

# ORGANIZATION OF THE OFFICE OF THE CHIEF SECURITY OFFICER

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## I. Purpose

This Instruction defines the organizational structure within the Department of Homeland Security (DHS) Office of the Chief Security Officer (OCSO), in accordance with DHS Management Directive (MD) 0110, "Organizational Control System."

## II. Scope

This Instruction applies to all OCSO employees, contractors supporting OCSO, and personnel detailed from other agencies to support OCSO (collectively referred to as "OCSO personnel").

## III. Authorities

- A. Title 6, United States Code (U.S.C.), Section 341, "Under Secretary for Management"
- B. Title 40, U.S.C., Section 1315, "Law Enforcement Authority of the Secretary of Homeland Security for Protection of Public Property"
- C. Title 6, Code of Federal Regulations (CFR), Part 7, "Classified National Security Information"
- D. Homeland Security Presidential Directive (HSPD) 12, "Policy for a Common Identification Standard for Federal Employees and Contractors"
- E. DHS Delegation 00002, "Delegation to the Under Secretary for Management"
- F. DHS Delegation 00003, "Management Directorate Succession Order and Delegation of Authorities for Names Positions"
- G. DHS Delegation 12000, "Delegation for Security Operations Within the Department of Homeland Security"

- H. DHS Delegation 12003, “Cognizant Security Authority”
- I. DHS Directive 121-01, “Office of the Chief Security Officer”

## IV. Definitions

- A. **Branch**: An organizational element within OCSO, responsible to a Division Director. Headed by a Branch Chief and comprised of personnel performing related functions in an integrated manner, subdivided into teams as necessary.
- B. **Chief of Staff (CoS)**: Is responsible for managing and leading “front office” activities to include collaboration and coordination with Management’s Chiefs’ of Staff, oversight of the executive secretary functions, communications, and customer service operations.
- C. **Chief Security Officer (CSO)**: The individual responsible to lead and manage missions, roles, and functions delegated by the Under Secretary for Management’s Delegations 12000, 12003, and those delineated in 6 CFR part 7.10. The CSO reports to the Under Secretary for Management.
- D. **Deputy Chief Security Officer (DCSO)**: The CSO’s principal deputy, charged with day-to-day management of OCSO and represents the CSO when not available.
- E. **Division**: The organizational units within OCSO, responsible to an Executive Director or to the DCSO. Generally headed by a Division Director and responsible for at least two Branches.
- F. **Executive Director**: A Senior Executive Service position within the OCSO, responsible to manage principal portfolios as directed by the CSO.
- G. **Executive Directorate**: An organizational element within OCSO responsible to an Executive Director.
- H. **OCSO Senior Leadership**: The Chief Security Officer, Deputy Chief Security Officer, Executive Directors, Chief of Staff, Business Operations Division Director, Budget Operations Director, Director of the Special Access Programs Central Office, Division Directors and Deputy Directors.
- I. **Office of the Chief Security Officer**: The staff performing security and administrative functions for the Department at the CSO’s direction.

## V. Responsibilities

A. The **Chief Security Officer (CSO)** is the head of OCSO, subject to the guidance and direction of the Under Secretary for Management, and reports directly to the Deputy Under Secretary for Management.

B. The **Deputy Chief Security Officer (DCSO)** reports directly to the CSO and exercises all duties and authorities vested in the CSO in his/her absence and exercises responsibility over executive operations. Executive operations includes strategic operations, business operations, budget office operations, executive secretary operations, communications, and customer service operations.

C. The **Executive Director, Enterprise Security Operations and Support (ESOS)** reports directly to the CSO, provides guidance and direction to assigned subordinate personnel, and exercises the following duties and authorities:

1. Monitoring Component compliance of OCSO policies and standards;
2. Establishing baseline security training requirements;
3. Personnel security (PERSEC) policy and baseline standards;
4. Information security (INFOSEC) security policy and baseline standards;
5. Industrial security policy and baseline standards;
6. Physical security policy and baseline standards;
7. HSPD-12 compliance and identity management, to include the issuance of credentials; and
8. Serving as the Accrediting Official for DHS for Special Compartmented Information Facilities (SCIFs), except for the U.S. Coast Guard.

D. The **Executive Director, Threat Management Operations (TMO)** reports directly to the CSO, provides guidance and direction to assigned subordinate personnel, and exercises the following duties and authorities:

1. Oversight and guidance for the Department's Insider Threat Program;

2. Complex investigations for the protection of classified information and potential violations of law;
3. Foreign Access Management mission, to include the screening, tracking, correlation, and analysis of official and unofficial foreign access to the Department and other partner agencies;
4. Technical Surveillance Countermeasures services to the Department, to include support to the Secretary's travel, the Sensitive Compartmented Information Facility (SCIF) life-cycle, high-threat/high-risk foreign access to the U.S. Government, and investigations; and
5. Implement the Department's Operation Security (OPSEC) Program, to include identifying vulnerabilities and risks associated with Department critical programs and personnel, and developing and applying tailored countermeasures.

E. The **Executive Director, Headquarters Support (HQS)** reports directly to the CSO, provides guidance and direction to assigned subordinate personnel, and exercises the following duties and authorities:

1. Personnel security execution, to include security clearance, suitability, and fitness determinations for the Office of the Secretary and Support Components;
2. Classified National Security Information (CNSI) program management to include SCIF management and operations, and physical security services provided directly to the Office of the Secretary and Support Components; and,
3. Force protection responsibilities for the Nebraska Avenue Complex (NAC) including visitor management, access control, and emergency training and preparedness.

F. The **Director, Special Access Programs Central Office (SAPCO)** reports directly to the CSO, provides guidance and direction to assigned subordinate personnel. Acts as Department of Homeland Security Special Access Program focal point exercising duties and authorities for Special Access Program execution and oversight.

G. The **Executive Director, Strategic Operations (StratOps)** subject to the guidance and direction of the DCSO:

1. Oversees OCSO continuity of operations and emergency preparedness policy and operations;

2. Provides oversight and coordination of OCSO policy initiatives at the instruction level or higher (in accordance with DHS Directive 112-01, "Directives System");
3. Manages and takes lead for all crosscutting issues and actions for OCSO; and
4. Provides direct oversight for the CSO Council and is the lead to coordinate CSO Council actions and communications.

H. The **Director, Business Operations (BizOps)** subject to the guidance and direction of the DCSO:

1. Manages the OCSO Human Capital program and oversees all federal hiring;
2. Manages OCSO procurements, monitoring contacts to ensure deliverables are received and within the scope; and
3. Inventories and tracks OCSO space and provide oversight of personal property.

I. The **Director, Budget Operations** subject to the guidance and direction of the DCSO:

1. Is the OCSO liaison to external offices regarding the planning, programming, budgeting, and execution of resources appropriated by Congress, to include those of the DHS Working Capital Fund and National Intelligence Program, for the OCSO mission;
2. Manages and reports OCSO performance measures in support of the performance based budget; and
3. In collaboration with the Director, Business Operations, provides oversight and management of all financial transactions including working capital and Congressionally appropriated funding, and offsetting collections from other government agencies for security services.

## VI. Content and Procedures

A. This Instruction outlines the Executive Directorates, Divisions, and Branches within OCSO (see [Appendix A](#)) as approved by the Under Secretary for Management (see references, III.H). Approved OCSO organizational charts are made available on DHS's OCSO intranet homepage.

B. This structure defines lines of leadership authority; provides unity of command; integrates personnel management, procedures, and lines of communication within a common organizational structure; allows standard management of resources; and establishes consistent naming conventions throughout OCSO.

1. Names of leadership titles and organizational sub-units are used consistently within the organization to avoid confusion.

2. Any creation or dissolution of any organizational unit within OCSO is conducted in accordance with DHS MD 0110 and then implemented via revisions to this Instruction.

3. The renaming or restructuring of any established organizational unit within OCSO is approved by the CSO via revisions to this Instruction.

C. All OCSO activities are organized into well-defined mission areas at the Office, Division, and Branch levels. Each level serves a specific functional mission within OCSO and is organized to most effectively accomplish its targeted purpose within the authorized missions of OCSO, the Management Directorate, and DHS.

D. The current structure of OCSO is outlined in [Appendix A](#).

E. Nothing in this Instruction is intended to conflict with the supervisory authorities of the DCSO, the Executive Directors, Division Directors, and Branch Chiefs for areas under their cognizance.

## VII. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Security Officer, Executive Director of Strategic Operations, 202-447-5340.



Richard D. McComb  
Chief Security Officer

1 April 2019  
Date

Appendix A: Office of the Chief Security Officer, Organizational Chart

