

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

ICE Directive 1052.2: Use of “Director” in ICE Headquarters Position Titles

Issue Date: November 1, 2023
Effective Date: November 1, 2023
Superseded: ICE Directive 1052.1: Use of “Director” in ICE Headquarters Position Titles (Nov. 10, 2016).

- 1. Purpose/Background.** This Directive defines the U.S. Immigration and Customs Enforcement (ICE) policy on the use of “Director” in position titles within ICE Headquarters Directorates and Program Offices. The Trade Facilitation and Trade Enforcement Act of 2015 amended The Homeland Security Act of 2002 to recognize the head of ICE as the “Director,” rather than “Assistant Secretary.” Pursuant to this change, ICE sets forth guidelines regarding the appropriate use of “Director” in working position titles used by ICE employees within Headquarters Directorates and Program Offices in an effort to promote recognition of roles and responsibilities, and to ensure clarity and consistency in the use of titles across the agency.
- 2. Policy.** The ICE Director, Deputy Director, Executive Associate Directors, Deputy Executive Associate Directors, Associate Directors,¹ Deputy Associate Directors, Assistant Directors, and Deputy Assistant Directors are the only positions within ICE Headquarters Directorates and Program Offices that may utilize “Director” within their working titles. No other ICE employees within ICE Headquarters Directorates or Program Offices may include “Director” in their working position title.²

Titles for supervisory positions below Deputy Assistant Director will be based on line of supervision, as follows:

- 1) First line supervisors will be referred to as “Section Chief,” and
- 2) Second line supervisors will be referred to as “Unit Chief.”

This policy applies to all working position titles without regard to titles referenced in associated position descriptions. This policy does not apply to ICE Special Agent in Charge Offices or ICE Field Offices outside of ICE Headquarters Directorates or Program Offices.

¹ The Office of Professional Responsibility and the Office of External Affairs are the only offices that will use Associate Director and Deputy Associate Director as working position titles for their leadership.

² The Director of ICE may grant an exemption on a case-by-case basis. Descriptive titles commonly used in government to identify the duties and responsibilities of a specific position, such as the Budget Director and Medical Director, are exempt from this requirement. Executive Director, Managing Director, and Program Director are titles that are not permissible under this policy.

3. **Definitions.** None.
4. **Responsibilities.** The ICE Executive Associate Directors, Principal Legal Advisor, Associate Directors, and Assistant Directors are responsible for ensuring compliance with this policy within their respective Directorates and Program Offices.
5. **Procedures/Requirements.** None.
6. **Recordkeeping.** None.
7. **Authorities/References.**
 - 7.1. The Homeland Security Act of 2002.
 - 7.2. The Trade Facilitation and Trade Enforcement Act of 2015.
8. **Attachments.** None.
9. **No Private Right.** This document provides only internal ICE policy guidance, which may be modified, rescinded, or superseded at any time without notice. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter. Likewise, no limitations are placed by this guidance on the otherwise lawful enforcement or litigative prerogatives of ICE.

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