

# ORGANIZATION OF THE OFFICE OF PUBLIC AFFAIRS

---

## I. Purpose

This directive establishes Department of Homeland Security (DHS) organization of the Office of Public Affairs.

## II. Scope

This directive applies to the DHS Headquarters.

## III. Authorities

The Homeland Security Act of 2002, codified in Title 6, U.S. Code.

## IV. Definitions

**PUBLIC AFFAIRS**: Develop and implement DHS message regarding homeland security and oversee website, secretarial events, public outreach, media relations and communications to all regional offices.

## V. Responsibilities

To fulfill the responsibilities and functions listed in the Act, there is established an **Assistant Secretary for Public Affairs**, appointed by the Secretary. The Assistant Secretary for Public Affairs shall also directly supervise the activities of the following:

- A. The **Senior Director for Communications**, who shall be appointed by the Secretary, who will supervise:
  - 1. The Production Specialist.
  - 2. The Director for Immigration/Citizenship Media.
  - 3. The Director for Border and Transportation Security.

4. The Director for Science, Technology, Information Analysis and Infrastructure.
5. The Director for Emergency Preparedness and Response.
6. The Director of Regional Media Relations.
7. The Special Assistant for Communications.

B. The **Press Secretary**, who shall be appointed by the Secretary, who will supervise:

1. The Deputy Press Secretaries.
2. The Assistant Press Secretary.
3. The United States Secret Service Press Liaison.

C. The **Director of Speechwriting**, who shall be appointed by the Secretary, who will supervise:

The Speechwriters.

D. The **Director of Outreach and Internal Communications**, who shall be appointed by the Secretary, who will supervise:

1. The Web Content Editor.
2. The Internal Communications Staff.

E. The **Special Assistant to the Assistant Secretary of Public Affairs**, who shall be appointed by the Secretary.

## VI. Policy & Procedures

The organization of the Office of Public Affairs shall be in accordance with the Act. All subordinate offices shall abide by the organizational structure outlined herein. Functional statements for each of the above entities will be promulgated in forthcoming management directives. Any questions or concerns regarding this directive should be addressed to the Office of Public Affairs.