



SYSTEMS ENGINEERING
Research Center

Department of Defense

**Systems Engineering Research Center (SERC)
A University Affiliated Research Center**

**Executive Advisory Board (EAB)
Charter**

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A. Name of Board

The board is named the Systems Engineering Research Center (SERC) Executive Advisory Board (EAB).

B. Purpose and Scope

This charter establishes and describes the functions, interactions, and membership of the SERC EAB.

The EAB is the designated SERC advisory body. This senior-level body provides oversight, establishes strategic direction and overarching research priorities, provides access to needed DoD and Intelligence Community (IC) resources (subject matter experts, designated data, etc.), encourages partnering with collaborating institutions, facilitates the integration of the research efforts, and ensures that all research performed is consistent with the approved SERC mission and core competencies and responsive to customer needs.

C. Sponsoring Authority

The EAB is established under the sponsorship of and will be co-chaired by the SERC primary sponsors: the Deputy Under Secretary of Defense for Acquisition and Technology (Systems and Software Engineering) (DUSD(A&T)SSE) and the National Security Agency/Central Security Service (Enterprise Systems Engineering and Architecture) ((NSA/CSS(ESE/A)).

D. Membership

The EAB consists of permanent members (or their designated alternates), invited members, invited observers, and ad hoc representation as required by agenda items.

D.1 Permanent Members

Core permanent members of the EAB are identified in the following table:

Position	Agency	Role
Director, ESE/A	NSA/CSS	Co-chair
Director, SSE	DUSD(A&T)	Co-chair
Executive Director	SERC	Member
Program Manager	SERC Government Program Management Office (PMO)	Member/Executive Secretary

D.2 Invited Members

Invited members of the EAB are identified in the following table:

Position	Agency	Role
Assistant Deputy for Acquisition and Systems Integration, Office of the Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT))	Army	Member
Chief Systems Engineer, Office of the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN(RDA)CHENG)	Navy	Member
Deputy Assistant Secretary of the Air Force for Science, Technology and Engineering, Office of the Assistant Secretary for Acquisition (SAF/AQ)	Air Force	Member
Director, Enterprise-wide Systems Engineering	Assistant Secretary of Defense for Networks and Information Integration (ASD(NII))	Member
Director, Systems Engineering and Analysis Office in the Directorate of Science and Technology	Central Intelligence Agency (CIA)	Member
Chief, Office for Research and Systems Engineering	Defense Intelligence Agency (DIA)	Member
Assistant Deputy for Systems Engineering and Integration/Deputy Chief Engineer	Missile Defense Agency (MDA)	Member
Deputy Under Secretary of Defense for Science and Technology	Director, Defense Research & Engineering (DDR&E)	Member
Chief, Systems Engineering and Integration	U.S. Special Operations Command (SOCOM)	Member
Program Executive Officer, Information Operations J-6	Defense Logistics Agency (DLA)	Member
Director, Systems Engineering Operations Management and Customer Relations Directorate	Defense Contract Management Agency (DCMA)	Member
Chief, GIG Engineering	Defense Information Systems Agency (DISA/GES-E)	Member
Chief Systems Engineer (NRO/CSE)	National Reconnaissance Office (NRO)	Member
Acquisition Engineering Technical Executive (NGA/E)	National Geospatial-Intelligence Agency (NGA)	Member

D.3 Invited Observers

Invited observers consist of representatives identified in the following table:

Position	Agency	Role
Deputy Program Manager	SERC Government Program Management Office (PMO)	Invited Observer
Deputy Director	SERC	Invited Observer
Research Director	SERC	Invited Observer
Deputy Director	ODUSD(A&T)SSE Strategic Initiatives	Invited Observer

D.4 Ad Hoc Representatives

Ad hoc representatives may be included in the EAB meeting deliberations to the extent that EAB agenda items are impacted by or related to their activities.

E. Membership Responsibilities

E.1 EAB Co-chairs

The EAB co-chairs preside over all EAB meetings, and represent the interests of the SERC throughout DoD and the IC community. While the EAB strives to reach consensus on decisions, the EAB is not a voting body and the EAB co-chairs have decision authority on all matters presented to the EAB.

The EAB co-chairs, including their SERC sponsor duties, are responsible to:

- Implement the latest DoD UARC Management Plan (DoD UMP).
- Ensure the implementation of the current SERC Concept of Operations.
- Annually collect funding and staffing data for 10 U.S.C. 2304(c) (3) (B) based efforts from the SERC Contracting Activity (NSA) and report findings to DDR&E.
- Provide data on annual obligations/expenditures as requested by DDR&E.
- Disseminate DDR&E and SERC Primary Sponsor (DUSD (A&T) and NSA) guidance to the Contracting Activity (NSA) and the SERC, as appropriate.
- In coordination with the SERC, Contracting Activities, and Tasking Activities, maintain the definition of the SERC mission and core competencies.
- Review SERC contractual relationships for consistency with provisions of the DoD UMP.
- Ensure that the SERC develops an ethics plan that prevents any personal conflict of interest by SERC personnel.
- With Contracting Activity participation, chair a comprehensive review each time the SERC contract is renewed (approximately every 5 years), and report findings to DDR&E. As part of this review, the Primary Sponsors shall examine all DoD 10 U.S.C. 2304 (c) (3) (B) contractual relationships with the SERC for consistency with the provisions of the DoD UMP.
- Establish SERC strategic direction and overarching research priorities, resulting in an approved UARC Annual Program Plan.

- As required, adjudicate the priority of work requested by Tasking Activities.
- Annually communicate overall status and contributions provided by the SERC to such stakeholders as this Board and other designated stakeholders.
- As required, resolve high level issues and concerns.
- Review and/or approve major partnerships and external relationships requested by the SERC Executive Director.

E.2 EAB Permanent and Invited Members

The EAB exists to leverage the experiences, expertise, and insight of key individuals at organizations committed to advancing the practice of systems engineering within the DoD and IC. The EAB permanent and invited members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, EAB members should:

- Attend scheduled meetings, prepared to discuss scheduled issues brought before the EAB
- Address any action items assigned to them by the EAB;
- Provide the EAB co-chairs with the position of their respective organization to include providing their organization's SE research needs, and status of involvement in SERC research;
- Support the EAB co-chairs in determining the disposition of changes or issues brought before the EAB for adjudication;
- Recommend and carry out actions in support of the EAB co-chairs' decisions;
- Understand the strategic implications and outcomes of initiatives being pursued;
- Be an advocate for the application of the research results;
- Review the status of the SERC;
- Coordinate to ensure establishment of appropriate technical management on tasking activities for which their organization provides funding;
- Ensure the SERC's outputs meet the requirements of the business owners and key stakeholders;
- Advise on the balance of conflicting priorities and resources; and
- Foster positive communication outside of the EAB regarding the research projects and outcomes.

E.3 EAB Invited Observers

The EAB invited observers are allowed to attend in-person and virtual meetings in their role as stakeholders involved in the regular oversight of SERC operations.

E.4 EAB Executive Secretary

The EAB process, meetings, and associated business will be managed by the EAB Executive Secretary. All administrative and coordination activities in support of the EAB, to include publication of meeting minutes and agenda items, are performed by the EAB Secretary under the direction of the EAB Chairs. The EAB Executive Secretary notifies the membership of upcoming meeting details, publishes an agenda, and distributes copies of all pertinent documentation to members for review prior to the meeting. The EAB Executive Secretary is also responsible for capturing, tracking, and reporting status of action items assigned by the EAB. The Program Manager for the SERC Government Program Management Office will serve as the EAB Executive Secretary.

F. EAB Meeting Schedule

The EAB shall meet at least semi-annually and at the call of the co-chairs to ensure critical issues are resolved in a timely manner, overarching research priorities and on-going efforts are reviewed, and to integrate research efforts. Meetings will typically take place within the National Capital Region (NCR), to include Fort Meade, Maryland. Virtual meetings may be held at the discretion of the EAB co-chairs through electronic mail or teleconferences. Board members may request additional meetings to discuss specific issues subject to the co-chairs approval.

G. Charter Review Timetable

The EAB co-chairs will review this charter on an annual basis. Any permanent EAB member may propose an amendment to the charter, subject to the co-chairs' approval. Amendments are recorded and retained in the charter's change log.

H. References

- DoD UARC Management Plan, 1 May 1996.
- Statement of Work for SER UARC, Version 11, 3 June 2008.
- SER UARC Concept of Operations (CONOPS), Version 1.5, 21 May 2008.