

ACQUISITION MANAGEMENT DIRECTIVE

I. Purpose:

- A. This revision supplements Directive 102-01, dated 01/20/2010 and together with Directive 102-01, Revision 01, constitutes Directive 102-01, Revision 02, and codifies the following:
1. The Acquisition Program Management Division (APMD) and Cost Analysis Division (CAD) have been renamed to be the Office of Program Accountability and Risk Management (PARM).
 2. The Executive Director for PARM is now a direct report to the Under Secretary for Management. See Section IV.A of this Directive for information on roles and responsibilities for PARM.
 3. To rename the acronym "CAQO" to CAO when referencing the Chief Acquisition Officer.
- B. **NOTE:** Components retain the authority to establish internal acquisition processes and procedures as long as they comply with the policy and procedures set forth in this Directive.

II. Scope:

This Directive is applicable throughout the Department of Homeland Security (DHS), with the exception of the Office of Inspector General. This Directive applies to all current and future acquisitions and enterprise services, including capabilities provided through Interagency and Intergovernmental Agreements.

III. Authorities:

- A. Title 31, United States Code (U.S.C.), Section 902, "Authority and Functions of Agency Chief Financial Officers (formerly known as the Chief Financial Officers Act)"
- B. Title 40, U.S.C., Section 11315, "Agency Chief Information Officer"
- C. Title 41, U.S.C., Section 131, "Acquisition"

- D. Title 41, U.S.C., Section 1702, “Chief Acquisition Officers and senior procurement executives”
- E. Title 6, U.S.C. Sections 182, 188, “Responsibilities and Authorities of the Under Secretary for Science and Technology,” and “Conduct of Research, Development, Testing and Evaluation.”
- F. Title 48, Code of Federal Regulations (C.F.R.), Chapter 1, Part 1, “Federal Acquisition Regulation”
- G. Title 15, C.F.R., Part 287, “Guidance on Federal Conformity Assessment,” 15, C.F.R., Part 287.5, Responsibilities of an Agency Standards Executive
- H. Office of Management and Budget Circular A-119, “Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities” (63 FR 8545)
- I. DHS Directive 112-03, Delegations of Authority
- J. DHS Directive 252-01, “Organizations of the Department of Homeland Security”

IV. Responsibilities:

- A. The **Executive Director, Office of Program Accountability and Risk Management**, as delegated by the CAO, manages DHS-wide acquisition program policy, governance and oversight. Principle duties of the Executive Director include:
 - 1. Developing and maintaining acquisition program management policy, procedures, and guidance;
 - 2. Overseeing the Component Acquisition Executive (CAE) structure to ensure it is sufficiently staffed and complies with Departmental policies and instructions.
 - 3. Developing the certification standards for all acquisition program managers and serving as the principal certification authority. When necessary, in consultation with the cognizant CAE, revoking an acquisition program manager’s (PM) certification which may result in the removal of that PM from the program/project;
 - 4. Providing technical support and assistance to Department acquisitions and acquisition personnel;

5. Serving as the DHS executive agent and coordinator for the acquisition program process and Executive Secretary of the Acquisition Review Board;
6. Overseeing the Department's acquisition program portfolio to ensure each investment achieve cost, schedule and performance targets, and;
7. Serving as the central authority within DHS for policies, processes, and procedures regarding life cycle cost estimating and analysis.

V. Policy and Requirements:

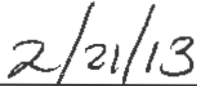
- A. This revision codifies the role of PARM with regard to acquisition program management.
- B. DHS acquisition and program management within this Directive's scope will be managed through implementing instructions and guidebooks.

VI. Questions:

Address any questions or concerns regarding the Directive to the Executive Director, Office of Program Accountability and Risk Management.



Rafael Borrás
Under Secretary for Management



Date