

**OFF-CYCLE BUDGET CORRECTIONS (OBC) REVIEW COMMITTEE
OPERATING CHARTER**

ARTICLE I

MISSION

The Off-Cycle Budget Corrections Review Committee (OBC Committee), previously named as the Request for Agency Resources Committee (RAR Committee), is established under the authority of the Director. The OBC Committee is responsible for establishing and implementing an objective and transparent review process for prioritizing and recommending final off-cycle budget decisions by the Director.

ARTICLE II

MEMBERSHIP

The members of the OBC Committee are appointed by the Director. The current members consists of the Deputy Director/ Chief Operating Officer, the Chief of Staff, the Chief Financial Officer, the Associate Director for Global Operations, and Counselor to the Director.

ARTICLE III

ADVISORS TO THE OBC COMMITTEE

The OBC Committee may request advisors to participate in deliberations and provide advice and assistance in developing and making final recommendations to the Director. For example, advisors to the OBC Committee may include such positions as the Budget Officer, Senior Advisor to the Deputy Director, and Senior Advisor to the Chief of Staff. The Chief Financial Officer (CFO) will designate additional CFO staff to provide support to the OBC Committee.

ARTICLE IV

DUTIES AND RESPONSIBILITIES OF THE OFFICE OF THE CFO

The Office of the CFO will have the following responsibilities:

- (a) Institute agency procedures when submitting OBCs for approval and establish relevant dollar thresholds for OBCs requiring OBC Committee review and consideration.
- (b) Ensure that required documentation and support are reviewed prior to the formal submission of OBCs to the OBC Committee.
- (c) Assure that OBCs follow the established procedures and properly formatted and documented prior to submission to the OBC Committee for review and consideration.

- (d) Serve as liaison between office heads and the OBC Committee prior to formal review and deliberation on OBCs with respect to issues and concerns related to OBCs, to afford requesting offices opportunity for input on the OBC Committee's deliberations.
- (e) Plan and organize OBC Committee meetings and provide advance notification to all OBC Committee members of the date, time, and location of all scheduled meetings.
- (f) Coordinate distribution of OBCs and supporting documentation for OBC Committee review and consideration.
- (g) Prepare and submit to the Director formal memoranda detailing the OBC Committee's recommendations for decisions on OBC.
- (h) Notify each office of final decisions by the Director on OBCs.
- (i) Maintain all official records of the OBC Committee, including the final decisions of the Director.

ARTICLE V

DUTIES AND RESPONSIBILITIES OF THE OBC COMMITTEE

The OBC Committee will have the following duties and responsibilities:

- (a) Review and analyze each OBC submission against the criteria set forth herein, and work to reach consensus before submitting formal recommendations to the Director for final action.
- (b) Obtain, as necessary, additional information from appropriate offices on OBC submissions. Make formal recommendations, through the Office of the CFO, to the Director for final action. In circumstances in which consensus cannot be reached, follow-up with the Director to determine the appropriate course of action.

ARTICLE VI

CRITERIA FOR OBC REVIEW

The OBC Committee will review and analyze each submitted OBC against the following criteria, as well as any other relevant considerations, in developing its recommendations to the Director for final action:

- (a) The relevance of the OBC to one or more of the strategic goals in the agency's Strategic Plan.
- (b) The relevance of the OBC to legislative mandates, executive branch directives or orders, and/or to recommendations set forth in reports of the Inspector General or other appropriate sources (e.g., reports of the Government Accountability Office, Office of Personnel Management and Office of Management and Budget).
- (c) The priority of the OBC in the context of current resource availability and budget climate.
- (d) The relationship of the OBC to the requesting office's Operating Plan.