

# M-03-04

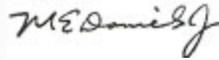
January 7, 2003

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## MEMORANDUM FOR THE HEADS OF SELECTED DEPARTMENTS AND AGENCIES

FROM:

Mitchell E. Daniels, Jr.  
Director



SUBJECT:

Determination Orders Organizing the Department of Homeland Security

On November 25, 2002, the President signed HR 5005 establishing the Department of Homeland Security (Public Law 107-296). The new department represents both a substantial improvement to our domestic security and a momentous change in the organization of the federal government.

This reorganization will meld twenty-two Federal agencies and programs into the new department. Given the incoming entities' widely disparate policies, procedures, and information systems, the change will be difficult and require a high level of cooperation and coordination, both among those bound for the new department and from the agencies that are contributing these resources to homeland security.

An important step in the establishment of the new department is the determination order process. Through the determination order, agencies will document key financial, logistical, and human resources to be transferred to the Department of Homeland Security. The President's November 25th Reorganization Plan for the department calls for the transfer of most component agencies and programs to the new department by March 1, 2003.

Attached is specific guidance on the information needed regarding entities transferring to the new Department. This information will be required to support the determination order. While the receipt of all of the information is not a prerequisite for the transfer of an agency or program, at a minimum Sections A and B will be required two weeks prior to the transfer of an entity to the department. Timely delivery of this information will facilitate a more orderly transition. For entities transferring on March 1, 2003, at least Sections A and B will need to be received by February 14, 2003.

The data collection will be coordinated by the Department of Homeland Security CFO Working Group. This will be discussed by the CFO Working Group at their January 8th meeting, located at the US Secret Service HQ building. Please contact Steve Colo at USSS (202/406-5780) for access to this meeting.

Please address any questions to Marco Terango (202/786-0024) at the Transition Office or David Haun (202/395-5090) at OMB.

[Attachment](#) (7 pages, 173 kb) 