Office of Surface Mining Reclamation and Enforcement  
Remote Sensing Team for SMCRA  
Charter  
February 2014

Name
The name of the team is the Remote Sensing Team for the Surface Mining Control Reclamation and Enforcement Act (SMCRA), referenced as RSS.

Purpose
The purpose of the Remote Sensing Team for SMCRA (RSS) is to implement the use of remote sensing technologies to support SMCRA programs. The RSS will advise OSMRE, States, and Tribes on practical, advanced tools and techniques to improve the efficiency and effectiveness of SMCRA operations. The RSS will set priorities for the development and integration of remote sensing technology for this purpose; this includes but is not limited to data acquisitions, product derivatives, software support, prototypical investigations, and educational outreach. The RSS will act as a channel to put remote sensing tools and products into the hands of the SMCRA and TIPS National Program user community. The users are personnel working under SMCRA organizations, to include State, Tribal and OSMRE and affiliate offices.

Background
The RSS, originally called the TIPS Remote Sensing Team, began in 2001 as a Technical Innovation and Professional Services (TIPS) program team. The RSS continues to expand and improve support to OSMRE, States, and Tribes under SMCRA, as it shifts into a new team paradigm, with more member representation and a different approach to team efforts. Remote sensing is a dynamic field, with advancements and improvements occurring rapidly. The RSS provides remotely sensed data, tools, and technologies to the users. SMCRA personnel are then able to support their daily work activities with technology that is more efficient than traditional in-the-field methods.

With the permission of the Director of the Western Region acting as the TIPS Executive Sponsor, the RSS has the ability and authority to implement a ‘community of practice’ approach to carry out projects. The community is comprised of remote sensing users that want to see the benefits of remote sensing technology realized in daily SMCRA operations. OSMRE personnel,
State, Tribe, and other SMCRA affiliates are welcome to take part in the community of remote sensing within this organization.

The community delegates responsibilities relating to the RSS to its members, coordinates meetings and teleconferences within the community, and executes deliverables under a prescribed timeline. The basis of the community of practice approach is to allow all members within the “community” of remote sensing (under SMCRA programs) to produce and provide input towards the mission, purpose, goals and other matters of the RSS. This extends accountability, and benefits, throughout the community equally and equitably.

The RSS is comprised of a three-tier member system. 1) Core Team Members, 2) Two Members from each State and Tribe and 3) Extended members and project specific members. The core members include remote sensing specialists, GIS specialists, and other personnel with similar or related titles and specializations who have adequate remote sensing exposure and experience to contribute to the progress of the RSS success. Previous members who had a voting right at the time of the FY 2014 change decide on OSMRE regional office core members. State and Tribal members under SMCRA join the RSS as core members, state members, extended members, or project-specific members at the discretion of their respective supervisor, his or her workload, and with the concurrence of OSMRE RSS core members.

Core members are listed in Appendix A with office location and primary contact info. This list is expected to change periodically and does not with updates to the Appendices only. The RSS Charter will be reviewed every two years, or as necessary, based on the discretion of the Core Team.

State Representatives will include two representatives from each SMCRA state. One will serve as a primary POC and one will serve as backup to the primary POC.

Extended members are OSMRE, State, and Tribe personnel that are involved with the RSS, but do not hold a voting right for RSS decisions. Extended members also include vendors. Extended members may also host demonstrations and other presentations relevant to the RSS community.

Project-specific members of the RSS include personnel under SMCRA whose involvement is for a specified project(s) and hold no voting right. Project-specific members may also host demonstrations and other presentations relevant to the RSS community.

All members of the RSS have a right to express his or her opinion on the matters of the RSS; the core members will consider those opinions and make votes on necessary decisions.

Goals
A primary goal of the RSS is to provide the SMCRA Title IV and V user community with the necessary tools to use remote sensing technologies to assist with several operational processes. In
doing so, the RSS seeks to advance the conceptual understanding and the use of remote sensing technologies for this user community. The RSS has the ability and authority to seek out and execute necessary activities to complete our mission, leading to a more efficient implementation of SMCRA. This effort continues to be an ongoing goal for the RSS.

**Mission**
The mission of the RSS is to support the OSMRE user community under SMCRA with efficient resources, needed to implement the missions of the Title IV and V programs. The RSS strives to deliver satisfactory customer service, timely project deliverables, prototypical investigations, educational outreach, and support in daily SMCRA activities, where remote sensing technology is used or has potential use.

**Deliverables**
The RSS core members will create a Work Plan (or Operational Plan) each fiscal year, which will focus on tasks and high-level goals for the team to work toward each year. In addition, a Strategic Plan will serve as long-term, directional guidance for the team to proceed each year with goals and focuses. Both the Work Plan and the Strategic Plan may change at the discretion of the RSS core members.

**Stakeholders**
The RSS stakeholders are the TIPS National Team, TIPS Steering Committee, OSMRE offices, States, and Tribes, and the user community under SMCRA Title IV and V programs.

**Member Roles and Responsibilities**
In whole, the RSS is committed to the RSS purpose and mission. Core membership consists of representatives from all three OSMRE regions and states who have expertise and knowledge to share in the field of remote sensing, subject matter expertise, and multi-programmatic management experience. The roles and responsibilities of RSS members may change at the discretion of the core members, during times when backup personnel need to fulfil the role or carry out a duty for another member, or in the event that new undertakings arise.

**Team Meetings and Teleconferences**
On a semi-monthly or monthly basis, the RSS will hold teleconferences and meetings to discuss matters of the RSS, including projects, budget, or other topics.
The call leader rotates on a per-meeting basis and a volunteer leads the next teleconference or meeting. The next core member in rotation will assume call leader if no volunteer takes the role for the subsequent meeting.

The previous meeting call leader will take minutes at the following meeting. Core members, extended members, and project-specific members have permissions to join the calls at his or her own discretion, or as needed for the greater good of the community and meeting purpose. Extended and project-specific members may also lead meetings if appropriate. Meeting minutes are available at a location where the core members have access; core members may provide the community with the minutes if requested.

**Team Sponsorship and Management Representation**

The TIPS Geospatial Information Services Branch Manager will serve as the RSS Sponsor. The RSS Sponsor’s role will be to advocate the RSS by enabling the members to act and execute the purpose, mission, and goals. The RSS Sponsor will provide guidance and direction, allocate time and resources, provide feedback on proposals for feasibility and management perspective, address roadblocks, champion the Team to senior management, troubleshoot commitment of the RSS members to managers, monitor and evaluate progress of the RSS, and to enforce a community of practice approach for the betterment of the RSS. The RSS Sponsor will coordinate with other managers in the three OSMRE regions as needed.

The role of the RSS Management Representative is to oversee the implementation of the remote sensing operational plan and provide a link to the RSS on SMCRA-related issues and management perspectives. The Team Management Representative will coordinate with OSMRE managers to provide a comprehensive view to the Team on current national SMCRA interests. The Team Management Representative will work closely with the Team Sponsor and core members to provide briefings on Team progress as appropriate at management team meetings and to disseminate information about RSS activities and accomplishments to the OSMRE management and directorate. See Appendix B for currently assigned RSS Sponsor and Team Management Representative.

**Software Management**

One OSMRE RSS core member will serve as the primary software coordinator. The software manager will brief the RSS as needed on core software requirements, updates, additional software needs, and customer software requirements. The software manager proposes annual budget recommendations to the RSS regarding core software, including maintenance, upgrades, and license volume changes.

The backup software manager will act and execute duties of the core software manager in the event that he cannot perform, due to absence or other scenarios in which a backup is required.
Collaborative Team Research and Development Coordination

All core members will investigate, assess, and provide recommendations to the RSS on new remote sensing technologies that support Title IV and V of the Surface Mining Control and Reclamation Act (SMCRA). The RSS will define priorities at a specified meeting where this topic is to be discussed. All core members are responsible for advising the RSS of new remote sensing technologies and findings as those become available or immediate interest ensues.

Extended and project-specific RSS members may advise the core members of any remote sensing technologies as he or she deems appropriate. The core members will discuss and vote on the further investigation or implementation of such advisement.

Collaborative efforts include, but are not limited to the following:

- Project support
- Data acquisition support
- Image processing support
- Prototypical Investigations
- Web content and posting support related to remote sensing
- Document review
- Educational outreach and training opportunities
- Participation in interagency partnerships
- Calls for papers and conferences

Other Team Duties

The commitment expected from the RSS core members is at a minimum, to participate in 90% of the meetings and teleconferences. Ideally, the core members will participate in all RSS teleconferences and meetings. Extended members may participate in meetings and calls as feasible and conducive to his or her assignments and interest. Project-specific members may participate in meetings or calls at his or her own discretion. All members are encouraged to participate in calls and meetings that are relevant to one’s interest or project need.

Other responsibilities are necessary to complete the purpose, mission, and goals of the RSS. The secondary is a backup to the primary point of contact (POC) if more than one person is listed. Primary and secondary POCs will work together to ensure open communication and update the core members as applicable and necessary.

Responsibilities (Primary and Secondary Leads) are listed in Appendix B. These may change periodically, which will require a change to the Appendices only.
Authority
The RSS core group members can, without requesting approval:

- Charter the RSS community working group;
- Conduct activities as outlined in the operational plan;
- Set agency remote sensing program priorities;
- Submit budget for identified priorities to GISB Manager and Team Sponsor;
- Conduct reasonable data collection;
- Contact internal and external TIPS customers and vendors;
- Issue and implement new standard procedures and specifications for practices that do not deviate from established protocol, precedents, and policies.
- Advise the TIPS National Team and TIPS Steering Committee concerning current TIPS Remote Sensing software and tools;
- Advise the TIPS National Team and TIPS Steering Committee concerning future TIPS Remote Sensing software and tools

The RSS must acquire Team Sponsor/Management Representative approval for these actions:

- Changes to procedures that significantly increase and/or change an employee’s workload;
- Modifications to existing agreements;
- New procedures, policies, and specifications that deviate from standard established procedures, policies, and protocol;
- Spend in excess of the approved RSS budget.

Tools
TIPS/Remote Sensing Web Page – the team will be the Content Managers for the TIPS Remote Sensing web page. This page should reflect current news on remote sensing software, systems, imagery availability, image manipulation techniques, and success stories.

Remote Sensing SharePoint Site – the team will utilize this site as a collaborative tool to discuss workflow, volunteer for imagery processing assignments, highlight training and education opportunities the group can engage in and celebrate their successes.

Reporting
Meeting minutes from monthly or semi-monthly meetings, community working group meetings, project-specific meetings, and teleconferences will be provided to the Team Sponsor and Team
Management Representative and placed on an established SharePoint site. A synopsis of the minutes will be provided to the TIPS Steering Committee annually. Presentations will be provided to the RSS Sponsor and Team Management Representative, and other OSMRE management team members on significant milestones accomplished or projects that emulate the purpose and mission of the RSS.

All core members are expected to brief the RSS Sponsor at his discretion or as requested by the core group for the betterment of the RSS.
Appendix A

Core Team Representation – OSMRE Personnel

Dianne Osborne
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Aldo Plascencia
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Lukus Monette
Appalachian Region, (412) 937-2864
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Natalie Carter
Appalachian Region, (304) 255-5265 ext. 102
313 Harper Park Drive
Beckley, WV 25801
ncarter@osmre.gov

Aaron Eckert
Headquarters, (202) 208-2947
1951 Constitution Ave. NW
Mail Stop 104
Washington, DC 20240-0001
aeckert@osmre.gov
Core Team Representation – State or Tribal Personnel
The RSS core members include the following state and tribal office personnel:

Russell Kirkham
Alaska Department of Natural Resources
550 West 7th Avenue, Suite 1260
Anchorage, AK 99501-3557
russell.kirkham@alaska.gov
Appendix B

Team Sponsor and Management Representative
Dan Rivers (WR) is the primary RSS Sponsor and secondary Team Management Representative. Roger Calhoun (AR) is the primary Team Management Representative and secondary Team Sponsor. The two shall work together to coordinate and execute their roles and responsibilities as necessary. In the event that either personnel cannot perform these duties, the other shall act in his place.

ERDAS IMAGINE Software Manager
The primary software manager is Aldo Plascencia (WR). The backup software manager is Lukus Monette (AR). In the event that neither person can serve this role, a volunteer may substitute for the sake of the RSS success.

Other Assigned Roles
- Geospatial Advisory Committee (GAC) Point of Contact, Dan Rivers (WR)
- DigitalGlobe Agency Point of Contact, Kamiliah Lograsso, MCR
- Software Manager, Aldo Plascencia (WR), Lukus Monette (AR)
- National Elevation Data Technical Subcommittee Agency Representative, Aaron Eckert, HQ
- NGA Agency Point of Contact, Aldo Plascencia (WR), Lukus Monette (AR)
- DOI Remote Sensing Working Group Agency Representative, Dianne Osborne (WR), Aldo Plascencia (WR)
- Unmanned Aircraft Systems (UAS) Program Agency Representative, Natalie Carter (AR), Lukus Monette (AR)