

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT**  
**Functions of the Human Capital Office**

**OFFICE OF PRIMARY INTEREST: HUMAN CAPITAL OFFICE**

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<b>SUPERSEDES:</b>	See Section 3

**DIRECTIVE TITLE: Functions of the Human Capital Office (HCO)**

1. **PURPOSE and SCOPE.** This Directive establishes policy and responsibilities for the Human Capital Office (HCO). HCO is charged with developing and implementing a unified human capital policy for U.S. Immigration and Customs Enforcement (ICE). This Directive applies to all ICE programs offices.
2. **AUTHORITIES/REFERENCES.**
  - 2.1. Homeland Security Act of 2002, Public Law 107-296 (November 25, 2002).
  - 2.2. Title 5 of the United States Code (U.S.C.) Section 2301, Merit System Principles.
  - 2.3. 5 U.S.C. Section 2302, Prohibited Personnel Practices.
  - 2.4. Department of Homeland Security (DHS/Department) Delegation Order Number 7030.2, or as updated.
  - 2.5. DHS Management Directive 3100.1, Human Relations.
3. **SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This Directive supersedes previous issuances and previously recognized processes for the implementation of human relations policy for all ICE offices. It is the originating and establishing Directive for ICE policy on human relations.
4. **BACKGROUND.** Due to the creation of ICE from the components of other agencies, a unified ICE policy on human relations is needed.
5. **DEFINITIONS.** Not applicable.
6. **POLICY.** The mission of the Human Capital Office (HCO) is to leverage human resources (HR) programs and activities throughout the organization to ensure each ICE program office is equipped to successfully accomplish their critical missions.

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Functions of the Human Capital Office (HCO)


## **7. RESPONSIBILITIES.**

- 7.1. The Assistant Secretary, ICE, or his/her designee, is responsible for ensuring that ICE program offices comply with applicable merit principles.**
- 7.2. The Human Capital Office (HCO):**
  - 7.2.1. Develops, plans, and coordinates with ICE program offices for human resource management; providing expert guidance to managers for hiring, developing, and sustaining a quality workforce; managing the operation of nationally centralized personnel activities; and providing direct personnel support to Headquarters and its attached centralized activities and overseas operations. The HCO also has operational functions including: classification and staffing operations, employee benefits, national recruitment program, drug testing, work-life programs, employee assistance program, organizational development, automation, employee pay and records, executive resource management, workman's compensation, and employee and labor relations (E and LR).**
  - 7.2.2. Facilitates effective delivery and oversight of HR services through a shared-services agreement with U.S. Customs and Border Protection (CBP) Human Capital Office. Close coordination by the ICE HCO with ICE program offices and CBP HR servicing offices, as well as the CBP Hiring Center in Minneapolis, Minnesota, ensures timely and accurate services for all ICE employees in staffing, classification, compensation, leave policy, pay administration, and benefits.**
  - 7.2.3. Directs HR providers to limit all personnel actions to authorized positions designated in the Table of Organization Position System (TOPS).**
  - 7.2.4. Assists the Office of the Chief Financial Officer in managing the Table of Organization (TO) and the TOPS database that establishes and maintains official data records for TO position ceilings, authorized positions, grades, and reporting.**
  - 7.2.5. Advises the Office of the Assistant Secretary and all ICE programs offices on HR policies and guidance, while assisting those offices purposefully and deliberately in developing hiring plans; determining competency requirements and strategies to meet these requirements; realigning, reclassifying or reorganizing their workforces; and coordinating with the Department of Homeland Security.**
  - 7.2.6. Serves on Department-wide councils, task forces, and workgroups in support of HR policy and procedures.**
- 7.3. Employee and Labor Relations in consultation with the Office of the Principal Legal Advisor services ICE program offices in all aspects of E and LR including development and interpretation of policies and guidance on performance management, conduct and discipline issues, and grievances filed by employee**

organizations. It advocates and represents ICE program offices' interests in negotiations and third party proceedings such as arbitrations and matters before the Federal Labor Relations Authority.

8. **PROCEDURES.** There are no procedures applicable to this Directive.
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  
Immigration and Customs Enforcement