

CHARTER

For

**U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE SYSTEMS
NATIONAL CENTER**

**HAPMIS
USER'S GROUP**

CHARTER for HAPMIS USER'S GROUP

This Charter provides the roles, responsibilities and organization of the HAPMIS USER GROUP, for all necessary support to the Real Estate Systems National Center (RESNC) for the successful operation of real estate business processes and their automated information systems (AIS) of the U.S. Army Corps of Engineers' Real Estate Community.

WHO: The HAPMIS User's Group will be composed of 6 to 8 members designated as capable of providing significant contributions to the group. They are selected with their organization's concurrence and have accepted the opportunity to serve as members in this group.

WHAT: It is a working group comprised of USACE Districts, Major Subordinate Commands, and Headquarters realty focused designees, as well as customers and stakeholders who will utilize HAPMIS. The RESNC Program Analyst for HAPMIS or RESNC Contracting Officer's Technical Representative will serve as secretary to the group.

WHEN: The HAPMIS User's Group will meet no less than annually face-to-face and virtually by electronic means biannually. The User's Groups will officially stand-up 5 January 2004, with their initial meetings to be held as soon as practicable thereafter. RESNC will initiate planning for the User's Groups creation and formulate an annual meeting schedule.

WHERE: The annual face-to-face User's Group meeting will occur as agreed upon after the initial organizational meeting at the RESNC.

WHY: As a result of the 1 October 2003 standing-up of RESNC, the HAPMIS User's Group is being established to identify and examine operational issues and business process requirements. It will provide recommendations for HAPMIS improvements to RESNC for action or for consideration by the Real Estate AIS Configuration Management Board, as appropriate.

HOW: The HAPMIS User's Group shall define its rules of operation. Its structure and operational procedures will be implemented after concurrence of the RESNC Program Manager. The RESNC Program Manager will provide Headquarters USACE managerial oversight.

HAPMIS USER'S GROUP

The User's Group organizational structure and operational lines are presented as follows:

