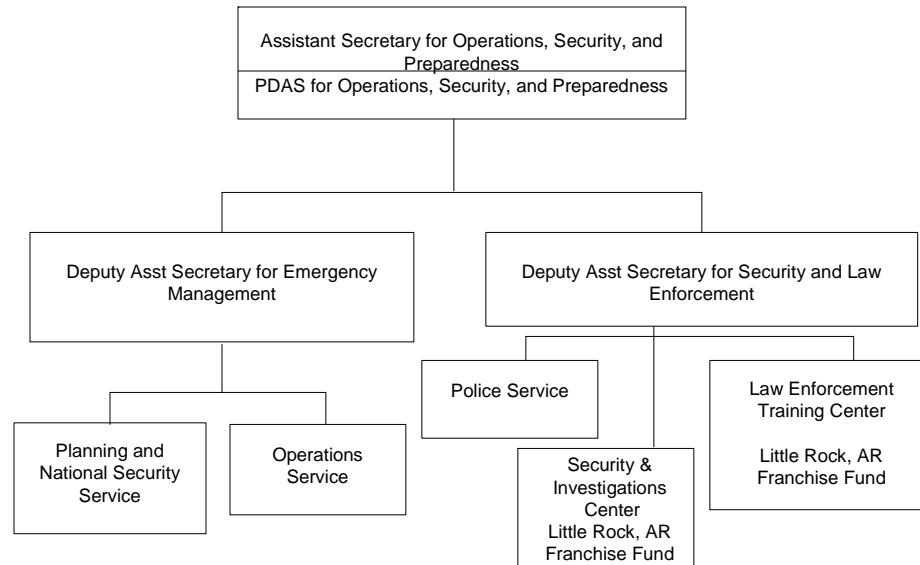


**Office of Operations, Security, and Preparedness  
Organizational Profile  
Transition Briefing**

**Routing Symbol:** 007

**Physical Location(s):** 810 Vermont Avenue, NW  
Site B, Martinsburg, WV  
Law Enforcement Training Center, Little Rock  
Security and Investigation Center, Little Rock



**Mission Statement:**

The Assistant Secretary for Operations, Security, and Preparedness (OSP) coordinates the Department's emergency management, preparedness, security, and law enforcement activities to ensure the Department can continue to perform VA's Mission Essential Functions under all circumstances across the spectrum of threats. OSP directs and provides oversight for VA's planning, response, and security and law enforcement programs in support of the National Response Plan and VA overall operations.

The Office of Operations, Security and Preparedness has primary responsibility for:

- Coordinating the implementation of VA's Strategic Objective 4.1, "Improve the Nation's preparedness for response to war, terrorism, national emergencies, and natural disasters by developing plans and taking actions to ensure continued service to veterans as well as to support national, state, and local emergency management and homeland security efforts."
- Ensuring that VA environments for care and administration are safe, secure, and as free as possible from the threat of physical danger or property loss.

**ASSISTANT SECRETARY FOR OPERATIONS, SECURITY, AND PREPAREDNESS****OFFICE OF EMERGENCY MANAGEMENT**

The Office of Emergency Management (OEM) is responsible for developing, coordinating, and implementing policy and programs to ensure VA has an integrated Comprehensive Emergency Management Program. OEM has two organizational units: Operations Service and Planning and National Security. In addition, OEM is responsible for:

- Coordinating and developing departmental policies relating to the Comprehensive Emergency Management Program in accordance with Executive Orders, Presidential Management Directives, regulations and guidance.
- Serving as principal point of contact with the Department of Homeland Security, Federal Emergency Management Agency, and other departments and agencies pertaining to emergency management, continuity of operations, domestic incident management and national security emergency programs.
- Managing the Presidential and Departmental Line of Succession Programs.
- Managing the departmental Readiness Operations Center (ROC). The ROC is staffed around-the-clock and serves as the collection and dissemination point for information to support the VA's Comprehensive Emergency Management Program.
- Coordinating emergency preparedness and crisis response activities both VA-wide and with other Federal, State and local agencies.
- Developing training and exercises that enhance VA's preparedness programs.
- Maintaining VA's emergency relocation sites.
- Developing policies and managing the Information Security Program (classified documents) to ensure compliance with EO 12958, as amended, and Information Security Oversight Office (ISOO) directives.
- In coordination with the Office of Security and Law Enforcement, establishing policies and procedures for implementing the Personnel Security and Suitability Program in accordance with applicable Executive Orders, laws and regulations.

**OFFICE OF SECURITY AND LAW ENFORCEMENT**

The Office of Security and Law Enforcement (OSLE) ensures the maintenance of law and order and the protection of persons and property on VA property; oversees the security operations of VA Central Office space; provides protection for the Secretary and Deputy Secretary; trains VA police officers; and oversees personnel security and suitability background clearances in VA.

- Oversees nationwide operations of field facility Police Services; conducts biennial cyclical inspections of field facility police operations; conducts special investigations.
- Develops policy, guidance, and instructions on all matters concerning the oversight and training of VA police.

- Oversees the VA Law Enforcement Training Center which provides basic, advanced, and specialized training to security and law enforcement personnel in VA and other Federal agencies. Courses range from mandatory initial training to specialized training courses, including training courses for firearms and other VA authorized weapons used by VA police officers.
- Oversees the Security and Investigations Center implementing the Personnel Security and Suitability Program. Initiates, processes and adjudicates the background investigations for individuals appointed or employed in Public Trust and/or positions with national security considerations.
- Maintains physical security and access control for VA Central Office space and provides personal protection of the Secretary and Deputy Secretary of VA.

OS&LE is composed of three units: Police Service, Security and Investigations Center, and the Law Enforcement Training Center. The Security and Investigations Center and the Law Enforcement Training Center are Enterprise Centers in which their budget and staffing levels are based on revenue generated by reimbursable services provided by the Centers.

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