



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 300.8, *Acquisition Program Review and Reporting*, dated February 25, 2010.

**SUMMARY OF CHANGES:** Section 2, Scope, revised; Section 3, Authorities, added new authorities; Section 4, Definitions revised; Section 5, Responsibilities, updated and added new reporting requirements to account for new DHS-mandated systems of reporting; Section 6, Policy, updated; and Section 7, Procedures, updated.

1. **PURPOSE:** This directive provides TSA policy and procedures for acquisition program review and reporting. This includes specific guidance to support acquisition program compliance with DHS Directive 102-01, *Acquisition Management Directive (Revision 03)* and DHS Directive 064-04, *Acquisition Professional Career Information*.
2. **SCOPE:** This directive applies to all TSA acquisition programs (major and non-major) and other procurement activities associated with those acquisition programs. Non-acquisition programs should adhere to TSA memorandum, Project Planning and Management, Policy Statement, dated December 23, 2013.
3. **AUTHORITIES:**
  - A. Public Law 104-106, Clinger-Cohen Act of 1996, as amended
  - B. Public Law 107-71, the Aviation and Transportation Security Act of 2001
  - C. Public Law 107-296, the Homeland Security Act of 2002, as amended
  - D. Public Law 108-136, Title XIV, Services Acquisition Reform Act (SARA) of 2003, as amended
  - E. DHS Acquisition Program Management Division (APMD) nPRS memo dated September 30, 2009
  - F. [DHS Directive 102-01, Acquisition Management Directive \(Revision 03\)](#)
  - G. [DHS MD 064-04, Acquisition Professional Career Information](#)
  - H. [DHS MD 0784, Acquisition Oversight Program](#)
  - I. [Homeland Security Acquisition Manual \(HSAM\), Chapter 3007](#)
  - J. Office of Management and Budget (OMB) Circular A-11, Preparation and Submission of Budget Estimates, dated November 14, 2008

- K. OMB Circular A-130, Management of Federal Information Resources, dated November 28, 2000
- L. [TSA MD 1400.20, IT Governance](#)
- M. TSA memorandum, Requirements for Program Manager Certification for PMs with Acquisition Responsibility, dated February 13, 2008
- N. TSA memorandum, Project Planning and Management, Policy Statement, dated December 23, 2013
- O. Undersecretary for Management Memo Authorizing the Decision Support Tool, dated February 13, 2012

#### 4. DEFINITIONS:

- A. Acquisition: The conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of systems, supplies, or services (including construction) to satisfy DHS needs.

**NOTE:** Acquisitions results from investment decisions, respond to approved requirements, align to strategic direction, and are guided by approved baselines. An acquisition does not include establishment of agency needs (requirements determination) or financial management.

- B. Acquisition Decision Authority (ADA): The acquisition official designated to ensure compliance with DHS Directive 102-01 for a particular acquisition.

**NOTE:** DHS Directive 102-01 provides specific ADA responsibilities not outlined in this directive.

- C. Acquisition Decision Event (ADE): A predetermined point within the acquisition phases at which the investment will undergo a review.
- D. Acquisition Decision Memorandum (ADM): A documented record of decisions, exit criteria, and assigned actions from an Acquisition Review Board (ARB) as determined by the ADA.
- E. Acquisition Plan (AP): A formal decision document that communicates the Program Manager's (PM) strategy for implementing the program, to include the procurement strategy that supports it, which coordinates the efforts of all personnel responsible for the program for fulfilling the agency's need in a timely manner, and at a reasonable cost.
- F. Acquisition Program Baseline (APB): A summary of the critical cost, schedule, and performance parameters, expressed in measurable, quantitative terms, which must be met in order to accomplish the goals of the investment.
- G. Component Acquisition Executive (CAE): A TSA senior acquisition official who implements, manages, and oversees the TSA's acquisition processes. The CAE is designated by the DHS Chief Acquisition Officer.

H. DHS Acquisition Review Board (ARB): An executive board convened for the specific purpose of reviewing acquisitions during the acquisition life cycle to ensure requirements of the different phases of the life cycle are met.

**NOTE:** Refer to DHS Directive 102-01 for specific ARB responsibilities not outlined in this directive. For acquisitions that do not require DHS approval, the ARB responsibilities are performed by a TSA ARB.

I. Head of Contracting Activity (HCA): The individual who manages the entire procurement function within an organizational element.

J. Investment: DHS and/or TSA cost, outlays, or expenditures to achieve goals and objectives that result in the acquisition and /or sustainment of a mission-enabling capability (including processes).

K. Program (or Acquisition Program): A directed and funded effort identified by the CAE, in coordination with the appropriate Assistant Administrator (AA) and the Chief Information Officer (CIO), as a program and led by a DHS-certified Acquisition Program Manager to provide new, improved, or continuing systems or services in response to an approved need.

**NOTE:** Programs may be composed of multiple projects, and may be supported by various services contracts, interagency agreements (IAAs), and other types of procurement vehicles.

L. Acquisition Program Manager (PM): The single accountable individual provided sufficient authority and responsibility to accomplish program objectives for development, production, and sustainment.

M. TSA Acquisition Review Board: A TSA executive board chaired by the CAE.

## **5. RESPONSIBILITIES:**

A. The CAE (or designee) is responsible for:

- (1) Providing specialized training regarding, expert guidance on and assistance with the acquisition process;
- (2) Establishing acquisition program processes within TSA;
- (3) Overseeing execution of TSA's acquisition portfolio, including serving as the authority on required acquisition reviews;
- (4) Designate a Deputy CAE;
- (5) Serving as the ADA for TSA, in accordance with the current DHS Directive 102-01;
- (6) Serving as the TSA principal liaison with DHS for acquisition programs;

- (7) Chairing and serving as the Executive Secretary to the TSA ARB;
- (8) Providing policy information and implementation support to PMs regarding TSA ARBs;
- (9) Approving TSA ARB decisions and actions through an ADM;
- (10) Making readiness recommendations for DHS oversight acquisition programs to proceed to the DHS ARB;
- (11) Ensuring TSA acquisition programs comply with the current DHS Directive 102-01 including the review and approval of key acquisition program management documents and determining required acquisition documentation for TSA programs;
- (12) Approving PM's nomination to manage TSA programs;
- (13) Managing and verifying PM certification currency;
- (14) Serving as the executive authority responsible for TSA acquisition workforce career development certification;
- (15) Serving as the overall TSA agent and DHS liaison in managing the TSA acquisition program reporting process (i.e. Comprehensive Acquisition Status Report (CASR), Quarterly Program Accountability Report (QPAR), Next Generation Periodic Reporting System (nPRS) and any follow on reporting systems);
- (16) Ensuring appropriate parties review the accuracy of reported program and budgetary data within the reporting systems of record; and
- (17) Approving or terminating acquisition programs that do not require DHS approval.

**B. The TSA ARB is responsible for:**

- (1) Convening for the purpose of acquisition program review and approval;
- (2) Conducting systematic reviews of acquisition programs to ensure they are progressing appropriately for their current acquisition phase;
- (3) Approving acquisition programs to proceed to the next acquisition life cycle phase for acquisitions that do not require DHS approval and have been delegated to TSA;
- (4) Approving non-delegated acquisition programs to proceed to the DHS ARB;
- (5) Ensuring TSA acquisition programs are aligned with TSA's (and DHS as appropriate) mission and identifying potential redundancies; and
- (6) Establishing standards and making decisions to ensure that TSA strategic objectives are met.

**C. The HCA is responsible for serving as a member of the TSA ARB.**

D. The TSA CIO is responsible for:

- (1) Serving as a member of the TSA ARB; and
- (2) Administering information technology efforts in accordance with TSA MD 1400.20.

E. The TSA Chief Financial Officer (CFO) is responsible for:

- (1) Serving as a member of the TSA ARB;
- (2) Ensuring that budget execution is consistent with program requirements and ARB decisions;  
and
- (3) Working with the PMs to validate program CASR and nPRS financial information.

F. Assistant Administrators (AAs), and designees, are responsible for:

- (1) Serving as members of the TSA ARB;
- (2) Nominating potential PMs to the CAE for each TSA acquisition program under their purview;
- (3) Ensuring that PMs assigned to programs under their purview achieve and maintain the required PM level of certification specified in DHS MD 064-04; and
- (4) Ensuring PMs meet their data and program reporting requirements.

G. PMs are responsible for:

- (1) Utilizing project management best practices, including the use of IPTs, to manage the program's cost, schedule and performance for the organization;
- (2) Notifying the CAE of upcoming ADEs, program reviews, or requirement reviews so that an ARB can be scheduled;
- (3) As required, preparing and delivering program TSA ARB presentations in accordance with TSA Acquisition Review Process Implementation Guide;
- (4) Validating on a monthly basis, data entered into the reporting systems of record;
- (5) Acquiring and maintaining the required DHS PM certification level;
- (6) Achieving the program metrics specified in the APB and promptly notifying the CAE if a program breaches an APB parameter; and
- (7) Maintaining files of acquisition program information (e.g., approved program documentation, ADMs, meeting minutes, action items, and lessons learned).

**6. POLICY:**

- A. Acquisition documentation developed and maintained under this directive shall be subject to all applicable TSA, DHS, and Federal policy for the identification and safeguarding of sensitive and classified information. Disclosure of any documents under this directive outside of TSA by any party, regardless of the requestor, must be fully coordinated with the TSA CIO, CFO's, Office of Budget and Performance, Freedom of Information Act Office, Office of Chief Counsel and Office of Acquisition prior to responding to document call requests.
  - B. Acquisition program review and reporting will be conducted in accordance with the procedures in this directive. This will provide TSA programs a consistent and repeatable process for adhering to the review and reporting requirements established by DHS.
  - C. Acquisition programs may only be led by PMs that hold the appropriate level of certifications as specified in DHS MD 064-04 and [DHS Instruction 102-01-001](#).
  - D. PMs must be designated in writing, for CAE approval, using the [TSA Form 300, Program Manager Designation](#).
- 7. PROCEDURES:** To meet the acquisition review and reporting requirements defined in DHS Directive 102-01, the program must follow the procedures contained in the TSA [Acquisition Review Process Implementation Guide](#).
- 8. EFFECTIVE DATE AND IMPLEMENTATION:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

June 26, 2014

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Latetia Henderson  
Component Acquisition Executive

\_\_\_\_\_  
Date

**EFFECTIVE**

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Date

Distribution: All TSA Employees  
Point-of-Contact: Acquisition Policy Office, [TSAAcquisitionPolicy@dhs.gov](mailto:TSAAcquisitionPolicy@dhs.gov)