

FINANCE OFFICERS' PARTNERSHIP

The Finance Officers' Partnership (FOP) is a professional accounting organization made up of departmental financial officials and bureau finance officers. The primary purpose of the FOP is to provide: (1) a means of managing and rapidly implementing the financial recommendations of the Department's CFO Council; and (2) a structure through which finance officers develop agreements, consensus, and priorities on improvements in systems, operations, services, and information. The goal of the FOP is to coordinate, cooperate, and participate in the short and long term improvement of the Department's Financial Management Program while promoting efficiencies that reduce costs and improve service (see Appendix A for the FOP roster.)

Mission

The FOP's mission is to:

- Provide leadership in developing financial management strategic direction.
- Plan, implement, and manage financial management initiatives.
- Ensure linkages across administrative support functions.
- Advance sound financial policies and practices.
- Champion the establishment of a partnership relationship with program managers.
- Encourage collaborative efforts across the Interior financial community.
- Promote consensus within the Interior finance arena and establish priorities.
- Foster information sharing within the Department of the Interior both to and from the CFO Council and the Office of Financial Management.
- Provide a structure for communicating the accomplishments of the Interior financial management community.
- Establish operating structures to address data stewardship, management of systems, and other initiatives.

The FOP recognizes that financial management encompasses the full range of administrative disciplines: Accounting, Budget, Personnel/Payroll, Acquisition, Property, and Information Resources Technology. To effectively accomplish its goal, the Partnership will reach out to these disciplines to form expanded Partnership teams to address the overall complex financial management challenges.

The recommendations of the FOP are made through the Office of Financial Management (PFM) to the CFO Council. The FOP organization consists of one representative from PFM (the Deputy Chief Financial Officer's representative) and one representative from each bureau (Finance Officer). Meetings are held on a regular basis.

Administration

The Chairperson is responsible for the direction and administration of the FOP as follows:

- Coordinate and facilitate the exchange of management information necessary for the FOP to track each action item.
- Facilitate and influence the activities of any special teams.
- Prepare and distribute periodic reports or summaries of activities.
- Represent the FOP at CFO Council meetings.
- Assist in obtaining the resources necessary to carry out objectives.
- Schedule meetings, develop and distribute agendas, conduct meetings, prepare meeting minutes as appropriate, and distribute to each FOP representative.
- Solicit comments and recommendations from FOP representatives.
- Present reports and recommendations made by the FOP to the CFO Council through the Office of Financial Management.

Organization

The FOP reviews recommendations presented by the CFO Council, the Office of Financial Management, the National Business Center, and the bureaus.

The FOP currently has the following permanent teams:

- *Software Advisory Board Team (SAB)*: The primary functions of the SAB are to provide analytical and technical support the FOP in the areas of FFS software design, development, and implementation.
- *Standard Accounting Classification Advisory Team (SACAT)*: The SACAT establishes and maintains a common approach among the DOI bureaus for addressing accounting classification issues including Standard General Ledger maintenance, accounting policy and procedures, internal controls, and reporting requirements.
- *Operations Advisory Group (OAG)*: The OAG promotes a more common approach throughout the Department for addressing accounting operations issues including accounting procedures, reporting requirements, and internal controls in financial management processes.

- *Budget Execution Reporting Working Group*: The purpose of this team is to establish and maintain a common approach and open communication among the Department and bureau budget and finance offices. The team works to strengthen the relationships between budget and finance offices and provides a forum for discussion of issues concerning the reporting of budget execution data.
- *Financial Statement Guidance Team (FSGT)*: The FSGT coordinates financial statement issues among the bureaus and the Department. The FSGT implements new Financial Accounting Standard Advisory Board, Office of Management and Budget, and Department of the Treasury guidance, as well as correcting audit findings for the Department.
- *Cost Accounting Work Group (CAWG)*: The CAWG facilitates the implementation of Financial Accounting Standards Advisory Board (FASAB) Standard No. 4, "Managerial Cost Accounting", within Interior. The Workgroup is composed of a representative from each bureau and is chaired by Interior's Deputy Chief Financial Officer. In addition to implementing FASAB No. 4, CAWG coordinates issues and shares alternative approaches related to cost accounting, cost management, and performance management across the Department.

The FOP may appoint special teams to address issues such as the internal controls relating to governmentwide charge cards and functional requirements of new financial management systems.

Project Management

The hierarchy for project management is presented below:

- CFO Council
- Deputy Assistant Secretary - Budget and Finance/Office of Financial Management
- Chair, Finance Officers' Partnership
- Finance Officers' Partnership Representatives
- FOP Teams