Federal Aviation Administration

Acquisition Executive Board Charter

July 2016

Revision History

Date	Revision	Change Description
8/14/2009	1	1. Add ARC to membership 2. Change designation of members from "Directors" to "Executives"
9/18/2015	2	1. Revises membership by adding representatives from ARC, AIT's EPMO and AJV-7. 2. Allows the FAE to waive voting member requirements. 3. Clarifies various provisions without changing the meaning. 4. Updates the organization references in Appendix B Relationships with Other Entities; and 5. Removes AEB review and approval of other Board and group products used in program reviews.
4/21/16	3	1. Add AJW-2 to membership.
7/12/16	4	1. Replace Vice President, AJM-0 with AJM-1 and add organizational title. 2. Add organizational title for AQS-1. 3. Minor edits to titles and routing symbols.

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1. Purpose

This Charter establishes the Acquisition Executive Board (AEB) as the primary executive-level corporate FAA body to assist and support the FAA Acquisition Executive (FAE) and the Joint Resources Council (JRC) in establishing, changing, communicating and implementing acquisition policy, practices, procedures and tools.

More detailed information regarding the background and purpose of the AEB can be found in Appendix A of this document.

2. Authority

The AEB is authorized by the FAA Acquisition Executive (FAE). The Charter may be changed only upon approval by the FAE.

3. Responsibilities

The AEB serves as the one body that authorizes development and implementation of acquisition management policy, process, practices, procedures, tools, and training at all levels.

3.1. The AEB oversees the complete institutionalization of Acquisition Best Practices.

3.2. The AEB will review, approve, and implement relevant aspects of any independent reviews of the AMS.

3.3. The AEB evaluates and approves proposals to change or implement new acquisition management practices, policies, and procedures. The AEB may charter and resource cross-functional work groups to conduct feasibility and cost/benefit analyses for proposed practices, policy, and procedure changes.

3.4. The AEB serves as the corporate and central focal point for all internal and external communications for acquisition management and implementation.

3.5. The AEB provides direction and oversight to several subordinate boards that affect policy, process, practices, procedures, tools, and training including the Acquisition System Advisory Group (ASAG), and the Earned Value Management (EVM) Council. Additionally, the AEB directs, controls, and approves all compliance processes associated with execution of any aspect of AMS.

3.6. The AEB defines the criteria for acquisition levels which determine and guide all subsequent reporting and management activities associated with a given program. The AEB is also the initial approval authority for the designation of acquisition categories for individual programs, subject to the JRC final approval. The final approval authority may be delegated by the JRC to the AEB.

3.7. The AEB works with the Acquisition Workforce Council, and other FAA boards as appropriate, to ensure alignment between the acquisition management practices, policy, and procedures and the knowledge, skills and abilities required to manage programs.

3.8. Unless otherwise delegated by the FAE, the AEB is the primary point of contact for making acquisition policy commitments for the FAA with internal and external stakeholders including the Office of Inspector General (OIG), the Office of Management and Budget (OMB), and the Government Accountability Office (GAO).

4. Membership

The AEB is a corporate, cross-organizational body, chaired by the FAE or his/her designee. The voting members ("Members") are the Executives with responsibility for managing the following organizations:

Position	Organization Code
FAA Acquisition Executive	ACQ-1
Director of Acquisition & Contracting	AAQ-1
Director of Acquisition Policy & Oversight	AAP-1
Director of Systems Integration & Requirements Analysis	AJM-1
Director of Air Traffic Systems, ATO Program Management Office	AJM-2
Director of Enterprise Services, ATO Program Management Office	AJM-3
Director of ATO Operational Concepts, Validation & Requirements	AJV-7
Director of Financial Analysis	AFA-1
Director of Investment Planning and Analysis	AFI-1
Director of NAS Systems Engineering and Integration	ANG-B

Position	Organization Code
Director of Operations Support	AJW-1
Director of Enterprise Program Management Services	AEM-1
Director of Air Traffic Controller Facilities and Engineering Services	AJW-2
Director of Information Technology, Strategy & Performance Services	ASP-1
Director of FAA Logistics Center	AML-1
Director of Quality, Integration, and Executive Services	AQS-1

Although the Office of the Chief Counsel (AGC) is not a member of the AEB, AGC will be consulted and advise the AEB as needed. .

Unless expressly waived by the FAE, only principals can serve on the AEB. If a member is not able to attend an AEB meeting, the AEB member can delegate attendance to another person; however, the AEB member can delegate voting only to other principals.

5. AEB Administration

5.1. The AEB Chair will designate an organization to be responsible for supporting the AEB with the execution of its responsibilities. The designated organization will be responsible for:

- Preparing agenda and formal meeting minutes;
- Supporting the AEB review process including prescreening of submissions, preparing information for review, addressing and recommending resolutions to comments and feedback on proposed new practices or changes to existing ones;
- Working with practices work groups to ensure adherence to a standard practice definition, ensuring that policy, process, procedures, tools and training are aligned and presented in a common format;
- Supporting the AEB decision-making process by researching and analyzing issues;
- Facilitating and supporting the AEB meetings, decision-making process including preparing documentation to present to the Executive Council as required; and
- AEB Decision-Making Process: The AEB will use a consensus model for decision-making.

5.2. Documentation: Meeting notes will be kept and distributed as the official record of decisions made by the AEB.

6. *Effective Date and Approval of Charter*

This Charter and any amendments thereto become effective immediately upon the signature of the FAE.

Approved by: _____ Date: 8/18/16

Nathan Tash
FAA Acquisition Executive

Appendix A: Background Information

In the fall of 2007, an Advisory Board (AB) was formed to assist ATO in achieving Milestone 1.7 on the GAO High Risk List Focus Area One (institutionalize best practices in acquisition management across ATO). The goal of the milestone is to:

- Create an ATO-wide model to align and sustain policy, practice, documentation, training, and process improvement for the seven practices
- Align policies, practices, documentation, training, and process improvement efforts in each of the seven practice areas
- Disseminate Information so that programs are aware of the governance model and know how to access integrated information about each practice area

The work the AB performed in order to achieve Milestone 1.7 uncovered several challenges to institutionalization of practices across ATO. First, many organizations develop acquisition practices for ATO and the work isn't always well-coordinated either within or across service units. At the same time, there is neither an agreed to process nor a clear channel for developing and rolling out practices. Finally, several groups serve as spokespeople to internal and external entities and the message is not always in-synch with ATO approach to acquisition management.

This lack of coordination has many impacts:

- Uncoordinated, competing or duplicative demands; resource drain on programs
- Lack of standard, documented, agreed-to-practices; making it difficult to transfer across programs, compare program performance, make portfolio decisions
- Resources spent multiple times on same practice area; resources that could be invested in program deliverables
- Unclear direction; even when practices have been jointly developed

In order to address these challenges, the AB recommended and the ATO Best Practices Executive Steering Committee approved the establishment of an Acquisition Executive Board for the following reasons:

- External Oversight Organizations want transparency and consistency in FAA acquisitions
- FAA needs executive governance and guidance to all Program Managers (PMs) to meet this intent
- FAA needs consistent and appropriate data measurement and program definition to foster PM and acquisition workforce development

The outcomes of the work the AEB performs will lead to:

- Practices that encompass sound policy, process, procedures, and training
- ATO programs employing disciplined practices to achieve cost, schedule and performance objectives
- Practices that are standardized such that:
    - When an employee becomes a PM they are trained in a standard way to manage programs based on a vetted set of policies, processes, practices
    - When an employee transitions from one program to another they are familiar with ATO Program Management Practices and know that the 'new' program has management practices similar to those being used by other programs

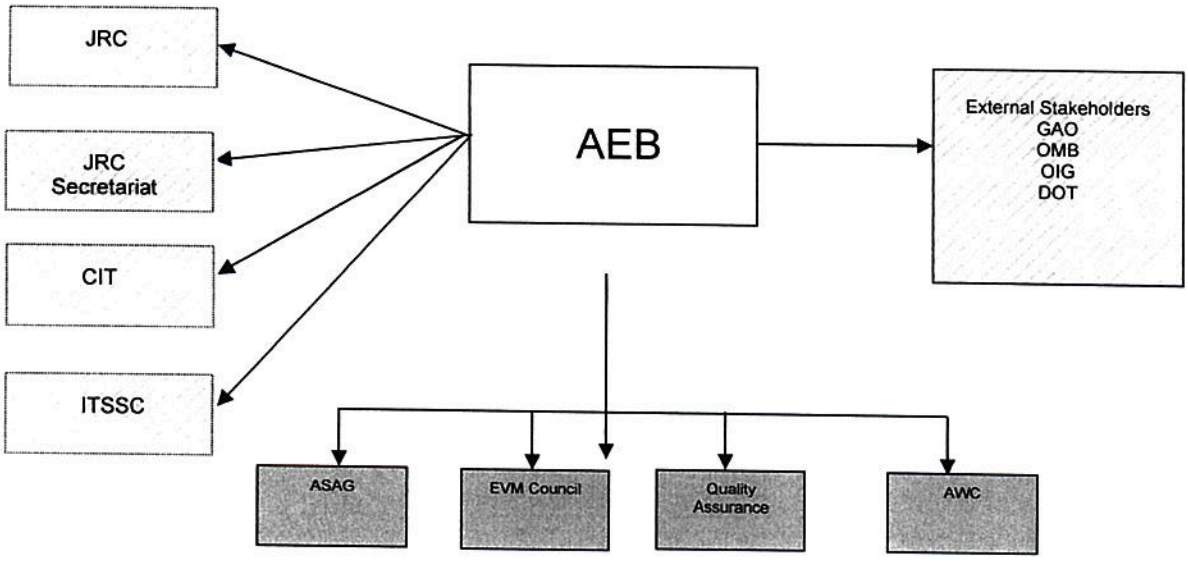
- When programs are being reviewed, their information is prepared consistently and based on a similar set of practices – so that the information can be translated effectively and decisions requiring an understanding of how multiple programs are progressing can be made more effectively (support portfolio management)

- Practices that are maintained, monitored, continuously improved

The AEB subscribes to the following operating theory:

- Consistent policy and well designed practices, understood and embraced by the workforce, appropriately applied to the programs, and well communicated both internally and externally, will provide the maximum return to the FAA and its oversight organizations
- Policy, processes and practices that serve programs will produce better results than those that are externally imposed and then measured for compliance
- There can be only one set of best practices and processes, and only one board to govern them to meet the above

Appendix B: Relationships with Other Entities



- Organizations that use products whose format and granularity is governed by the AEB.

- Organizations that develop policies and practices that are governed by the board.