DEPARTMENT OF DEFENSE (DoD)  
PROCURE-TO-PAY PROCESS ADVOCATES’ WORKING GROUP  
CHARTER  

1. ESTABLISHMENT  
The Procure-to-Pay Process Advocates’ Working Group (P2PPAWG) is chartered to achieve effective and efficient process management of Procure to Pay (P2P) processes. This charter establishes the working group, a senior executive panel consisting of senior procurement executive and financial management executive representatives from the Military Departments and other Defense Agencies, as well as leaders of the logistics, personnel, and real property communities.  

During P2PPAWG’s quarterly meetings the P2PPAWG may task out actions to be taken by specific sub-working groups. The P2PPAWG or its sub-working groups will incorporate their decisions into the Business Enterprise Architecture (BEA), ensuring the BEA is updated in a timely fashion consistent with P2P policy issuances. Incorporation into the BEA will leverage the existing mechanism consistent with National Defense Authorization Act of 2005 to inform system rationalization and Investment Review Board governance.  

2. PURPOSE  
The P2PPAWG is responsible for identifying, establishing, adjudicating business requirements for capabilities, functions, activities, processes, internal controls or rules, data standards, and system interfaces related to the technical and functional communities of both acquisition and finance communities in order to:  

- Achieve greater visibility of acquisition and financial information;  
- Validate the BEA and use it to establish a clear understanding of the End-to-End (E2E) process for P2P;  
- Develop a methodology to inform P2P process segment owners of the roles and responsibilities associated with E2E process ownership;  
- Streamline joint processes with effective management controls that promote efficiencies to DoD and industry partners;  
- Increase use of the BEA and Enterprise Resource Planning (ERP) investments based on a justifiable business case for investment;  
- Develop greater accuracy of Department level spend reporting as a result of Federal Acquisition Regulation-based contracting;  
- Ensure standardization of data, standard transactions and process requirements in order to achieve greater interoperability among Acquisition and Financial systems, with an associated reduction in cycle time and rework;
• Provide meaningful metrics and visibility of metrics to senior leaders; and

• Enable auditability of processes and systems to ensure compliance with laws, regulations and policies.

3. AUTHORITY

The Director, Defense Procurement and Acquisition Policy (DPAP), and the Deputy Chief Financial Officer authorize the P2PPAWG and designate the Deputy Director, Program Development and Implementation (PDI), DPAP, and Director, Business Integration Office (BIO) as the Co-Chairpersons of the P2PPAWG. The P2PPAWG will resolve issues at the lowest level possible, and will elevate to the E2E Governance Board actions of the P2PPAWG or pertinent issues that the P2PPAWG was unable to resolve.

4. SCOPE

The scope of the P2PPAWG is to identify systems and implement processes that streamline, re-engineer, and document activities and processes, business rules, data structures, internal management controls, and interfaces supporting P2P and E2E processes in the BEA. The P2PPAWG will also advise the E2E Governance Board and the Financial Management Investment Review Board on matters relating to system integration, reconciliation, rationalization, and transition planning. Metrics will be established to measure increased effectiveness, efficiencies and results and define areas for improvement.

5. MEMBERSHIP

The P2PPAWG will be chaired by the Deputy Director, PDI, DPAP, and Director, BIO. The working group will have a secretary appointed by the co-chairs. The secretary will schedule meetings, provide minutes from previous meetings and monitor working group membership appointments.

The P2PAWG consists of representatives from each of the member organizations listed below. Primary and alternate representatives from each organization must be designated in writing by a Senior Executive Service member. Members will notify the P2PPAWG Secretary in writing to indicate changes to their designated primary and alternate representatives. In the absence of the primary representative, the alternate representative should have full authority to act on behalf of the represented organization. The P2PPAWG includes the following members:

1. P2PPAWG Co-Chairpersons (Deputy Director, PDI, DPAP, and Director, BIO)

2. Office of the Assistant Secretary of the Army (Financial Management and Comptroller)

3. Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology)
4. Office of the Assistant Secretary of the Navy (Financial Management and Comptroller)

5. Office of the Assistant Secretary of the Navy (Research, Development and Acquisition)

6. Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller)

7. Office of the Assistant Secretary of the Air Force for Acquisition

8. Defense Logistics Agency Finance

9. Defense Logistics Agency Acquisition

10. Defense Contract Management Agency

11. Defense Finance and Accounting Service

12. Personnel and Readiness Information Management, Office of the Under Secretary of Defense for Personnel and Readiness


14. Office of the Deputy Assistant Secretary of Defense for Supply Chain Integration, Office of the Assistant Secretary of Defense for Logistics and Materiel Readiness

The P2PPA WG will include the following members in an advisory capacity:

1. DoD Deputy Chief Management Officer

2. Military Department Chief Management Officers

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1 Representing the Acquisition and Finance communities of the remaining Other Defense Agencies.
6. APPROVAL

P2PPAWG
Version 1.0 dated July 21, 2011
Version 2.0 dated December TBD

Approved:

Mark E. Easton  
Deputy Chief Financial Officer  
Office of the Under Secretary of Defense  
(Comptroller)

Richard Ginman  
Director, Defense Procurement and Acquisition Policy  
Office of the Under Secretary of Defense for Acquisition, Technology and Logistics