

# PROCUREMENT BUSINESS OPERATIONS REQUIREMENTS GROUP (PBORG) CHARTER

## 1. ESTABLISHMENT:

This charter establishes the Procurement Business Operations Requirements Group (PBORG) as a Senior Executive led steering committee consisting of key representatives of the Military Departments and select Other Defense Agencies.

## 2. PURPOSE:

The PBORG shall govern the data standards, information exchanges and enterprise information technology (IT) services relating to and supporting the Department of Defense (DoD) procurement functional requirements, as they relate to the Procure to Pay line of business as set forth in the Business Enterprise Architecture (BEA), Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS). The primary intent is to achieve efficient and effective business operations through use of data standards, internal controls, enterprise strategies for business systems and services, and electronic interfaces promoting systems interoperability, data accuracy, data visibility, and transparency of contracting data.

This group shall refer all cross functional issues to the Procurement to Pay Process Advocates Working Group (P2PPAWG) whose charter is available at: [http://www.acq.osd.mil/dpap/pdi/p2p/docs/P2PPAWG\\_Charter.pdf](http://www.acq.osd.mil/dpap/pdi/p2p/docs/P2PPAWG_Charter.pdf). If government-wide issues arise they may be referred to the Chief Acquisition Officer's Council (CAOC), or to the Procurement Committee for eBusiness (PCE) chartered under the CAOC.

## 3. AUTHORITY:

The Director of Defense Procurement and Acquisition Policy (DPAP) authorizes the establishment of the PBORG and designates the Deputy Director of Program Development and Implementation (PDI) as the chair. The PBORG will leverage recommendations of the Data Management Team (DMT)<sup>1</sup>, as well as established Operational Requirements Committees (ORCs), Joint Requirements Boards (JRBs) and Change Control Boards (CCBs) for federal and DoD enterprise capabilities.

## 4. BACKGROUND:

The DMT, formed by the Deputy Director for PDI of DPAP in 2007, was established to encourage open communication and outreach in the development of a procurement data strategy and manage other business systems issues across the procurement community. This team, which includes membership from each Service or Agency with procurement authority, meets monthly and shall continue to support the PBORG to assist in successfully shaping the future of DoD procurement and acquisition tools and deployment of existing capabilities. The DMT membership will select a primary and alternate member to serve as a voting member of the PBORG representing the Defense Agencies (DAs).

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<sup>1</sup> A description and membership of the Data Management Team (DMT) can be found in attachment A.

## **5. OBJECTIVE AND SCOPE:**

The objectives of the PBORG are to:

1. Maximize efficient and effective business operations
2. Continuously improve data quality
3. Maximize ability to leverage and re-use data from authoritative sources / systems
4. Improve visibility and monitor quality of the execution of business processes
5. Establish and continue to enforce internal controls
6. Improve interoperability and enforce standards
7. Improve ability of the DoD to make strategic business decisions

The scope of the PBORG will consist of processes, business rules, data structures, and interfaces that support FAR based contracting.

The PBORG is the enterprise body responsible for the evaluation and strategic implementation of proposed changes to policy or regulations that impact the systems in use by the procurement community both from a Federal and Departmental perspective. It fosters a collaborative environment (involving the DoD Components) to determine enterprise impacts and best possible courses of action for compliance with FAR and DFARS cases and legislation. The PBORG will seek to determine and sponsor future enterprise procurement capabilities. The PBORG will be used as a forum to resolve disagreements or disputes between differing interpretations of policy across the procurement community.

## **6. MEMBERSHIP:**

The membership of the PBORG consists of a representative from each of the organizations identified below. A primary and an alternate from each of the organizations must be designated in writing by the appropriate organization official. Members will notify the PBORG Secretary in writing to indicate changes to their designated primary and alternate members. The designated members should be delegated full authority to represent their organizations. In the absence of the primary member, the alternate member should have full authority to act on behalf of the represented organization. The PBORG will review and recommend enterprise system requirement changes, assign action items, establish action due dates, establish priorities, maintain schedules, and ensure Board activities are properly documented.

The PBORG composition includes the following Voting Members who represent the Senior Procurement Executives:

1. PBORG Chairperson (DPAP PDI, also PBORG Secretariat)
2. Department of the Army
3. Department of the Air Force
4. Department of the Navy
5. DA DMT representative

The PBORG will also include advisors as needed. Those advisors may include:  
Defense Contract Management Agency (DCMA)  
Defense Logistics Agency J6 (DLA Information Operations)  
Defense Contract Audit Agency (DCAA)  
Defense Logistics Agency J7 (DLA Acquisition)

## **7. RESPONSIBILITIES:**

The Chair is the principal executive officer with authority to:

1. Convene and preside over the PBORG, as necessary, and designate meeting agendas, times, and locations.
2. Create sub-groups and assign actions to ensure adequate analyses pertaining to strategic decisions impacting procurement systems and interfaces with business partners are performed and presented to the PBORG.
3. Review and coordinate findings and recommendations of sub-groups.
4. Bring enterprise data standards and decisions of the PBORG before the P2PPAWG or Defense Business Council (DBC) as needed.
5. Establish rules on administrative/procedural matters relating to PBORG operations.
6. Approve interface agreements with other DoD and Federal systems.
7. Coordinate and document any changes to business rules, processes, and data structures.

In the absence of the Chairperson, a designated alternate Chairperson operates with full authority as provided by the charter. The PBORG Chairperson will schedule PBORG meetings on an "as required" basis.

Individual PBORG members will collaborate on agenda items presented to the PBORG, act as voting members (where applicable) and advisors to the PBORG Chairperson by representing their organizational position, and present operational or organizational concerns to the Chairperson. The PBORG member's responsibilities are listed below:

1. Act as the PBORG focal point within their organization.
2. Review and evaluate the effect of agenda items before PBORG meetings.
3. Obtain sufficient information needed to assess the effect of a change.
4. Complete an impact analysis detailing the impact of a change to the organization that the member is representing.
5. Coordinate with Procurement System implementation teams to ensure appropriate levels of testing are performed in support of business process, data standard, or information exchange changes.
6. Provide to the PBORG Secretary requested PBORG agenda items and supporting documents at least five business days prior to the scheduled meeting.
7. Attend PBORG meetings or send the designated alternate. Alternates may attend meetings with the primary Board member.
8. Ensure action items assigned are completed by established deadlines.
9. Coordinate decisions with respective SPE's.

The Secretary will:

1. Perform administrative functions of the PBORG including preparation and distribution of the agenda and minutes for the PBORG meetings within 5 working days of their adjournment.
2. Notify the PBORG members and invited participants of the time and place of meetings.
3. Provide proper dissemination of PBORG memorandums and decisions.
4. Record minutes at each meeting to record decisions and action items.

## **8. MEETINGS:**

The PBORG Chairperson will schedule PBORG meetings on an "as required" basis. A minimum of one day prior to each meeting, the Secretary will forward to PBORG members read-ahead packages containing meeting agenda, information papers, and any additional pertinent data. In the absence of the Chairperson, a designated alternate Chairperson operates with full authority

as provided by the PBORG Charter. A quorum for PBORG meetings occurs when 50 percent of the voting members are available.

The PBORG requires sufficient expertise in appropriate functional and technical areas to render sound decisions on proposed changes and system-related issues. Depending on the topic of discussion, the PBORG may require specialized advice. With approval of the PBORG Chairperson, functional and technical advisors from DoD as well as from external sources may be invited to participate in the PBORG. The PBORG Secretary will provide these advisors background information in advance of the PBORG meeting.

**9. EXCEPTIONS:**

Deviation from stated policies and procedures in this charter requires a majority vote of the PBORG and an amendment to this charter.

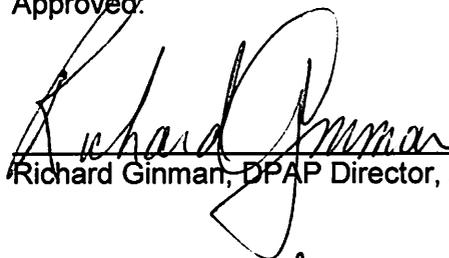
**10. AMENDMENTS:**

Amendments to this Charter will be reviewed and if approved by a majority vote of the PBORG, presented to the Director, Defense Procurement and Acquisition Policy for final approval. Approved amendments will be incorporated into a revised PBORG charter, which will be provided to all PBORG members. Votes for amendments may be submitted electronically by voting members.

**11. APPROVAL:**

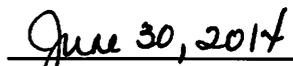
Version 3.0 dated \_\_\_\_\_ of \_\_\_\_\_, 2014.

Approved:

  
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Richard Ginman, DPAP Director, AT&L

  
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Date July 7, 2014

  
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LeAntha Sumpter, PDI Director, DPAP

  
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Date June 30, 2014

Attachment A

**Description of the Procurement Data Management Team:**

The Procurement Data Management Team is comprised of e-Business Procurement action officers responsible for oversight and implementation of procurement laws, regulations, and policies into Enterprise and Component-level procurement capabilities.

**Table 1: Procurement Data Management Team Membership consists of the following DoD Components:**

<b>Department of Defense Components with Procurement Authority &amp; Representation on the Procurement Data Management Team (DMT):</b>
Department of the Army (DA)
Department of the Navy (DoN)
Department of the Air Force (DoAF)
Defense Advanced Research Projects Agency (DARPA)
Defense Commissary Agency (DeCA)
Defense Contract Management Agency (DCMA)
Defense Finance and Accounting Service (DFAS)
Defense Health Agency (DHA)
Defense Human Resources Agency (DHRA)
Defense Information Systems Agency (DISA)
Defense Logistics Agency (DLA)
Defense Media Activity (DMA)
Defense Micro Electronics Agency (DMEA)
Defense Security Cooperation Agency (DSCA)
Defense Security Service (DSS)
Defense Threat Reduction Agency (DTRA)
Department of Defense Education Activity (DODEA)
Joint Improvised Explosive Device Defeat Organization (JIEDDO)
Missile Defense Agency (MDA)
United States Special Operations Command (USSOCOM)
United States Transportation Command (USTRANSCOM)
Uniformed Services University of the Health Sciences (USUHS)
Washington Headquarters Services Acquisition & Procurement Office (WHS A&PO)