

M-04-13, Chief Acquisition Officers Council



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON D.C. 20503

May 25, 2004

M-04-13

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Clay Johnson III
Deputy Director for Management

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SUBJECT: Chief Acquisition Officers Council

This memorandum is to notify you of the establishment of the Chief Acquisition Officers (CAO) Council and to request that you inform the Office of Management and Budget of your CAO representative, if required. Section 1422 of the Services Acquisition Reform Act (SARA), 41 U.S.C. 403, et seq., establishes the CAO Council to be the principal interagency forum for monitoring and improving the Federal acquisition system. This role has been performed by the Federal Acquisition Council (FAC), which was established in February 2003 to promote acquisition-related aspects of the President's Management Agenda. Section 1421 of SARA amends Section 16 of the Office of Federal Procurement Policy Act, 41 U.S.C. 414, and identifies agencies required to designate a CAO.

After discussions with the FAC, we determined that the existence of two councils with overlapping responsibilities, agendas, and members would be confusing and an inefficient use of taxpayer resources. Thus, in addition to the responsibilities mandated by SARA, the CAO Council also will assume the responsibilities of the FAC.

Most agencies are considering adding CAO responsibilities to existing political appointee positions that have other areas of responsibility. Consequently, it may be difficult for the CAOs to attend Council meetings. In such cases, we encourage the CAO to delegate this responsibility. Please provide us with the name, title, mailing and e-mail addresses, and phone and fax numbers of your agency's CAO and delegated representative to Council meetings. Your representative can be your agency's current FAC member. This information should be e-mailed to Robert A. Burton, Associate Administrator for Federal Procurement Policy (rburton@omb.eop.gov), by June 10, 2004.

The charter for the Council is attached. We look forward to working with your agency on acquisition initiatives. Please feel free to call Rob Burton at (202) 395-3302, if you have any questions.

[Attachment](#)

cc:

Under Secretary of Defense for Acquisition, Technology, and Logistics

CHIEF ACQUISITION OFFICERS COUNCIL CHARTER

AUTHORITY

The Chief Acquisition Officers (CAOs) Council (the Council) is established pursuant to Section 16A of the Office of Federal Procurement Policy (OFPP) Act, as amended, 41 U.S.C. 403, *et seq.*

PURPOSE

The Council is the principal interagency forum for monitoring and improving the Federal acquisition system. The Council:

1. Develops recommendations for the Director of the Office of Management and Budget (OMB) on acquisition policies and requirements;
2. Shares experiences, ideas, best practices, and innovative approaches;
3. Assists the OFPP Administrator in identifying, developing, and coordinating multi- agency projects and other innovative initiatives;
4. Promotes effective business practices that ensure the timely delivery of best value products and services and achieve public policy objectives, working with the OFPP Administrator and the Federal Acquisition Regulatory Council as necessary;
5. Furthers integrity, fairness, competition, openness, and efficiency; and
6. Along with the Office of Personnel Management, assesses and addresses the hiring, training, and professional development needs of the acquisition workforce.

The Council also is focused on promoting the President's Management Agenda in all aspects of the acquisition system, as well as the President's specific acquisition-related initiatives and policies.

MEMBERSHIP

The Council is chaired by OMB's Deputy Director for Management (DDM). The OFPP Administrator leads the Council's activities on behalf of the DDM. The Vice-Chair shall be selected by the Council from among its members. The Vice-Chair shall serve a one-year term, and may serve multiple terms.

Members consist of agency CAOs, the Under Secretary of Defense for Acquisition, Logistics and Technology, and the Senior Procurement Executives of each military department. In addition, members may include other senior agency officers appointed by the heads of agencies in consultation with the Chair.

MEETINGS

The Council shall meet every three months, or as needed, at the discretion of the Chair. Administrative support to the Council shall be provided by the General Services Administration.

WORKING GROUPS

The Council may use working groups to address particular issues and initiatives, as needed. Working groups consist of Council members or other agency personnel with the requisite expertise to effectively address the issues and initiatives. Working group members and tasks are assigned by the Chair or Vice-Chair.

LIAISONS

The Council may appoint liaisons with the Chief Information Officers Council, the Chief Financial Officers Council, the Human Resources Management Council, the Small Business Procurement Advisory Council, and other councils or organizations, as appropriate.

EFFECTIVE DATE

This Charter is effective as of June 1, 2004.

SIGNED

A handwritten signature in black ink, appearing to read "Clay Johnson III". The signature is fluid and cursive, with a large initial "C" and "J".

Clay Johnson III
Deputy Director for Management
Office of Management and Budget