



Office of the Attorney General  
Washington, D. C. 20530

May 16, 2001

MEMORANDUM FOR THE HEADS OF DEPARTMENT COMPONENTS

FROM: THE ATTORNEY GENERAL

SUBJECT: Strategic Management Council Charter

Effective immediately, I hereby establish the Strategic Management Council (the Council).

The Council will serve as the formal board within the Department of Justice to provide direction and leadership on long-range planning and initiatives. The Council will formulate and oversee the planning, programming and budgeting process for the Department. Its constant goal will be ensuring the implementation of Presidential and Attorney General policy priorities for the federal justice system and its many components. Component heads will be held accountable for implementation of such priorities, for support of the President's budget decisions, and for compliance with the enacted budget levels for each fiscal year.

Further, the Council will reinforce the linkages among the Department's Strategic Plan, Performance Plan, and budget process. Primary responsibilities of the Council include:

- Strategic policy and planning;
- Resource guidance and management;
- Budget planning and decision-making; and
- Performance planning, reporting, and accountability.

The Deputy Attorney General will chair the Council, with other permanent members to include the Associate Attorney General, Assistant Attorney General for Administration, Director of the Bureau of Prisons, Director of the FBI, DEA Administrator, INS Commissioner and the Chief of Staff to the Attorney General. The Council's primary staff contact will be the Principal Associate Deputy Attorney General. The Office of the Attorney General will be communicating with you in the coming days regarding operating procedures and each component's interaction with the Council.

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Development of the Strategic Management Council marks the renewal of an integrated management system for the Department. We look forward to your active participation in this effort to integrate the Department's management system, to achieve greater operational efficiency, and to implement successfully the policies and priorities of this Administration.

Attachment

## **Strategic Management Council Major Functions**

### Strategic Policy and Planning

The Strategic Management Council will act as the agency-wide, long-range policy and planning group for the Attorney General. Unless otherwise indicated by the Attorney General, the Council will:

- Oversee the development and implementation of the President's and the Attorney General's initiatives, curtailing, terminating, or modifying programs as deemed appropriate;
- Oversee development and revisions in the Department of Justice's Strategic Plan, including articulating the goals of the Administration, establishing measurable objectives, and monitoring program performance to ensure that priorities and goals are being met;
- Oversee management initiatives, track the resolution of management challenges, and resolve program issues which cross intra-or inter-Departmental lines.

### Resource Management

The Strategic Management Council will provide direction for, and oversight of, short-term as well as long-term budgeting within the Department. In that capacity, the SMC will:

- Oversee the development of resource guidance and the Department's budget requests, ensuring that they meet the reality of the Administration's overall fiscal policy and priorities;
- Monitor resource allocations, ensuring that sufficient resources are targeted toward attainment of the goals and objectives identified in the Department of Justice's Strategic Plan;
- Resolve budget issues, including those which cross intra-or inter-Departmental lines, with key appeal items reserved for Attorney General decision.

### Performance Planning, Reporting, and Accountability

The Strategic Management Council will monitor the performance of major DOJ programs, ensuring that managers are accountable for the programs and funds they manage. In this capacity, the Council will:

- Oversee the development of the DOJ Summary Performance Plan and Performance Report, ensuring that these are closely linked to the Department's Strategic Plan and budget;
- Determine which programs within major mission areas will be responsible for the achievement of major operational goals and objectives;
- Monitor progress toward meeting performance goals, ensuring: the development of meaningful performance indicators, timely feedback, and reliable data collection/tracking systems that provide a true gauge of progress toward meeting these goals.

The Council may be responsible for any other functions deemed necessary by the Attorney General and may be restructured by the Attorney General to fulfill its responsibilities.