Charter

Department of the Interior Heritage Assets Partnership

This charter establishes basic operating procedures of the Department of the Interior Heritage Assets Partnership (HAP).

HAP Purpose

The Heritage Assets Partnership is a standing committee created to support responsible stewardship of the Department's heritage assets. The primary purpose of the HAP is to direct, evaluate and oversee Department-wide efforts to manage and report on heritage assets within the context of Interior's asset management goals and objectives for property assets.

The HAP is the forum through which bureau heritage assets managers develop common strategies and agreements to strengthen the management of heritage assets Department-wide to achieve program and project efficiencies and cost-effectiveness. The HAP also provides an important coordination and communication link between the Department and bureaus. The HAP advises the Office of Acquisition and Property Management and Departmental leadership on heritage assets management policy issues, and provides leadership and guidance in ensuring that heritage assets are appropriately integrated into the implementation of the DOI Asset Management Plan. In addition, the HAP provides Department-wide strategic vision for heritage assets management and ensures that the DOI Asset Management Plan supports and is in compliance with the Department's strategic plans and objectives and with Executive Order 13287 of March 3, 2003 – "Preserve America" in the context of Executive Order 13327 of February 4, 2005 – "Federal Real Property Asset Management."

HAP Roles and Responsibilities

The HAP will draw staff support from bureau discipline specialists with program management responsibility for heritage assets to discharge the roles and responsibilities described below.

<u>Strategic Planning</u>

- Review and evaluate the DOI Asset Management Plan, and asset management policies and guidelines.
- Ensure that the DOI Asset List accurately reflects Heritage Asset content.
- Prioritize and accomplish actions, when applicable, to improve the operational and financial management of the Department's heritage assets.
- Identify authorities and mandates that are required to address these priorities.

Operating and Maintaining Heritage Assets

- Recommend policies to enhance common business practices that have multi-bureau and/or Department-wide application for managing heritage assets.
- Recommend operational procedures and solutions to heritage assets management opportunities, challenges and issues.
- Assure consistent Department-wide policy guidance for fulfilling the requirements for historic properties under Executive Order 13287 of March 3, 2003 – "Preserve America."

Evaluating HAP Implementation and Program Performance

- Assess the effectiveness and impact of Department-wide heritage assets policies.
- Identify goals, with appropriate deadlines, that are consistent with and supportive of the DOI Asset Management Plan.
- Use standardized metrics and reports to track progress and accomplishments of heritage assets programs, projects and initiatives.

Capital Planning and Investment Control (CPIC)

- Recommend actions to ensure that the Department's heritage assets receive appropriate priority within the CPIC process.
- Identify opportunities to share projects, activities and resources to avoid duplication of effort.

Assigning and Developing Resources

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

HAP Membership

The permanent members of the HAP are

- the department's Federal Preservation Officers and their designees representing the full range of heritage assets disciplines, and
- Office of Acquisition and Property Management staff with asset management program responsibilities.
- Office of Financial Management staff with heritage assets financial reporting responsibilities.
- Office of Planning and Performance Management staff with heritage assets performance measure responsibilities.

The Chairperson of the HAP is selected by the membership of the group on an annual basis.

Heritage asset managers need to interface with a broad range of discipline specialists and managers. To effectively accomplish its goals, the HAP will expand its membership as needed to address the overall complex program and administrative management

challenges. Members operating under this expanded status may participate on a meeting-by-meeting basis or on a permanent ex-officio basis.

HAP Operating Guidelines

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

- The Chairperson sets the agenda for each meeting with the support of the Director of the Office of Acquisition and Property Management, and with input from HAP members. The Chairperson follows up as necessary to ensure that HAP recommendations receive appropriate consideration.
- The HAP will meet as necessary at the discretion of the Chairperson. Any HAP member may ask the Chairperson to call a meeting.
- Consensus is sought on issues addressed by the HAP.
- Alternate bureau representatives are permitted to attend meetings when designed by the bureau's permanent HAP members.
- The HAP charter will be reviewed by the HAP membership on a yearly basis.
- The Office of Acquisition and Property Management will provide staff support for the HAP and will be the keeper of HAP documents.
- All recommendations of the HAP will be forwarded to the Director of the Office of Acquisition and Property Management through the Associate Director, Facility and Property Management.

Debra E. Sonderman

Director – Office of Acquisition and Property Management

3/7/2006

Date Signed