DHS Transition Planning

Ensuring Operational Continuity Through Change of Presidential Administration

U.S. Department of Homeland Security
Under Secretary for Management
DHS Transition Planning

DHS is engaged in activities at five levels to ensure operational continuity of homeland security responsibilities in view of the January 2009 administration change.

<table>
<thead>
<tr>
<th>ORDER OF SUCCESSION</th>
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<td>Identification of DHS critical positions; associated succession planning</td>
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<td>(DHS Components led by USM-OCHCO) <strong>COMPLETE</strong></td>
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Complete. Updated as necessary

Near Completion

Underway

Complete

Ongoing
Order of Succession

ORDER OF SUCCESSION
White House Executive Order and DHS Management Directives provide Delegations of Authority and Orders of Succession for the Secretary and Component Leaders

Who is Involved
• White House
• DHS Leadership

Results
• Order of succession for Secretary is identified
• Order of succession for each component leadership position is identified
• Career interim successor is identified; will provide continuity at time of transition

- Oct 25 — Order of succession for each component leadership position identified
- Aug 13 — White House Executive Order amended the Order of Succession in DHS
- Nov 4 — Election
- Jan 20 — Inauguration
DHS Succession Planning

**DHS SUCCESSION PLANNING**
Analysis of DHS Senior Staffing and Training (NAPA)
Identification of DHS critical positions; associated succession planning
(DHS Components led by USM-OCHCO)

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**Who is Involved**
- USM – OCHCO
- Components
- NAPA

**Results**
- NAPA Report on DHS Senior Staffing and Training
- Identification of critical positions; assessment of succession risk
- For political appointees, identification of interim acting career executives
- Development plans for emerging leaders

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**Timeline**
- **Aug 31** — Develop initial list of critical positions; assess succession risk
- **Nov 16** — Identify interim Acting Career Executives for each political appointee
- **May** — NAPA Report on DHS Senior Staffing and Training
- **Nov 4** — Election
- **Jan 20** — Inauguration
- Ongoing — Analyze transition readiness in critical positions
- Ongoing — Develop pipeline of capable employees to take on increasing levels of responsibility
Cross-Government Collaboration

CROSS-GOVERNMENT COLLABORATION
Relationships, protocols, and interfaces among Departments of Homeland Security, Defense, Justice, Commerce, State and state, local and tribal governments. Develop homeland security curricula for career senior officials and incoming appointees.
(Dep Sec, USM–OCHCO, CEG, FEMA)

Who is Involved
• DHS Leadership
• USM – OCHCO
• Council for Excellence in Government
• FEMA

Results
• Clearly established communications paths among new officials
• Delivery of homeland security knowledge relevant to new officials
• Curricula that can be leveraged to enhance relationships among agencies with homeland security responsibility (e.g., Exec Order on National Security Professionals; Deputy Chiefs of Staff for Transition)
Best Practices

BEST PRACTICES
Learning from state and local governments as well as the private sector. (Homeland Security Advisory Council – Administration Transition Task Force)

Who is Involved
- Homeland Security Advisory Council – Administration Transition Task Force
- USM – OCHCO
- Subject Matter Experts

Results
- Documented policy best practices relevant to the transition of homeland security responsibilities at time of 2009 administration change
  - State and local government levels
  - Private sector

2008
- Jan 20 — Inauguration
- Oct 5 — HSAC-ATTF day-long working session
- Nov 7 — HSAC-ATTF day-long working session

2009
- Nov 4 — Election
- Ongoing — Apply HSAC-ATTF Recommendations as Appropriate
**Administrative Transition Guidance**

**ADMINISTRATIVE TRANSITION GUIDANCE**
Through handbooks, memos and other communications, provide guidance on the preparation of
1) briefing materials for DHS, major programs, and operational areas, and
2) other matters relevant at the time of an administration change.
(USM–All Sub-components, OGC, Components)

**Who is Involved**
- USM – OCAO, OCFO, OCPO, OCIO, OCSO, OCHCO
- OGC
- DHS Components

**Results**
- Guidance on Security, Records, Property, Contracts, Finance, Personnel Benefits and IT Access applicable at time of administration change
- Guidance on Preparation of briefing materials
- Briefing materials: DHS, major programs, and operational areas
- Schedule Group and Individual check-out briefings

**Timeline**
- **Nov 4 — Election**
- **Jan 20 — Inauguration**
- **November 30 — Schedule Out-briefs**
- **May 30 — Distribute Guidance on Development of Briefing Materials**
- **Prepare Briefing Materials**
- **Apr 30 – Prepare Guidance on Development of Briefing Materials**
- **Mar 31 – Identify USM Core Team for Transition**
- **Feb 14 – Identify Component Senior Transition Officers and Deputies**