

CHARTER OF DHS JOINT REQUIREMENTS COUNCIL

I. Purpose

This charter further delineates the membership, responsibilities, and procedures of the DHS Joint Requirements Council (JRC) as set forth in authority III.A.

II. Scope

This directive applies to all DHS organizational elements.

III. Authorities

- A. DHS Management Directive 1400, Investment Review Process

IV. Definitions

N/A

V. Responsibilities

See Policy and Procedures section

VI. Policy & Procedures

- A. **Introduction:** The JRC is a senior requirements review board that:
 1. Identifies crosscutting opportunities and common requirements among DHS Organizational Elements for non-IT investments and aids in determining how best to ensure that the Department uses its resources wisely and in the best interest of the American public;
 2. Conducts reviews of non-IT mission needs statements, Department capital investment plans, portfolio management documents and special interest issues submitted in accordance with the DHS Planning, Programming, and Budgeting Guidance, and other documents/issues;

3. Makes programmatic recommendations to the Investment Review Board (IRB) on proposed new programs and changes to existing capital programs.

B. JRC Membership:

1. JRC membership is identified in the table below. The JRC Chair will rotate among Chief Operations Director BTS, Chief Operating Officer EP&R, Chief Operating Officer IAIP, Chief of Staff USCG and Chief of Staff USSS, Chief of Staff S&T. Additional staff and/or process support staff may be assigned as required. A performance consultant/facilitator will assist in the review and recommendation process.

JOINT REQUIREMENTS COUNCIL	
Title	Representative
Chair Person	Rotates among Chief Operating Officers of DHS Organizational Elements.
Executive Secretary	Director, Program Analysis & Evaluation
Permanent Members	Chief of Staff, Management
	Operations Director, Border & Transportation Security
	Chief Operating Officer, Emergency Preparedness & Response
	Chief of Staff, Science & Technology
	Chief of Staff, Info Analysis & Infrastructure Protection
	Chief of Staff, U.S. Coast Guard
	Chief of Staff, U.S. Secret Service
	Chief of Staff, Bureau of Citizenship Services
	Chief Operating Officer, Transportation Security Administration
	Chief Operating Officer, Customs and Border Protection
Chief Operating Officer, Immigrations and Customs Enforcement	
Support	Subject Matter Experts
	Performance Consultant/Facilitator
	Sub-Panels & Matrix Teams

C. **JRC Functions & Responsibilities:**

1. Review Level 1 investments prior to critical milestones (i.e. Key Decision Points), and Level 2 investments at project initiation, to validate mission needs and review proposed programs for cross-functional applications, and/or determine if existing capabilities can meet the need (see Level 1 & 2 criteria in table below).
2. Make recommendations to the IRB as appropriate for each program.

	Criteria	Additional IT Criteria
Level 1	<ul style="list-style-type: none"> • Contract cost exceeds \$50M • Importance to DHS strategic and performance plans • High development, operating, or maintenance cost • High risk • High return • Significant in resource administration 	<ul style="list-style-type: none"> • Life-cycle cost exceeds \$200M
Level 2	<ul style="list-style-type: none"> • Contract cost \$5M-\$50M • Impacts more than one DHS component • Significant program or policy implication • High executive visibility 	<ul style="list-style-type: none"> • Life-cycle cost \$20M-\$200M • Financial system w/ operation cost exceeding \$500K • Was major in FY04 budget submission • Meets following criteria: E-Gov related, FEA, DHS EA, Strategic Data/Information sharing, DHS utility services and infrastructure, new technology initiatives, and sensitive initiatives.

3. Review Mission Needs Statements, Department Capital Investment Plans, Portfolio Management documents and special interest issues, to ensure they are consistent with DHS strategic goals and objectives.
4. Identify crosscutting opportunities and overlapping or common requirements and determine how best to ensure that DHS utilizes its scarce resources wisely in those areas.
5. Establish and oversee supporting structures and processes necessary to accomplish the JRC's assigned missions and responsibilities.

6. Charter and task matrix teams and sub-panels to address joint requirements issues.

D. **Coordination with the Enterprise Architecture Board (EAB)**. The EAB reviews IT investments and makes recommendations to the IRB and MRC. The EAB may be called on to provide technical support to the JRC on issues that involve IT and non-IT. That coordination will be provided through the Director, Program Analysis & Evaluation.

E. **Operating Procedures:**

1. The JRC will meet to review Department capital investment plans, mission needs statements, and other applicable documents associated with major capital acquisitions as needed to accomplish its tasks.
2. JRC meetings will be announced in advance and will be held during normal working hours.
3. Meeting minutes shall be prepared and reviewed by all members.
4. The chairman will bring appropriate issues to the JRC for their consideration. Ensure that all relevant issues have been discussed for each proposed investment. The Executive Secretary and the Facilitator will assist the Chair Person in eliciting relevant issues.
5. JRC members will:
 - a. Attend all meetings. A quorum consists of a simple majority of members.
 - b. Be responsible for bringing to the JRC all capital investment plans, mission needs statements, and other applicable documents associated with major capital acquisitions from their organizational elements. Members will ensure that documents have information sufficient for the JRC to make recommendations to the IRB.
 - c. Bring subject matter experts from their Organizational Elements as needed.
 - d. Report pertinent information to their respective Organizational Elements.

6. The JRC Executive Secretary, the Director, Program Analysis and Evaluation, will:

- a. Support the JRC Chairman and the JRC in executing JRC responsibilities.
- b. Establish the agenda for the JRC meeting.
- c. Coordinate issues that involve both the JRC and the EAB.
- d. Promulgate JRC decisions and prepare written recommendations to the IRB for the JRC Chair Person's review and signature.
- e. Develop and promulgate JRC administrative procedures.
- f. Appoint a JRC Recorder to record JRC actions and maintain JRC historical records.
- g. Conduct JRC pre-briefs to ensure format, content, and presentation are appropriate.
- h. Develop charters for Matrix Teams approved by the JRC.
- i. Perform all other JRC process oversight, facilitation, and integration functions as directed by the JRC.

7. The Performance Facilitator will:

- a. Facilitate JRC meetings and assist in the development of processes.
- b. Develop and apply processes as needed to facilitate the accomplishment of the objectives and tasks.

F. **Questions or Concerns Regarding the Process.** Any questions or concerns regarding this directive should be addressed to the Chief Financial Officer.