

## Charter

### Department of the Interior Asset Management Partnership

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

#### **Purpose**

The Asset Management Partnership (Partnership) is a standing committee within the Department of the Interior (DOI) under the authority of the Asset Management Team (AMT).<sup>1</sup> The primary purpose of the Partnership is to provide staff support to the AMT. The Partnership identifies, formulates, and proposes to the AMT Departmentwide policies, guidance, plans and strategies to meet the Executive Order 13327 (Federal Real Property Asset Management) and DOI's asset management goals and objectives for real property assets that include:

- Owned and leased buildings;
- General Service Administration (GSA)-provided space;
- Structures;
- Linear assets;
- Motor vehicle fleet; and
- Non-Stewardship land used for administrative purposes.<sup>2</sup>

The Partnership is the forum through which bureau mid-management asset managers, in support of the AMT, develop common strategies and agreements to strengthen the management of assets Departmentwide to achieve program and project efficiencies and cost effectiveness. The Partnership provides input to the AMT and Departmental leadership on asset management policy issues; and on implementation of the DOI Asset Management Plan (AMP) including related policy decisions and business practices within the Department and the bureaus. In addition, the Partnership advises and provides recommendation to the AMT on the Departmentwide strategic vision for asset management and the DOI actions that support and comply with the Department and bureau strategic plans and objectives, and Executive Order 13327, as well as, other pertinent laws and Administration mandates applicable to asset management

#### **Roles and Responsibilities**

The Partnership will draw staff support from bureau asset management and other discipline specialists. The Partnership will discharge the following roles and responsibilities.

#### Strategic Planning

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

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<sup>1</sup> The Asset Management Team (AMT) is a standing committee under the authority of the Management Initiatives Team (MIT). The AMT Charter was approved by the Assistant Secretary – Policy, Management and Budget on October 20, 2005 and can be found at <<http://www.doi.gov/pam/AMTCharter102405.pdf>>.

<sup>2</sup> 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.

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- Promote the application of public and private-sector “best practices” for multi-bureau and/or Departmentwide application.
- Prioritize and accomplish actions, when applicable, to improve the operational and financial management of the Department’s heritage assets.

#### Operating and Maintaining Assets

- Identify and recommend policy and guidance on common business practices that have multi-bureau and/or Departmentwide application.
- Evaluate and, as appropriate, recommend proposed policies, guidance, strategies and plans of the designated Partnership working groups on solutions to asset management-related opportunities, challenges, issues and problems.
- Develop and recommend consistent Departmentwide policy guiding fulfillment of the requirements for heritage assets under Executive Order 13287 and for environmental management under Executive Order 13148.
- Identify and recommend actions necessary to implement DOI’s AMP.

#### Maintaining an Accurate and Complete Inventory

- Share procedural and technology-related best practices, for multi-bureau and/or Departmentwide application, in the reporting of the asset inventory into the Federal Real Property Profile (FRPP).
- Collaborate in the development and refinement of second-tier measures that have multi-bureau and/or Departmentwide application.
- Review and coordinate the dissemination of FRPP reporting requirements and FRPP systems capabilities.
- Discuss and maintain awareness of the status for preparing complete and accurate FRPP reporting including opportunities, challenges, lessons learned and related issues that can improve or impede reporting.
- Assist the Office of Acquisition and Property Management in developing the annual report on the state of DOI FRPP reporting.

#### Evaluating AMP Implementation and Program Performance

- Monitor, measure and report progress and accomplishments of programs, projects and initiatives through standardized metrics.
- Assess the impact of policy and policy decisions on programs Departmentwide.
- Identify and recommend goals, with appropriate deadlines, consistent with and supportive of the DOI AMP and measure progress against such goals.
- Coordinate the use of the FRPP asset Performance Assessment Tool to emphasize the reduction of DOI’s inventory of low priority assets.
- Recommend and develop standardized reports to track progress and accomplishments of assets programs, projects and initiatives.

#### Capital Planning and Investment Control (CPIC)

- Certify and recommend to the AMT the DOI investment portfolio of current and proposed major investments (subject to the Departmental CPIC review).



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- Manage 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 and recommend 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.**

#### Inter and Intra Departmental Coordination

- **Coordinate on common issues and concerns with other DOI asset management-related partnerships and working groups.**
- **To assist in formulating a DOI position, advise AMT, the Senior Real Property Officer, and the Director of the Office of Acquisition and Property Management on the opportunities and challenges for the Department in implementing FRPC policy, guidance, strategies and initiatives and FRPP-related modifications and enhancements.**

#### **Membership**

The permanent members of the Partnership are:

- **One mid-level asset management professional from each bureau<sup>3</sup> designated in writing by the Bureaus' Senior Asset Management Officer. The designees must be able to represent the full range of the assets management discipline as defined through the Department of the Interior Asset Management Plan.**
- **Chairperson and alternate Chairperson from the Office of Acquisition and Property Management.**
- **A staff member with related assets management responsibilities from the Office of Budget, Office of Planning and Performance Management, Office of Financial Management and Office of Environmental Policy and Compliance.**
- **Chairpersons from the Heritage Asset Partnership, Facility Management System Partnership, Space Management Partnership, Departmental Energy Conservation Committee and Property Management Partnership.**

The Associate Director, Facility and Property Management serves as the Chairperson. The Office of Acquisition and Property Management's Senior Property Management Specialist 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 Partnership will expand its membership to address the overall complex program and

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<sup>3</sup> Bureaus to be represented on the Partnership are the Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, Fish and Wildlife Service, Minerals Management Service, National Business Center, National Park Service, Office of Surface Mining and U.S. Geological Survey.

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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. Other bureau and Office of the Secretary staff will participate at Partnership meetings on an ex-officio basis.

#### Operating Guidelines

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

- The Chairperson sets the agenda for each meeting with the support of the Director, Office of Acquisition and Property Management and input from team members. The chairperson follows up as necessary to ensure that Partnership recommendations receive appropriate consideration.
- The Partnership will meet as necessary at the discretion of the Chairperson. Any AMT member may request the Chairperson to call a meeting.
- The Partnership will designate working groups comprised of bureau asset management specialists to serve as standing committees under the authority of the Partnership to seek and recommend solutions to asset management-related opportunities, challenges, issues and problems.
- Alternate bureau representatives are permitted to attend meetings when designated prior to the meeting in writing (e-mail) to the Chairperson by the bureau's permanent Partnership member.
- The Office of Acquisition and Property Management will provide staff support for the Partnership and will be the keeper of Partnership documents.
- All Partnership recommendations will be forwarded to the Department's Senior Real Property Officer through the Associate Director, Facility and Property Management.
- The Partnership charter will be reviewed by the AMT on a yearly basis.

  
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Senior Real Property Officer,  
Department of the Interior

  
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Date Signed