

Issue Date: 1/24/2003

# ORGANIZATION OF THE UNDER SECRETARY FOR EMERGENCY PREPAREDNESS AND RESPONSE

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## I. Purpose

This Directive establishes Department of Homeland Security (DHS) policy regarding organization of the Under Secretary for Emergency Preparedness and Response.

## II. Scope

This Directive applies only to the EP&R Directorate.

## III. Authorities

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

## IV. Responsibilities

To fulfill the responsibilities and functions listed in the Act, the Under Secretary for EP&R, subject to the guidance of the Secretary and the Deputy Secretary, shall organize the EP&R headquarters to set policy, direct agencies in the implementation of policy, provide oversight, and develop operational capacity as follows:

The immediate Office of the Under Secretary for EP&R includes: the Chief of Staff, Assistant Secretary for Policy and Planning, National Security Coordination Office, Regional Operations Office, and the National Citizen Corps Office.

- A. The **Under Secretary for EP&R** shall:
  1. Report to the Secretary and Deputy Secretary.
  2. Assume the responsibilities transferred to the Secretary in Section 502.

3. Be responsible for the functions transferred to the Secretary under the Act, including but not limited to those identified in Sections 503, 504, and 505.
4. Implement the National Strategy for Homeland Security in all matters relating to emergency preparedness and response.
5. Develop policies to improve emergency preparedness and response.
6. Be the primary point of contact at EP&R for DHS leadership.
7. Directly supervise the heads of EP&R components.

B. The **EP&R Chief of Staff** shall:

1. Report to the Under Secretary for EP&R.
2. Be responsible for overall administration and management of the staff of the Under Secretary.
3. Be responsible for liaison activities with the DHS support offices (Communications, Legislative Affairs, General Counsel, and Inspector General).
4. Be responsible for managing the EP&R relationship with the Under Secretary for Management.

C. The **Assistant Secretary for Policy and Planning** shall:

1. Report to the Under Secretary for EP&R.
2. Develop and recommend to the Under Secretary: emergency preparedness and response policy, new proposals for the directorate, and methods for monitoring the implementation of new initiatives.
3. Develop the EP&R strategic plan and performance measures.
4. Be a primary point of contact for EP&R divisions on issues of policy development.
5. Be responsible for managing the EP&R relationship with the Directorate for Science and Technology and the Secretary's Office for International Affairs.

6. Be responsible for the supervision of all policy advisors and analysts within the Policy and Planning office.

D. **The EP&R National Security Coordination Office.**

The Head of the office shall

1. Report to the Under Secretary for EP&R.
2. Be the Under Secretary's principal advisor on national security (COOP/COG) issues.
3. Supervise the Mt. Weather Operations Center.

E. **The EP&R National Citizen Corps Office.**

The Head of the office shall

1. Report to the Under Secretary for EP&R.
2. Be responsible for coordinating the Citizen Corps Council.
3. Coordinate the Citizen Corps initiative between DHS and the U.S. Departments of Justice and Health and Human Services.

F. In addition to the immediate office of the Under Secretary of Emergency Preparedness and Response, the **EP&R Directorate** shall consist of:

1. The Preparedness Division.
2. The Mitigation Division.
3. The Response Division.
4. The Recovery Division.

The Head of such divisions shall report to the EP&R Chief of Staff.

## V. Policy & Procedures

Any changes to these authorities and functional statements for each of the positions will be addressed in future Management Directives.

**Questions or Concerns:** Any questions or concerns regarding this directive should be addressed to the Office of the Under Secretary for Emergency Preparedness and Response.