Charter

Department of the Interior Asset Management Team

This charter establishes basic operating procedures of the Department of the Interior Asset Management Team.

Purpose

The Asset Management Team (AMT) is a standing committee within the Department of the Interior (DOI) under the authority of the Management Initiatives Team (MIT). The primary purpose of the AMT is to direct, evaluate and oversee Department-wide efforts to meet Interior's asset management goals and objectives for property assets that include:

- Owned and leased buildings;
- Structures;
- Linear assets;
- Motor vehicle fleet; and
- Non-Stewardship land used for administrative purposes.[1]

The AMT is the forum through which bureau senior asset managers develop common strategies and agreements to strengthen the management of assets Department-wide to achieve program and project efficiencies and cost effectiveness. The AMT provides input to the MIT and Departmental leadership on asset management policy issues; and provides leadership and guidance in implementing the DOI Asset Management Plan (AMP) including related policy decisions and business practices within the Department and the bureaus. In addition, the AMT provides Department-wide strategic vision for asset management and ensures the DOI plan of action supports and is in compliance with the Department and bureau strategic plans and objectives, and Executive Order 13327 on Federal Real Property Asset Management.

Roles and Responsibilities

The AMT will draw staff support from the Asset Management Partnership in the discharge of its roles and responsibilities that include the following:

Strategic Planning

- Review and evaluate the DOI AMP, and asset management policies and guidelines.
- Prioritize actions to improve the operational and financial management of the Department's inventory of covered assets.
- Identify legislative authorities that are required to address these priorities.

Operating and Maintaining Assets

- Adopt and make policy decisions on common business practices that have multi-bureau and/or Department-wide application.

[1] Non-stewardship land is considered to be the land associated with constructed assets such that it would be impractical to try to separate for sale.

- Recommend and consider recommendations of the Asset Management Partnership on solutions to asset management-related opportunities, challenges, issues and problems.
- Assure consistent Department-wide policy guiding fulfillment of the requirements for historic property under Executive Order 13287 and for environmental management under Executive Order 13148.
- Identify and authorize actions necessary to implement DOI's AMP.

Evaluating AMP Implementation and Program Performance

- Monitor and measure progress and accomplishments of programs, projects and initiatives through standardized metrics.
- Assess the impact of policy decisions on programs Department-wide.
- Identify goals, with appropriate deadlines, consistent with and supportive of the DOI AMP and measure progress against such goals.

Capital Planning and Investment Control (CPIC)

- Certify and recommend to the MIT the DOI investment portfolio of current and proposed major investments (subject to the Departmental CPIC review).
- Oversee the Departmental CPIC Process including the Deferred Maintenance and Capital Improvement Five-Year Plan, and review of the quarterly progress of current major projects.
- Identify opportunities to share projects, and related activities and resources, to avoid the duplication of effort.

Assigning and Developing Resources

- Promote the sharing of expertise and enhance employee development by providing management and technical information through conferences, workshops, task groups, and seminars.

Membership

The permanent members of the AMT are the:

- Deputy Assistant Secretary for Business Management and Wildland Fire who serves as the Department's Senior Real Property Officer (SRPO);
- Bureau Senior Asset Management Officer (SAMO) from each bureau who serves on his/her respective Bureau Leadership Council with executive bureau-wide asset management responsibilities. (One AMT representative from each bureau is designated by the bureau head); and
- Directors of the Office of Acquisition and Property Management (PAM), the Office of Budget (POB), and the Office of Financial Management (PFM).

The Department's SRPO serves as the Chairperson. The Director of PAM serves as the alternate Chairperson. Members are expected to attend all regularly scheduled meetings.

Asset managers need to interface with a range of disciplines. To effectively accomplish its goal, the AMT will expand its membership to address the overall complex program and administrative management challenges. When appropriate, program managers will

be invited to participate on a meeting-by-meeting basis, or on a permanent ex-officio basis.

Operating Guidelines

The AMT will operate and meet according to the following guidelines:

- The Chairperson sets the agenda for each meeting with the support of the Director of PAM and input from team members.
- The AMT will meet as necessary at the discretion of the Chairperson. Any AMT member may request the Chairperson to call a meeting.
- Consensus is sought on issues addressed by the AMT. Decisions made by the Chairperson will be communicated to and discussed with AMT members.
- Alternate bureau representatives are permitted to attend meetings but must be designated in writing (e-mail) to the SRPO and the Director of PAM by the bureaus' permanent SAMO members.
- The AMT charter will be reviewed by the AMT on a yearly basis.

Assistant Secretary – Policy, Management and Budget

10/20/05

Date Signed