

Shared Services Policy Officer

- Consistent with M-16-11, make Federal-wide policy decisions to implement the vision
- Develop policy positions in conjunction with OMB offices to consider all Administration priorities in the strategy and direction for mission-support services
- Provide direction to USSM

Shared Services Governance Board

- Advise the SSPO on decisions that will support and further enable implementation of the vision
- Serve as the liaison to respective community and gather feedback prior to SSGB discussions
- Raise key risks and identify emerging issues that may prohibit implementation of the vision, offer suggestions for mitigation

Unified Shared Services Management

- Design and oversee the implementation of the cross-functional framework for managing and building supply/demand to ensure consistency across functions
- Serve as central clearing house for shared services best practices and advise agencies as requested
- Coordinate all governance bodies and discussion materials
- Execute annual ProviderStat and SSP Organizational Capability Maturity Assessment
- Influence policy reform to reduce barriers to entry
- Oversee all migration programs to mission support services via the M3 framework
- Recommend designation of new providers to SSPO
- In collaboration with Category Managers, provide advice and strategic outcomes for incorporation into the acquisition strategies for mission support services.

Managing

- Ensure alignment of annual Managing Partner objectives to M-16-11 and designated OMB or USSM policies by coordinating a proposed multi year strategy and business plan with USSM for approval by OMB
- Annual work plans and expectations are documented in a separate MOU between Managing Partners and USSM
- Participate in the MP Council as subject matter experts for the respective domains in the development of strategy and policy
- Own, build, and maintain FIBF content* for each domain and assess current and future solutions for compliance with FIBF
- Manage cross-agency change management boards to “speak with one voice” on common requirements to enable SaaS delivery models
- Provide subject matter expertise in all M3 tollgate reviews
- Support the designation process for new providers as a SME

Provider/Customer Councils

- Advise USSM, SSGB, and SSPO on key decisions by providing the customer and/or provider perspective
- Adopt all policies and new reporting requirements to increase transparency of both supply and demand
- Work collaboratively to resolve issues and advise USSM on opportunities to reform policy
- Participate in ProviderStat (Providers)
- Implement customers following the M3 Framework (providers and customers)
- Participate in Provider Assessment Surveys (Customers)

***FIBF content includes: Business Capabilities, Functions/Activities List, Use cases, performance metrics, and data standards.**