REAL ESTATE COMMUNITY OF PRACTICE (COP) CHARTER

MAY 2004

REAL ESTATE COMMUNITY OF PRACTICE CHARTER

Community Audience/Membership:

Those individuals who share common Real Estate problems, responsibility, tools, terms, and language; a common pursuit of solutions, a store of knowledge and a real need to know what each other knows. Members work throughout the Corps of Engineers, the Department of the Army and other stakeholder agencies and organizations.

Community Purpose/Functions:

Purpose. To capture, share, and create information and knowledge within the Real Estate community; to enhance technical skills and capabilities; and support mission execution by solving common problems, and error reduction challenges.

Functions.

- Develop and maintain policy and doctrine.
- Promote a capable workforce.
- Build and maintain national and international relationships and coalitions.
- Promote organizational communication.
- Enhance the learning organization.

Operational details of Functions and Measures of Success are provided in Annex A.

Sub-Community (ies):

Annex B is a listing of the initial Sub-CoPs, Leaders, Advisors and Champions. Sub-CoPs will be added or disbanded as technical subject areas, missions and workloads evolve.

Sub-Community Objectives:

As a subset of the Real Estate Community of Practice:

- To connect interested USACE personnel and others to enhance members' technical skills and capabilities in order to promote personal excellence.
- To support USACE real estate program execution by solving common problems and issues, identifying best practices and lessons-learned.
- To improve, streamline, and promote innovation of USACE business processes, policies, and procedures.
- To communicate...communicate...communicate.

Sub-CoPs may develop more specific objectives and operating principles as the community deems appropriate.

Internal Community Membership:

All USACE employees involved in the delivery of real estate services for the Department of the Army and other customers. A Real Estate Community of Practice SES Leader has been designated at Headquarters USACE, supported by a Policy Development Team.

External Community Membership:

All customers and stakeholders with an interest in the delivery of real estate services to include the Department of the Army, the other Military Services, Academia, Non-DoD Federal Agencies, Professional Organizations and Local Sponsors. A listing of specific agencies is included in Annex B.

LINDA D. GARVIN
Leader, Real Estate Community of Practice

Reviewed and revalidated Charter objectives and functions, including Real Estate Community strategic goals, in concert with Functional Area Analysis, February 2005

PATRICIA C. SIGUR
Acting Director of Real Estate

REAL ESTATE COMMUNITY OF PRACTICE CHARTER

ANNEX A

1. Functions

a. Develop/Maintain Policy and Doctrine

i. Executes the Chief of Engineers Army Staff Role for all Army real estate matters.

ii. Develops policies and procedures for all real estate activities (appraisal, acquisition, management and disposal) for the Army (Active, Reserves, BRAC and Civil Works).

iii. Provides direction, oversight and administration of all Army (active, reserves and BRAC and the Civil Works program) real estate polices and procedures for the appraisal, acquisition, management, and disposal of real property under the control of the Army (including Army Civil Works property), the Department of the Air Force , DOD and for other Federal agencies as requested.

iv. Interprets and resolves conflicts in policy, regulations and program execution.

v. Updates and issues all Real Estate ARs and ERs. Forms teams with appropriate functional element, RIT, PID, RE Legal CoP, MSC staffs or other functional experts to accomplish this task.

vi. Provides consistency review on all policy and regulations

b. Promote a Capable Workforce

i. Develops, maintains and sustains subject matter expertise.

ii. Develops national METL for implementation by all real estate specialists.

iii. Conducts subject matter workshops annually

iv. Conducts leadership training.

v. Promotes career development of real estate professionals.

vi. Serves as the Program Manager for the USACE Real Estate Career Program and implementing regulations.

vii. Identifies corporate training and development requirements and solutions.

viii. Develops PROSPECT training courses and schedules, and provides or recommends instructors.

c. Maintain National/Interagency Relations and Coalitions

i. Continues Tri-Service real estate meetings with DOD, Navy, Air Force and Army and the with the broader military real estate community

ii. Partners with EPA, GSA, Federal Highway Administration and other Federal agencies and national level private sector and professional organizations on mutual areas of interest

iii. Engages with congressional staff and members on real estate issues and concerns.

d. Promote Organizational Communication

i. Develops a Real Estate Community of Practice Board.

ii. Promotes MSC sponsored meetings.

iii. Newsletter.

iv. HQ COP sends regular messages to all CoP members.

v. Collaboration System:

- Continue using the Real Estate CoP Home Page to post new policies, disseminate the Newsletters and provide additional items of interest to the community.
- Continue using the Real Estate Unofficial Network as a means of communication within the Real Estate Community.
- Use the Technical Excellence Network as a resource to identify subject matter experts.
- The Real Estate Systems National Center will develop an automation network mechanism to share information and lessons-learned.

e. Enhance Learning Organization

i. Identifies corporate training and development requirements and solutions.

ii. Develops PROSPECT training courses and schedules

iii. Develops tools for sharing lessons learned and knowledge transfer.

iv. Groups for both general real estate and real estate attorneys.

v. Continues and promotes monthly, informal meetings/brown bag lunches on technical issues as raised by the RIT, COP or other.

vi. USACE environment. Some may be abolished (sunset) after a period of operations; others may be added, as issues arise

2. COP Products and Services

- Access to Learning Networks (i.e. Universities, Government Providers, etc.)
- Subject Matter Expert Locators;
- Training and Capable Workforce Development Information
- Doctrine, Guidelines and Specifications
- Staff and Associated Network/Coalition Directories
- Career Field Information
- Best Business Practices
- Technology Enhancements
- Customer, Stakeholder, Government Group (National/Intl) Locators
- Access to Automated Information System Data
- Distinct Organizational Information & Features (i.e. Laboratories, Centers, etc.)
- Creation of and Access to Publications and Events
- Creation & Listing of Business Line Policy
- Collaborative Work Tools
- Lessons Learned

3. Tools, Techniques, Procedures and Behaviors

a. Tools: A series of on-line automated tools that allow:
   i. Collaborative problem solving
   ii. Variety of communication mediums: conference calls, regional forums, chat rooms

b. Behaviors: Information sharing, leader involvement, responsiveness, active participation, willingness to share and learn.

4. Measures of Success

The Community of Practice will develop performance measures consistent with the five functions: developing policy; promoting a capable workforce; building and maintaining national and international relationships and coalitions; promoting organizational communication; and enhancing the learning organization. Baseline data will be established for each measure, with follow-up data collected annually to determine success and develop new goals. Examples of measures are: percentage of Corps employees directly involved in the provision of real estate services who participate in CoP and Sub-CoP activities; access to lessons-learned; number and frequency of teleconferences and meetings, customer satisfaction ratings derived from surveys; process improvements, etc.

REAL ESTATE COMMUNITY OF PRACTICE CHARTER

ANNEX B

Real Estate Sub-Communitites of Practice

Sub-CoP	Leader	Advisor	Champion
LGH	Bob Doyel, SPK	Esther Cruz	Hyla Head
Recruiting	Eugene Cover, SWL	Darvin Smith	Hyla Head
Appraisal	Ann Volz, POA	Frank Jones	Hyla Head
Planning	Gary House, SPK	Bill Bayert	Hyla Head
Acquisition:	Civil: Deanna Walker, MVN	John Downey	Hyla Head
	Military: Chris Baysinger, NAD	Sue Duncan	Willie Patterson
In-leasing:	Ruby Meredith, SPK	Walter Hylton	Hyla Head
Uniform Relo Assist	Susan Lewis, NAB	Tom Cooper	Willie Patterson
Management	Newton Cromer, SAM	Bob Swieconek	Willie Patterson
Disposal	Rob Marshall, NAD	Jeanne Herman	Willie Patterson
HAP	Linda Fountain, SAS	Frank Jones	Hyla Head
CREST	Lanny Pricer, NAO	Dwain McMullen	Willie Patterson
IIS	Mike Davis, LRD	Priscilla Paige	Willie Patterson
Real Property	Judy Stafford, MVS	Phyllis Clarke	Willie Patterson
RE P&C	Mary Beaty, SWF	Namejs Ercums	Hyla Head
Forestry	Hiriam warner Spence, SAS	Dave McConnell	Willie Patterson
EUL	Rocky Lee, SWF	Jeanne Herman	Hyla Head
RESNC	**Rora Glenn**	Namejs Ercums	Willie Patterson
REMETL	Mark Nelson	Priscilla Paige	Willie Patterson
Civil Management	Nickie Perry	J. Howell/L. Norman	Willie Patterson
Military Planning	Randy Roberts	Bob Swieconek	Hyla Head
Legal	Elizabeth Fagot		Hyla Head
Mapping			

REAL ESTATE COMMUNITY OF PRACTICE CHARTER

ANNEX B - Updated June 2005

Real Estate Sub-Communitites of Practice

Sub-CoP	Leader	Advisor	Champion
LGH	Betty Bryars, SAM	Lisa Spell	Hyla Head
Recruiting	Eugene Cover, SWL	Darvin Smith	Hyla Head
Appraisal	Ann Volz, POA/Nancy Boyd, SWD	Frank Jones	Hyla Head
Planning	Civil: Gary House, SPK	Bill Bayert	Hyla Head
	Military: Randy Roberts, SWF	Bob Swieconek	Hyla Head
Acquisition/Facilities	Civil: Deanna Walker, MVN	Roseann Bindner	Hyla Head
Relocation	Military: Chris Baysinger, NAD	Sue Duncan	Willie Patterson
In-leasing:	Bill Thompson, SAD	Walter Hylton	Hyla Head
Uniform Relo Assist	Susan Lewis, NAB	Diann Thompson	Willie Patterson
Management	Civil: Nickie Perry, SAD	L. Norman/J. Howell	Willie Patterson
	Military: Gary Dye, SWD	Bob Swieconek	Willie Patterson
Disposal	Rob Marshall, NAD	Jeanne Herman	Willie Patterson
HAP	Linda Fountain, SAS	Glen Johnston	Hyla Head
CREST	Mike Taylor, LRL	Dwain McMullen	Willie Patterson
IIS	Mike Davis, LRD	Priscilla Paige	Willie Patterson
Real Property	Judy Stafford, MVS	Namejas Ercums	Willie Patterson
RE P&C	Mary Beaty, SWF	Namejs Ercums	Hyla Head
Forestry	Hiriam Warner Spence, SAS	Dave McConnell	Willie Patterson
EUL	Rocky Lee, SWF	Jeanne Herman	Hyla Head
RESNC	**Rora Glenn, SAM**	Phyllis Clarke	Willie Patterson
REMETL	Mark Nelson	Sue Duncan	Willie Patterson
Legal	Elizabeth Fagot		Hyla Head
Mapping/GIS	James Abbott, SAM	Namejas Ercums	Willie Patterson