

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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**FLETC DIRECTIVE NO:** 1401  
**DIRECTIVE TITLE:** FLETC Investment Management System  
**EFFECTIVE DATE:** 07/08/2008

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**1. POLICY:** The Federal Law Enforcement Training Center (FLETC) maintains an internal FLETC Investment Management System (FIMS) to effectively manage Information Technology (IT) and non-IT investment requests equal to or greater than \$100K. This system integrates strategic planning, budgeting, procurement, facilities management, IT management and project management.

**2. SCOPE:** This manual applies to all FLETC employees at any FLETC site involved in any IT or non-IT investment request equal to or greater than 100K, including both joint agency and consolidated initiatives, and service contracts.

**3. REFERENCES:**

- a. Office of Management and Budget (OMB) Circular A-11, Part 7, Planning, Acquisition, and Management of Capital Assets, (as revised)
- b. OMB Circular A-11, Section 53, Information Technology and E-Government, (as revised)
- c. Department of Homeland Security (DHS) Capital Planning and Investment Control Guide, Version 5.0, May 2008
- d. DHS Directive 1400, Investment Review Process
- e. DHS Directive 1330, Planning, Programming, Budgeting, and Execution (PPBE)
- f. DHS Investment Management Handbook, Draft Version 0.14, March 2006
- g. DHS Periodic Reporting Manual (as revised)
- h. DHS Earned Value Management Guide, Version 1.1, February 2007
- i. DHS Operational Analysis Guide, Version 1.1, May 2008
- j. DHS Directive 0782, Acquisition Certification Requirement for Program Manager
- k. DoD Work Breakdown Structure Handbook, MIL-HDBK-881A
- l. DHS Acquisition Program Baseline, March 2008

- m. DHS Exhibit 300 Close-Out Guidance, Draft Version 4
- n. DHS System Life Cycle Guide, Draft Version 0.9, December 2007

**4. CANCELLATION:** None

**5. ADDITIONAL GUIDANCE:** [FLETC Manual 1401](#), FLETC Investment Management System (FIMS).

**6. OFFICE OF PRIMARY INTEREST:** Strategic Planning and Analysis, Chief Financial Officer Directorate.

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Connie L. Patrick  
Director