

Charter

Department of Justice Environmental Stewardship Council

Purpose:

This Charter establishes the objectives and responsibilities of the Department of Justice (DOJ) Environmental Stewardship Council.

Objectives:

The objectives of the Environmental Stewardship Council are to set forth DOJ's policies and procedures for effectively managing environmental programs while complementing the efforts and systems that support the agency's mission. A number of requirements must be adhered to including Federal and State environmental laws and regulations, Presidential Executive Orders, internal DOJ policies and procedures, Memoranda of Understanding of which DOJ has agreed, Office of Management and Budget (OMB) requirements, and the recently released OMB Environmental Stewardship Scorecard.

Scope:

The Environmental Stewardship Council will provide the forum for appropriate personnel to share information on environmental requirements as they relate to their respective area of responsibility. The primary functional areas of responsibility that encompass environmental aspects include budget, facilities, purchasing, information technology, environmental management, security, and overall administration. This forum will promote a clear understanding and knowledge base in the environmental arena in order to develop policies and procedures that will promote environmental stewardship, maintain efficient operations, and support the agency's mission.

Functions:

The DOJ Environmental Management Stewardship Council shall:

1. Serve as the focal point for coordination for all department-wide environmental policies and procedures;
2. Review proposed and existing environmental requirements and their impact on operations;
3. Review proposed and existing environmental requirements and their respective budget planning needs;
4. Form committees comprised of subject matter experts to address issues and policy concerns with the goal of providing viable recommendations to the Council;
5. Determine the most optimal methods of achieving environmental stewardship while supporting the Department's mission requirements;
6. Share information between functional areas and with other bureaus and components in order to ensure efficient operations department-wide;

7. Develop, apply, and review internal controls to safeguard resources, maintain the accuracy of information, promote efficient management, and ensure adherence to laws, regulations, and policies.

Membership:

1. The Agency Environmental Executive/Assistant Attorney General for Administration shall Chair the Environmental Stewardship Council.
2. The Director of Facilities and Administrative Services Staff shall serve as the Vice-Chair of the Environmental Stewardship Council.
3. The components or staffs identified herein shall each provide representation that will be the primary focal point for all environmental matters as they relate to DOJ operations. The representative must have a thorough knowledge and level of authority of the functional area being represented.
4. Each member listed will have one vote.
5. Any proposal to change voting membership is subject to approval by the Chair.
6. A quorum consists of the Chair and at least two-thirds of the other voting members.
7. Environmental Stewardship Council Members include:
 - Environmental Executives from BOP, USMS, FBI, DEA and ATF
 - Office of the Inspector General (OIG)
 - Office of Justice Programs (OJP)
 - Executive Office of Immigration Review (EOIR)
 - Executive Office for the US Attorneys (EOUSA)
 - Executive Office for the US Trustees (EOUST)
 - Environment and Natural Resources Division (ENRD)
 - Director of Facilities and Administrative Services Staff (FASS)
 - Deputy Assistant Attorney General, Information Resources Mgmt/CIO
 - Deputy Assistant Attorney General, Human Resources/Administration
 - Deputy Assistant Attorney General, Policy, Management and Planning
 - Director of Budget Staff
 - Director of Procurement Services Staff
 - Director of Security and Emergency Planning Staff

Each member shall:

1. Evaluate the current status of OMB's Environmental Stewardship Scorecard and recommend improvements;
2. Provide functional expertise and analysis on current and proposed policies and programs;
3. Monitor and investigate instances of noncompliance with laws and regulations, and DOJ policies;

4. Provide representation to the Council meetings and participate in subcommittee tasks;
5. Resolve problems through direct coordination within the group;
6. Furnish the Chair with items of interest, issues, concerns, and initiatives for consideration by the group.

JMD/FASS shall:

1. Negotiate and seek agreement with the Environmental Stewardship Council members, coordinate all proposed revisions to policy, and attempt to reach consensus prior to implementation;
2. Serve as liaison between the Department, the private sector, and other government entities, regarding environmental issues;
3. Recommend policy changes or submit contentious issues for decision to the Chair when deemed necessary;
4. Convene the Environmental Stewardship Council on a quarterly basis or when necessary to present new Federal requirements, discuss policy proposals, resolve problems, and discuss other items of interest;
5. Collect/disseminate pertinent information and provide minutes of each meeting to members;
6. Present for resolution any unresolved problem areas.

Meetings:

Meetings will generally be conducted quarterly or when requested by the Chair as situations warrant.

Approved:



Agency Environmental Executive/Assistant Attorney General
for Administration

4-14-09

Date