



OFFICE OF THE SECRETARY OF DEFENSE (OSD) MANPOWER INITIATIVE EXECUTIVE COUNCIL CHARTER

I. PURPOSE

This Charter establishes the **OSD Manpower Initiative Executive Council** and defines its mission, functions, membership, and responsibilities. This Charter will remain in effect until it is revised or terminated.

II. MISSION

- The Executive Council shall oversee the implementation and sustainment of the electronic Joint Manpower and Personnel System (eJMAPS) as the single authoritative manpower system for the OSD, the non-intelligence defense agencies and field activities (i.e., 4th Estate), and the Joint Community.

III. FUNCTIONS

The Executive Council will:

- Direct the implementation of the multiple OSD, 4th Estate, and Joint Community manpower tracking tools into a single common system (eJMAPS).
- Oversee funding, policy, administration, and management support for eJMAPS to include changes to system functionality.
- Oversee the implementation of eJMAPS as the single authoritative source for OSD, 4th Estate and the Joint Community force structure data for the Global Force Management Data Initiative (GFM DI) organization servers and consuming systems.
- Facilitate the implementation of OSD and 4th Estate manpower data standards for eJMAPS.
- Task and oversee working groups.

IV. MEMBERSHIP

All members of the Executive Council, to include any subcommittees the Council shall establish, shall be full-time or permanent part-time federal officers or employees. As a minimum the membership shall be comprised of:

- A. Chair: Director, Enterprise Services (P&R/ES), OUSD (P&R).
- B. Delegate Chair: Joint Staff J-1 Manpower and Personnel.

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The Director, Joint Staff J-1 Manpower and Personnel, will chair Executive Council meetings in the absence of the Director, P&R/ES.

C. Principal Members:

The following organizations will provide Senior Executive Service (SES) or equivalent level representatives to the Executive Council who will have voting membership and participate in Executive Council deliberations:

- Enterprise Services, (P&R/ES)
- Joint Staff J-1 Manpower and Personnel (Joint Staff J-1).
- Total Force Planning and Requirements (TFP&R).
- Civilian Personnel Policy (CPP)/Defense Civilian Personnel Advisory Service (DCPAS).
- Office of the Director Administration and Management (ODA&M).

D. Associate Members:

The Associate Members listed below represent other OSD or Joint organizations with an interest in eJMAPS. Additional Associate Members may be identified at the discretion of the Chair. Associate Members are permitted to participate in Executive Council discussions, but cannot vote.

- Joint Staff J-8 Force Structure, Resources, and Assessment Directorate (Joint Staff J-8).
- Office of the Director, Operational Readiness and Safety (OR&S).
- Office of the Deputy Chief Management Officer (ODCMO).
- Office of the OSD Chief Information Officer (CIO).
- Special Assistant to Director, Defense Procurement and Acquisition Policy (DPAP).
- Principal Staff Assistants (PSAs), as required.
- Defense Manpower Data Center (DMDC).

E. Executive Council Secretary:

Director, P&R Information Management (P&R IM) will serve as the Executive Council Secretary.

V. RESPONSIBILITIES

A. The Executive Council Chair will fulfill the following responsibilities:

- Consolidate Executive Council responses and coordinate with the OSD, 4th Estate and Joint Staff organizations for issue resolution.
- Maintain and update the charter.
- Propose and solicit topics for Executive Council discussion.
- Schedule and facilitate Executive Council meetings.

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- Establish milestones and specific deliverables to accomplish objectives.
 - Keep the appropriate chains of leadership informed of Executive Council actions.
 - Mediate disagreements and gain consensus on issues among Executive Council members.
 - Assign follow-on actions to implement Executive Council decisions.
 - Assign follow-on actions for issues not resolved during the Executive Council meetings
 - Elevate unresolved issues to the appropriate OSD and Joint Staff authorities to obtain a decision and/or resolution.
- B. Principal Members will fulfill the following general roles and responsibilities:
- Represent and have voting authority for their respective organization to address and resolve issues.
 - Articulate their organization's position in Executive Council discussions.
 - Provide feedback on Executive Council discussions and decisions to appropriate individuals within their respective organization.
 - Raise issues to the Executive Council for consideration by the membership.
- C. Principal Members will fulfill the following specific responsibilities required for eJMAPS success:
- P&R/ES:
 - Lead mapping, integration, and validation of OSD/4th Estate data into eJMAPS.
 - Provide for eJMAPS program management, system administration, and training after the transfer to OSD in FY 2013.
 - Work with the DoD CIO on use of the Enterprise Cross-Domain Solution to support data transfer from the NIPRNet to the SIPRNet.
 - Support funding efforts to maintain and enhance eJMAPS.
 - Joint Staff J-1:
 - Provide for eJMAPS funding, program management, system administration and user training before the transfer to OSD in FY 2013.
 - Support transfer/migration of OSD and 4th Estate data to eJMAPS to include development and testing.
 - Will continue to manage joint manpower and personnel data for the Joint Staff, Combatant Commands and Chairman Controlled Activities after transfer of eJMAPS to OSD.
 - TFP&R:
 - Represent manpower community interests.
 - Provide manpower policy guidance and oversight for the implementation of eJMAPS.
 - CPP/DCPAS:
 - Represent civilian personnel community interests.
 - Provide civilian personnel policy guidance and oversight for the implementation of eJMAPS.
 - ODA&M:
 - Provide organizational naming guidance.
 - Represent OSD interests.

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- Exercise manpower management responsibility and oversight for OSD, Defense Legal Services Agency (DLSA), Office of Economic Adjustment (OEA), and Defense Test Resource Management Center (DTRMC).
- D. Executive Council Secretary: P&R IM will perform secretary duties as required by the Executive Council Chair and serves as the PMO after the transfer of eJMAPS to OSD in FY 2013. The Executive Council Secretary will monitor completion of the issues assigned by the Chair.

VI. PROGRAM MANAGEMENT RESPONSIBILITIES.

Joint Staff J-1 will be the Program Management Office (PMO) for eJMAPS through FY 2012. P&R IM will assume PMO responsibilities for eJMAPS beginning in FY 2013.

VII. MEETINGS.

Executive Council meetings will be held quarterly or as needed. Working groups will meet on an as required basis and report back to the Executive Council. Executive Council members may elect to participate in-person or via teleconference. The Executive Council Chair may also schedule additional ad-hoc meetings as deemed necessary to facilitate and expedite the handling of special actions or projects.

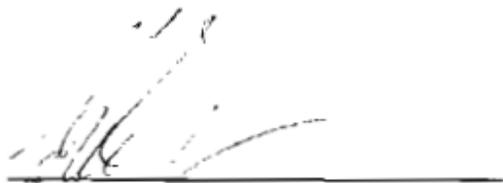
VIII. EFFECTIVE DATE.

This Charter becomes effective upon approval of the Under Secretary of Defense for Personnel and Readiness, the Vice Chairman of the Joint Chiefs of Staff and the Director, Administration and Management.

IX. TERMINATION.

This charter expires upon the OSD Manpower Initiative application attaining Full Operating Capability (FOC) as determined by this Council.

Executive Council Charter



Jo Ann Rooney
Acting Under Secretary of Defense
(Personnel and Readiness)

Date: _____



William E. Gormey, Vice Admiral, USN
Director, Joint Staff

Date: 2/14/12



Mr. Michael L. Rhodes
Director, Administration and Management

Date: 3.13.12