

# DEPARTMENT OF HOMELAND SECURITY LOANED EXECUTIVE PROGRAM

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## I. Purpose

This Directive addresses the Department of Homeland Security (DHS) Loaned Executive Program (LEP). The LEP provides a mechanism by which DHS can obtain ad hoc, unpaid, short-term expertise through appointment of appropriate individuals from the private sector to provide critical skills that, to be fully utilized, require the individual's appointment as an employee and cannot be obtained through other existing hiring mechanisms.

## II. Scope

- A. This Directive applies throughout DHS.
- B. The Office of Inspector General (OIG) is exempt from this Directive per 5 USCA, App. 3, § 6.

## III. Authorities

- A. Title 5, United States Code (U.S.C.), Section 3109, Employment of Experts and Consultants; Temporary or Intermittent
- B. Title 6, U.S.C., Section 392, Personal Services
- C. Title 5, Code of Federal Regulations (CFR), Part 304, Expert and Consultant Appointments

## IV. Responsibilities

**Component heads (or the Office of the Secretary)** are responsible for defining the work and justifying the need for the loaned executive.

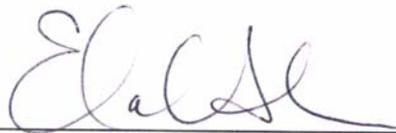
## V. Policy and Requirements

A. The LEP provides DHS an official process to bring expertise from the private sector into DHS for relatively short periods to address specific identified needs. The LEP provides DHS with the ability to obtain high-level expertise in areas defined by the requesting Component in the assignment description.

B. Loaned Executives may be used throughout DHS. Loaned Executives are hands-on participants in a variety of critical projects and initiatives related to their areas of expertise. Loaned Executives will be limited to addressing approved taskings as outlined in the approved assignment description. The Loaned Executive is barred from working on matters involving their interests and affiliations, including their private sector employer.

## VI. Questions

Address any questions or concerns regarding this Directive to the Private Sector Office, within the Office of Policy.



Elaine C. Duke

Under Secretary for Management

August 9, 2007  
Date