

# ORGANIZATION OF THE OFFICE OF LEGISLATIVE AFFAIRS

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## I. Purpose

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

## II. Scope

This directive applies to the DHS Headquarters elements.

## III. Authorities

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

## IV. Definitions

**LEGISLATIVE AFFAIRS**: Includes all interactions with the U. S. Congress but specifically does not include Departmental relations and business within the Executive Branch or with state and local governments.

## V. Responsibilities

A. The Office of Legislative Affairs shall be responsible for the development and advancement of the Secretary's legislative agenda. This includes the establishment and maintenance of constructive Congressional relations, the development of Departmental protocols for interaction with Congress and contributing to the formulation and communication of the Department's strategic message.

B. To fulfill the responsibilities and functions listed above, there is established an **Assistant Secretary for Legislative Affairs**, whose functions shall include acting as the Secretary's direct representative on Capitol Hill, overseeing the development and advancement of the Secretary's Legislative Agenda, and leading the Office of Legislative Affairs. The Assistant Secretary for Legislative Affairs shall also directly supervise the activities of the following:

1. **Director of Operations**, whose functions will include oversight and management of all functions of the Office of Legislative Affairs, who will supervise the Associate Directors for BTS, IAIP, S&T, EP&R, Management & BCIS, and USCG & USSS.
2. **Associate Directors** for BTS, IAIP, S&T, EP&R, Management & BCIS, and USCG & USSS, whose functions shall include the oversight of all legislative activities associated with their respective under secretariats. They will supervise Legislative and support staff.
3. **Special Assistant** whose functions will be determined by the Assistant Secretary.

## VI. Policy & Procedures

- A. Any changes to these authorities and functional statements for each of the positions will be addressed in future Management Directives.
- B. **Questions or Concerns**: Any questions or concerns regarding this directive should be addressed to the Office of Legislative Affairs.