



# Transportation Global Edit Table (TGET) Functional Requirements Board (FRB)

---

## CHARTER

DECEMBER 2009

## **STATEMENT OF AGREEMENT**

This charter will become effective upon the concurrence of the Transportation Global Edit Table (TGET) Functional Requirements Board (FRB) voting members and will remain in effect for a period of two years. At the end of that period, this charter will be reviewed and revised accordingly by the TGET FRB members and reissued by the Co-Chairs.

**TRANSPORTATION GLOBAL EDIT TABLE (TGET)  
FUNCTIONAL REQUIREMENTS BOARD (FRB)**

**CHARTER**

**SECTION I – ESTABLISHMENT OF FRB FOR BEIS REFERENCE DATA SERVICE  
(i.e., TGET)**

In accordance with the direction of the Third Party Payment System (TPPS) Oversight Council, the TGET FRB is established to provide overall guidance/direction, functional requirements and system development priorities to both the Business Transformation Agency (BTA) Business Enterprise Information Services (BEIS) Family of Systems (FoS) Program Manager and the Defense Finance and Accounting Service (DFAS) BEIS System Manager. The TGET FRB will act as the sole authority for reviewing, prioritizing, and approving requests for enhancements to the TGET. This charter outlines the roles and responsibilities of the TGET FRB members.

**SECTION II – MISSION**

The mission of the TGET FRB is to provide overall guidance and functional requirements to the BTA BEIS Program Management Office and the DFAS BEIS Systems Management Office. The TGET FRB will ensure disciplined processes and procedures are implemented to maintain a structured change management system in support of the TGET.

**SECTION III – PARTICIPANTS**

The participants of the TGET FRB shall be functional representatives with authority to vote on issues regarding their respective organizations. Each representative will vote on each issue but must ensure coordination has been accomplished within their respective organizations. In the case where there is a dissenting vote, the Office of the Assistant Deputy Under Secretary of Defense (Transportation Policy) (OADUSD (TP)) and the Defense Finance and Accounting Service (DFAS), as Co-Chairpersons, will collectively cast the deciding vote. Any issue that can not be resolved by the TGET FRB will be referred to the TPPS Oversight Council.

Permanent Voting Members include reps from:

OADUSD (TP) (*Co-Chair*)  
DFAS (*Co-Chair*)  
U.S. Transportation Command  
U.S. Army  
U.S. Navy  
U.S. Air Force  
U.S. Marine Corps  
Defense Logistics Agency  
U.S. Coast Guard

Advisory Non-Voting Members include reps from:

Business Transformation Agency  
Defense Contract Management Agency  
Surface Deployment and Distribution Command  
Air Mobility Command  
DoD Shipper Systems  
DoD Financial Systems  
DoD TPPS Contracting Officer's Representative (COR) office  
Third Party Payment System  
DoD Inspector General

Technical advisors and consultants from various Government and contractor organizations (unless the meeting is designated government-only) may attend meetings to provide specialized technical or program management information.

#### **SECTION IV – RESPONSIBILITIES**

- Provide overall guidance/direction, functional requirements and system development priorities to the BTA BEIS Program Manager and DFAS BEIS System Manager.
- Ensure policies and business rules for the use of TGET are consistent and workable for all Service/Agency users
- Make recommendations supporting the resolution of pending issues and prioritize changes
- Identify, control, document, report, and discuss proposed major program/process changes
- Meet as required to ensure TGET development moves forward
- Ensure adherence to policies and procedures outlined in this document
- Refer issues that can't be resolved to the TPPS Oversight Council for guidance and direction

#### **SECTION V – CO-CHAIR RESPONSIBILITIES**

- OADUSD (TP) and DFAS will co-chair TGET FRB meetings
- OADUSD (TP) will arrange meetings and provide administrative support to the Board
- Issues requiring a vote will be decided by majority vote
- In the case of a tie vote, the co-chairs will come to an agreement and cast the deciding vote (If the co-chairs cannot agree, the item will be referred to the TPPS Oversight Council for resolution)
- Provide guidance for the resolution of issues
- Once coordinated with the members, provide prioritized list of requested enhancements to the BTA BEIS Program Manager and DFAS BEIS System Manager.

#### **SECTION VI – PERMANENT VOTING MEMBER RESPONSIBILITIES**

- Provide recommended prioritized changes on behalf of their Service or Agency
- Review, assess and approve proposed changes
- Ensure any proposed changes to their respective interfacing systems which might impact TGET are identified and brought to the attention of the TGET FRB
- Attend Board meetings and vote on behalf of their respective organization

## **SECTION VII – MEETINGS**

TGET FRB meetings will be held in the Washington, D.C., metro area and will be accessible by teleconference. OADUSD (TP) will prepare and distribute the meeting's agenda and read-ahead package a minimum of 5 days prior to each meeting to each voting and advisory member.

## **SECTION VIII – CHANGE PROPOSAL FUNDING**

Subject to funding availability and priority, changes to TGET falling outside the scope of the functional requirements document and solely for the benefit of a single Service or Agency will be funded by the benefiting activity.