

CHARTER FOR THE USMC
NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE
OPERATIONAL ADVISORY GROUP

10 Sep 2002

1. Purpose. This Charter formally establishes the USMC Nuclear, Biological and Chemical Defense (NBCD) Operational Advisory Group (OAG). The primary purpose of the OAG is to provide a decision-making and guidance forum to advise the Marine Corps' NBC Defense Advocate. This Charter establishes direct "user" involvement through OAG activities. It will optimize the use of the collective NBC Military Occupational Specialty expertise (MOS 5702/5711), personnel and materiel assets, and billet assignments to assist in facilitating, implementing, and coordinating USMC NBCD Combat Development and associated programs. The NBCD OAG will focus on NBC Concept Exploration and Combat Development. Specific objectives may include but are not limited to:

- a. Develop and refine USMC NBCD Policy, Warfighting Concepts, and Doctrine.
- b. Integrate Joint, Naval Expeditionary, and MARFORCES Warfighting Doctrine and Concepts.
- c. Determine USMC NBCD Required Operational Capabilities.
- d. Review and input to NBCD Modernization Plans, Joint Priority List, and Research, Development and Acquisition Plans.
- e. Participate in NBCD Doctrine, Organization, Training, Materiel, Leadership, Personnel, Facilities DOTMLPF) Assessments.
- f. Assist in Integrated Logistic Support management and Life Cycle review of current and developmental programs.
- g. Assist in NBCD Operational and Exercise Planning.
- h. Assist in the management and performance evaluations of fielded programs.
- i. Assist in fielding affordable, appropriate, supportable, and reliable NBCD capabilities.

j. Provide a means to involve the user directly in the Combat Development and Program Development Processes.

k. Determine, evaluate, analyze, and document Warfighting Requirements.

l. Assist in requirements articulation and program development, implementation, evaluation, and management.

m. Assist in the development of testing criteria and evaluating test results in accordance with requirements documents.

n. Assist in the development of Integrated Logistic Support Plans and MOS Training Standards and Plans.

o. Assist in articulating NBCD missions and tasks in operational plans and in developing, implementing, and evaluating NBCD exercise training objectives.

p. Provide an information resource center on pertinent matters.

2. Organization and Membership.

a. General. The organization will consist of an overarching OAG, Integrated Product Teams (IPTs), and other committees assigned by the Chairman/Advocate. Membership in these bodies will consist of Standing Members, Ad Hoc Members, and Participating/Non-voting Members.

b. OAG

(1) Standing Members. OAG standing membership will consist of the senior NBC Officer and SNCO from the commands listed below. A Standing Member is granted full decision-making, guidance, and voting status on all matters addressed.

(a) Marine Corps Combat Development Command (MCCDC)
NBC Requirements Officer, Chairman.

(b) Marine Corps Training and Education Command
(TECOM).

(c) Marine Corps Systems Command (MARCORSYSCOM,
alternate Chairman.

- (d) Marine Corps Logistics Base Albany, GA.
- (e) USMC NBC Defense School Ft. Leonard Wood, MO.
- (f) Marine Corps Forces Atlantic and Pacific Commands.
- (g) I, II, and III Marine Expeditionary Forces Command Elements.
- (h) Marine Corps Reserve Forces.
- (i) 1st, 2nd, and 3rd Marine Divisions.
- (j) 1st, 2nd, and 3rd Marine Aircraft Wings.
- (k) 1st, 2nd, and 3rd Force Service Support Groups.

(2) Ad Hoc Members. Ad Hoc Membership consists of members who are granted decision making, guidance, and voting status on matters pertaining to their areas of emphasis and billet assignment. For example, if issues pertaining to the decontamination function needed a decision from the Marine Corps NBC Community, the MARCORSSYSCOM decontamination IPT member would become a member with status granted to Standing Members for that issue. Ad Hoc membership is also extended to other subject matter experts who either support or are supported by decisions made by the OAG (Supply, embarkation, operations, aviation, etc.). This status is granted provided that the status does not conflict with the representative's regular duties.

- (a) MARCORSSYSCOM NBC Program IPT representatives.
- (b) MAGTF Staff Training Program
- (c) Manpower and Reserve Affairs, Limited Duty Officer/Chief Warrant Officer Plans and Enlisted Assignment Branch.
- (d) On Site Inspection Agency
- (e) Defense Special Weapons Agency (DSWA)
- (f) Chemical/Biological Incident Response Force (CBIRF).
- (g) Marine Corps Intelligence Agency

(h) MCCDC DOTMLPF Representatives

(3) Participating/Non-Status Members. All USMC NBC Defense Specialist Officers and SNCO assigned to other billets not mentioned in the Standing and Ad Hoc paragraphs can participate in the OAG and IPT discussions and activities. However, they do not have decision-making, guidance, or voting status.

3. Settings and Media. OAG activities will be conducted throughout the year using several settings and media, as required.

a. Conferences/Meetings. The OAG will meet at least twice a year. When possible, meetings will be scheduled to coincide with other events that would normally involve the OAG members.

b. E-mail, telephone/conference calls, and video teleconference. E-mail and telephone will also be used to available.

4. Funding. The primary source of Temporary Additional Duty (TAD) funding to support OAG activities will be provided by the OAG member's parent command. NBCD OAG Standing and Ad Hoc members should budget for a minimum of two TAD trips to the Quantico area annually to support their attendance at OAG events. The NBC Specialist Community will make use of other conferences, events, and activities to economize and combine the effort.

5. Procedures.

a. Conferences/Meetings. The Chairman will schedule conferences. The Chairman will announce conferences or activities via e-mail, followed by MDS message. Prior to announcing and posting schedules, the Chairman will call for topics, agendas, speakers, and other comments and recommendations. The Chairman will arrange for and coordinate conference facilities and resources; record and distribute minutes; and maintain issues and action items records. The Chairman will ensure that OAG conference/meeting attendees are tailored as required to limit attendance to those personnel required properly address the issues at hand. This tailoring may require subject matter expertise in all DOTMLPF pillars.

(1) OAG members must be prepared to attend conferences/meetings as required by the Chairman/Advocate. If

the member is unable to attend, the member will make every effort to ensure a representative attends. The representative assumes OAG member status.

(2) OAG members are responsible for action items, as assigned.

(3) Ad Hoc members assume OAG member status when assigned by the OAG Chairman.

b. Consensus and Voting. When decisions are needed, the OAG will attempt to reach agreement and consensus. When agreement and consensus are not reached and a vote is necessary, a majority vote of the OAG members will carry.

c. Distribution of Minutes.

(1) The Chairman will be responsible for the recording and distribution of minutes.

(2) Draft minutes will be distributed for editing to the OAG and returned to the Chairmen as required. If no changes are required, the OAG member will send approval or concurrence.

(3) Final minutes will be distributed within one week after all comments have been received.

d. Operating Force Advocates. Various action items will require OAG members' action. The OAG members indicated in Figure 1 below are responsible for conducting those actions required to support any action items related to their assigned area of responsibility. The assignment of advocates ensures that all action items are appropriately acted upon while minimizing the impact on the operating forces. The OAG response to an action item is not limited to that required of the advocate, all OAG members are encouraged to participate.

(1) Action Item Assignment. OAG members will receive action items by official correspondence. The Action Taskers will at a minimum specify the advocate, clearly defines task, due date, POC, and method to respond.

(2) Action Item Suspense Tracking. The OAG Chairman will maintain an Action Item Suspense List. The Action Item Suspense List may be distributed as required.

<u>OpFor Advocate</u>	<u>Area of Responsibility</u>
I MEF	Decontamination (Sustain)
II MEF	Contamination Avoidance (Sustain)
III MEF	Protection (Shield)
MARFORPAC	Battle Management (Shape)

Figure 1, Operating Force Advocates



L. A. BLASIOLO
By direction