

MEMORANDUM

From: Contracts Industry Council, Chair

To: Distribution

Subj: CONTRACTS INDUSTRY COUNCIL (CIC) CHARTER

Purpose

To increase the degree of integration and quality of the business partnership between Naval Information Warfare Center, Atlantic (NIWC LANT) and Industry. The Contracts Industry Council will provide a forum for the exchange of ideas to enhance processes, increase efficiency, and improve acquisition productivity in support of the NIWC LANT's mission and the warfighter. The Council will focus on issues in the acquisition process that impact the Government or a high percentage of industry partners.

Background

This initiative supports the tenets of the Office of Federal Procurement Policy (OFPP) "Myth-Busting" memorandum on "Addressing Misconceptions to Improve Communication with Industry during the Acquisition Process" and the Department of Defense's Better Buying Power.

Meetings

Meetings are expected to be not more frequently than bi-monthly. Advance scheduling will seek to make meetings coincident with other significant events in the area when possible. Meetings will be conducted face-to-face to the maximum extent possible with dial-ins only available in extreme circumstances. Specific agenda items are developed from NIWC LANT via the Chair, or from Industry via the Chair.

CIC Membership

The CIC is chaired by the Chief of the Contracting Office for NIWC LANT. Industry will choose a lead from its representation to facilitate agenda development, meeting note finalization, meeting note dissemination, and coordination with other industry organizations for membership, communication, etc.

Government Membership

Members of NIWC LANT will comprise the Government membership of the CIC as follows:

- NIWC LANT, Chief of the Contracting Office (Chair)
- NIWC LANT, Deputy Chief of the Contracts Office
- NIWC LANT, Tier 2 Non-ACAT Contracts
- NIWC LANT, Tier 2 Policy and Strategic Initiatives
- NIWC LANT Director for Small Business Programs
- NIWC LANT, Program Management Competency Lead

Other Government Subject Matter Experts will be included on an as needed basis.

Industry Membership

A total of six (6) Industry members will comprise the industry membership of the CIC. These industry members are nominated by the respective local organizations of Armed Forces Communications and Electronics Association (AFCEA), the Charleston Defense Contractors Association (CDCA), National Contract Management Association (NCMA), and the Women In Defense (WID) Association. Each organization will nominate a small and large business to be represented on the CIC. The Chairman of the CIC and the Industry Lead will review all nominations and make the final selection(s).

Size Definitions

The definition for small and large businesses is based on the size standard for NAICS 541330, the most frequently applied code for contracts from NIWC LANT.

- Small – A company with annual revenue equal to or less than \$38.5M
- Large – A company with annual revenue greater than \$38.5M

Qualifications for Industry Membership

Industry nominees' companies must be a Prime or Subcontractor providing support to NIWC LANT. Industry nominees' companies must be an active member of one of the local associations. In addition, nominees must be a full time employee of the company and recognized by their Industry partners as having extensive experience and familiarity with NIWC LANT business practices, so the council can share and assess improvement possibilities.

Industry Membership Rotation

Industry members will rotate as delineated below. Each member will serve on the Council for a three year period.

- Aligns rotation dates with the current CIC Members. Thus new Industry candidates can be nominated to the CIC Chair by the new board.
- Allows AFCEA/CDCA/NCMA/WID Boards time to plan and nominate candidate replacements.
- Provides Industry companies the view of CIC member openings and opportunities to apply.
- Phases change of business size representation.

When a member rotates off the council, AFCEA, CDCA, NCMA and WID is given the opportunity to identify a qualified replacement from another company.

Out of Cycle Rotation

Occasionally, industry members must be replaced out of their planned rotation cycle due to status changes or resignations. In this instance, nominations are requested to quickly fill the position. Should more than one full calendar year remain in the term for the vacated position at the time the nominee is approved, the nominee will complete the term as scheduled. However, should one year or less remain, the nominee will complete the term and fill the next three-year term for the position.

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Associate Members

In addition, there may be occasions when a requirement arises to add additional Industry or Association representation to the CIC for the purposes of briefing, exercise execution, testing evolutions, etc. When the need arises to add additional representation, it shall be a coordinated effort between current Industry and Government CIC members. Industry members will provide their nomination to the CIC and the Government Chair, to make final appointment. These temporary appointments will remain in place for the duration of the activity requiring the additional personnel.



STEVE HARNIG

Contracts Industry Council, Chair

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Council Members

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