

Business Management Office Council Charter

Purpose:

This revised Charter supersedes the initial Charter established under the Office of Business Transformation and Culture (abolished), dated July 10, 2006. It further codifies the change in the Business Management Office (BMO) Council reporting from the Associate Administrator for Business Transformation and Culture (abolished) to the Assistant Administrator for Finance and Administration/Chief Financial Officer. The BMO Council will serve as a Community of Practice and as a conduit to provide timely information and feedback to the agency BMO staffs and related stakeholders. The BMO Council will also enhance BMO collaboration and encourage the sharing of best practices for standard business operations management functions. It will leverage the expertise of the members to institutionalize various functions and recommend improvements in the implementation of related policies or guidance established by the various TSA organizational elements.

Specifically, the BMO Council will:

- Formalize and document the roles and responsibilities, business processes and performance expectations of the BMO organization.
- Serve as a mechanism to provide collaboration across BMOs and business operations management functional areas.
- Provide improved, timely and consistent communication.
- Provide business operations management functions owners a framework and process for giving guidance and requirements to the BMOs and receiving feedback from the BMOs.
- Brief the *Integrated Conflict Management System* (ICMS) Steering Committee members to ensure understanding of; the strategic implications and outcomes of initiatives being pursued through BMO Council projects; the significance of a particular project for some or all major stakeholders and represent their interests; and be generally aware of BMO Council priorities and act as an advocate for broad support, as appropriate.

Membership:

The BMO Council policy and procedures are codified in TSA MD 100.3, *Business Management Office Roles and Responsibilities*. It will be comprised of the BMO Directors as designated by the Assistant Administrators/Office Directors of the following offices:

- Office of Acquisition
- Office of the Chief Administrative Officer
- Office of Chief Counsel
- Office of the Deputy Administrator
- Office of Finance and Administration
- Office of Global Strategies

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- Office of Finance and Administration
- Office of Global Strategies

- Office of Human Capital
- Office of Information Technology
- Office of Inspection
- Office of Intelligence
- Office of Law Enforcement/Federal Air Marshal Service
- Office of Legislative Affairs
- Office of Operational Process and Technology
- Office of Security Operations
- Office of the Special Counselor
- Office of Strategic Communications and Public Affairs
- Office of Transportation Sector Network Management
- Office of Transportation Threat Assessment and Credentialing

Members should ensure continuity in representation at BMO Council meetings in order to maintain continuity in discussion and decision-making. Members may only have their designated alternate as established on TSA Form 101, *BMO Designations* to attend in their stead; however, alternates should have authority to commit to actions or positions on behalf of their respective organizational unit. Members are responsible for ensuring that their Assistant Administrators/Office Directors are aware of BMO Council activities and may also be requested to ensure the implementation of BMO strategies or initiatives within their organizations.

The Chief Administrative Officer will serve as the Executive Sponsor of the BMO Council.

The BMO areas of business for core management functions and subcategories are identified in the *BMO Areas of Business*. (**Attachment**)

Administrative support necessary to carry out the responsibilities of the BMO Council including the preparation of minutes and the tracking of action items will be designated by the Chair or Vice-Chair of the BMO Council.

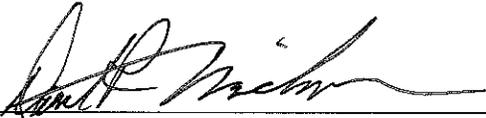
Process:

- The BMO Council may establish workgroups to support cross-organizational initiatives identified through its work.
- At a minimum, members will meet monthly; members may meet more frequently based on particular issues under way. Meetings will be held, either in plenary session or in workgroups; other individuals may be invited to participate depending upon the topic.
- Specific action, policy, or process recommendations be submitted to the ICMS Steering Committee and Executive Sponsor as appropriate for review and consultation.
- BMO Council recommendations will be made by consensus. In the event that consensus cannot be reached, majority and minority recommendations will be submitted.
- Action items, initiatives and recommendations will be tracked, with responsible offices identified and target completion dates identified.
- Minutes will be taken and provided to all members.

Approved



Tony Savastana
Acting Assistant Administrator for Human Capital



David R. Nicholson
Assistant Administrator and Chief Financial Officer
Office of Finance and Administration

12/10/10

Date

ATTACHMENT**BMO Areas of Business**

The following categories of functions and cascading tasks (see bulleted items) are not all inclusive, nor are they intended to be rigidly assigned under the areas of business noted herein and referenced in TSA MD 100.3, *Business Management Office Roles and Responsibilities*. Rather, they are provided as a template within the areas of business commonly found in most major organizational elements within TSA, and they were also considered by the BMO Council as sufficient and generally broad to serve as a reference during the drafting of TSA MD 100.3. It should be noted that BMO Directors may in some instances be responsible for the oversight or direction of the accomplishment of these business management core functional areas within their respective major organizational elements rather than actually accomplishing the functions with direct reports; i.e., BMO Staff POCs.

Core Management Functions

- Acquisition Management
- Administrative Services Management
- Communications Management
- Finance and Budget Management
- Human Capital Management
- Information Technology Management

BMO Directors will manage and interact with appropriate BMO Staff POCs and others within their major organizational element, as well as throughout the agency and occasionally at the Department level or with other DHS components, to accomplish the sub-categories of the functional tasks as outlined for the noted areas of business:

Administrative Services Management

- Background Checks
- PIV (Personal Identification Verification)/Credentials
- Emergency Response Team and Continuity of Operations
- Mail/Express Shipping
- Accountable Property and Oversight
- Fleet Management
- Parking Passes/Transit Subsidy
- Security (safes)
- Bulletin Boards
- Real Estate (e.g., office moves, space, furniture)

- Passports/Visas
- Safety and Health Program

Communications Management

- Performance Metrics
- Management Directives and Forms
- Strategic Planning
- Legislative Liaison Activities
- Official Communications
- Classified Document Control
- Contact List
- Employee Communication Program
- Historian
- Executive Secretary Controlled Correspondence
- Freedom of Information Act (FOIA) Requests
- General Accountability Office (GAO) and Inspector General (IG) Liaison
- Information Center Activities and Coordination of Responses
- Publication Review and Communication
- Sensitive Security Information (SSI) Coordination
- Records Management – includes Vital Records

Finance and Budget Management

- Budget Formulation and Execution and Spend Plans
- Finance and Procurement Desktop
- Management Controls and Annual Assurance Statements
- Purchase and Travel Card Program – includes management of Individually Billed Accounts and Centrally Billed Accounts.
- Travel Program – includes Travel System Administration and Travel Policy Compliance.
- Payroll
- Invoicing/Reimbursements/Miscellaneous Obligations
- Subscriptions/DHS Library Services Management

- Simplified Purchase Agreements (SPA)
- Performance Metrics
- Financial Audits
- Capital Investment Plan

Human Capital Management

- Timekeeping
- Awards Management
- Details
- Full-time Equivalent (FTE) Management and Manpower
- Utilization
- Functional Statements
- Hiring Process
- Personnel Actions
- Counseling
- Staffing
- Employee Relations
- Relocation/Permanent Change of Station (PCS)
- Drug Program
- Leave/Pay Issues
- Benefits
- Intern Program
- Organization Charts
- Orientation
- On boarding and Exit Processing
- Performance Management
- Position Management
- Program Policy
- Strategic Human Capital Planning (Workforce Planning)
- Training
- Worker's Compensation

- Reassignments (Hardship Committee Panel)
- Telework Program
- Table of Organization
- Band Promotion Process
- OHC New Horizon Initiatives
- EEO Coordination

Technology Management

- Electronic Presentation Development (e.g., projectors, PowerPoint)
- Information Systems Security Officer (ISSO) for Program Office
- Information Technology (IT) Points-of-Contact
- Operational Security (OPSEC) and *Federal Information Security Management Act (FISMA)* Policy Implementation
- Process Mapping
- Program Office IT Systems Development, Integration and Implementation
- Program Office Web Development and Management
- SharePoint – Maintenance & Design
- IT Security
- IT Services/Equipment Inventory
- Wireless Equipment

Acquisitions Management

BMOs support Contracting Officer Technical Representative (COTR)/Program Manager (PM) to satisfy their delegated responsibilities:

- Establish the process for how Procurement Request packages flow through the approval process
- Provide assistance to the COTRS and/or PMs with creating a complete Procurement Request (PR) Package (Statement of Work, hotel agreements, market research, technical evaluations, etc.)
- Provide assistance to the COTRS and/or PMs with Contractor Vetting/Credentialing/On-boarding/Management/Exiting
- Coordinate Procurement Planning Conferences between Program Offices and the Office of Acquisition
- Track Small Business Awards utilization across the office

- Ensure sufficient funding is available for contract support by creating and approving PRs in the Core Accounting System
- Maintain listing of certified PMs and property inventory.