

Federal Aviation Administration

Operations Governance Board Charter

Revised – April 2018

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)
4/16/2018	7.0	Revised Charter, see table for details

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1. Purpose

This charter establishes the Operations Governance Board (OGB) as the investment decision-making body for Mission Support, Operations-funded capital investments.

More detailed information regarding the background and purpose of the OGB can be found in Section 2.8 of the FAA Acquisition Management System (AMS) Policy.

2. Authority

AMS Policy Section 2.8.2.1 states “The Joint Resources Council oversees all capital investments at FAA regardless of funding appropriation whether Operations and Maintenance, Research, Engineering & Development, Airport Improvement Program, or Facilities and Equipment. The JRC delegates investment decision-making for Mission Support Ops funded initiatives capital investments to the OGB. Mission Support strategy development is conducted by the Information Technology Shared Services Committee (ITSSC), which also oversees the performance of information technology investments.”

As such, the JRC delegates decision-making authority over applicable investments to the OGB. The OGB has delegated authority to approve the commitment of FAA resources and disbursement of FAA funds to execute applicable investments. 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 AMS Policy, the OGB may exercise governance and oversight of Mission Support, 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. Roles 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.

Specific responsibilities delegated to the OGB by the JRC 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 FAA Acquisition Executive (FAE) or his/her designee ("Chair"). The voting members ("Members") are the executives designated by the following member organizations:

Position	Organization Code
Director of Acquisition and Contracting (Chair)	AAQ-001
Director of Investment Planning and Analysis (ABA)	AFI-001
Director of Enterprise Program Management Service (AIT)	AEM-002
Assistant Chief Counsel for Acquisition and Fiscal Law (AGC)	AGC-500
Deputy Vice President of Program Management Organization (ATO)	AJM-0
Deputy Executive Director of Regulatory Operations (AVS)	AIR-002
Customer Representative (as invited by the Chair)	

Unless expressly waived by the Chair, 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 Member can delegate attendance to another FAA employee; however, the Member can only delegate voting (proxy) to another Member or another executive in the Member's organization.

A representative from the appropriate line of business can be invited to an OGB meeting by the Chair when the agenda covers an investment initiative related to their business or organizational interest.

5.1 OGB Decision-Making Process

- (a) The OGB uses 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 Member to chair an OGB meeting.

6. OGB Business, Technical, and Administrative Support

6.1 OGB Secretariat

The Investment Management Process Division (AAP-200) performs 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 initially receives documentation of applicable investments directly from FAA organizations or from the Office of Information Technology and Services (AIT). Upon receiving this documentation, the OGB Secretariat

performs a preliminary risk review in coordination with AIT and other functional experts.

Risk review considers 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 is a recommendation to the OGB indicating a Governance Path (see Section 7) and specific governance requirements, if applicable.

(b) Administrative Support

The OGB Secretariat provides administrative support to include the following activities:

- Scheduling meetings, preparing agendas, and formal meeting minutes;
- Documenting and promulgating detailed governance process flow, documentation, and training;
- Facilitating and supporting OGB meetings;
- Presenting Acquisition Readiness Team (ART) Business Case and recommendation to the OGB;
- Serving as a liaison between investment team, OGB, and the ART;
- Other duties as assigned.

6.2 Acquisition Readiness Team (ART)

The ART is a cross-functional team that, in conjunction with the sponsoring line of business, reviews and revises necessary required planning artifacts, verifies planning artifacts completeness and accuracy, and executes any other direction from the OGB (e.g. prepares requests or offers, task orders, or interagency agreements). The ART includes staff assigned on a temporary basis to perform an independent review and verification of investment planning documentation. The ART may include contractor personnel to support Government staff. The ART includes support from ABA, ACQ, AIT, and other FAA organizations depending on availability and need, as approved by the OGB Chair.

6.3 Coordination with Other FAA Organizations

The OGB reports 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 may review the reporting content.

7. Governance Paths

The OGB Secretariat recommends the assignment of a Governance Path to each investment prior to OGB consideration. The OGB accepts or revises the recommendation and indicates 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:

Deputy Assistant Administrator for Acquisition and Business Services, ACQ-001

Director of Acquisition and Contracting (Chair), AAQ-001

Director of Investment Planning and Analysis (ABA), AFI-001

Director of Enterprise Program Management Service (AIT), AEM-002

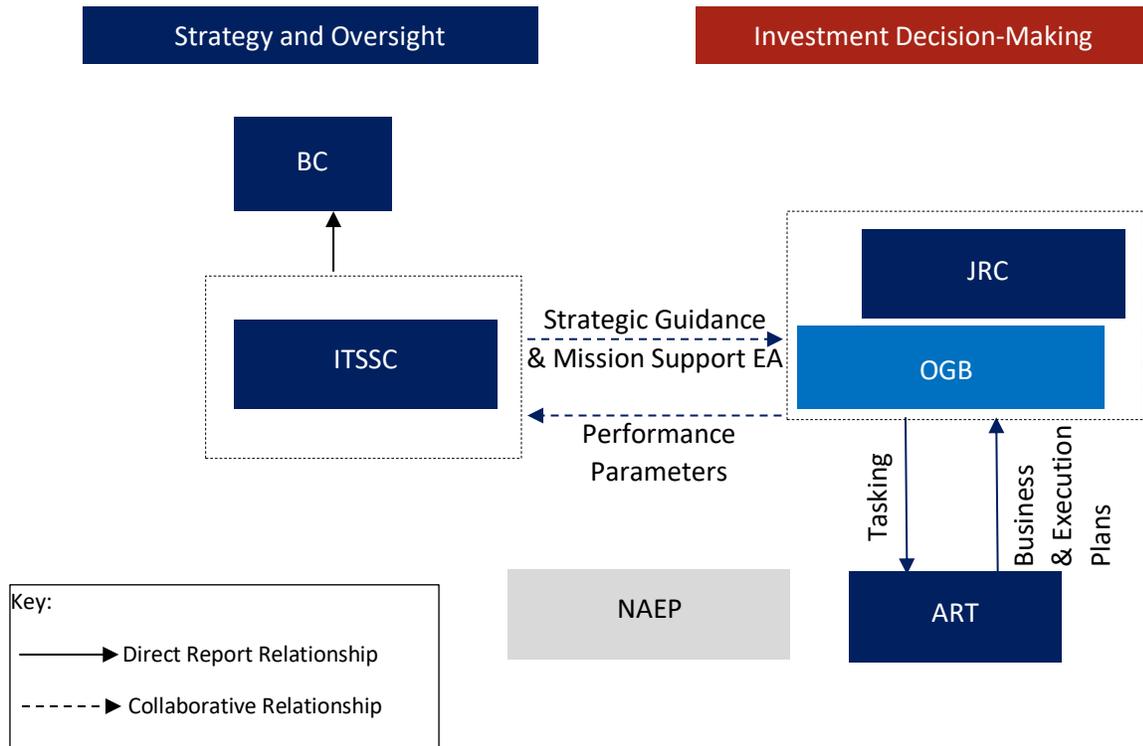
Assistant Chief Counsel for Acquisition and Fiscal Law (AGC), AGC-500

Deputy Vice President of Program Management Organization (ATO), AJM-0

Deputy Executive Director of Regulatory Operations (AVS), (AIR-002)

Appendix A: Relationships with Other Entities

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



Governance Entity	Acronym	Description
Business Council	BC	The BC is the primary forum to advise and assist the Deputy Administrator in making decisions on significant internal (e.g., workforce, IT, and Mission Support facilities) issues facing the Agency.
Joint Resources Council	JRC	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).
Information Technology Shared Services Committee	ITSSC	The ITSSC directs the effective, secure and cost-efficient application of Mission Support information technologies, related personnel resources and funding to meet the Federal Aviation Administration's (FAA) business needs.
National Acquisition Evaluation Program	NAEP	The NAEP performs nationwide contract reviews to ensure compliance with AMS Policy, identify areas for additional focus, and identify best practices. Ensures alignment between policy, training, and practices. Provides recommendations for improving performance and tracks improvement.

Charter Revisions Table (April 2018)

Charter Page Number	Original Language	Revised Language
1	"September 9, 2016"	"Proposed Revisions – April 16, 2018"
2	(Footer) "September 9, 2016"	"April 16, 2018"
4	"non-National Airspace System (non-NAS)"	"Mission Support"
4	"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 AMS Policy Section 2.8.2.1 states The Joint Resources Council oversees all capital investments at FAA regardless of funding appropriation whether Operations and Maintenance, Research, Engineering & Development, Airport Improvement Program, or Facilities and Equipment. The JRC delegates investment decision-making for Mission Support Ops funded initiatives capital investments to the OGB. Mission Support strategy development is conducted by the Information Technology Shared Services Committee (ITSSC), which also oversees the performance of information technology investments."
4	"Specific delegated responsibilities include but are not limited to:"	"Specific responsibilities delegated to the OGB by the JRC include but are not limited to:"
5	"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 (or acting Executives) with responsibility for managing the following organizations:"	"The OGB is a corporate, cross-organizational body, chaired by the FAA Acquisition Executive (FAE) or his/her designee ("Chair"). The voting members ("Members") are the executives designated by the following member organizations:"
5	"Director of Acquisition & Contracting (Chair)"	"Director of Acquisition and Contracting (Chair)"
5	"Director of Investment Planning & Analysis (IP&A)"	"Director of Investment Planning and Analysis (ABA)"
5	"Director of Enterprise Program Management Services (EPMS)"	"Director of Enterprise Program Management Service (AIT)"
5	"Director of Program Control and Integration (ATO)"	"Deputy Vice President of Program Management Organization (ATO)"
5	"Deputy Director, Aircraft Certification Service (AVS)"	"Deputy Executive Director of Regulatory Operations (AVS)"

Charter Page Number	Original Language	Revised Language
5	"Assistant Chief Counsel, Acquisition and Fiscal Law Division"	"Assistant Chief Counsel for Acquisition and Fiscal Law (AGC)"
5	"Customer Representative"	"Customer Representative (as invited by Chair)"
5	"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."	"Unless expressly waived by the Chair, 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 Member can delegate attendance to another FAA employee; however, the Member can only delegate voting (proxy) to another Member or another executive in the Member's organization."
5	"The Customer Representative will be an Executive from the organization sponsoring the investment being considered by the OGB."	"A representative from the appropriate line of business can be invited to an OGB meeting by the Chair when the agenda covers an investment initiative related to their business or organizational interest."
5	"The OGB will use a consensus model for decision-making."	"The OGB uses a consensus model for decision-making."
5	"The Chair may designate any OGB Member to chair an OGB meeting."	"The Chair may designate any Member to chair an OGB meeting."
5	"The Acquisition Control Office (AAP-200) performs the two functions of the OGB Secretariat:"	"Investment Management Process Division (AAP-200) performs the two functions of the OGB Secretariat:"
6	"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)."	"The OGB Secretariat initially receives documentation of applicable investments directly from FAA organizations or from the Office of Information and Technology Services (AIT)."
6	"Upon receiving this documentation, the OGB Secretariat will perform a preliminary risk review in coordination with AIT and other functional experts."	"Upon receiving this documentation, the OGB Secretariat performs a preliminary risk review in coordination with AIT and other functional experts."
6	"Risk review will consider factors such as:"	"Risk review considers factors such as:"

Charter Page Number	Original Language	Revised Language
6	“The output of this risk review will be a recommendation to the OGB indicating a Governance Path and specific governance requirements, if applicable.”	“The output of this risk review is a recommendation to the OGB indicating a Governance Path (see Section 7) and specific governance requirements, if applicable.”
6	“The OGB Secretariat will provide administrative support to include the following activities:”	“The OGB Secretariat provides administrative support to include the following activities:”
6	“Scheduling meetings and preparing agenda and formal meeting minutes;”	“Scheduling meetings, preparing agendas, and formal meeting minutes”
6	N/A	“Serving as a liaison between Investment team, OGB, and the ART”
6	“Present Acquisition Readiness Team (ART) Business Case and recommendation to the OGB;”	“Presenting Acquisition Readiness Team (ART) Business Case and recommendation to the OGB;”
6	“The ART is a cross-functional team that will form to support the documentation and review of an applicable investment.”	“The ART is a cross-functional team that, in conjunction with the sponsoring line of business, reviews and revises necessary required planning artifacts, verifies planning artifact completeness and accuracy, and executes any other direction from the OGB (e.g. prepares requests or offers, task orders, or interagency agreements).”
6	“The ART will include staff assigned on a temporary basis to perform independent review and verification of investment planning documentation.”	“The ART includes staff assigned on a temporary basis to perform independent review and verification of investment planning documentation.”
6	“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.”	“The ART includes support from ABA, ACQ, AIT, and other FAA organizations depending on availability and need, as approved by the OGB Chair.”
6	“The OGB Chair approves the reporting content.”	“The OGB Chair may review the reporting content.”

Charter Page Number	Original Language	Revised Language
7	<p>“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 the AMS. The OGB Chair will determine the reporting content and frequency.”</p>	<p>“The OGB reports 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 the AMS. The OGB Chair approves the reporting content.”</p>
7	<p>“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.”</p>	<p>“The OGB Secretariat recommends the assignment of a Governance Path to each investment prior to OGB consideration. The OGB accepts or revises the recommendation and indicates specific governance requirements for each investment.”</p>
9	<ul style="list-style-type: none"> • IPAT removed from Appendix A graphic. • Replaced “Non-NAS” with “Mission Support” in Appendix A graphic. • Added NAEP to Appendix A graphic. • Placed original text into a table with Governance Entity, Acronym, and Description. 	