



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
DIRECTOR, DEFENSE CONTRACT AUDIT AGENCY

SUBJECT: Charter for the Department of Defense Operational Contract Support Functional Capabilities Integration Board

Operational contract support (OCS) is the “ability to orchestrate and synchronize the provision of integrated contract support and management of contactor personnel providing support to the joint force within a designated operational area.” OCS is a core defense capability that is a critical component of total force readiness and a Joint Capability Area under Logistics.

The attached Department of Defense OCS Functional Capabilities Integration Board (FCIB) revised charter updates the Board’s mission as the single senior executive-level governance forum responsible for strategic direction, coordination, and guidance to establish OCS as a core capability and critical component of total force readiness. The March 29, 2010, charter, distributed as an attachment to the Under Secretary of Defense for Acquisition, Logistics, and Technology memorandum, “Establishment of the Operational Contract Support (OCS) Functional Capabilities Integration Board (FCIB),” is rescinded.

After more than a decade of war, the Department has refined and integrated OCS capability in policy and joint doctrine. My intent is to strengthen the Board’s role as an action-oriented forum to address OCS enterprise-wide issues, assess and adopt appropriate lessons learned, and solutions affecting future contingency operations. The OCS FCIB’s leadership is critical to Department-wide OCS implementation, progress, and compliance.

As the Board addresses a growing number of operational contract issues beyond the initial scope of acquisition, its Military Department representation should also reflect this change. Therefore, within 2 weeks after receipt of this memorandum, I request that the Military Services assess and confirm their principal Department-level General Officer/Flag Officer/Senior Executive Service board representative to the Board’s Executive Secretary, Ms. Anna Carter, at 703-571-2357 or anna.l.carter10.civ@mail.mil.


Frank Kendall

Attachment:
As stated

**Department of Defense (DoD) Operational Contract Support (OCS)
Functional Capabilities Integration Board (FCIB) Charter**

References:

- (a) Section 2333 of Title 10 U.S.C., “Joint Policies on Requirements Definition, Contingency Program Management, and Contingency Contracting”
- (b) Section 2222 of Title 10 U.S.C., “Defense business systems: architecture, accountability, and modernization”
- (c) Section 117(c) of Title 10 U.S.C., “Readiness reporting system: establishment; reporting to congressional committees.”
- (d) Section 153 (a)(3) of Title 10 U.S.C., “Chairman: functions.”
- (e) Section 2151 (a) of Title 10 U.S.C., “Definitions: Joint Professional Military Education.”
- (f) Section 2330 (c)(2) of Title 10 U.S.C., “Procurement of contract services: management structure: definitions.”
- (g) Section 164(c) of Title 10 U.S.C., “Command authority of combatant commands.”
- (h) Section 303, 503 and 803 (D) of Title 10 U.S.C., “Military department secretary duties.”
- (i) Sections 843, 844, and 845 of the National Defense Authorization Act for Fiscal Year 2013 (Public Law 112-239).
- (j) DoD Instruction 3020.41, “Operational Contract Support (OCS),” December 20, 2011.

1. Purpose and Scope

Consistent with references (a) through (j), the DoD OCS FCIB will provide assessments, decisions, and recommendations regarding OCS capabilities, policy, doctrine, processes, and procedures. The Board will coordinate the implementation of recommended changes within existing authorities across DoD. This charter updates the OCS FCIB charter approved in 2010. Contingency lessons-learned have brought new focus areas to the FCIB’s agenda and have driven changes to the Board’s composition. The charter references authorities and prescribes duties and responsibilities, business processes, meetings, and reports. Board principals and associate members are supported by an executive secretary and a council of colonels (CoC).

2. Authority

Section 2333 of title 10, U.S.C. (*Joint Policies on Requirements Definition, Contingency Program Management, and Contingency Contracting*) requires the Secretary of Defense, in consultation with the Chairman of the Joint Chiefs of Staff, to develop joint policies on requirements definition, contingency program management, and contingency contracting during combat operations and post-conflict operations (reference (a)). DoD issued those policies in DoDI 3020.41 to help bring the Department into compliance with Section 2333. Established in 2010, the OCS FCIB is composed of Senior Executive Service/General Officer/Flag Officer

(SES/GO/FO) decision-makers who support the Secretary and Chairman in meeting this requirement.

In 2011, the Joint Requirements Oversight Council validated the Department's OCS Initial Capabilities Document. In 2013, the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) approved the OCS Action Plan detailing the tasks that enable those capabilities. The FCIB is responsible for optimizing OCS capability and investments across the Defense enterprise and meeting the requirements in support of its OCS strategy.

Section 843 of the National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Public Law 112-239) requires DoD to issue guidance establishing the Department's chain of authority with respect to the policy, planning, and execution of OCS.

Section 844 of the FY 2013 NDAA requires the Secretary of Defense, Secretary of State, and Administrator of United States Agency for International Development to issue guidance regarding data collection on contract support for future contingency operations outside of the United States that involve combat operations.

Section 845 of the FY 2013 NDAA amended four sections of Title 10 (references (c) through (f)) in requiring the Secretary of Defense to include contract support requirements in planning, joint professional military education, and management structure.

The OCS FCIB will not conflict with statutory or regulatory authorities. It will work within established coordination processes, including the Defense Acquisition System (DAS), the Planning Programming Budget and Execution (PPBE) cycle, and the Joint Capabilities Integration Development System (JCIDS).

3. Board Functions. The FCIB shall perform the following functions:

- a. Policies. Continuously reassess DoD response to Section 2333 of Title 10 to develop joint policies for [OCS] requirements definition, contingency program management, and contingency contracting during combat and post-combat operations.
- b. OCS Capability. Serve as the Department's main forum for the combatant commands, military departments, and Defense agencies to address OCS capability issues for support to the joint warfighter across the range of military operations. Assess and recommend resources and priorities that enhance DoD's OCS capabilities, governance, and processes. Identify concerns, priorities, capability gaps, and redundancies.
- c. DOTMLPF. Advocate for OCS capability and integration into Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF). Review and recommend changes across DOTMLPF to improve DoD's OCS capability, including changes to implement OCS joint concepts.
- d. Action Plan. Oversee and manage implementation of the DoD OCS Action Plan. Annually update and approve the Action Plan to ensure it remains current with DoD funding and priorities. The plan provides enterprise-wide visibility and oversight of progress in developing and integrating an OCS capability.
- e. Measures. Assess and recommend ways to refine DoD systems for measuring the status and readiness of OCS capabilities. Recommend ways to measure the status and readiness of OCS capabilities.

- f. Decision-making Forums. Establish and link OCS FCIB initiatives and processes to Defense decision-making forums. Advocate for OCS in these forums, including JCIDS, PPBE, and DAS.
- g. Resource Considerations. Ensure the OCS FCIB's mission, objectives, duties, and responsibilities operate within membership resource constraints.
- h. Concepts and New Technology. Identify, assess, and recommend concept development and emerging technologies with applicability to OCS.
- i. Information Systems. Adhere to the Defense Business Systems Investment Management process managed by the Defense Business Council.
- j. OCS in Strategic Guidance. Evaluate and make recommendations regarding OCS planning considerations in strategic guidance documents.
- k. Interfaces with Other DoD Processes and Organizations.
 - 1) The OCS FCIB should integrate its issues and initiatives, when appropriate, with existing PPBE, DAS, strategic guidance, Defense Readiness Reporting System, and Global Force Management processes. Issues relating to the Joint Operation Planning and Execution System and JCIDS processes should be coordinated directly with the Vice Director, J-4.
 - 2) Coordinate OCS activities with other capability areas within the Logistics Joint Capability Area.
 - 3) Reporting.
 - i. Provide the USD (AT&L) and the Joint Staff J4 an annual report that:
 - 1. Summarizes critical initiatives reviewed by the OCS FCIB,
 - 2. Documents activities of the OCS FCIB, and
 - 3. Covers emerging initiatives and activities to institutionalize and operationalize OCS across the DoD.
 - ii. Develop and maintain the FCIB OCS Accomplishments Quarterly Status Report.
- l. Other Business. At the option of the Chair and Co-Chair and with advice of the FCIB, address areas and issues not specified above.

4. OCS FCIB Composition

- a. OCS FCIB Chair. The Deputy Assistant Secretary of Defense for Program Support (DASD(PS)) is designated as the OCS FCIB Chair.
- b. OCS FCIB Co-Chair. The Vice Director, Directorate for Logistics, Joint Staff J-4, is designated as the OCS FCIB Co-Chair.
- c. Principal FCIB Members. The following GO/SES/FO principal members, appointed by their component organization, will have full voting membership and participate in Board deliberations:

- 1) Department of the Army Representative
 - 2) Department of the Navy Representative
 - 3) Department of the Air Force Representative
 - 4) Director, Joint Contingency Acquisition Support Office, Defense Logistics Agency
 - 5) Defense Procurement and Acquisition Policy Representative
 - 6) Defense Contract Management Agency Representative
 - 7) Director, Enterprise Business Integration, Office of the Deputy Chief Management Officer
- d. Associate Members. The following SES/GO/FO associate members will attend meetings, provide advice and assistance in their areas of responsibility and expertise as required:
- 1) Assistant Director, Operations, Defense Contract Audit Agency
 - 2) Deputy Chief Financial Officer, Under Secretary of Defense (Comptroller)
 - 3) Director, Total Force Planning and Requirements, Under Secretary of Defense, Personnel & Readiness
 - 4) Department of the Navy, Headquarters Marine Corps, Assistant Deputy Commandant, Installations and Logistics (Contracts).
- e. Executive Secretary. The DASD (PS) provides a GS-15 or O-6 equivalent executive secretary.
- f. CoC. The CoC co-chairs are the FCIB executive secretary and the Joint Staff J-4 O-6 CoC representative. CoC members are O-6- or GS-15-equivalent members who represent FCIB principal or associate members.
- g. Other. The DASD (Plans), OUSD (Policy), will attend meetings as required and provide advice and assistance to the Board in support of defense strategic policy and guidance formulation. At the option of the Chair and Co-Chair, other individuals may be invited to attend or contribute to meetings and activities.
5. Chair Responsibilities
- a. Call and chair Board meetings.
 - b. Approve agendas.
 - c. In consultation with the FCIB Co-Chair, appoint additional associate members as required.
 - d. Present and represent positions of the Board. Under advisement from the OCS FCIB, take recommendations to the Joint Capabilities Board.
 - e. Drive the completion of OCS initiatives, and push for the resolution of OCS issues. Elevate those issues requiring higher response or approval. With the Co-Chair and in consultation with members of the OCS FCIB, prioritize and balance activities in concert with available resources.
 - f. Assign actions, use existing authorities to task principal and associate members, and convene and assign working groups to perform specific tasks or develop specific products.

g. In conjunction with the Co-Chair and OCS FCIB members, promote capability improvements and integration across the services, combatant commands, and agencies and assess their plans, policies, and programs.

h. Call special senior-level, topic-specific group meetings, as required.

6. Co-Chair Responsibilities.

a. Provide the OCS FCIB with advice and input on Chairman's Title 10 activities and JCIDS-based products and activities.

b. Chair FCIB meetings in the absence of the Chair.

c. Represent the interests of the combatant commands.

7. Principal and Associate Members' Responsibilities.

a. Support the FCIB in executing its responsibilities.

b. Attend Board meetings and designate an SES/GO/FO as an alternate. Provide O-6 or GS-15 equivalent representation to the CoC to support the FCIB by providing vertical and horizontal integration.

c. Accomplish and report on actions resulting from Board meetings (as directed by the Chair) and from OCS Action Plan assignments.

d. Act as a point of entry for the Principal or Associate Member organization's OCS recommendations by submitting OCS issues for review, analysis, and decision on OCS policy, process, and DOTMLPF matters. Nominate Board meeting agenda issues and sponsor items for meetings.

e. Enable Board productivity by bringing mission and functional area expertise to bear on addressing FCIB matters.

f. Participate in DOTMLPF change analysis and recommend solutions.

g. Participate in OCS advocacy initiatives, socialize within parent organization, and update the FCIB Chair and Co-Chair.

8. Executive Secretary's Responsibilities.

a. Serve as principal staff advisor to the Chair and Co-Chair of the OCS FCIB.

b. Serve as Co-Chair of the OCS FCIB CoC.

c. With the assistance of the CoC representative of the Vice Director, J-4, support the OCS FCIB in accomplishing objectives, duties, and responsibilities.

d. Manage the agenda of the OCS FCIB and the CoC. Seek input from the FCIB in preparing agendas; provide read-ahead materials and reports; maintain OCS FCIB records, files, and minutes; schedule meetings; and manage issue papers and initiatives.

e. Develop and maintain the OCS Action Plan and update at least annually.

f. Prepare an annual report and staff it for OCS FCIB review, approval, and forwarding to the USD(AT&L) and Joint Staff J4.

- g. Develop, update, and maintain the FCIB OCS Accomplishments Quarterly Status Report.
- h. Screen issue packages, diverting, adjusting, or rejecting, as appropriate. Staff and forward issue recommendations for CoC and OCS FCIB consideration. Ensure OCS issues and recommendations are properly coordinated through the CoC and appropriate decision-making forums prior to presenting them to the OCS FCIB.
- i. Manage the assignment of nominees and appointees to working groups under the direction of the CoC. Base assignments on specific need and personal qualifications, background, and experience of each nominee and appointee.
- j. Maintain the OCS FCIB Extranet (<https://extranet.acq.osd.mil/lmr/ps/fcib.html>) for those with a DoD Common Access Card and “.mil” email address. Post current information for external users at the Office of the DASD(PS) public website (<http://www.acq.osd.mil/log/PS/index.htm>).
- k. Perform other duties requested by the OCS FCIB.

9. Council of Colonels’ Responsibilities.

- a. Assist the OCS FCIB and CoC Co-Chairs in carrying out FCIB responsibilities.
- b. Participate in working groups.
- c. Review and comment on issues and recommendations originating from board principals and associate representatives. Ensure issues are well defined, properly analyzed, and staffed within respective organizations.
- d. Review briefings and information to be presented at upcoming FCIB principals meetings.
- e. Review and nominate, via the OCS FCIB, issues for consideration. Submit issues at least 90 days before the next scheduled OCS FCIB meeting.
- f. Assess and recommend courses of action on OCS issues to the OCS FCIB.

10. Meetings. The FCIB and CoC shall meet and report in accordance with the following guidance:

- a. The OCS FCIB shall meet quarterly, generally on the second Tuesday of the second month of each quarter, or at the discretion of the Chair.
- b. The CoC shall meet on the same quarterly cycle as the OCS FCIB, but in advance of that body's meeting. The OCS FCIB may require the CoC to meet more frequently.

12. Effective Date.

This charter is effective immediately. It will be updated biennially or as deemed necessary by the FCIB. It remains in effect until replaced, superseded, or terminated by the USD(AT&L).