

## **THE JOINT REQUIREMENTS COUNCIL (JRC)**

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### **I. Purpose**

This Directive details the Department of Homeland Security (DHS) policy, responsibilities and requirements regarding the Joint Requirements Council (JRC) as set forth in guidance from the Secretary of Homeland Security and existing Departmental Directives.

### **II. Scope**

This Directive is applicable throughout DHS, with the exception of the Office of Inspector General. This Directive is intended to complement DHS Directive 107-01, "Joint Requirements Integration and Management System (JRIMS)," and the associated Instruction Manual 107-01-001-01, "DHS Manual for the Operation of the JRIMS." The terms used in this Directive are explained and/or defined in that Instruction Manual and/or the DHS Lexicon.

### **III. Authorities**

- A. Title 6, United States Code (U.S.C.), Section 112 "Secretary Functions"
- B. Federal Information Technology Acquisition Reform Act (FITARA), Title 40, U.S.C., Chapter 113, Subchapter II; December 19, 2014
- C. DHS Delegation 0100.2, "Delegation to Deputy Secretary"
- D. Secretary Johnson Memorandum for DHS Leadership, "Strengthening Departmental Unity of Effort," April 22, 2014
- E. Secretary Johnson Memorandum for DHS Leadership, "DHS Joint Requirements Council," June 26, 2014
- F. Secretary Johnson Memorandum for Component Heads, "Establishment of Integrated Product Teams," August 25, 2015
- G. DHS Directive 071-01, "DHS Leadership Forums"

H. Charter for the Department of Homeland Security Joint Requirements Council, November 13, 2014

## IV. Responsibilities

- A. **Deputy's Management Action Group (DMAG)**: Provides direction and guidance to the JRC, reviews JRC validated capability needs and recommendations, and endorses and/or directs related follow-on JRC activities.
- B. **Component heads**: Provide personnel in support of JRC activities as directed.
- C. **Under Secretary for Management (USM)**: Is the DHS Chief Acquisition Officer and provides personnel and analytic support to the JRC through the Chief Financial Officer (CFO), Executive Director of the Office of Program Accountability and Risk Management (PARM), and Chief Information Officer (CIO). See [Appendix A](#), for these responsibilities.
- D. **Assistant Secretary, Office of Policy (PLCY)**:
1. Provides Department-level strategy, policy and guidance which form the basis of Sponsors' mission analysis. Requirements presented in resulting documentation is traceable to this guidance.
  2. Collaborates with the JRC in executing the Department's JAR process.
- E. **Under Secretary for Science and Technology (S&T)**:
1. Leads the overall Integrated Product Team (IPT) process that incorporates JRC input in identifying and prioritizing DHS technology capability gaps.
  2. Provides personnel and analytic support to the JRC as required.

## V. Policy and Requirements

- A. **Policy**:
1. **JRC Overview**. The JRC is established as a recommending body to the DMAG. It is chartered by the Secretary as a Component-composed, Component-chaired council to develop and lead the Department's Component-driven joint requirements process. As such, the JRC has four primary responsibilities:

- a. JRIMS Execution. The JRC governs JRIMS execution and provides the DMAG with material and non-material cost-informed recommendations on capability needs and courses of action for capability development and portfolio optimization.
- b. Capability Management. The JRC oversees and manages the Department's process to generate, validate and prioritize capability needs through the establishment and management of functionally-aligned portfolio structures. The JRC charters Portfolio Teams (PT) to oversee designated functional areas that comprehensively cover the Department's array of capabilities. This oversight includes mandating joint development of JRIMS documents when appropriate as well as prioritization of joint requirements. The JRC also supports the DHS Integrated Product Team (IPT) process, as necessary.
- c. Joint Assessment of Requirements (JAR). The JRC leads an annual DHS requirements assessment that integrates input from the JRC, CFO, PARM, PLCY, CIO and other relevant offices to prioritize emerging requirements and existing program requirements. The prioritization recommendations from this process will be provided to the DMAG for consideration in PPBE decision-making. As part of this process, the JRC Portfolio Teams conducts, and provides for JRC Member consideration, an annual assessment of current and projected acquisition programs to ensure their associated requirements are valid and that the existing or planned acquisition program outputs meet the needs identified in the validated requirements.
- d. Acquisition Review Board (ARB). The JRC advises the ARB on capability gaps, needs and requirements that are the catalyst for investment decisions.

2. JRC Structure. The JRC is composed of Principals (Chairperson and Members) and supporting Staff (Director, Gatekeeper, Program Management, Analysis Staff and PTs).

- a. JRC Chairperson. The JRC Chairperson rotates annually among the Operational Components. The Chairperson ensures:
  - (1) JRC adherence to DHS and JRIMS operating procedures.
  - (2) JRC decisions are supported by appropriate analytical rigor.

b. JRC Members. The JRC is comprised of representatives from the Operational Components and from the DHS Office of Intelligence and Analysis, Management Directorate, National Protection and Programs Directorate, Office of Policy, and Science and Technology Directorate. The JRC membership can be modified by the DHS Secretary or the Deputy Managers Action Group (DMAG). JRC Member representatives are senior executives or flag officers from their organizations who are authorized to speak on behalf of their Component heads/Office directors regarding the execution of the JRIMS and the Department's JAR process. They are collectively responsible for:

- (1) Endorsing and prioritizing validated capability needs and operational requirements for the Department.
- (2) Ensuring that recommendations to the DMAG are adequately supported by analytical rigor and represent the views of their respective Component/Office leadership.

c. Director, JRC. Directs the activities of the JRC's staff in executing JRIMS activities and in other matters as directed by the JRC Chairperson. Serves as the JRIMS validation authority on behalf of the JRC.

d. JRIMS Gatekeeper. Screens capability documentation submitted by Sponsors for compliance with JRIMS templates and standards.

e. JRC Analysis Staff. Provides recommendations to the Director, JRC on validation and prioritization of necessary Department capabilities and associated capability development courses of action. Assists the JRC in the execution of the JRIMS and related training and education activities, and other efforts as directed by the JRC.

f. Portfolio Teams. Serve as the JRC's strategic integrators for capabilities within their designated functional areas. Makes independent validation and prioritization recommendations to the Director, JRC based on subject matter expertise within their functional areas.

g. JRC Program Management Office (PMO). Maintains the JRC calendar regarding JRIMS activities and other JRC activities as specified by the JRC Director.

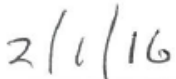
B. **Requirements:**

1. The JRC executes the JRIMS as outlined in Directive 107-01, "JRIMS," and the DHS Instruction Manual 107-01-001-01, "Manual for the Operation of the JRIMS."
2. The JRC prioritizes necessary Departmental capabilities, both current and proposed, according to criteria and framework(s) specified by the DMAG.
3. The JRC charts PTs as necessary to provide appropriate coverage of the Department's functional/portfolio oversight structure.
4. The JRC, CFO, PARM, PLCY, CIO and other relevant offices, as necessary, collaborate in the Department's JAR process as directed by the DMAG.
5. The JRC supports DHS's Integrated Product Team (IPT) process to inform coordination and oversight of Department-wide research and development.
6. The JRC periodically assesses the JRIMS process and procedures to ensure continued relevancy.
7. The JRC consults DHS oversight and other relevant offices on applicable matters, as required.

## VI. Questions

Address any questions or concerns regarding this Directive to the Director, JRC.

  
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Russell C. Deyo  
Under Secretary for Management

  
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Date

## Appendix A: Additional Responsible for the CFO, PARM, and CIO

The **Under Secretary for Management (USM)**: Is the DHS Chief Acquisition Officer and provides personnel and analytic support to the JRC through the following officials:

A. **Chief Financial Officer (CFO)**:

1. Advises the JRC regarding the integration of the DHS Policy, Programming, Budgeting, and Execution (PPBE) system, as outlined in Directive 101-01, "PPBE," and its impact on aspects of JRIMS.
2. Assists the JRC in making cost-informed recommendations on proposed capability development courses of action forwarded from the JRC to the DMAG for endorsement.
3. Collaborates with the JRC in executing the Department's Joint Assessment of Requirements (JAR), see V.A.1.c.

B. **Executive Director, Office of Program Accountability and Risk Management (PARM)**:

1. Advises the JRC regarding integration with DHS Acquisition Management, as outlined in Directive 102-01, "Acquisition Management Directive," and its impact on aspects of JRIMS.
2. Assists the JRC in making acquisition informed recommendations on proposed courses of action forwarded from the JRC to the DMAG for endorsement.
3. Collaborates with the JRC in executing the Department's JAR process.

C. **Chief Information Officer (CIO)**:

1. Advises the JRC regarding the DHS Information Technology (IT) Strategic Plan and the associated acquisition and budgeting of DHS IT resources as related to capability needs and capability development courses of action reviewed within JRIMS.
2. Informs the JRC in making IT capability recommendations on proposed courses of action.
3. Collaborates with the JRC, as appropriate, in executing its responsibilities related to the JAR process.
4. Maintains the Homeland Security Enterprise Architecture (HLSEA) to provide the DHS Enterprise Roadmap for IT resource planning and the Functional Areas and Capabilities and Activities List as the organizing construct for portfolio and capability analysis.