



COMDTINST 4400.20
03 DEC 1992

COMMANDANT INSTRUCTION 4400.20

Subj: Supply Advisory Council Charter

1. **PURPOSE.** To publish the charter for the Supply Advisory Council (SAC).
2. **BACKGROUND.** Commandant (G-ELM) established the SAC in 1989 to communicate and discuss issues and initiatives with Supply Centers Brooklyn and Curtis Bay. Two categories of formal agenda items were identified - one to address principles and goals of policy changes, and the other to address specific supply problems. Since then, the role and membership of the SAC has evolved to be more encompassing.
3. **DISCUSSION.** To improve business practices and decision- making, the SAC will continue to meet on a regular basis. The SAC will address specific supply problems and initiatives and recommend cohesive supply policy.
4. **RESPONSIBILITIES.** Commandant (G-ELM) is responsible for the SAC. Enclosure (1) identifies the objectives, membership, and general operating procedures for the SAC.
5. **ACTION.** Commanding officers of the supply centers, commanders of maintenance and logistics commands and chiefs of Headquarters divisions will designate representatives or participants for the SAC as identified in enclosure (1).

ROBERT E. KRAMEK
Chief of Staff

Encl: (1) Supply Advisory Council Charter

SUPPLY ADVISORY COUNCIL CHARTER

1. **OBJECTIVES.** The objectives of the SAC are to:
 - a. Identify and discuss common Strategic Planning Initiatives related to supply.
 - b. Bring High priority suggestions, ideas, and problems to the Council for resolution.
 - c. Solve supply problems and recommend necessary policy quickly.
 - d. Focus on uniform procedures and systems.
 - e. Provide a forum to review new/updated policies before implementation.

2. **MEMBERSHIP.**
 - a. The following are core SAC members:

Chief, Logistics Management Division (Chairman)
Commanding Officer, Supply Center Brooklyn
Commanding Officer, Supply Center Curtis Bay
Chief, Aviation Supply Division, Aircraft Repair and
Supply Center
Technical Director, Technical Support Division, Supply
Center Curtis Bay
Technical Director, Electronic/General Supplies,
Inventory Control Point, Supply Center Brooklyn
Chief, Policy Branch, Logistics Management Division
 - b. The following are regular participating members:

Assistant Chief, Logistics Management Division Information Resources
Management Advisor Branch Chiefs, Logistics Management Division Commander,
Maintenance and Logistics Command Atlantic
(ml)
Commander, Maintenance and Logistics Command Pacific (ml) Logistics
Management Institute (Representative)
 - c. Representatives of the following may attend if agenda is of interest:

Aeronautical Engineering Division
Naval Engineering Division
Acquisition Technical Support Staff
Electronics Operation Division
 - d. The SAC Coordinator/Executive Secretary will coordinate and attend all meetings.

3. **GENERAL OPERATING PROCEDURES.**

- a. Coordination. The SAC Chairman shall coordinate all council activities by communicating directly with committee members.
- b. Meetings. The SAC will meet quarterly according to a schedule published annually by the SAC Chairman.
- c. Agenda. SAC members may submit agenda items to the Chairman. Agenda topics will be published prior to each meeting. Participants shall prepare briefings and/or issue papers as necessary to address the scheduled agenda topics.
- d. Support. Commandant (G-ELM) shall designate the SAC Coordinator/Executive Secretary and provide overall administrative support to the SAC.
- e. Minutes. SAC Executive Secretary shall publish minutes and forward a copy to each Council Member. Minutes will include all taskings and action items and will be retained for record purposes.
- f. Oversight. The SAC Chairman shall provide Commandant (G-E) with a copy of the SAC meeting minutes and identify issues that may require higher level policy decisions.