

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
Table of Organization

OFFICE OF PRIMARY INTEREST: OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

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| SUPERSEDES: | None |

DIRECTIVE TITLE: Table of Organization

- PURPOSE and SCOPE.** This Directive provides oversight of U.S. Immigration and Customs Enforcement (ICE) position management and staffing in accordance with appropriated and non-appropriated funding sources, and establishes a formal Table of Organization (TO) that sets position levels within ICE and establishes the Table of Organization Position System (TOPS) as the official record and database for ICE position control, maintenance, and organization. The TO establishes approved position levels by funding type, program, organization, and grade and authorizes ICE managers to develop and implement customized staffing and recruitment plans that require no additional administrative approval external to the program. This Directive applies to all ICE Program Offices.
- AUTHORITIES/REFERENCES.** Assistant Secretary Memorandum dated July 10, 2006, entitled "Implementation of a Table of Organization."
- SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This Directive supersedes any previously recognized TO or previous policy or procedure intended to control positions and staffing levels within ICE. This is the originating and establishing Directive for the ICE TO.
- BACKGROUND.** The Assistant Secretary approved the establishment and implementation of an ICE TO and instructed the Chief Financial Officer (CFO) to establish TOPS as the database to record and maintain authorized position levels within ICE. The TO replaces a process that restricted recruitment and staffing options for ICE Program Offices. The TO will improve and accelerate ICE recruitment efforts by permitting the program offices to act on pre-authorized positions that are ready-to-fill without requesting individual recruitment authorizations.

5. DEFINITIONS.

- 5.1. Table of Organization (TO) – A list of funded positions that can be filled, consistent with priorities, by program offices to which the positions are assigned. The TO designates positions by fund type, program, organization, and grade levels.**
- 5.2. Table of Organization Position System (TOPS) – A database that enables Program Offices to manage the distribution of positions across their organization.**

6. POLICY.

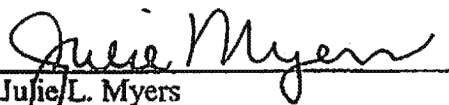
- 6.1. It is ICE policy to establish and maintain a TO that sets authorized position levels that correspond to appropriated and non-appropriated funding sources and programs.**
- 6.2. ICE Program Offices shall manage their staff levels within the authorized position ceilings and grades established in the TO.**
- 6.3. A TO Working Group with representatives from each ICE Program Office will develop procedures to manage the TO.**

7. RESPONSIBILITIES.

- 7.1. The CFO is responsible for managing the TO and administering the TOPS database to establish and maintain official data records for TO position ceilings, authorized positions, grades, and reporting.**
- 7.2. The CFO will coordinate with ICE Program Offices to establish the authorized position ceilings for each ICE funding type, program, organization, and grade, in accordance with resources available from appropriated and non-appropriated funding sources and in consideration of any other limitation that may exist.**
- 7.3. The CFO, in consultation with ICE Program Offices, shall develop business processes to administer TO levels, including procedures to change the TO as needed.**
- 7.4. The Director of Budget and Program Performance shall assist ICE Program Offices in identifying affordable TO position levels and making adjustments according to resource availability and ICE budget priorities.**
- 7.5. The ICE Program Office Directors are responsible for managing recruitment and staffing for their Program Offices in accordance with TOPS authorized levels and following all applicable policies and procedures.**

- 7.6. The Chief Human Capital Officer is responsible for directing Human Resource service providers to limit all personnel actions to authorized positions designated in TOPS.
8. **PROCEDURES.**
Procedures will be addressed in a forthcoming handbook.
9. **ATTACHMENT.**
Assistant Secretary Memorandum dated July 10, 2006, entitled "Implementation of a Table of Organization."
10. **NO PRIVATE RIGHT STATEMENT.** This Directive is an internal policy statement of ICE. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable by any party against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

Approved


Julie L. Myers
Assistant Secretary