIMS documents when appropriate as well as advising on the prioritization of requirements.

E. **Under Secretary for Science and Technology:** Provides analytic support to the JRC PTs in order to identify technology capability gaps and high-level materiel and non-materiel courses of action for addressing them.

F. The **Sponsors**:

1. Any DHS Component that submits capability documentation into JRIMS and supports it through the entire acquisition lifecycle.
2. May change based on the role(s) assigned to the specific organization.
3. Advocates for the required capability throughout the entire acquisition life cycle.

## V. Policy and Requirements

A. **Policy**:

1. **JRIMS Overview**. JRIMS ensures traceability between the Department's strategic objectives and the capability investments (both non-materiel and materiel). JRIMS enhances DHS executive decision-making by ensuring all capability needs are appropriately validated and capabilities are prioritized. Validation helps to assess traceability and feasibility, and ensures all capability needs and requirements and recommended courses of action are cost-informed.

a. **Capability Requirement Identification and Document Generation**. Sponsors execute mission analyses, with guidance from the JRC, in order to identify capability gaps, overlaps, and redundancies; and to develop initial materiel and non-materiel courses of action for mitigating them. Sponsors are responsible for submitting all capability documents required by JRIMS.

b. **Document Coordination and Review**. The JRC conducts an initial review of capability document for compliance with the JRIMS Instruction Manual 107-01-001-01. Then JRC Analysis Staff assigns the document an appropriate joint designation and determines a lead PT for review and coordination. The lead PT coordinates the document with appropriate stakeholders; ensures comments are adjudicated and the document is revised; and returns it to the Director, JRC for validation.

c. **Management**. The JRC establishes cross-portfolio prioritization criteria (e.g., benefit, risk, cost, etc.) and applies them to discrete sets of capability needs and courses of action. The JRC periodically reviews the status and continued relevance of implementation activities and recommends corrective measures as appropriate.

2. JRIMS Execution.

- a. JRC Chairperson. The JRC Chairperson rotates annually among the Operational Components<sup>1</sup>. The Chairperson ensures the JRC adheres to DHS and JRIMS operating procedures and that JRC decisions are supported by appropriate analytic rigor.
- b. JRC Members. Prioritize joint requirements and work with PTs to ensure requirements are well documented and valid based on existing Departmental priorities. Scrutinize opportunities to reduce capability fragmentation, overlap, and redundancy where appropriate.
- c. Director, JRC. Directs the activities of the Gatekeeper and JRC's staff in executing JRIMS activities in support of the JRC.
- d. JRIMS Gatekeeper. Screens each capability document submitted by Sponsors for compliance with JRIMS templates and standards.
- e. JRC Analysis Staff.
  - (1) Assigns Joint designation to compliant capability documentation (including Urgent Operational Need [UON] documents) and assigns them to appropriate PTs.
  - (2) Recommends validation of capability needs, requirements and courses of action presented in capability documentation.
  - (3) Provides JRIMS training and education.
- f. Portfolio Teams (PT). Serve as the JRC's strategic integrators for their functionally-aligned areas.
  - (1) Advise Sponsors during execution of their requirements analysis, coordinates the capability documentation process, and identifies additional instances of capability fragmentation, overlaps, or redundancies not initially identified by the Sponsor.

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<sup>1</sup> DHS Operational Components. Components with specific centralized program responsibility for directly achieving one or more of the Department's mission activities. Operational Components generally have authority over their own finance, human resources, information technology, procurement, and security programs. The Operational Components are: U.S. Citizenship and Immigration Services (USCIS), U.S. Coast Guard (USCG), U.S. Customs and Border Protection (CBP), Federal Emergency Management Agency (FEMA), U.S. Immigration and Customs Enforcement (ICE), U.S. Secret Service (USSS) and Transportation Security Administration (TSA). (DHS Lexicon 2014)

(2) Manage functional area priorities to inform JRC recommendations, and provide independent and objective validation and prioritization recommendations to the Director, JRC, based on subject matter expertise.

g. JRC Program Management Office (PMO). Maintains the JRIMS calendar and tracks capability documentation status within the Knowledge Management/Decision Support (KM/DS) tool for the JRC Director.

B. **Requirements:**

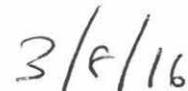
1. Sponsors – Ensure submission of compliant capability documentation.
2. JRC Analysis Staff – Develop and maintain an associated JRIMS Manual to provide detailed guidance on the execution of JRIMS within the Department. Periodically assesses the JRIMS process and procedures to ensure continued relevancy.
3. JRC – Leads the annual DHS Joint Assessment of Requirements (JAR) process that integrates input from the JRC, CFO, CIO, PARM, Office of Policy (PLCY), and other relevant offices to prioritize emerging requirements and existing program requirements. The prioritization recommendations from this process are provided to the DMAG for consideration in PPBE decision-making. As part of this process, the JRC Portfolio Teams conduct, and provide for JRC Member consideration, an annual assessment of current and projected select acquisition programs to ensure their associated requirements are valid and that the existing or planned acquisition program outputs meet the needs identified in the validated requirements.
4. The JRC consults DHS oversight and other relevant offices on applicable matters, as required.

## VI. Questions

Address any questions or concerns regarding this Directive to the JRC Director.



Russell C. Deyo  
Under Secretary for Management



Date

**Under Secretary for Management (USM)**: Is the DHS Chief Acquisition Officer (CAO) and provides personnel and analytic support to the JRC in support of the JRIMS through the following officials:

A. **Chief Financial Officer (CFO)**:

1. Advises the JRC regarding the integration of the DHS Planning, Programming, Budgeting and Execution (PPBE) system, as outlined in Directive 101-01, "PPBE," and its impact on aspects of JRIMS.
2. Assists the JRC in making cost-informed recommendations on proposed capability development courses of action forwarded from the JRC to the DMAG for endorsement.

B. **Executive Director, Office of Program Accountability and Risk Management (PARM)**:

1. Advises the JRC regarding integration with DHS Acquisition Management, as outlined in Directive 102-01, Acquisition Management Directive, and its impact on aspects of JRIMS.
2. Assists the JRC in making acquisition informed recommendations on proposed courses of action forwarded from the JRC to the DMAG for endorsement.

C. **Chief Information Officer (CIO)**:

1. Advises the JRC regarding the DHS Information Technology (IT) Strategic Plan and the associated acquisition and budgeting of DHS IT resources as related to capability needs and capability development courses of action reviewed within JRIMS.
2. Advises the JRC on opportunities for reducing capability redundancy, overlap, and fragmentation among IT systems and solutions.
3. Informs the JRC in making IT capability recommendations on proposed courses of action.
4. Collaborates with the JRC, as appropriate, in executing responsibilities related to the Department's Joint Assessment of Requirements (JAR) process, see V.B.3.

Appendix A: Additional Responsibilities for the CFO, PARM, CIO, and CPO

D. **Chief Procurement Officer (CPO)**: Assists in the development of training with the JRC and makes available through the Homeland Security Acquisition Institute (HSAI) appropriate training packages to support JRC Analysis' execution and sustainment of the JRIMS and in support of DHS requirements management certification.