

DELEGATIONS OF AUTHORITY

I. Purpose

This Directive establishes the policy and requirements for preparing, coordinating, and submitting Delegations of Authority (Delegations) for approval and issuance at the Department of Homeland Security (DHS).

II. Scope

A. This Directive applies throughout DHS. For those Components with existing Delegation systems, the Component may continue to use that system provided those delegations are available on DHS Online as appropriate. Otherwise, Executive Level and Component Delegations must be processed through the Office of the Chief Administrative Officer.

B. There are three types of Delegations:

1. Executive Level Delegations are signed by the Office of the Secretary;
2. Component Delegations are signed by Component heads; and
3. Internal Delegations are within a Component and signed below the Component head level. Please note this Directive does not cover Internal Delegations.

C. DHS Management Directive 0405.1, Issuing Delegations of Authority, is hereby canceled.

III. Authorities

- A. Title 6, United States Code, Section 112, Secretary; Functions
- B. Delegation 0201.2, Delegation to the Under Secretary for Management

IV. Responsibilities


- A. The **Office of the Chief Administrative Officer (MGMT/OCAO)** supports the Under Secretary for Management and through the Directives Manager ensures the effective performance of all policies and requirements set forth in this Directive.
- B. The **Office of the General Counsel (OGC)** reviews Delegations from the Office of the Secretary and the Component heads prior to finalization.
- C. The **Office of the Executive Secretariat (ESEC)** finalizes the draft Executive Level Delegations for the Office of the Secretary signature.
- D. **Component heads** draft Delegations and coordinate with the Office of the General Counsel, and through the Office of the Chief Administrative Officer, as appropriate.

V. Policy and Requirements

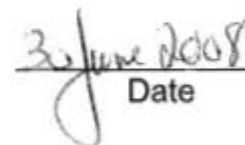
- A. Delegations specify who is authorized to act on behalf of the Secretary, Office of the Secretary or Component heads. Individuals are identified by title or position, not by name.
- B. Delegations are prepared, coordinated, cleared, and documented in accordance with this Directive. The official delegating the authority signs the Delegation.

VI. Questions

Address any questions or concerns regarding this Directive to the Directives Manager at Directives@hq.dhs.gov or the Office of the General Counsel, General Law Division.



Elaine C. Duke
Acting Under Secretary for Management



Date