

United States Department of Energy



Geospatial Science Program Management Office (GS-PMO)

Charter

October 26, 2005

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1. PURPOSE

The Geospatial Science Program Management Office (GS-PMO) is established to coordinate and optimize the Department of Energy's (DOE's) investments in geospatial science and technology activities as they support the core missions of the Department. The GS-PMO will provide the framework to assess, coordinate, manage, and implement an integrated geospatial science and technology capability across the complex.

2. AUTHORITY

A Geospatial Science Steering Committee (GSSC) was formally recognized by the Office of the Chief Information Office (OCIO) in 2001, consisting of representation from national laboratories, facilities, and Program Offices to begin to communicate and coordinate geospatial science and technology activities across the Department. The GSSC and the geospatial science and technology activities of the Department have evolved to a state of maturity and deployment where a comprehensive Program Management Office is required to further leverage the benefits of an integrated geospatial science and technology approach across the complex. The GS-PMO is hereby established with leadership authority through the Department's Headquarters Offices of: Environmental Management, National Nuclear Security Administration, and Science; with technical, operational, and administrative support provided by the OCIO.

3. GOVERNANCE

The GS-PMO will be tri-chaired by the Office of Environmental Management, the National Nuclear Security Administration, and the Office of Science, and will report to the Department's Management Council for policy recommendations significantly affecting Department budgetary and human resources beyond the purview of the tri-chair (see Appendix A). The GS-PMO may request to establish an Executive Steering Committee to assess geospatial science and technology policy issues impacting the Department. The GS-PMO shall communicate with the Department's Information Technology Council, and may request input from the Council on related information technology, architecture, and infrastructure areas of interest that may impact Geospatial Science Program initiatives and operations. The GS-PMO shall also communicate with Departmental coordinating bodies, on an as needed basis, to further the objectives of the Geospatial Science Program across the complex.

The GS-PMO shall, at its discretion, make amendments to the Charter and its addendum based upon a majority determination of its voting members (see below).

4. OBJECTIVE

The GS-PMO will guide the efficient and effective development and deployment of geospatial science and technology across the Department in order to realize and maximize associated programmatic benefits. The GS-PMO will seek to leverage the investment to:

- Support national security and homeland security,
- Promote a diverse supply and delivery of reliable, affordable, and environmentally sound energy
- Optimize geospatial resource allocations,
- Encourage cross-complex and intergovernmental technology sharing to enable and enhance program goals and objectives,
- Align geospatial science infrastructure requirements within the Department's Enterprise Architecture
- Ensure appropriate security measures are established to protect geospatial science and technology investments,
- Enhance emergency management to minimize risk to Departmental assets,
- Establish a geospatial legacy data records management strategy,
- Support geospatial science and technology development relevant to the Department's mission,
- Contribute to federal geospatial standards, guidance, and e-government initiatives, and
- Provide interagency coordination and communication on geospatial science and technology issues.

5. PROGRAM ROLES AND RESPONSIBILITIES

The GS-PMO will be responsible for providing a coordinated, comprehensive, and integrated enterprise management approach for leveraging and optimizing geospatial science and technology resources across the complex. The GS-PMO will provide the governance structure, strategic direction, mission alignment, communication, and resource coordination for the geospatial science and technology implementations within the Department. The GS-PMO will assist with the coordination of the research aspects of geospatial science within the Department. In addition, the GS-PMO will provide Departmental leadership, seek financial resources as needed, and participate in the development and support of federal geospatial standards, guidance, e-government initiatives, and an overall enterprise business management approach to coordination of geospatial science and technology across the DOE complex. In this role, the GS-PMO will be responsible for recommending initiatives to:

- Maintain a governance structure to coordinate, manage, and implement the programmatic requirements of geospatial science and technology implementations for the Department, including the designation of key program leadership for strategic direction, resource allocation, coordination, and communication.
- Develop a Geospatial Science Program Plan to identify, assess, prototype, and prioritize initiatives to align and implement the geospatial science and technology requirements of the Department for increased performance as demonstrated by appropriate metrics.
- Establish Integrated Project Teams (IPTs), as recommended by the GSSC representatives (e.g. Chair and Vice-Chair), to address those priority requirements identified by the GS-PMO and defined in the Geospatial Science Program Plan.
- Support the establishment of emergency response and recovery practices and procedures for geospatial technology and system implementations; including, data backup and archival, enterprise architecture integration, and continuity of operations protocols in coordination with the Department's Emergency Operations Center.

- Establish a forum for cross-complex, intergovernmental scientific collaboration and technology sharing.
- Define a Department geospatial administrative record and establish a schedule for the Department's legacy geospatial data for compliance with federal and Departmental standards.
- Develop geospatial data quality assurance standards and procedures aligned with federal standards and e-government reporting requirements for DOE's geospatial resource investment.
- Establish security protocols to govern the access, use, and release of Departmental geospatial data and information resources.
- Continue participation in the Federal Geographic Data Committee (FDGC) and sponsored FDGC Working Groups as part of the Office of Management and Budget coordination responsibilities.
- Ensure that language in all future Department management and operations contracts is incorporated requiring the sharing of all geospatial data and information resources with other DOE elements as required.
- Foster advances in DOE's geospatial science (research) activities.

6. MEMBERSHIP ROLES AND RESPONSIBILITIES

The GS-PMO will be tri-chaired by three Department Program Offices:

- Office of Environmental Management (EM),
- National Nuclear Security Administration (NNSA), and
- Office of Science (SC).

Each tri-chair Program Office shall designate one voting member representative and alternate.

The GS-PMO will communicate with existing Departmental coordination bodies, as necessary; including, but not limited to:

- Information Technology Council (IT Council),
- Systems of Labs' Computing Coordinating Committee (SLCCC),
- Energy Facility Contractors Group (EFCOG), and
- Consolidated Infrastructure, Office Automation, and Telecommunications Program IPT.

The Office of the Chief Information Officer, as a non-voting member, will provide initial technical, operational, and administrative support to the GS-PMO, as well as external coordination to further support the Department's geospatial science and technology requirements. The OCIO will establish a Geospatial Management Officer (GMO) position to coordinate and support the activities of the GS-PMO.

The GSSC will serve as a geospatial technical advisory body to the GS-PMO in the assessment, implementation, and operation of GS-PMO directives and recommendations, including, but not limited to, findings of the IPTs. The GSSC, as a non-voting member of the GS-PMO, will continue to fulfill the critical role of supporting geospatial science and technology in the field at national laboratories and facilities. The GSSC chair and vice-chair will serve as the representatives to the GS-PMO and will work directly with the OCIO GMO in support of the technical, operational, and administrative responsibilities of the GS-PMO.

IPTs may be formed, consisting of cross-programmatic representation and Departmental coordinating bodies as needed, to address specific goals and objectives as recommended by the GSSC and approved by the GS-PMO. The IPTs are expected to provide guidance and

recommendations on the effective implementation of geospatial science and technology Department wide. The IPTs will report all recommendations through the GSSC for review prior to submittal to the GS-PMO for their approval.

Program Office participation in addition to the three original Program Offices comprising the GS-PMO is encouraged and may occur through a request to the GS-PMO. Program Office participation on IPTs also will be encouraged.

7. ADMINISTRATIVE TERMS

- The GS-PMO will meet on a monthly basis via teleconference, with ad-hoc meetings as necessary.
- The OCIO will provide administrative arrangements for the GS-PMO, including meeting space and preparation.
- Decisions internal to the GS-PMO will be made by a simple majority of those voting members attending, including by proxy. Dissenting positions of the decision may be made a matter of record.
- Recommendations forthcoming from the GS-PMO meetings will be directed to the GMO and GSSC chair as the principal agents of the GS-PMO. The GMO will communicate recommendations and meeting outcomes to the Department's IT Management Council, as warranted. Any Office with a special need, contrary to the recommendation, is empowered to submit a waiver (as defined by the GS-PMO) to the GS-PMO.
- During discussions concerning contractor-sensitive issues, contractors present during a GS-PMO meeting will be asked to leave the room and teleconference lines will be disconnected for the duration of the conversation. Minutes will not be recorded for such portion of the meeting.
- Nothing in this Charter will be construed to limit or amend the CIO's statutory responsibilities or the statutory responsibilities related to geospatial technology management of any other Department officials. Impacts affecting the OCIO will be brought to the attention of the GS-PMO for resolution.

This GS-PMO Charter is hereby approved by the Program Office signatories below:

Signatories

Office of Environmental Management

Jeanne M. Beard

Office of Science

Dr. Jeffrey S. Amthor

National Nuclear Security Administration

Dr. Christina B. Behr-Andres

Appendix A

Geospatial Science Program Management Office Governance Structure



