



COMDTINST 4000.6  
25 FEB 1991

COMMANDANT INSTRUCTION 4000.6

Subj: Engineering Logistics Steering Committee Charter

1. **PURPOSE.** To publish the charter by which the Engineering Logistics Steering Committee (ELSC) will function.
2. **BACKGROUND.** In 1988, a Logistics Steering Committee was convened to address logistics issues such as Configuration Management, Centralized Shipboard Supply and Mandatory Allowances. The work of the Committee resulted in a decision by the Chief of Staff to implement these programs. The need to reconstitute the Committee with an official charter arose during the FY 1992 Issues. The Commandant's FY 1992 Determinations directed that a charter be prepared for a Logistics Steering Committee.
3. **DISCUSSION.**
  - a. The Coast Guard defines logistics as: A generic term which encompasses all those support activities associated with developing, acquiring, testing, and sustaining the mission effectiveness of operating assets throughout their service lives. The overall objective is to provide the right persons, things, and information, at the right time, at the right place and at a reasonable cost.

3. b. This definition implies an integrated approach to logistics. All of the various support elements must work in harmony. Since the support elements in the Coast Guard work in different organizations, an interdisciplinary group is required to provide guidance to the logistics community. The ELSC, comprised of selected program and support managers, is tasked with developing guidance on specific engineering logistics issues.
4. RESPONSIBILITIES. Commandant (G-E) will have the overall responsibility for the ELSC. Enclosure (1) identifies the objectives, responsibilities and functions of the ELSC.
5. ACTION. Area commanders, commanders of maintenance and logistics commands, commanding officers of supply centers and chiefs of offices and special staff divisions in Headquarters shall ensure the committee objectives provided in enclosure (1) are incorporated into standard operating procedures.

/s/ ROBERT T. NELSON  
Chief of Staff

Encl: (1) Engineering Logistics Steering Committee Charter

## ENGINEERING LOGISTICS STEERING COMMITTEE CHARTER

1. OBJECTIVE. The objectives of the ELSC are to:
  - a. Facilitate necessary changes to improve business practices.
  - b. Share information on logistics initiatives, problems, and solutions.
  - c. Review policies of various logistics managers (for policies that overlap organizational boundaries).
  - d. Review logistics projects implementation.
2. MEMBERSHIP.
  - a. The following are core committee members:

Chief, Logistics Management Division, Chairman, (G-ELM)  
Chief, Naval Engineering Division (G-ENE)  
Chief, Aeronautical Engineering Division (G-EAE)  
Chief, Acquisition Technical Support Staff (G-AT)  
Chief, Electronics Operations Division (G-TEO)  
Commander, Maintenance and Logistics Command Atlantic (representative)  
Commander, Maintenance and Logistics Command Pacific (representative)
  - b. The following are interest group members:

Chief, Civil Engineering Division (G-ECV)  
Chief, Research and Development Staff (G-ER)  
Chief, Procurement Management Division (G-CPM)  
Commanding Officer, Coast Guard Supply Center Brooklyn  
Commanding Officer, Coast Guard Supply Center Curtis Bay  
Commanding Officer, Aircraft Repair and Supply Center Elizabeth City  
Commander, Coast Guard Atlantic Area (representative)  
Commander, Coast Guard Pacific Area (representative)  
Chief of Staff (representative)  
Office of Law Enforcement and Defense Operations, Cutter Division (G-OCU)  
Office of Navigation Safety and Waterways Services (representative)  
Office of Personnel and Training (representative)  
Office of Marine Safety, Security and Environmental Protection (representative)  
Office of Readiness and Reserve (representative)

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- c. Committee membership may change from time to time. The core group membership may be changed with Commandant (G-E) approval. Interest group members' participation may change as the Committee's agenda reflects their interests.

3. GENERAL OPERATING PROCEDURES.

- a. Oversight. The ELSC reports to Commandant (G-E). As Chairman of the ELSC, G-ELM shall provide Commandant (G-E) with a copy of the ELSC meeting minutes, and identify logistics issues that may require organizational policy decisions.
- b. Coordination. The Chairman of the ELSC shall normally coordinate all Committee activities by communicating directly with committee members.
- c. Meetings. The ELSC shall normally meet quarterly, according to a schedule published by the Committee Chairman. ELSC members may recommend a special meeting when necessary.
- d. Agenda. ELSC members (core or interest group) may submit agenda items to the Chairman of ELSC. Agenda topics will be published in advance of each meeting. Participants shall prepare briefings and/or issue papers as necessary to address the agenda topics scheduled.
- e. Support. The G-ELM staff shall provide overall administrative support to the ELSC.