

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ICE Policy System (IPS)**

DISTRIBUTION:	ICE
DIRECTIVE NO:	2-3.1
ISSUE DATE:	August 12, 2008
EFFECTIVE DATE:	August 12, 2008
REVIEW DATE:	August 12, 2011
SUPERSEDES:	2-3.0

**DIRECTIVE TITLE: FUTURE YEARS HOMELAND SECURITY PROGRAM (FYHSP)
SYSTEM**

1. **PURPOSE and SCOPE.** The purpose of this Directive is to establish the formal mechanism for updating and maintaining U.S. Immigration and Customs Enforcement (ICE) Planning, Programming, Budgeting, and Execution (PPBE) information in the Department of Homeland Security's (DHS) Future Years Homeland Security Program (FYHSP) System. The FYHSP system requires quarterly updates and periodically requested updates by DHS. This Directive applies to all ICE Program Offices.
2. **AUTHORITIES/REFERENCES.**
 - 2.1. Homeland Security Act of 2002, Public Law (Pub.L.) 107-296, Sec 874 (November 25, 2002).
 - 2.2. Department of Homeland Security (DHS) Management Directive (MD) 1330: Planning, Programming, Budgeting and Execution (February 14, 2005).
 - 2.3. FYHSP Users Guide, Volume 3: March 14, 2008.
3. **SUPERSEDED/CANCELED POLICY/SUMMARY OF CHANGES.** This Directive supersedes ICE Directive 2-3.0 entitled, "Future Years Homeland Security Program (FYHSP)," dated April 1, 2005. All other policy documents issued by ICE on this subject are hereby superseded.
4. **BACKGROUND.** The FYHSP System is a DHS planning tool that contains planning, programming, and budget information collected directly from all DHS components. The FYHSP System provides for quick access to a wide range of data and is used to formulate, edit, analyze, report, communicate and archive planning, performance, and budget information. Data contained in the FYHSP System is used to create both internal and public planning and budget documents, including the DHS FYHSP document which is printed each year and illustrates the budget year plus out-years. In addition, the Office of Management and Budget (OMB) relies on FYHSP data for Program Office evaluation exercises and DHS utilizes it to rate ICE's progress relative to the President's Management Agenda. For these reasons, it is imperative that the FYHSP System entries are accurate and properly reflect current information for each ICE Program Office.

5. DEFINITIONS.

5.1. Future Years Homeland Security Program (FYHSP). DHS's five-year resource and performance plan. This official DHS document summarizes DHS programs and associated resources (investments, construction, human capital, IT, and other support and operating expenses) for the budget year plus four years in support of strategic goals, objectives, and planning priorities. The Secretary of Homeland Security approves the FYHSP.

5.2. FYHSP System. The FYHSP system is the DHS official register of program long-term performance goals and measures. It contains planning, programming, and budget information collected directly from all DHS components and used in the formulation of a variety of planning and budget documents, including the FYHSP.

6. POLICY. All elements of the FYHSP System shall be reviewed throughout the year by ICE Program Offices for accuracy and data quality. The following specific areas in the system must be updated on a quarterly basis within 30 days after the close of each quarter and during each stage of the budget cycle (Department, OMB, and Congressional):

- 1) Basic Information (Program Office name, description);
- 2) 5-10 Year Summary;
- 3) Performance Measures and targets; and
- 4) Milestones.

7. RESPONSIBILITIES.

7.1. The Director of the Office of Budget and Program Performance or designee, will:

- 1) Implement all aspects of this Directive;
- 2) Assign program and budget analysts to work directly with Program Office points of contact (POCs);
- 3) Work with Program Office POCs to ensure FYHSP System entries are thorough, accurate, and satisfy external reporting requirements; and
- 4) Ensure FYHSP System data are consistent with all other PPBE documents and external documents.

7.2. Program Office Directors will:

- 1) Assign at least two individuals to serve as the FYHSP System POCs (primary and backup);

- 2) Ensure FYHSP System POCs maintain FYHSP System access and attend FYHSP System training when provided;
- 3) Establish internal processes to ensure all FYHSP System data is reviewed for accuracy within 30 days after the close of the quarter and during each stage of the budget cycle;
- 4) Ensure FYHSP System data are consistent with all other PPBE documents and external documents; and
- 5) Submit requested changes to OBPP as requested.

7.3. ICE Performance Improvement Officer (PIO):

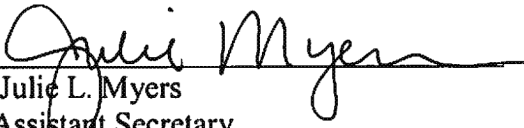
- 1) Lead the coordination, implementation, and maintenance of overall agency program performance management;
- 2) Approve ICE agency performance measures and goals;
- 3) Monitor performance management activities to ensure compliance with standards for internal (management) control;
- 4) Coordinate with the Office of the Chief Financial Officer, the Office of Policy, and the Performance and Metrics Unit within the Office of the Assistant Secretary on all program performance management issues; and
- 5) Incorporate Department of Homeland Security Performance Improvement Council guidance into ICE performance management activities.

8. PROCEDURES. FYHSP Requirements and Access is contained in the FYHSP System User's Guide found within the DHS Online Web site. ICE staff must request access to the FYHSP System through the ICE Office of Budget and Program Performance (OBPP).

9. ATTACHMENT. None.

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

U.S. Immigration and Customs Enforcement