




**Homeland
Security**

August 9, 2021

MEMORANDUM FOR THE OFFICE OF INTELLIGENCE AND ANALYSIS WORKFORCE

FROM: John D. Cohen 
Senior Official Performing the Duties of the Under Secretary for
Intelligence and Analysis

SUBJECT: **Policy Guidance for Engaging Partners in the Field**

Purpose: To provide policy guidance for Office of Intelligence and Analysis (I&A) personnel assigned, detailed, deployed, or conducting official travel to one or more of I&A Field Operations Division's (FOD) twelve (12) regions¹. This policy guidance sets forth notification and coordination requirements to foster a unified, regionally focused approach to engaging homeland security partners and supporting Departmental priorities nationwide.

Background: During a review of a recent deployment of I&A headquarters personnel to the field to support a DHS law enforcement mission, I&A Senior Leadership determined the need to reinforce the role of FOD and its Regional Directors (RD) as I&A's primary representatives to Federal, State, Local, Tribal, Territorial, or Private Sector (FLSTTP) partners in the field.

I&A Instruction IA-507² outlines the roles, responsibilities, and management structure for I&A personnel assigned, detailed, or deployed to the field. This memorandum provides amplifying procedures on the role of FOD and its Regional Directors (RD), based on Intelligence Community best practices, until forthcoming updates to policies and standard operating procedures are published.

Policy Guidance: Effective immediately, all I&A personnel shall adhere to the below procedures for engaging partners in the field. This guidance applies specifically to I&A personnel not assigned to FOD and does not include details or assignments to other agencies' headquarters offices or to routine engagements occurring in the National Capital Region (NCR) with federal partners. The Principal Deputy Under Secretary for Intelligence and Analysis (PDUSIA) shall resolve disputes related to the activities covered in this memorandum.

- I&A personnel shall obtain written concurrence, via memorandum, from the RD of the respective FOD region prior to traveling to the region for operational support activities or engagements. The memorandum must detail the purpose of the visit, timeframe, expected participants, and intended outcome. Mission Managers and Division Directors shall make every effort to provide at least two weeks' notice of intended travel to the FOD Director and

¹ FOD regions: Central, Central Pacific, East Central, Mid-Atlantic, New England, Northeast, Pacific Northwest, Rocky Mountain, Southeast, South Central, Southeast Coastal, and Southwest.

² IA-507, *DHS Office of Intelligence and Analysis Field Personnel*, June 9, 2015.

the respective RD and must provide the signed memo to the DUSIEO before personnel make travel arrangements.

- I&A personnel engaging virtually with FLSTTP partners outside of the NCR shall notify the RD of the respective FOD region prior to the virtual activity, unless the outreach is at a national level.
- The PDUSIA shall approve permanent or long-term placement of I&A personnel in the field. Mission Managers and Division Directors are expected to coordinate with the FOD Director and respective RD on the proposed placement of personnel before seeking approval. This does not include personnel assigned to FOD.
- I&A personnel assigned as Liaison Officers or who are on joint duty or intergovernmental assignments to other organizations shall remain under the administrative and operational control of the applicable program, subject to the terms and conditions of the respective memorandum of understanding or other applicable formal agreement.

Questions or concerns regarding this policy guidance should be addressed to the Strategy, Plans, and Policy Branch at DHS.INTEL.POLICY. Questions or concerns regarding implementation of this policy guidance should be addressed to the Deputy Under Secretary of Intelligence Enterprise Operations at DHS.INTEL.DUSIEO.FRONTOFFICE.

Attachment: Memorandum for the Regional Director Template