

**Office of the Under Secretary of Defense
Personnel and Readiness
Records Management Working Group**

CHARTER

May 2011

**Office of the Under Secretary of Defense
Personnel and Readiness (OUSD (P&R))
Records Management Working Group (RMWG)**

CHARTER

1.0 Overview

This charter establishes the P&R Records Management Working Group (RMWG) as a standing P&R working group and describes its purpose, authority, leadership, membership, member responsibilities, and meeting schedule.

1.1 Purpose

The overarching goal of the P&R RMWG is to facilitate and maintain effective communication, coordination, and collaboration in the development and sustainment of an efficient, effective P&R RM Program that fully complies with all applicable Department of Defense-wide (DoD), Office of the Secretary of Defense/Washington Headquarters Service (OSD/WHS), and P&R requirements.

The RMWG serves as a vehicle for the P&R records management officer (RMO) and the RMOs and RM program staff of P&R Sub-components and their major subordinate Activities to:

- Exchange information and share best practices on a broad range of RM topics.
- Plan and conduct activities in support of the development and sustainment of the P&R RM program.
- Discuss, analyze, and address a broad range of P&R RM issues, challenges and risks.
- Explore P&R-wide solutions to common RM issues, challenges, and risks.
- Conduct formal reviews of P&R RM policies, procedures, and practices to determine their efficiency, effectiveness, and compliance with applicable requirements; and provide recommendations for improvement.
- Monitor the execution of approved RMWG recommendations to ensure effective resolution of identified risks, challenges, and issues.

1.2 Authority

This charter is developed and issued under the authority of the Office of the Under Secretary of Defense (OUSD), Personnel and Readiness (OUSD P&R), Office of the Director, Requirements and Strategic Integration (OD (RSI)). The Under Secretary of Defense P&R (USD P&R) is the principal staff assistant and advisor to the Secretary of Defense for Total Force Management as it relates to readiness; National Guard and

Reserve component affairs; health affairs training; and personnel requirements and management, including equal opportunity, morale, welfare, recreation, and quality of life matters. The Director, RSI, reports to the Under Secretary of Defense for Personnel and Readiness. RSI is responsible for strategic planning, internal communications, performance and information management, legal policy, and oversight of congressionally mandated programs affecting the readiness and well-being of members of the U.S. armed forces.

2.0 Leadership

The RMWG is chaired by the P&R Records Management Officer (RMO).

3.0 Membership

The RMWG membership is to be comprised of the P&R and P&R Sub-components' RMOs. P&R Sub-component RMOs are encouraged to invite their subordinate Activities' RMOs or points-of-contacts to RMWG meetings. P&R Sub-components' RMOs are required to designate, by name, one or more alternates to represent them at RMWG meetings in their absence.

4.0 Responsibilities

The responsibilities of the RMWG Chair and its members are described in the following sub-sections.

4.1 RMWG Chair

The RMWG Chair is responsible for:

- Maintaining and managing subsequent updates to the RMWG charter
- Leading the RMWG in planning and conducting activities designed to improve the P&R RM program and support the efforts of the RMWG
- Planning and facilitating all regular and special RMWG meetings, including inviting speakers, participants, and guests, as appropriate, to assist the RMWG in addressing agenda items and accomplishing meeting goals
- Periodic reporting to P&R IM and P&R leadership on RMWG plans, activities, and accomplishments

4.2 RMWG Members

RMWG members are responsible for:

- Representing their Sub-components and subordinate Activities through attendance and participation in all scheduled RMWG meetings

- Developing and maintaining an RM program consistent with P&R records management policy and their Sub-components' and subordinate Activities' missions
- Contributing to the exchange of information and the sharing of best practices with other RMWG members on a broad range of RM topics
- Communicating their Sub-components' and subordinate Activities' RM concerns, issues, interests, and recommendations to the RMWG and ensuring they are effectively addressed during RMWG meetings and in the development of RMWG plans and activities
- Coordinating the review of draft DoD, OSD/WHS, and P&R issuances within their Sub-components and subordinate Activities and providing comments and feedback on the need for changes
- Coordinating the resolution of RMWG findings and recommendations and the implementation of approved recommendations within their Sub-components and subordinate Activities
- Participating in planning and conducting RMWG-led reviews, evaluations, and assessments, including risk assessments and records inventories, within their Sub-components and subordinate Activities, and providing recommendations to address identified findings
- Coordinating, monitoring, and reporting on the implementation of P&R RM issuances within their Sub-components and subordinate Activities
- Keeping their Sub-components' and subordinate Activities' leadership informed of RMWG's plans, activities, and accomplishments

5.0 RMWG Meetings

5.1 Participation

RMWG members will:

- Attend and participate in all meetings, either in-person or via Defense Connect Online (DCO), conference call, or other designated mechanisms
- Conduct and support open discussions in relation to P&R's RM program as outlined in the RMWG mission statement
- Exhibit consistent, success-oriented, proactive participation for "win-win" solutions to identified issues
- Be prepared to fully engage and participate in discussions during RMWG meetings
- Seek consensus within the working group and provide feedback and recommendations in a timely manner

5.2 Frequency

The RMWG will meet at least quarterly and more frequently, as necessary. As RMWG RM issues are resolved, meeting frequency requirements will be reviewed. Meeting schedules will be determined relative to the resolution of issues and action items developed in previous meetings

5.3 Meeting Materials

Meeting materials, including agendas, presentations, and detailed meeting summaries, will be posted in a location accessible to the RMWG membership

6.0 Effective Date

This charter is effective upon endorsement by the following signatory authority:


Mr. James Neighbors

Date: 24 May 2011

Principal Deputy, Requirements and Strategic Integration, OUSD P&R