

**The Defense Industrial Base (DIB)
Government Coordinating Council (GCC)
CHARTER**

1. Official Designation

The official designation of this Council is the “Defense Industrial Base Sector Government Coordinating Council,” herein after referred to as the “DIB GCC” or the “GCC.”

2. Background

Throughout history, industrial performance has been one of the most important aspects in assuring national security. The capabilities of the DIB are integral to the National Security, National Defense, and National Military Strategies of the United States (US). Private industry facilities manufacture, deliver, and maintain the majority of equipment, materials, services and weapons for the US Armed Forces. Per Homeland Security Presidential Directive - 7, the Department of Defense (DoD) has been designated as the Sector Specific Agency (SSA) for the DIB. Within DoD, the Assistant Secretary of Defense for Homeland Defense [ASD (HD)] is the lead for this effort and is responsible for coordinating and facilitating national infrastructure protection activities for critical defense industries.

The DIB is composed of the DoD, Federal government, and private sector worldwide industrial complex, which have capabilities to perform research and development, design, produce, deliver and maintain equipment, materials, services, and military weapon systems, subsystems, components, or parts to meet military requirements.

3. Objective

The objectives of the GCC are to provide effective coordination of Defense Industrial Base Sector policy, security strategies and communication across the government; to include Federal, State and local levels, and with the private sector. These activities will support the nation’s homeland security mission. In addition, the GCC plays a coordination role across national sectors.

4. Mission and Scope of Activity

The mission of the DIB Government Coordinating Council is to serve as the framework upon which Federal, State, and local government entities with equities in the DIB can engage with the Department of Defense, Department of Homeland Security (DHS) and other SSAs and the private sector to mitigate risk to the DIB. The GCC provides a forum for coordination on a wide range of sector specific infrastructure protection activities and issues. The forum will facilitate information sharing, identify common areas of interest, identify gaps and redundancies, synergistically leverage lessons learned, illuminate duplicative processes, and provide a prioritized list, from a functional perspective, of risk management alternatives to the ASD(HD) and the Secretary of Defense.

The GCC will accomplish its objectives through the following essential activities:

**The Defense Industrial Base (DIB)
Government Coordinating Council (GCC)
CHARTER**

- Identify items that need government-wide coordination and communication. The GCC shall bring together diverse Federal, state and local, as well as private sector, interests in order to identify and develop collaborative strategies that advance critical infrastructure protection.
- Identify needs, gaps, and redundancies in plans, programs, policies, procedures and strategies.
- Establish benchmarks and apply lessons learned for improving the overall security of the sector.
- Acknowledge and recognize successful programs and practices. The GCC will facilitate the sharing of experiences, ideas, best practices, and innovative approaches related to critical infrastructure protection. The GCC shall acknowledge and recognize accomplishments that further these objectives.
- Serve as a focal point for communication and coordination among owners, operators and suppliers and Federal, state and local governments during response and recovery.
- Identify, implement, and support the information sharing capabilities and mechanisms that are most appropriate for the DIB sector.
- Facilitate inclusive organization and coordination of the sector specific plan development, infrastructure protection planning, and of sector specific plan implementation activities.
- Advise on the integration of state and local regional planning initiatives with Federal initiatives, such as the state and local roles in sector specific plans, the National Infrastructure Protection Plan (NIPP) and the National Response Plan (NRP).
- Leverage input from the private sector regarding identification and prioritization of critical industrial capabilities and infrastructure, their vulnerabilities, and actions required to mitigate risk.
- Leverage complementary resources within government and between government and industry.

5. Membership

The membership is composed of key representatives from Federal Departments and Agencies. Official members named to the GCC are director-level or equivalent primary and alternate representatives from:

- Department of Defense
 - Office of the Assistant Secretary of Defense (Homeland Defense)
 - Office of the Deputy Undersecretary of Defense (Acquisition & Technology)
 - Office of the Deputy Under Secretary of Defense (Industrial Policy)
 - Office of the Director, Defense Procurement & Acquisition Policy

**The Defense Industrial Base (DIB)
Government Coordinating Council (GCC)
CHARTER**

- Office of the Deputy Under Secretary of Defense (International Technology Security)
- Office of the Director, Defense Contract Management Agency
- Office of the Deputy Under Secretary of Defense for Logistics, Material and Readiness
- Office of the Director, Defense Research & Engineering
 - Office of the Deputy Undersecretary of Defense (Science & Technology)
- Office of the Deputy Under Secretary of Defense (Intelligence)
 - Office of the Director, Policy, Requirements and Resources
- Office of the Deputy Chief Information Officer (NII)
- Office of the Deputy Under Secretary of Defense (Personnel & Readiness)
- Office of the Director, National Guard Bureau
- Department of Homeland Security
 - Office of the Assistant Secretary of Homeland Security (Infrastructure Protection)
- Department of Justice
 - Federal Bureau of Investigation
- Department of Commerce
 - Office of Strategic Industries and Economic Security, Bureau of Industry and Security
- Department of the Treasury
 - Office of Critical Infrastructure Protection & Compliance Policy
- Department of State, Bureau of Political-Military Affairs
 - Office of Plans, Policy and Analysis

The GCC Co-Chairmen reserve the right to invite ad-hoc or ex-officio membership to meet expertise requirements necessary to fulfill its mission.

The GCC recognizes that each member represents a government entity or organization with inherent legal authorities, restrictions, and parameters within which they must operate. At times, these authorities may restrict a GCC member's ability to provide agreement on a decision. These inherent legal authorities, restrictions, and parameters must be clearly articulated and understood by the GCC membership as the basis for dissent and the inability to enter into consensus.

**The Defense Industrial Base (DIB)
Government Coordinating Council (GCC)
CHARTER**

6. Roles and Responsibilities

The GCC will be co-chaired by the Director, Defense Critical Infrastructure Program, Office of the Assistant Secretary of Defense for Homeland Defense and the Assistant Secretary for Infrastructure Protection, Department of Homeland Security. The Co-Chairs exercise leadership of the GCC activities and meetings in order to collect information from other GCC members and initiate and/or bring issues to the membership for consideration and deliberation. Working with other council members, the Chairmen will monitor and ensure initiatives or issues are brought to closure.

Each GCC member assigns an alternate to represent them during his/her absence. The alternate representative has decision-making authority, as designated by the member and as the member deems appropriate for the issues represented at the meeting. Each GCC member has the flexibility to have additional representation at meetings other than the official alternate representative. The GCC member must clearly designate the representative's decision-making authority prior to the meeting (to the Co-Chairmen).

The Director of the Defense Critical Infrastructure Program will serve as the Executive Secretary for the GCC. His responsibilities will include: providing meeting and organizational support; coordinating agenda development; supporting the GCC on monitoring and closure of issues and initiatives; providing administrative support; and establishing communication mechanisms for use within the GCC and between the GCC and the SCC.

Ex-officio members are defined as non-voting participants whose criteria and qualifications for participating are based upon the ongoing needs for expertise and decisions by the GCC leadership. The purpose of their membership is for the GCC to gain relevant organizational and institutional representation and expertise. Ex-officio members may attend all meetings and conference calls. Ex-officio membership will be withdrawn, by determination of the GCC Co-Chairmen, as need for their expertise is no longer required.

Subject matter experts are non-voting participants drawn from any organization from which the GCC needs expertise on an ad hoc basis.

7. Working Groups

Official GCC Working Groups (WGs) may be established when substantial investigation, research, or other tasks are required and which cannot be achieved at a regularly scheduled GCC meeting. All products of these WGs are defined and are meant to provide recommendations to the full GCC membership on various issues, directions, and processes.

8. Principles of Participation

- All members agree to work towards the same goal and purpose of enhancing resiliency of the nation's defense industrial base.

**The Defense Industrial Base (DIB)
Government Coordinating Council (GCC)
CHARTER**

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- All members agree to participate during regularly scheduled GCC meetings and WGs.
 - During discussion and deliberations, the GCC membership must recognize and take advantage of each GCC member's and organization's strengths, skills, and perspective.
 - Results of GCC discussions and deliberations are recorded in the minutes and constitute a coherent GCC voice composed of each member's contributions.
 - All members agree to review the GCC meeting agenda prior to the meeting.

9. Number and Frequency of Meetings

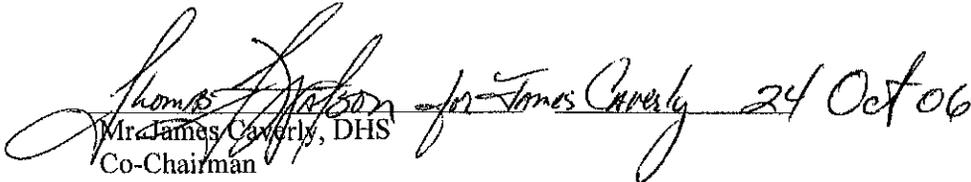
The GCC will meet at least once quarterly at a location within the greater Washington, DC metropolitan area, with additionally scheduled meetings and/or conference calls, as needed.

Approved:



William Bryan, DoD
Co-Chairman
Defense Industrial Base
Government Coordinating Council

24 Oct 06
Date



Mr. James Caverly, DHS
Co-Chairman
Defense Industrial Base
Government Coordinating Council

**The Defense Industrial Base (DIB)
Government Coordinating Council (GCC)
CHARTER**

ANNEX A – Meeting Management Standard Operating Procedures (SOPs)

A.1 Quorum

A quorum for decision-making is defined as a simple majority of the primary member agencies identified in paragraph 5.

A.2 Process

GCC members will make decisions through a consultative process, encouraging the exchange of information and points of view, and will strive for consensus. Although any member may disagree with a decision, other members will strive to understand and close the gaps that created the disagreement. Disagreements will be recognized and reasons clearly understood by all other members when a member absolutely cannot agree. When there is dissension, the GCC Co-Chairs may arbitrate so that the GCC may move forward and take action to fulfill its obligations. GCC leaders/members will strive to meet timelines and deliverables.

A.3 Meeting Support

The Executive Secretary will:

- 1) Develop agendas and maintain a calendar for GCC meetings.
- 2) Provide to all GCC members, no later than one week before the meeting, a clear and set agenda with read-ahead materials.
- 3) Compile the minutes of each meeting and send to GCC members within a week of the meeting for review and concurrence by members at the next meeting.
- 4) Develop processes to identify and develop issues to support the GCC and its leadership.
- 5) Maintain and follow up on outstanding GCC topics/issues and work products and their status.
- 6) Develop and implement logistics of GCC meetings, either in person or teleconference.
- 7) Provide other support as needed.

**The Defense Industrial Base (DIB)
Government Coordinating Council (GCC)
CHARTER**

A.4 Day to Day Communications

The Executive Secretary distributes and maintains a list of GCC members, which any member may use as deemed appropriate.

A.5 Meeting Governance

Discussion and deliberations must recognize and take advantage of each member's organization's strengths, skills and perspective.

A.6 Establishing Work Groups

The GCC may establish WGs:

- 1) When substantial investigation, research, and other tasks are required and which cannot be achieved by a regularly scheduled GCC meeting.
- 2) The WGs consist of representation to be determined by the scope of the topic;
- 3) By identifying a lead GCC member to maintain continuity and consistency of the WG.
- 4) All products of these WGs are defined with a specific and clear charge, time limits, and deliverables as part of initiating the WGs.
- 5) WGs are supported by the Executive Secretariat as needed.

A.7 Ex Officio Membership

Ex-officio membership is based on the current needs of the GCC and may be withdrawn at any time at the discretion of the GCC Co-Chairmen.