

**Department of Homeland Security
National Protection and Programs Directorate
Directive Number: 200-1
Issue Date: December 8, 2011
DIRECTIVES SYSTEM**

I. Purpose

This Directive provides NPPD policy and assigns responsibilities for preparing, submitting, reviewing, coordinating, commenting on, clearing, approving, and posting directives and instructions.

II. Scope

- A. This Directive applies throughout NPPD.
- B. This Directive does not govern documents that are information or transitory (short term) in nature.
- C. For those Subcomponents with prior existing directives systems that articulate Subcomponent guidance and procedures, the Subcomponent may continue to use that existing system if the document is otherwise consistent with DHS and NPPD directives and does not impact other Components or NPPD Subcomponents. Existing Subcomponent directives systems, however, must operate consistent with the DHS and NPPD Directives System and include appropriate coordination with the NPPD Directives Manager during the drafting of new subcomponent directives, instruction, guidance and procedures. Copies of all prior existing Subcomponent directives, instructions, guidance, and procedures must be provided to NPPD Office of Information Management and Disclosure to ensure that copies are appropriately managed and posted.

III. Authorities

- A. DHS Directive 112-01 provides the authority and guidance for the Directive Systems.

IV. Responsibilities

- A. The *Office of the Under Secretary for NPPD*: Responsible for all aspects of this Directive.

B. The ***Office of Information Management and Disclosure***:

1. Supports the Office of the Under Secretary, and through the Component Directives Manager, ensures the effective coordination, promulgation and posting of all directives, instructions and other significant implementing documents.
2. Establishes the NPPD format and standards for directives, instructions, and implementing documents, and reviews and approves requests for deviation.
3. Reviews and edits draft NPPD directives, instructions and implementing documents for clarity and consistency, in coordination with the subcomponent Directive POC's and their respective offices. The Office of Information Management and Disclosure will, at its discretion, adjust or edit draft directives to ensure completeness and spelling, grammar, and format correctness.
4. Assigns lead offices for the review of draft DHS directives.
5. Assigns NPPD directives numbers, and reviews and approves NPPD directives titling.
6. Selects and manages directives communication strategies and methods, in consultation with the NPPD Office of Public Affairs.
7. Establishes NPPD and subcomponent directives controls and provides oversight for web page postings, accesses and content.
8. Provides NPPD and subcomponent directives training and technical guidance, in consultation with the Office of General Counsel.
9. Maintains appropriate records and logs applicable to the directives approval processes and relevant documentation.
10. Maintains systems accountability and access controls for directives posted and published on NPPD sites.
11. Serves as a technical consultant in coordinating and resolving NPPD and subcomponent directives content, management, and technical issues.

C. The **Office of the General Counsel (OGC)**: Provides legal advice, guidance, and review of all NPPD Directives, Instructions, and Other Implementing Documents.

D. **Subcomponent Heads**:

1. Responsible for complying with this Directive.
2. Promptly designate a Subcomponent Directives Official (SDO) who will support effective coordination and posting of all NPPD and Subcomponent directives.

The name of the SDO will be submitted to the Directives Manager in the NPPD Office of Information Management and Disclosure.

3. Issue directives and instructions within their area of responsibility in coordination with the Directives Manager in the Office of Information Management and Disclosure.
- E. ***Directives Manager*** (DM): Manages the NPPD Directives System within the Office of Information Management and Disclosure and ensures the effective and efficient issuance and maintenance of all NPPD policies and procedures as required for DHS and NPPD missions, programs, and activities.
 - F. ***Subcomponent Directives Official*** (SDO): Designated official responsible for managing the application of the NPPD Directives System within a Subcomponent. Submits the Subcomponent draft directives, instructions and any required revisions including the reconciliation of Subcomponent comments to the NPPD Directives Manager, in the format and manner prescribed by the Directives Manager Instructions.

V. Policy and Requirements

- A. The NPPD Directives System is the official means of communicating to NPPD employees the policies, responsibilities, and procedures necessary for NPPD, and its Subcomponents, to comply with pertinent Executive Orders, statutes, regulations, and policies.
- B. NPPD and Subcomponent directives and instructions must minimize unnecessary duplication of existing DHS Directives and Instructions. NPPD directives should normally reference policies, guidance, responsibilities, and definitions found in existing DHS directives and instructions.
- C. All NPPD officers and employees are responsible for acting in accordance with the applicable policies and procedures as established in the Directives System.
- D. Issues that are not effectively reconciled through the formal comment process will be raised to the appropriate Subcomponent Head office and, as appropriate, the Under Secretary or designee for resolution.
- E. The directives system consists of directives, instructions, and other implementing documents that are systematically prepared and revised to meet the needs of NPPD.
- F. **Directives** will briefly and broadly articulate policies, missions, programs, activities or business practices of a continuing nature that are required or authorized by statute, rulemaking, the President, or the Secretary to initiate, govern or regulate actions or conduct by NPPD Subcomponents, officers, and employees.

Specifically, Directives:

1. Describe a policy, mission, program, or activity's purpose, scope, and authority.
2. Establish responsibilities, and set forth policies and procedures, when such procedures are simple and brief.
3. Do not address one-time or short-term matters or prescribed detailed instructions on implementation and/or compliance.
4. May require NPPD-wide coordination when the subject matter is multi-Subcomponent in nature; the directive will be issued by the Under Secretary after proper NPPD-wide coordination.

G. ***Instructions*** implement or supplement NPPD Directives and provide guidance and procedures or carrying out a directive or DHS or NPPD policy.

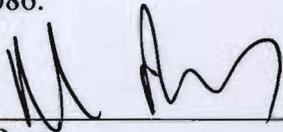
Specifically, Instructions:

1. Explain how to implement the policies or requirements of a DHS Directive.
2. May not establish policy or impose responsibilities beyond those in the governing Directive, Executive Order, regulation (Code of Federal Regulations) or Federal Register notice.
3. Will be approved by the originating Component head, Deputy, or Chief Officers within the DHS Office of the Under Secretary for Management. The NPPD Directives Manager will ensure proper coordination among affected organizations and publication of the Instruction documents.

H. ***Other Implementing Documents*** provide guidance, technical or programmatic in nature, which assist in implementing Policy Statements, Directives, and Instructions. May include, but are not limited to, manuals, guides, handbooks, reference books, standard operating procedures, and other similar documents.

VI. Questions

Address any questions or concerns regarding this Directive to the Directives Manager at (703) 235-2086.



Rand Beers
Under Secretary
National Protection and Programs Directorate

12/8/11
Date