



# Third Party Payment System (TPPS) Oversight Council

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## CHARTER

AUGUST 2009

## **STATEMENT OF AGREEMENT**

This charter will become effective upon the concurrence of the Third Party Payment System (TPPS) Oversight Council 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 TPPS Oversight Council and reissued by the Co-Chairs.

# **Third Party Payment System (TPPS) Oversight Council**

## **CHARTER**

### **SECTION I – ESTABLISHMENT OF TPPS OVERSIGHT COUNCIL**

In accordance with Under Secretary of Defense (Acquisition, Technology, and Logistics) memorandum, dated 3 August 2004, a TPPS Oversight Council is established to provide overall guidance and direction as the Department of Defense (DoD) maintains and expands the use of the TPPS and the Transportation Global Edit Table (TGET). The Council will also provide functional guidance and direction to the transportation billing and payment processes that affect both CONUS and OCONUS. The Council will act as the sole authority for reviewing, prioritizing, and approving requests for enhancements to the current TPPS and associated commercial transportation billing and payment processes. It will also provide O-6 level oversight of TGET development and resolve issues referred to it by the TGET Functional Requirements Board (FRB). This charter outlines the roles and responsibilities of the Council members.

### **SECTION II – MISSION**

The TPPS Oversight Council mission is to provide overall guidance and direction for the maintenance and expansion of third party payment processes/contracts and changes to the commercial transportation billing and payment processes. The Council will ensure disciplined processes and procedures are implemented to maintain a structured change management system in support of the TPPS, TGET, and associated commercial transportation billing and payment processes. The council will provide the TPPS Contracting Officer's Representative (COR) a single source for all major TPPS change requests.

### **SECTION III – PARTICIPANTS**

The participants of the TPPS Oversight Council shall be the following O-6 level representatives with authority to vote on issues regarding their respective organizations. Each representative will receive one vote on each issue but must ensure coordination has been accomplished with their respective functional counterpart. In the case of a tie, 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 come to an agreement and cast the deciding vote. An O-7 level General Officer Steering Committee (GOSC) will be convened as required for periodic updates and to resolve outstanding issues and resolve tie votes when the co-chairs cannot agree.

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

Advisory Non-Voting Members include reps from:

U.S. Coast Guard  
U.S. Department of State  
U.S. Department of Agriculture  
Defense Contract Management Agency  
Business Transformation Agency  
Surface Deployment and Distribution Command  
Air Mobility Command  
Shipper System Functional  
Financial System Functional  
DoD TPPS Contracting Officer's Representative (COR) office  
General Services Administration  
Third Party Payment System (TPPS)  
DFAS TPPS Oversight Council Secretariat  
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**

- Ensure key stakeholders are apprised of the status of ongoing implementation initiatives
- Provide direction and resolution on issues impacting maintenance or implementation of ongoing initiatives (Auto CONOPS, TGET, pre-payment audit, data storage, etc.)
- Ensure policies for use of the TPPS, TGET, applicable USTRANSCOM initiatives, and commercial transportation billing and payment processes are consistent and workable for all DoD users
- Assume guardianship for coordination and resolution of findings, identified deficiencies, and related recommendations associated with formal audits, assessments, and reviews conducted on third party payments and commercial transportation billing and financial processes
- Make recommendations supporting the resolution of pending issues and prioritize changes
- Identify, control, document, report, and discuss proposed major program/process changes

- Establish a process for handling system change requests that allows stakeholders an opportunity to comment, prioritize changes, and ensure adequate testing of changes before implementation
- Through the Contracting Officer's Representative (COR), the Council will provide realistic projected timelines for incorporating recommended changes to the TPPS and keep affected entities informed of status of recommendations
- Meet at least semiannually, or more frequently as required
- Ensure adherence to policies and procedures outlined in this document
- Provide 0-6 level guidance and direction to the TGET Functional Requirements Board (FRB)

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

- OADUSD (TP) and DFAS will co-chair TPPS Oversight Council meetings
- Provide guidance for the resolution of issues
- Review and approve/disapprove requested enhancements and their prioritization from the TPPS Oversight Council
- Provide prioritized list of requested enhancements to the TPPS contractor through the Contracting Officer's Representative (COR); follow-up, and provide status of approved change requests to the Council
- Expand non-voting membership to include other agencies/departments as appropriate
- Establish subgroups and designate subgroup chairpersons as necessary

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

- Submit recommended changes on behalf of their Service or Agency
- Review, assess and approve/disapprove proposed changes
- Ensure any proposed changes to their respective interfacing systems which might impact the TPPS, TGET, or USTRANSCOM systems, are identified and brought to the attention of the Council
- Ensure there is appropriate interfacing and alignment with financial systems and financial requirements
- Prioritize changes for submission to the Council Co-Chairpersons
- Attend TPPS Oversight Council meetings and vote on behalf of their organization

## **SECTION VII – MEETINGS**

The semi-annual meetings will be held in the Washington, D.C. metro area (unless an alternate location is agreed to by all the voting members) and will be accessible by teleconference. Upon approval by the Council Co-Chairpersons, the DFAS Secretariat will prepare and distribute the meeting's agenda and read-ahead package a minimum of five days prior to each meeting to all voting and advisory members.

## **SECTION VIII – TPPS GENERAL OFFICER STEERING COMMITTEE (GOSC)**

TPPS 0-7 level GOSC will be held upon the recommendation of the Council’s voting members to update its GOSC members on the status of the TPPS expansion and maintenance efforts and/or to resolve issues referred to it by the Oversight Council.

### **Voting Members of the GOSC include reps from:**

ADUSD (TP) (*Co-Chair*)  
DFAS (*Co-Chair*)  
OSD (Comptroller)  
U.S. Transportation Command  
U.S. Army  
U.S. Navy  
U.S. Air Force  
U.S. Marine Corps  
Defense Logistics Agency

### **Advisory Non-Voting Members of the GOSC include reps from:**

U.S. Coast Guard  
U.S. Department of State  
U.S. Department of Agriculture  
Defense Contract Management Agency  
Business Transformation Agency  
Surface Deployment and Distribution Command  
Air Mobility Command  
Shipper System Functional  
Financial System Functional  
DoD TPPS Contracting Officer’s Representative (COR) office  
General Services Administration  
Third Party Payment System (TPPS)  
DFAS TPPS Oversight Council Secretariat  
DoD Inspector General

## **SECTION IX – FORMAT FOR PROPOSED ENHANCEMENTS**

Proposed enhancements shall be submitted in the following format in order to maintain continuity:

- Issue: Explain issue in detail and include possible interface and impacts on existing functional/financial systems
- Recommendation: Provide proposed enhancement, being as descriptive as possible
- Justification: Include justification and identify advantages of proposed enhancement
- Resource Implications: Identify known impacts on automated systems/interfaces, whether additional funding will be required to support the enhancement, and desired timeline for implementation. Identify source/capability to fund desired enhancement if it falls outside current scope of task order.

## **SECTION X – PROCESS**

Proposed major and routine enhancements will be submitted to the TPPS Oversight Council Secretariat. Evaluation will include, but not be limited to, the necessity, accuracy, validity, and urgency of the required enhancement. The Secretariat will assign a unique proposal number to recommended enhancements and enter them into a database used to track all actions. The TPPS Oversight Council Secretariat will then work with all members to resolve issues and define requirements.

Proposed routine enhancements will be distributed by e-mail to each voting member. Voting members may designate an action officer to provide the Service's or Agency's vote. It will be the responsibility of the designee to involve the O-6 voting member when necessary. Voting members or their designees will have 30 calendar days to coordinate with their respective Service/Agency to evaluate the impact and provide their vote. Current status will be provided at each Council meeting and tie votes on routine enhancements will be referred to the TPPS Oversight Council for resolution.

One of the Co-Chairs may decide to handle issues that do not impact all stakeholders in an expedited manner. Only the parties affected will vote on these issues. All other members will be included on issue correspondence and may provide input, but will not be required to vote on the resolution. If a member feels that the issue will impact their Service or Agency, then the member can request that the Co-Chair consider adding them as a voting party.

Major enhancements will be submitted 45 days prior to the scheduled TPPS Oversight Council meeting and voted on at Council meetings.

## **SECTION XI – RECOMMENDATIONS AND DECISIONS**

Permanent voting members shall review and recommend approval or disapproval of proposed major changes during the Oversight Council meeting. Each permanent Council member shall have an equal vote in matters pertaining to change requests. In the case of a tie, 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 GOSC for resolution) The Secretariat will prepare the meeting minutes, which will be approved by the Co-Chairpersons and distributed within two weeks after the meeting.

## **SECTION XII – CHANGE PROPOSAL FUNDING**

Subject to funding availability and priority, changes to TPPS falling outside the scope of the applicable task order and solely for the benefit of a single Service, Agency, or entity, will be funded by the benefiting activity. Changes requiring funding that benefits the entire TPPS user community will be collectively funded.

## **SECTION XIII – CHANGES TO THE CHARTER**

Proposed changes to this charter will follow the same procedures outlined for TPPS changes as outlined above.