

## **Instructions for Homeland Security and Overseas Combating Terrorism Data Collection**

### **Introduction**

In the 2005 budget process, Homeland Security (HS) and Overseas Combating Terrorism (OCT) funding levels were identified by appropriations account in the MAX A-11 database. Concurrent with MAX A-11 data entry, agencies completed and submitted a separate activity-level database detailing the programs for which HS or OCT funding was requested. This data was used to develop the detailed analysis of Homeland Security that was published as chapter 3 of the Analytical Perspectives volume, as required by section 889 of the Homeland Security Act of 2002.

**All of this information is again required for the 2006 budget, and your estimates of Homeland Security and Overseas Combating Terrorism funding must be completed concurrently with your Agency's fall budget submission.** To expedite this process, OMB has developed a new, internet-based data collection tool that should simplify submission and review of this information. This document describes how to get access to the new system and how to use it to provide your agency's information to OMB.

### **Points of Contact**

General data collection and database questions: Jim Holm, 202-395-1096, [jholm@omb.eop.gov](mailto:jholm@omb.eop.gov); Andrew Abrams, 202-395-3823, [aabrams@omb.eop.gov](mailto:aabrams@omb.eop.gov); Eric Hunn, 202-395-3494, [ehunn@omb.eop.gov](mailto:ehunn@omb.eop.gov).

National Strategy Mission Area Definitions: David Aidekman, 202-456-2270, [daidekman@who.eop.gov](mailto:daidekman@who.eop.gov); Andrew Abrams, 202-395-3823, [aabrams@omb.eop.gov](mailto:aabrams@omb.eop.gov); Jim Holm, 202-395-1096, [jholm@omb.eop.gov](mailto:jholm@omb.eop.gov).

Other Definitions (Critical Infrastructure Protection, Continuity of Operations, Weapons of Mass Destruction, Research & Development): Andrew Abrams, 202-395-3823, [aabrams@omb.eop.gov](mailto:aabrams@omb.eop.gov); Jim Holm, 202-395-1096, [jholm@omb.eop.gov](mailto:jholm@omb.eop.gov); Eric Hunn, 202-395-3494, [ehunn@omb.eop.gov](mailto:ehunn@omb.eop.gov).

### **Getting Access to the Homeland Security and Overseas Combating Terrorism Database**

The 2006 Homeland Security and Overseas Combating Terrorism Database (the database) is available via the internet for approved users. To access the database, provide the following information to your OMB examiner: full name, email address, contact phone number, and agency name. Your account access information will be sent to you via email.

To access the database, you will need a computer with both an internet connection and a current-version web browser (e.g., Microsoft Internet Explorer version 5.0 or later) that supports 128-bit encryption.

### **The Concept of Activity-Level Data**

To support various analyses of HS and OCT estimates, OMB must collect funding and program information at both the account and the activity level. For this exercise, "activity" means a set of programs or projects that make up a coherent effort, at a level of detail sufficient for OMB, HSC, comptrollers, and Congressional auditors to analyze federal spending on HS and OCT activities. OMB has purposely left the definition of "activity" to the interpretation of respondent agencies, to

allow for flexibility in responses. Agencies should work with their OMB examiners to determine the appropriate level of aggregation for reporting. A general rule of thumb is to break out activities to the smallest, self-contained unit. Since this information may only be available within bureaus, agency comptrollers should work closely with bureau and program managers to collect the data. (Agencies that would like to consult past activity-level submissions but do not have that information should contact their OMB examiner.)

The Administration is interested in improving the quality and usefulness of the data in the HS/OCT database. To that end agencies should:

- Review and update their past activity titles to make certain they describe identifiable agency activities
- Review and update activity descriptions to ensure that they describe the activity in a clear, concise, and detailed manner
- Include internal notes in the account-level funding description, and not in the activity description.

### Examples of Activity-Level Reporting

<b>Overly Aggregated Details</b>	<b>Overly Disaggregated Details*</b>	<b>Appropriate Activity Level</b>
Vaccine research	5,000 test tubes for use in next-generation anthrax vaccine research.	Research on a next-generation anthrax vaccine.
Computer security	Hackerblock version 7.3 firewall software development	Computer firewalls, including development, purchase, operation and maintenance
First responder grants	80 radios for Smallville, USA Volunteer Fire Department	Communications equipment for first responders

\*Note: agencies are encouraged to include detailed activity descriptions in the program comments

### Entering Data into the Database

To access the database, you must request a userid and password from OMB. Please see the section “Getting Access to the Homeland Security and Overseas Combating Terrorism Database” above.

Since communications with the Homeland Database are through encrypted channels, you will see the following message when first connecting to the website:



The database uses encrypted protocols to transmit data across the internet, but OMB has not verified the encryption technology through a commercial service like Verisign. As a result, the Security Alert window will appear, but it can be ignored. Click “Yes” to proceed to the login screen, where you will enter the userid and password provided to you by your OMB examiner.

Once you are able to log into the database, you will see the following main interface:



At the top left of the screen, you will see your user name and the agency for which you are able to access budget account data. Click “Logout” in the top right corner to logout of the application when you are finished using the database for the session. The additional text on the main page of the database explains, at a high level, how the application works.

To see the list of budget accounts for which Homeland Security or Overseas Combating Terrorism funding was reported in the past, click on the “Accounts” tab near the top of the screen. You will move to the following screen:

USER: ANDREW ABRAMS    ORG: DEPARTMENT OF HOMELAND SECURITY    ACTION: LOGOUT

**Homeland Security Data Collection System**

Home   Accounts   Submit

**Accounts**

Account Number	Bureau	Account	Funding Description
<a href="#">024-10-0100</a>	Departmental Management	Departmental Operations	Funds DHS Headquarters Homeland Security programs, including DHS Operations Center, HQ security, and other Homeland Security activities. Andrew was here -- 7/8/2004.
<a href="#">024-10-0101</a>	Departmental Management	Counterterrorism Fund	Funds unforeseen needs for preventing or responding to a terrorist attack, particularly National Security Special Events (NSSEs). Andrew was here -- 7/8/2004.
<a href="#">024-10-0102</a>	Departmental Management	Department-wide technology investments	Funds department-wide technology programs, including wireless conversion and other mission-critical investments. Andrew was here -- 7/8/04.
<a href="#">024-10-0560</a>	Departmental Management	State and local programs	Grants, training, exercises, and technical assistance to enhance the terrorism preparedness of first responders, including police, fire, rescue, and emergency response personnel.
<a href="#">024-10-0561</a>	Departmental Management	Firefighter assistance grants	Andrew was here -- 7/13/2004.
<a href="#">024-40-0400</a>	U.S. Secret Service	Operating Expenses	Funding supports U.S. Secret Service core mission, including protective, investigative, and support operations. Andrew was here -- 7/13/2004. Lisa Duffy (DHS) test -- 7/14/04.
<a href="#">024-40-0401</a>	U.S. Secret Service	Capital Acquisitions	Funding supports operation and maintenance of the J. J. Rowley training center.
<a href="#">024-50-0508</a>	Transportation Security Administration	DISCRETIONARY FEE FUNDED, Salaries and Expenses	Fee revenues to fund TSA.
<a href="#">024-50-0508</a>	Transportation Security	DISCRETIONARY, Transportation security	Funds entire administration, net of fees

Done    Internet

This screen lists the accounts to which you have access. The account numbers, which are listed down the left side of the screen, are clickable links. To help identify accounts, both the bureau and account name are listed next to the account number. The description of programs funded in the account is listed in the right-most column.

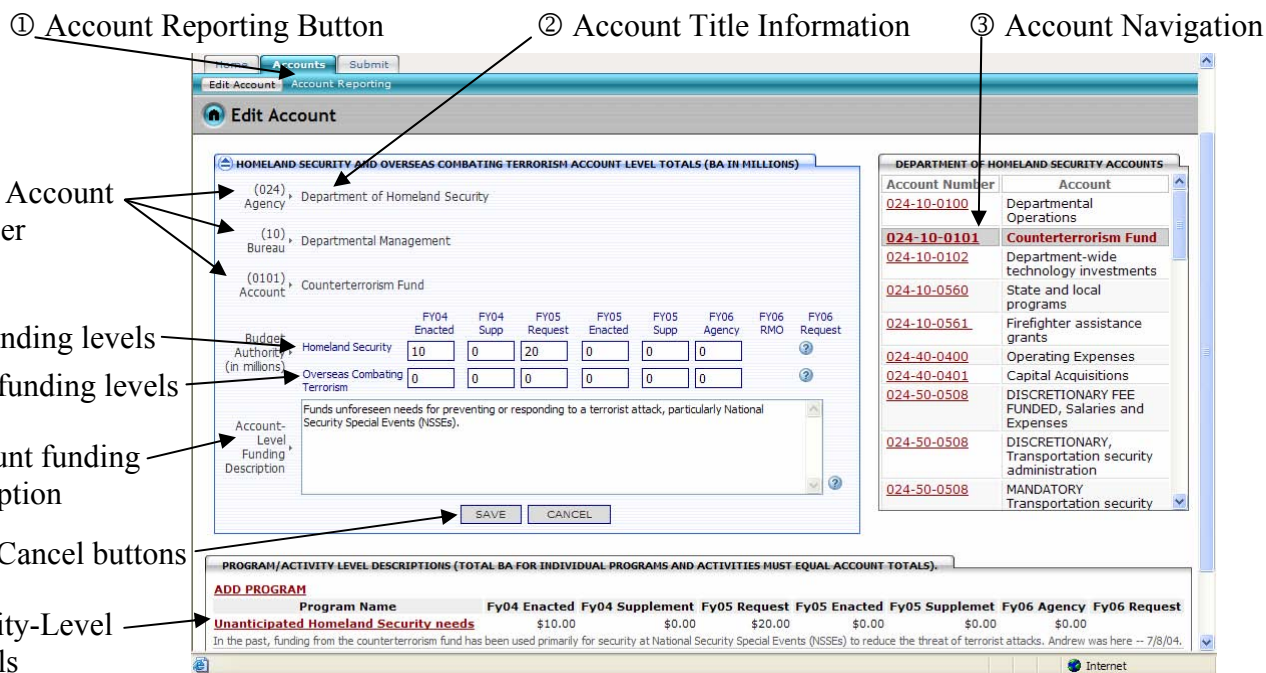
The OMB account number should be familiar to you. This number identifies the appropriations account in which the funding has been requested in the budget. The OMB account number has three parts, which can be described as AAA-BB-CCCC. The AAA part represents the Agency code, BB represents the Bureau code, and CCCC represents the appropriation account. For additional information about OMB account numbers, please see OMB circular A-11 section 79 ([http://www.whitehouse.gov/omb/circulars/a11/current\\_year/s79.pdf](http://www.whitehouse.gov/omb/circulars/a11/current_year/s79.pdf)).

If an account is not included on your agency's list but you think it should be, please contact your OMB examiner. Database users are not able to add accounts by themselves; this has to be done by the database administrator.

### Edit Account Screen

Once you select a particular account (by clicking on the account number) you will be taken to the following screen, from which you can edit account details or edit and add activities and programs:





The following sections describe the various parts of the interface and how they are used:

① The account report button, at the top of the screen, allows you to view and print summary information for the active account. When you click on the button, you will see a report that looks like this:

**Account Reporting**

**SUMMARY ACCOUNT INFORMATION**

Agency and Bureau • Department of Homeland Security , Departmental Management

(024-10-0101) Account • Counterterrorism Fund

Account Description • Funds unforeseen needs for preventing or responding to a terrorist attack, particularly National Security Special Events (NSSEs).

Budget Authority (in millions of dollars)

	FY04 Enacted	FY04 Supp	FY05 Request	FY05 Enacted	FY05 Supp	FY06 Agency	FY06 RMO	FY06 Request
Homeland Security	10	0	20	0	0	0	0	
Overseas Combating Terrorism	0	0	0	0	0	0	0	

**ACTIVITY-LEVEL INFORMATION**

National Strategy Mission	Program Name	Funding Type	CIP/COOP	WMD	R&D	Fy04 Enacted	Fy04 Supplement	Fy05 Request	Fy05 Enacted	Fy05 Supplement	Fy06 Agency	Fy06 Request
Protecting Critical Infrastructure and Key Assets	Unanticipated Homeland Security needs	Homeland Security	CIP-P	<input type="checkbox"/>	<input type="checkbox"/>	\$10.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00

In the past, funding from the counterterrorism fund has been used primarily for security at National Security Special Events (NSSEs) to reduce the threat of terrorist attacks.

**Totals By Funding Type**

Homeland Security Total	\$10.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00
Overseas Combating Terrorism Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Homeland Security Totals By Mission Area**

Protecting Critical Infrastructure and Key Assets Total	\$10.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00
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The summary account information is included at the top of the report, while the detailed, activity-level information is shown in the lower section. Note that the activity-level information is ordered first by National Strategy for Homeland Security Mission Area, and then by Program Name. Totals are calculated for all activity-level data by Funding Type and by Mission Area. The Funding Type (HS or OCT) totals should match the overall account totals reported in the account summary section, and numbers in the report will be green if this is the case. You can print out this report by setting your print options for “Landscape” and the paper size to “Legal.”

- ② The account title information includes the Agency, Bureau, and Account Titles. These titles correspond to the actual organizational entities represented by the account numbers. The account title fields are locked and can not be changed in this database.
- ③ The account navigation list, on the right side of the Edit Account screen, shows you the list of accounts available for your agency and the account in which you are currently working (shaded in gray). You can move between accounts by clicking on the appropriate account number.
- ④ The account number fields are locked and can not be changed in this database. Homeland Security or Overseas Combating Terrorism funding shown for the account should correspond to the budget authority for the appropriation account depicted.
- ⑤ The Homeland Security funding levels represent the total funding for Homeland Security activities in the account. The FY 2004 Enacted and FY 2005 Request levels are locked, and can not be changed in this database. If you have revisions to any of this information, please contact your OMB examiner.

The FY 2004 Supplemental, FY 2005 Enacted, FY 2005 Supplemental and FY 2006 Agency levels are open, and should be revised. All funding levels must be developed by agency budget offices in conjunction with OMB examiners, and should represent the most current estimates available (if FY 2005 appropriations are not enacted at the time of your budget submission, please leave those levels at 0). The current definition for homeland security activities is:

*Activities that focus on combating and protecting against terrorism, and that occur within the United States and its territories (this includes Critical Infrastructure Protection (CIP) and Continuity of Operations (COOP) data), or outside of the United States and its territories if they support domestically-based systems or activities (e.g., visa processing or pre-screening high-risk cargo at overseas ports). Such activities include efforts to detect, deter, protect against, and, if needed, respond to terrorist attacks.*

- ⑥ The Overseas Combating Terrorism funding levels represent the total funding for Overseas Combating Terrorism activities in the account. The FY 2004 Enacted and FY 2005 Request levels are locked, and can not be changed in this database. The FY 2004 Supplemental, FY 2005 Enacted, FY 2005 Supplemental and FY 2006 Agency levels are open, and should be revised. All funding levels must be developed by agency budget offices in conjunction with OMB examiners, and should represent the most current estimates available (if FY 2005 appropriations are not enacted at the time of your budget submission, please leave those levels at 0). The current definition for Overseas Combating Terrorism activities is:

*Activities that focus on combating and protecting against terrorism and that occur outside the United States and its territories. Such activities include efforts to detect, deter, protect against, and, if needed, respond to terrorist attacks.*

- ⑦ The account funding description provides a brief overview of the Homeland Security and Overseas Combating Terrorism activities that are funded through this account. Any internal comments such as methodological descriptions should be included in this area.
- ⑧ Once you have made the necessary edits to the account-level information, you must click the “Save” button in order to save your changes. If you have made a mistake and would like to discard your changes and restore the original data, click the “Cancel” button.

⑨ The activity-level section of the database interface is where you enter detailed information in support of the account totals shown on the Homeland Security and Overseas Combating Terrorism lines. To modify or input additional activity/program level information, click on the name of any activity to display this screen:

### Edit Program Screen:

The screenshot shows the 'PROGRAM/ACTIVITY DATA ENTRY' form. On the left, a vertical list of callouts points to specific fields: 1 points to 'Program Name', 2 to 'Program Funding Type (HS/OCT)', 3 to 'CIP/COOP', 4 to 'WMD', 5 to 'R&D', 6 to 'Mission Area', 7 to 'Funding Details', 8 to 'Program Comments', and 9 to 'Save/Cancel Buttons'. On the right, callout 10 points to the 'ACCOUNT' and 'PROGRAMS' navigation panels. The form itself contains the following data: Agency: Department of Homeland Security; Program Name: Unanticipated Homeland Security needs; Funding Type: Homeland Security; CIP/COOP: CIP-P (Critical Infrastructure Protection - Physical Security); WMD: No; R&D: No; National Strategy Mission Area: Protecting Critical Infrastructure and Key Assets; FY 2004: 0; FY 2005: 0; FY 2006: 0; RMO Recommendation: Budget Request: 20; Enacted: 10; Supplemental: 0; Comments: In the past, funding from the counterterrorism fund has been used primarily for security at National Security Special Events (NSSEs) to reduce the threat of terrorist attacks.

① First, determine the Activity/Program Name and enter it into the first space on the interface. As discussed above, an important part of this exercise is determining the appropriate level at which data will be reported.

② In the next field, select Homeland Security or Overseas Combating Terrorism from the pull-down list, as appropriate for the program. Note that if you have accounts that include both Homeland Security and Overseas Combating Terrorism funding, you will need to enter two programs – one for HS activities and one for OCT activities.

③ The next field offers the choice between whether the funding is for Critical Infrastructure Protection (CIP) activities, Continuity of Operations (COOP) activities, or Other activities (non-CIP and non-COOP). Critical Infrastructure Protection (CIP) funding includes all activities or programs focused on protecting federal assets and private-sector assets of significance to the national infrastructure. COOP refers to the capability of federal agencies to perform essential functions during any emergency or situation that may disrupt normal operations. If CIP or COOP is selected for this field, then funding should be exclusively for either CIP or COOP activities.

CIP activities should be further disaggregated into efforts associated with enhancing the physical (CIP-P) or cyber (CIP-C) security of public and private sector assets. Within physical security programs, include the protection key assets such as national monuments and icons. Within cybersecurity programs, include information systems that are so vital to the nation that their incapacitation or destruction would have a debilitating impact on national security, national economic security, and/or national public health or safety.

④ The first Yes/No option button indicates whether the funding is to defend against or combat Weapons of Mass Destruction (WMD) and should be marked as appropriate. If “Yes” is selected,

the entire amount of funding shown should be exclusively for WMD programs. For this exercise, the term "weapons of mass destruction" means any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of: toxic or poisonous chemicals or their precursors, a disease or organism, or radiation or radioactivity.

⑤ The second Yes/No option button indicates whether the funding is to fund Research and Development (R&D) efforts to produce technologies to detect, deter, prevent, treat, remediate, or attribute terrorist attacks and also should be marked as appropriate. If "Yes" is selected, the entire amount of funding shown should be exclusively for R&D programs. For this exercise, the term Research and Development includes efforts up to and including the production of a functioning prototype – this encompasses all basic and applied research; demonstration and validation of the technology; and engineering and manufacturing development to produce a prototype. For example, Department of Defense programs would include funding in categories 6.1, 6.2, 6.3, and 6.4. Please note that funding to take prototypes to operational system development is not included in the R&D definition for this exercise. By definition, all combating terrorism R&D funding should be reported as Homeland Security, not Overseas Combating Terrorism.

⑥ The National Strategy Mission Area field offers a choice between the six critical mission areas identified in the National Strategy for Homeland Security: Intelligence and Warning, Border and Transportation Security, Domestic Counterterrorism, Protecting Critical Infrastructure and Key Assets, Defending against Catastrophic Threats, and Emergency Preparedness and Response. For this field, select the critical mission area that best describes the activity or program reported on the line. While in-depth discussions of the critical mission areas are included in the National Strategy for Homeland Security (<http://www.whitehouse.gov/homeland/book/index.html>), summary descriptions are provided below:

- ***Intelligence and Warning.*** Terrorism depends on surprise. This mission area includes intelligence programs and warning systems that can detect terrorist activity before it manifests itself in an attack so that proper preemptive, preventive, and protective action can be taken. Specifically, this mission area is made up of efforts to identify, collect, analyze, and distribute source intelligence information or the resultant warnings from intelligence analysis.
- ***Border and Transportation Security.*** This mission area includes border (including immigration activities) and transportation security programs designed to fully integrate homeland security requirements into existing domestic transportation systems. Since current systems are inextricably intertwined with the global transport infrastructure, virtually every community in America is connected to the global transportation network by the seaports, airports, highways, pipelines, railroads, and waterways that move people and goods into, within, and out of the Nation. This mission area focuses on innovative programs to promote the efficient and reliable flow of people, goods, and services across borders, while preventing terrorists from using transportation conveyances or systems to deliver implements of destruction.
- ***Domestic Counterterrorism.*** This mission area incorporates federal funding for any law enforcement programs (including State, Local, or Regional) that investigate and prosecute criminal activity and now assign priority to preventing and interdicting terrorist activity within the United States. It includes all homeland security programs – both traditional and nontraditional – that identify, halt, prevent, and, where appropriate, prosecute terrorists in the United States. It also includes pursuit not only of the individuals directly involved in terrorist activity, but also



their sources of support: the people and organizations that knowingly fund the terrorists and those that provide them with logistical assistance.

- ***Protecting Critical Infrastructure and Key Assets.*** An attack on one or more pieces of our critical infrastructure may disrupt entire systems and cause significant damage. Programs that improve protection of the individual pieces and the interconnecting systems that make up our critical infrastructure belong in this mission area. Any funding for programs associated with the physical or cyber security of federal assets also belongs in this mission area. This mission area also include programs designed to protect America's key assets, which are those unique facilities, sites, and structures whose disruption or destruction could have significant consequences across multiple dimensions, including national monuments and icons.

America's critical infrastructure and key assets encompass a large number of sectors, the 16 most important of which were outlined in the recently-published National Strategy for the Physical Protection of Critical Infrastructure and Key Assets:

- |                           |                                     |                                |
|---------------------------|-------------------------------------|--------------------------------|
| ○ Agriculture and Food    | ○ Energy                            | ○ National Monuments and Icons |
| ○ Water                   | ○ Transportation                    | ○ Nuclear Power Plants         |
| ○ Public Health           | ○ Banking and Finance               | ○ Dams                         |
| ○ Emergency Services      | ○ Chemicals and Hazardous Materials | ○ Government Facilities        |
| ○ Defense Industrial Base | ○ Postal and Shipping               | ○ Commercial Key Assets        |
| ○ Telecommunications      |                                     |                                |

- ***Defending against Catastrophic Threats.*** This mission area includes Homeland Security programs that involve protecting against, detecting, deterring, or mitigating the terrorist use of weapons of mass destruction, including understanding terrorists' efforts to gain access to the expertise, technology, and materials needed to build chemical, biological, radiological, and nuclear weapons. In addition, this mission area includes funding for efforts or planning to decontaminate buildings, facilities, or geographies after a catastrophic threat.
- ***Emergency Preparedness and Response.*** This mission area includes programs that prepare to minimize the damage and recover from any future terrorist attacks that may occur despite our best efforts at prevention. This includes programs that help to plan, equip, train, and practice the response capabilities many different response units (including first responders, such as police officers, firefighters, emergency medical providers, public works personnel, and emergency management officials) ready to mobilize without warning for any emergency. This area also includes programs that will consolidate federal response plans and build a national system for incident management in cooperation with state and local government including emergency preparedness and response efforts to engage the private sector and the American people.

⑦ The Funding Details fields are for the collection of the funding associated with the combination of variables identified in the other fields for activity/program. Note that appropriations should be split between regular appropriations and supplemental appropriations. Enter the amount of funding in millions, with thousands represented as decimal values (e.g., \$24,199,000 would be entered as 24.199). As with the account-level totals, the FY 2004 Enacted and FY 2005 Request columns are locked. Please contact your OMB examiner if you have revisions to any of those amounts.

⑧ The final detail field in the interface is for your comments to explain the activity or programs funded by the listed amounts. Use this section to explain the funding in greater detail, or explain the components that make up the reported activity. Since this field includes information that may not have been recently updated, please make sure the program/activity comments are timely and accurately explain the purpose of the funding shown.

⑨ Once you have made the necessary edits to the activity-level information, you must click the “Save” button in order to save your changes. If you have made a mistake and would like to discard your changes and restore the original data, click the “Cancel” button.

⑩ The Account/Program navigation frames on the right-hand side of the screen allow you to easily navigate back to the Account-level screen (by clicking on the account number) or between multiple programs (by clicking on the program name) if the account has them.

### Adding a New Activity/Program

Add Program button

Don't forget to give your program a name!

Don't forget to give your program a name!

Add Program button

To add a new activity or program, simply click on the “Add Program” button, which is displayed when the “Programs” tab is clicked. Alternatively, you can select the “Add Program” link at the top of the programs list on the “Edit Account” page.

Be sure to give your new activity/program a name and to fill in all of the appropriate information. Also, don't forget to click the “Save” button to make sure your new program is included in the list of activities for the account.

### Submitting your data to OMB

Submit tab

Don't forget to logout!

USER: ANDREW ABRAMS    ORG: DEPARTMENT OF HOMELAND SECURITY    ACTION: LOGOUT

**Homeland Security Data Collection System**

Home   Accounts   **Submit**

**Submit**

**HOMELAND SECURITY BUDGET DATA ENTRY**

User Name: Andrew Abrams

Account Totals: 92

Program Totals: 389

Comments:

An email, including comments, will be sent to the OMB HS Administrator upon submission.

**SUBMIT**   **CANCEL**

Click this button to let OMB know your data is ready.

Done   Internet

Once you have completed entering your data into the database, click on the “Submit” tab in the navigation bar at the top of the screen.

From this screen, you can provide comments about the database or your agency’s submission. Once you click the “Submit” button, your comments, and a notification that your agency’s data is complete, will be sent to OMB.

At the end of your session, don’t forget to click “Logout.” This will disconnect you from the database.