

Federal Aviation Administration

**Operations Governance Board
Charter**

September 9, 2016

Revision History

Date	Revision	Change Description
5/18/2016	1.0	Initial Draft
8/1/2016	2.0	Updated Draft
8/3/2016	3.0	Updated Draft
8/31/2016	4.0	Updated Draft
9/1/2016	5.0	Updated Draft OGB Secretariat Accepted Changes
12/12/16	6.0	OGB Secretariat Updated Graphic on Page 8 Entity Relationships (Subcommittee)

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1. Purpose

This charter establishes the Operations Governance Board (OGB) as the investment decision-making body for non-National Airspace System (non-NAS), Operations-funded capital investments.

More detailed information regarding the background and purpose of the OGB can be found in the FAA Acquisition Management System (AMS) Policy.

2. Authority

AMS policy states, "The Joint Resources Council (JRC) is the Federal Aviation Administration's (FAA) investment decision making body charged with the responsibility of approving and overseeing the management of investments regardless of the type of funding appropriation, allocating resources and establishing program offices chartered with the responsibility of managing approved investments."

As such, the JRC delegates decision-making authority over applicable investments to the OGB. The OGB's authority does not include authority to re-direct funds allotted to Lines of Business or Staff Offices.

3. Applicability of Governance Process

Unless otherwise indicated by the JRC or by the AMS Policy, the OGB may exercise governance and oversight of non-NAS Operations funded capital investments that have enterprise-wide risk, incur a new increased financial liability, or add a new capability.

The OGB may make special determinations on applicability of the governance process to specific investments based on the initial risk review and recommendations of the OGB Secretariat as described in Section 6.1.

4. Role and Responsibilities

The OGB is an investment decision-making body. It implements strategy developed by other corporate and functional boards as depicted in Appendix A: Relationships with Other Entities.

The OGB has delegated authority to approve the commitment of FAA resources and disbursement of FAA funds to execute applicable investments.

Specific delegated responsibilities include but are not limited to:

- Approving the use of FAA resources to conduct planning activities for applicable investments;
- Recommending approval to Contracting Officers to enter into contracts related to applicable investments; and
- Recommending to the FAA Acquisition Executive (FAE) and Director of Acquisition and Contracting not to enter into contracts related to applicable investments.

The OGB may request JRC concurrence or recommend JRC review for individual investments.

5. Membership

The OGB is a corporate, cross-organizational body, chaired by the Director of Contracting (AAQ-1) or his/her designee. The voting members ("Members") are the Executives with responsibility for managing the following organizations:

Position	Organization Code
Director of Acquisition & Contracting (Chair)	AAQ-1
Director of Investment Planning & Analysis (IP&A)	AFI-1
Director of Enterprise Program Management Services (EPMS)	AEM-001
Director of Program Control and Integration (ATO)	AJM-1
Deputy Director, Aircraft Certification Service (AVS)	AIR-2
Assistant Chief Counsel, Acquisition and Fiscal Law Division	AGC-500
Customer Representative	*

**The Customer Representative will be an Executive from the organization sponsoring the investment being considered by the OGB.*

Unless expressly waived by the Chair of the OGB, only FAA executives can serve on the OGB, including as Chair. Ad hoc members may be added to the OGB at the Chair's discretion. If a Member is not able to attend an OGB meeting, the OGB Member can delegate attendance to another FAA employee; however, the OGB Member can delegate voting only to other OGB Members or another executive in the OGB Members organization.

5.1 OGB Decision-Making Process

- (a) The OGB will use a consensus model for decision-making. At least one-half of the voting Members must vote in order for decisions to be effective. Decisions may be decided at the OGB meetings, or may be decided through electronic voting such as email.
- (b) In the event the OGB is unable to reach a consensus or the consensus decision is not agreed to by the Executive of the sponsoring organization the issue may be referred to the JRC for decision.
- (c) The Chair may designate any OGB Member to chair an OGB meeting.

6. OGB Business, Technical, and Administrative Support

6.1 OGB Secretariat

The Acquisition Control Office (AAP-400) will perform the two functions of the OGB Secretariat: (a) providing preliminary risk reviews and recommendations and (b) providing administrative support. These functions are described below:

(a) Preliminary Risk Review

The OGB Secretariat will initially receive documentation of applicable investments directly from FAA organizations or from the Office of Information Technology Services/Chief Information Officer (AIT). Upon receiving this documentation, the OGB Secretariat will perform a preliminary risk review in coordination with AIT and other functional experts.

Risk review will consider factors such as: visibility and political sensitivity; time sensitivity; cost structure; number and location of performance sites; organizational impact; and complexity. The output of this risk review will be a recommendation to the OGB indicating a Governance Path and specific governance requirements, if applicable.

(b) Administrative Support

The OGB Secretariat will provide administrative support to include the following activities:

- Scheduling meetings and preparing agenda and formal meeting minutes;
- Documenting and promulgating detailed governance process flow, documentation, and training;
- Facilitating and supporting OGB meetings;
- Present Acquisition Readiness Team (ART) Business Case and recommendation to the OGB; and
- Other duties as assigned.

6.2 Acquisition Readiness Team (ART)

The ART is a cross-functional team that will form to support the documentation and review of an applicable investment. The ART will include staff assigned on a temporary basis to perform independent review and verification of investment planning documentation. The ART may include contractor personnel to support Government staff. The ART will include support from ACQ, AIT, IP&A, and other FAA organizations depending on availability and need, as approved by the OGB Chair.

6.3 Coordination with Other FAA Organizations

The OGB will report the status of current and prior investments under OGB governance to the JRC and the Information Technology Shared Services Committee (ITSSC) as requested by the JRC and ITSSC or as otherwise specified in AMS. The OGB Chair will determine the reporting content and frequency.

7. Governance Paths

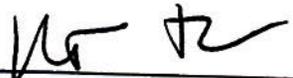
The OGB Secretariat will recommend the assignment of a Governance Path to each investment prior to OGB consideration. The OGB will accept or revise the recommendation and indicate specific governance requirements for each investment.

8. Effective Date and Approval of Charter

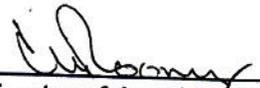
This Charter, authorizing JRC delegated decision-making as outlined in Section 2, along with any amendments thereto become effective immediately upon signature of all offices listed below..

Approved by:

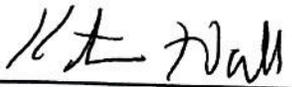
Date:


Assistant Administrator, Acquisition & Business Services, ACQ-1, Joint Resources Council Chair

10/11/16


Director of Acquisition & Contracting (Chair), AAQ-1

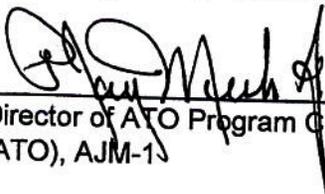
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Director of Investment Planning & Analysis (IP&A), AFI-1

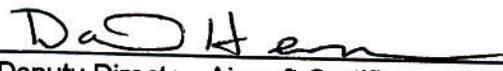
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Director of AIT Enterprise Program Management Services (EPMS), AEM-001

9/20/16


Director of ATO Program Control and Integration (ATO), AJM-1

9/29/16


Deputy Director, Aircraft Certification Service (AVS), AIR-2

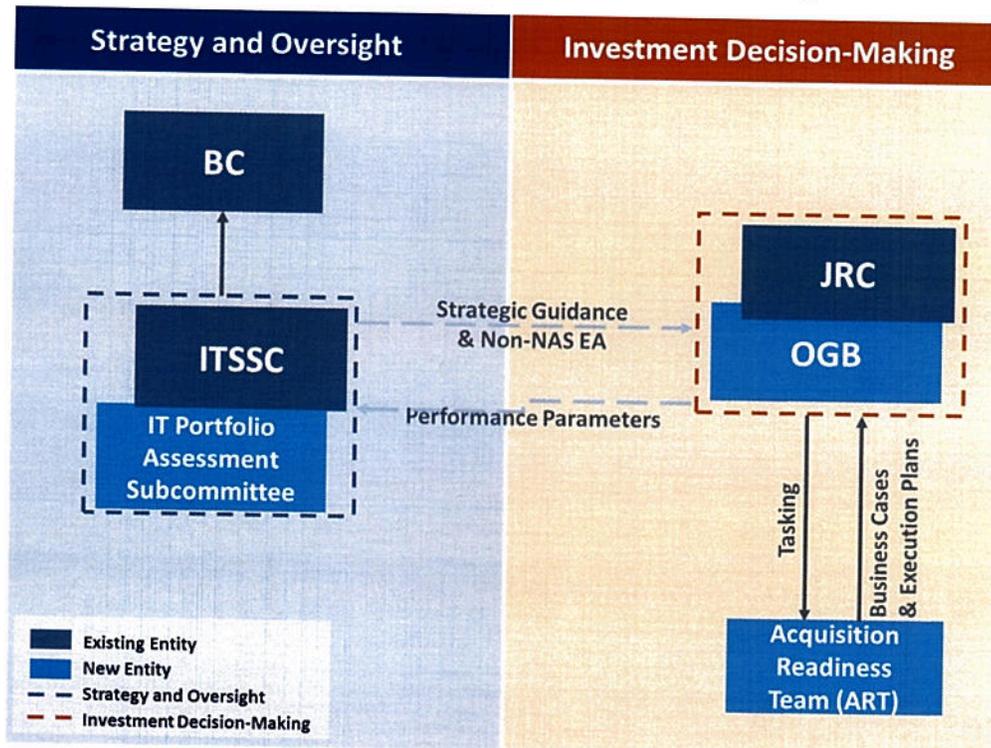
9/16/16


Assistant Chief Counsel, Acquisition and Fiscal Law Division, AGC-500

9/20/16

Appendix A: Relationships with Other Entities

The diagram below illustrates the relation between the OGB and other governance entities.



Key:

- BC Business Council.** The Business Council is the primary forum to advise and assist the Deputy Administrator in making decisions on significant internal (e.g., workforce, IT, and non-NAS facilities) issues facing the Agency.
- JRC Joint Resources Council.** The JRC reviews and approves the Enterprise Architecture (EA) on an annual basis. It also reviews and approves the annual Facilities & Equipment (F&E) and Research, Engineering & Development (R, E & D) budgets. The JRC reviews and approves capital investment programs and establishes Acquisition Program Baselines (APB).
- ITSSC Information Technology Shared Services Committee.** The ITSSC is to direct the effective, secure and cost-efficient application of non-National Airspace System (Non-NAS) information technologies, related personnel resources and funding to meet the Federal Aviation Administration's (FAA) business needs.
- Shared Services IT Portfolio Assessment Subcommittee.** Refines performance metrics that can be used to provide early warning indications of future key milestone completion; analyzes performance data provided by AIT as it relates to the non-NAS AIT Business Services and Core Mission IT projects; and initiates inquiries with business owners, users, and key stakeholders to determine adequacy of involvement, satisfaction with the development process, and confidence to meet business needs and implementation dates.