

OFFICE OF THE CHIEF READINESS SUPPORT OFFICER PROGRAM MANAGEMENT REVIEWS

I. Purpose

As part of ongoing efforts across DHS to strengthen management functions, this Directive establishes unified policy, responsibilities, and requirements regarding the Office of the Chief Readiness Support Officer (OCRSO) Program Management Reviews (PMR). The PMR is to:

- A. Evaluate real property, personal property, fleet, asset management, logistics, energy management, sustainability, environmental management and planning, and historic preservation programs;
- B. Provide assurance the above programs are managed properly; and
- C. Ensure corrective actions are taken as necessary.

II. Scope

This Directive applies throughout the Department, in particular to all Components involved in the leading, governing, integrating, managing, and/or capital planning of real property, personal property, fleet, assets, logistics, energy, sustainability, environmental programs, and historic preservation.

III. Authorities

- A. Title 6, United States Code (U.S.C.), Section 112, "Secretary; functions"
- B. Title 6 U.S.C. Subchapter VII ("Management")
- C. Executive Order 13693, "Planning for Federal Sustainability in the Next Decade"
- D. Office of Management and Budget Circular A-123, "Management's Responsibility for Enterprise Risk Management and Internal Control"

- E. DHS Delegation 00002, "Delegation to the Under Secretary for Management"
- F. DHS Delegation 00500, "Delegation to the Chief Readiness Support Officer"
- G. DHS Delegation 00501, "Delegation for Environmental Management, Energy Management, and Environmental Planning and Historic Preservation"
- H. DHS Directive 119-01, "Mail Management Program"
- I. DHS Directive 119-02, "Real Property Management Program"
- J. DHS Directive 119-03, "Personal Property Management Program"
- K. DHS Directive 119-06, "Motor Vehicle Fleet Management Program"
- L. DHS Directive 252-04, "Readiness Support Business Integration Management"

IV. Responsibilities

- A. The ***Chief Readiness Support Officer (CRSO)*** maintains the authority and oversight of real property, personal property, vehicle fleets, asset management, logistics, energy management, sustainability, environmental management and planning, and historic preservation programs; and in collaboration with Component Heads, ensures the efficient and effective use of these resources throughout the Department.
- B. The ***Executive Program Officers (EPO)*** are the senior executives within OCRSO charged with oversight of the program area(s) under the PMR, including Assets and Logistics, Sustainability and Environmental Programs, and Facilities and Operational Support. The EPOs:
 - 1. Have full responsibility for PMR execution within their program areas and are responsible for developing procedures for such reviews to include but not limited to, scheduling, frequency, scope, slides templates, and after-action reporting;
 - 2. Establish the overall PMR schedule for functions under his or her oversight;
 - 3. Coordinates annually with the Component Chief Administrative Officer or equivalent on the frequency of PMRs;

4. Can elect to assign a PMR Coordinator for the program area under review;
5. Are responsible for scheduling the reviews, providing the template, and determining the scope of the reviews;
6. Schedule PMRs in consultation with Components at least 6 weeks in advance to allow sufficient time to prepare PMR presentations, schedule meeting venue, etc.;
7. Review documents prepared by Components, identifying challenges and/or weaknesses;
8. Document the results of PMRs and provide summary assessment in writing to the Senior Component Official(s) responsible for the program reviewed;
9. Oversee the development of PMR summary letters to Components/Program Office within 60 days, barring exigent circumstances; and
10. Are responsible for briefing the Readiness Support Council (includes Component Chief Administrative Officers or equivalents) annually on the results of the PMR including common issues and best practices.

C. **PMR Coordinator (if appointed)** ensures the planning and logistics prior to and following the PMR. The Coordinator works with Components on scheduling details, PMR content, and after-action reporting. PMR Coordinators exist within Assets and Logistics, Sustainability and Environmental Programs, and Facilities and Operational Support as well as any other areas designated by the CRSO.

D. **Component Heads** ensure the Senior Component Official(s) responsible for the oversight, direction and guidance of the program areas covered by OCRSO PMRs, or their designated representative(s), participate as requested in the PMR process.

E. **Senior Component Readiness Support Officials:**

1. Ensure appropriate subject matter experts – including representatives from the Component's real property, personal property, fleet, asset management, logistics, energy management, sustainability, environmental management and planning, and historic preservation programs – are present at the PMR and prepared to discuss specific issues outlined in the Component's PMR presentation; and

2. Provide EPO any responses or edits to the PMR summary letters within 10 business days of receipt unless otherwise agreed upon by EPO and Component.

V. Policy and Requirements

A. **Policy**: It is DHS policy to conduct periodic top-down management reviews of the Department's real property, personal property, fleet, asset management, logistics, energy management, sustainability, environmental management and planning, and historic preservation programs areas. The PMR is to serve as an information-sharing forum that facilitates an overall review and evaluation of program implementation and performance, and the identification of opportunities for continuous improvement. PMRs may be held for a given functional area such as a fleet, or a combination of functions such as energy management, sustainability, environmental compliance and environmental planning, and historic preservation.

B. **Requirements**: The following requirements are established for PMRs.

1. EPOs, in consultation with Components, establish PMR schedules and required content that are appropriate to the scope and pace of work being done in program areas.
2. The reviews provide a venue between OCRSO and the Components through which programmatic performance can be discussed and evaluated.
3. PMRs focus on reported performance for the specified period established by the EPO. Progress towards various goals and targets are also discussed.
4. Components provide completed slide presentations for the PMR to EPO for review no later than three workdays prior to meeting date.
5. EPOs provide Components with a PMR briefing template at least 6 weeks prior to the scheduled date via email to the EPO or designated individual. Components will identify any issue(s) not addressed or included in the template so it may be discussed during the PMR.
6. EPOs document the results of the PMR in a manner as determined by the EPO.

VI. Questions

Address any questions or concerns regarding this Directive to the [Office of the Chief Readiness Support Officer](#).



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Deputy Under Secretary for Management



Date