

**ASSISTANT SECRETARY FOR OPERATIONS, SECURITY, AND PREPAREDNESS**

The Assistant Secretary for Operations, Security, and Preparedness (OSP) coordinates VA's emergency management, preparedness, personal identity verification, physical security, personnel security and suitability, police services, law enforcement activities and ensures compliance and resource management in the Office of Operations, Security, and Preparedness, so the Department can continue to perform the mission essential functions under all circumstances across the spectrum of threats. OSP directs and provides oversight for VA’s overall operations for planning, response, and security and law enforcement programs in support of the National Response Framework, Homeland Security Presidential Directive (HSPD) 12, and other related Executive Orders and Federal regulations.

To ensure preparedness to meet emergent national needs is one of the 13 major initiatives in the VA Strategic Plan for FY **2011–2015**. VA’s Third Integrated Objective is to build our internal capacity to serve Veterans, their families, our employees, and other stakeholders efficiently and effectively by ensuring that VA environments for care and administration are safe, secure, and as free as possible from the threat of physical danger or property loss.

**OFFICE OF EMERGENCY MANAGEMENT**

The Office of Emergency Management (OEM) is responsible for developing, coordinating, and implementing policy and programs to ensure VA has an integrated Comprehensive Emergency Management Program. OEM has four organizational units: 1) Planning, Exercise, Training, and Evaluation (PETE), 2) Operations and National Security Service (O&NSS), and 3) VA Integrated Operations Center (IOC).

The Planning, Exercise, Training and Evaluation (PETE) Service ensures the coordination and development of departmental policies relating to the Comprehensive Emergency Management Program in accordance with executive orders, presidential management directives, regulations and guidance. PETE manages the Presidential and Departmental Line of Succession programs and provides oversight and coordination responsibilities, to include the Emergency Relocation Group, Reconstitution Emergency Relocation Group, and the Devolution Emergency Response Group. PETE is responsible for the coordination of Continuity of Government and for maintaining an exercise, training and evaluation program to enhance VA's preparedness programs. In addition, PETE is responsible for representing the Department for issues related to HSPD 5, Management of Domestic Incidents; HSPD 8, National Preparedness; HSPD 20, National Continuity Policy; and HSPD 21, Public Health and Medical Preparedness.

The Operations & National Security Service (O&NSS) provides guidance and ensures all classified information is properly safeguarded, controlled, transmitted, destroyed and packaged in accordance with executive orders, handbooks, directives, regulations, and guidelines. O&NSS also ensures all sensitive compartmented information facilities within VA, along with maintaining VA’s emergency relocation sites and developing policies and managing the Information Security Program (classified documents) to ensure compliance with Executive Order 12958, as amended, and Information Security Oversight Office (ISOO) directives.

The VA Integrated Operations Centers (VAIOC) ensures the coordinating emergency management and crisis response activities both VA-wide and with other Federal, State, and Local Agencies. The VAIOC is the Department’s focal point for the fusion of information for timely senior leadership decision-making and interagency coordination. The VAIOC is staffed 24 hours/7 days per week, and serves to support VA’s Comprehensive Emergency Management Program. Within VA, the VAIOC serves as the principal point of contact with the Department of Homeland Security, Federal Emergency Management Agency, and other Departments and Agencies pertaining to emergency management, continuity of operations, domestic incident management, and national security emergency programs.

**Office of Personnel Security and Identity Management**

The Office of Personnel Security and Identity Management (PS&IM) is comprised of VA’s Personnel Security and Suitability Service (PSS), Security and Investigations Center (SIC), and the HSPD-12 Program Office (HSPD-12) within the Office of Operations, Security and Preparedness (OSP). PS&IM ensures alignment, accountability, and transparency of VA’s personnel security, suitability, and HSPD-12 programs and provides central coordination and oversight of the Department’s personnel security, suitability, and identity management infrastructure.

The Office of Personnel Security and Suitability (PSS) carries out the Department’s responsibilities to maintain a personnel security program as authorized by laws, regulations, Executive Orders, and Directives at VA Central Office and throughout the Department. PSS provides broad Department-wide policy direction, standard setting, coordination, and performance assessment for organizational components within VA and carries out VA’s responsibilities to maintain a suitability program; including policy direction, standard setting, coordination, and performance assessment for organizational components for making suitability and fitness determinations within VA.

The Security the Security and Investigations Center (SIC) processes and adjudicates background investigations for all moderate risk and high risk public trust and national security positions for federal employees within the Department of Veterans Affairs, as well as all level of investigations for contractors performing jobs and functions for the Department of Veterans Affairs.  The SIC provides resources and facilitates requests for the VA Human Resource offices, Contracting Officers, and Contract Officers Technical representatives that initiate background investigations.

The HSPD-12 Program Office is responsible for carrying out the requirements of Homeland Security Presidential Directive 12 (HSPD-12) at VA and for managing the issuance of federal identification cards to all VA employees, contractors, and affiliates. Homeland Security Presidential Directive 12 (HSPD-12) requires a Government-wide, common identification standard for all Federal employees and contractors requiring physical and/or logical access. HSPD-12 and its common identification standard require personal identity verification (PIV), background investigations, and suitability determinations for all affected personnel. The HSPD-12 Program Office provides Departmental policy and guidance, management, communications, training, deficiency requirements, and oversight for identity and access implementation programs; including PIV, Physical Access Control Systems, and Logical Access Control Systems.

**OFFICE OF RESOURCE MANAGEMENT**

The Office of Resource Management (ORM) enable all employees, managers, supervisors and executives, to identify, understand, manage, and monitor the delivery and execution of Human Resources, Budget, Procurements, Administrative and Logistics in Operations, Security, and Preparedness. (OSP)

The objective of Budget formulation and execution is to ensure funds are spent in compliance with law, guidance, and directives from OMB and Congress. ORM ensures a budget formulation that is timely, and accurate for the submission to the Office of Management and Budget (OMB) and the President’s budget request to Congress. Budget execution provides continuous review and control to ensure consistency with OSP’s operating plans.

The goal of Human Resource Management is to provide oversight and establish short and long term goals for training, performance management, learning management systems, labor management, discrimination complaints, EEO, investigation processes, alternative dispute resolution, diversity and inclusion, and telework in the Office of Operations, Security, and Preparedness.

Administrative and logistical oversight ensures telephone systems, telecommunications, audiovisuals, transportation, personal property, equipment, web sites, information technology oversight, privacy, records management, purchase card, transit benefits, freedom of information act (FOIA), payroll, space management, mail management, and executive correspondence for the organization.

**OFFICE OF SECURITY AND LAW ENFORCEMENT**

The Office of Security and Law Enforcement (OS&LE) is responsible for developing policies, procedures, and standards that govern VA’s infrastructure protection, personal security and law enforcement programs, protecting Veterans, visitors, and staff in and on Department facilities and grounds. The goal of OS&LE is to deliver the highest quality professional law enforcement services while ensuring law and order, protection of persons and property on VA campuses, and in buildings under the jurisdiction of the Department. To facilitate this for field units, OS&LE is composed of two units: Police Services and the VA Law Enforcement Training Center (LETC).

The Police Services is responsible for the Police Oversight & Investigations, Infrastructure Protection, Executive Protection, and Intelligence & Analysis. Police Oversight & Investigations Division is responsible for conducting program inspections of the 153 Police units around the nation. In addition, the division conducts internal investigations on police officers for various infractions.

The Infrastructure Protection Division develops and writes VA Infrastructure Protection policy and is the interface with the Federal Protective Service for VA Campus Security. This division represents VA on Federal level steering committees. The Executive Protection Division provides personal protection for the Secretary and Deputy Secretary of Veterans Affairs. The Intelligence and Analysis Division conducts criminal analysis and tracks a multitude of trends to “sound the alarm” before an incident occurs.

The Law Enforcement Training Center (LETC) is an enterprise activity whose budget and staffing levels are based on revenue generated by reimbursable services provided by the Centers. The LETC is broken down into four divisions: the Academic Training Division, the Technical Training Division and the Advanced Academic Program Division.

* The Academic Program Division is responsible for developing programs and curriculum that develops individuals to be law enforcement officers in a health care environment.
* The Technical Program Division is responsible for developing and implementing physical training, weapons and tactical programs and standards for VA police officers.
* The Advanced Academic Program Division is responsible for training the police officers using a comprehensive investigative methodology.
* Training Standard Division is responsible for management and oversight of internal and external quality control. They ensure compliance with accreditation standards, and all organizational polices and directives, and support and evaluate field training programs.

The LETC provides basic and advanced training for Law Enforcement Officers and Security Officers of several other Federal agencies.